Please Note:
Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. There is a three minute time limit per person.
In order to better accommodate members of the public, some Agenda Items will be heard at a specified time or soon thereafter. Agenda Items without specific times may be rearranged to accommodate the Board’s schedule.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ADDITIONS TO AGENDA
   Items added to the agenda must be approved by the Board pursuant to Government Code Section 54954.2

3. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA
   A. Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Amador Water Agency; however, any matter that requires action will be referred to Staff for a report and action at a subsequent Board meeting. Please note there is a three (3) minute time limit per person.

4. CONSENT AGENDA
   A. Items listed on the consent agenda (see attached) are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

5. DEPARTMENT REPORTS
   Staff Reports will be provided by Managers to update the Board of Directors on current activities within their areas of responsibility
   A. Administration/Finance
   B. Operations

6. AGENCY GENERAL
   A. Security System Enhancements
      1. Discussion and possible action to authorize the General Manager to execute an amendment to the current contract with Sonitrol Security for performing an upgrade to the existing Sonitrol System
B. Miscellaneous Fees
   1. Discussion and possible direction to staff regarding the draft miscellaneous fees schedule

C. Geotechnical Engineering Services
   1. Discussion and possible action to authorize the General Manager to enter into a two year contract with Geocon to provide geotechnical services to the Agency on an as needed basis

D. Temporary Internal Construction Loan
   1. Report to Board regarding the short-term loan of funds from the Amador Water System Wastewater Capital Cash Participation Fee reserve account to the Amador Water Agency Water Construction fund cash account per Resolution 2017-10.

7. PERSONNEL MATTERS
   A. Organizational Structure Changes and Filling of Vacant Positions
      1. Discussion and possible action to approve the proposed job description and salary range for the position of Engineering Manager and direction to begin the process of filling the vacant position
      2. Discussion and possible action to approve the proposed organizational structure, job descriptions and salary ranges for the positions of Accountant and Accounting Clerk
      3. Discussion and possible action to approve the proposed job description and salary range for Customer Service Representative III position
      4. Discussion and possible action to approve hiring for the Electrical Supervisor position to provide training and overlap prior to the current supervisor’s retirement

8. WATER SYSTEM
   A. Ione Hydro
      1. Discussion and possible action to adopt Resolution No. 2017-14, a Resolution of the Board of Directors authorizing design/build contracting to construct the Ione Conduit Hydroelectric Project and making findings under the Energy Conservation Contracts Act in furtherance of the project.

   B. Community Development Block Grant Pioneer Phase 2 & 3
      1. Discussion and possible direction to staff to prepare a grant application for consideration by Amador County Board of Supervisors

   C. Bottled Water Program
      1. Discussion and possible action to initiate the process to provide bottled water to raw water customers without potable water for in-home use
9. LEGAL COUNSEL'S REPORT
   A. Legislative report
   B. Discussion and possible action regarding Agency positions on pending bills
      1. SB 623
   C. Other Legal Matters

10. COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS
    A. Engineering Committee (09-06-17)
    B. Policy Committee (09-07-17)
    C. Personnel Committee (09-07-17)

11. FUTURE AGENDA TOPICS
    A. This item is to provide the Board Members an opportunity to request items to be placed on future agendas.

12. CLOSED SESSION
    B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6 (Gene Mancebo, Karen Gish, Gary Thomas, Rich Farrington) - AWA Employee Association Bargaining Unit.
    C. Pursuant to Government Code Section 54957 Public Employee Performance Evaluation- General Manager.
    D. Conference with Legal Counsel Pursuant to Government Code Sections 54956.9(a) and (d)(1) -- Existing Litigation – Howard Jarvis Taxpayers Association, et al. v. Amador Water Agency, et al. (Amador Superior Court Case No. 16-CVC-09564/Third District Court of Appeal Case No. C081757).

13. ADJOURNMENT
AMADOR WATER AGENCY
CONSENT AGENDA
September 14, 2017

Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

1. MINUTES
   A. Approval of minutes of the Regular Board Meeting of August 24, 2017

2. RESOLUTIONS
   A. Adoption of Resolution No 2017-15 – A Resolution Authorizing the Investment of Amador Water Agency funds in the Local Agency Investment Fund

3. MISCELLANEOUS APPROVALS
   A. Ione Reservoir Maintenance Project
      1. Notice of staff's intent to file Notice of Exemption and other associated environmental documents necessary in association with this project

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Cris Thompson at (209) 223-3018 or (209) 257-5281 (fax). Requests must be made as early as possible, and at least two-full business days before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the Amador Water Agency Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 12800 Ridge Rd, Sutter Creek CA 95685

Gary Thomas, President  Art Toy, Vice President  Rich Farrington  Paul Molinelli Jr.  Robert Manassero
AMADOR WATER AGENCY
Board of Directors
Regular Meeting
August 24, 2017

MINUTES

Directors Present: Gary Thomas, President
                  Art Toy, Vice President
                  Richard Farrington
                  Paul Molinelli Jr
                  Robert Manassero

Directors Absent: None

Staff Present: Gene Mancebo, General Manager
               Cris Thompson, Clerk of the Board
               Damon Wyckoff, Operations Manager

CALL TO ORDER- President Thomas called the meeting to order at 9:00 a.m.

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT: None

CONSENT AGENDA ITEMS (0:00:57-0:02:25)

MOTION: It was moved by Director Farrington, seconded by Director Molinelli Jr. and carried to approve the consent agenda as presented

WATER SYSTEM (02:25-09:30)
Wholesale Water Rates
Discussion and possible action to adopt Resolution 2017-13, Adopting adjusted Wholesale Water Rates for fiscal years 2017-2021

MOTION: It was moved by Director Manassero, seconded by Director Molinelli Jr and unanimously carried to adopt Resolution No. 2017-13 adopting wholesale water rates and charges for fiscal years 2017-21.
Discussion and possible action regarding consideration of a sole-source design/build contract

Mr. Steven Herrera, Nline Energy

**MOTION:** It was moved by Director Farrington, seconded by Director Toy and unanimously carried to authorize staff to prepare a resolution for the Board’s consideration at the next regular meeting that would approve the Agency entering into a sole source design build contract for the lone Hydroelectric facility.

Water Sales and Production Comparison *(42:54-56:10)*
Report Only- No action

**PROJECT UPDATES (56:20- 1:32:20)**

**RECESS** was called at 10:35 a.m. **SESSION** resumed at 10:45 a.m.

**COMMITTEE REPORTS/ SPECIAL ASSIGNMENTS (1:32:34- 1:52:56)**
Engineering Committee (08-10-17)
SGMA (08-16-17)
CAMRA (08-16-17)

President Thomas appointed Director Molinelli Jr. to the Policy Committee to replace Director Manassero in order to more evenly distribute the committee assignments.

**GENERAL MANAGER’S REPORT (1:52:59- 2:09:53)**

**ASSISTANT GENERAL MANAGER’S REPORT (2:09:54- 2:10:00)**

**BOARD OF DIRECTOR DISTRICT REPORTS, COMMITTEE REPORTS AND DIRECTOR COMMENTS – (2:10:01- 2:11:30)**

**FUTURE AGENDA TOPICS**
Security Committee

**CLOSED SESSION** was called at 11:26 a.m.

Conference with Labor Negotiators Pursuant to Government Code Section 54957.6 (Gene Mancebo, Karen Gish, Gary Thomas, Rich Farrington) - AWA Employee Association Bargaining Unit.

Pursuant to Government Code Section 54957 Public Employee Performance Evaluation- General Manager.
Conference With Legal Counsel Pursuant To Government Code Section 54956.9(D)(1) – Existing Administrative Proceedings – State Water Resources Control Board Bay-Delta Water Quality Control Plan Update Proceeding

OPEN SESSION resumed at 2:10 p.m. with nothing to report

ADJOURNMENT
President Thomas adjourned the meeting at 2:11 p.m. with nothing to report.

Cris Thompson
Clerk of the Board of Directors
Approved: ____________________________
RESOLUTION NO. 2017-15
OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY
AUTHORIZING INVESTMENT OF AMADOR WATER AGENCY FUNDS IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, pursuant to Chapter 730 of the Statues of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Amador Water Agency does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein is in the best interest of the Amador Water Agency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Amador Water Agency does hereby authorize the deposit and withdrawal of Amador Water Agency monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED that the following Amador Water Agency officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Cris Thompson                     Gene Mancebo                     Tracey Hays  
Assistant General Manager         General Manager                  Finance Manager

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Water Agency of State of California on this 14th day of September, 2017 by the following vote:

Ayes:
Noes:
Absent:
Abstain:

______________________________  ______________________________  ______________________________
Gary Thomas, President         Board of Directors

ATTEST:

______________________________
Cris Thompson
Clerk of the Board of Directors
STAFF REPORT

Ione Reservoir Maintenance Project

Requested Action:
No Action, this is informational only

Background:
The Water Agency experienced taste and odor issues in the lone water system this past summer which was traced to the Ione Reservoir as the source. The Agency staff is proposing to remove vegetation and sedimentation in the reservoir and enhance the circulation system by adding aeration equipment to improve the water quality and prevent taste and odor issues next summer. Staff is planning to remove vegetation and sedimentation this fall and install aeration facilities by next spring. This work is exempted from further environmental review under the CEQA Guidelines, Categorical Exemption 15301, Existing Facilities.

Alternatives:
1. Require that staff perform additional environmental review.
2. Forego the planned maintenance work

Fiscal Impact:
The fiscal impact is limited to staff time and filing fees.

Reviewed by Committee:
This proposed project and anticipated CEQA exemption was discussed with the Engineering and Planning Committee with no specific recommendation

Recommendation:
Proceed with filing the Exemption Notice.

Prepared by:
Gene Mancebo, General Manager
To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044
County Clerk  
County of: Amador  
810 Court Street  
Jackson, CA 95642

From: (Public Agency): Amador Water Agency  
12800 Ridge Road  
Sutter Creek, CA 95685
(Address)

Project Title: Lone Reservoir Maintenance

Project Applicant: Amador Water Agency

APN 001-180-027

Project Location - City: Near Lone  
Project Location - County: Amador

Description of Nature, Purpose and Beneficiaries of Project: Remove vegetation and sedimentation from the 26 acre foot reservoir and improve the circulation system with aeration to improve water quality for customers in the Lone Area and surrounding vicinity.

Name of Public Agency Approving Project: Amador Water Agency

Name of Person or Agency Carrying Out Project: Amador Water Agency

Exempt Status: (check one):

☐ Ministerial (Sec. 21080(b)(1); 15268);
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☒ Categorical Exemption. State type and section number: 15301
☐ Statutory Exemptions. State code number: ____________

Reasons why project is exempt:
This project involves general maintenance of the Lone Reservoir as well as some enhancements to improve water quality, none of which increase the capacity beyond a negligible amount.

Lead Agency  
Contact Person: Gene Mancebo  
Area Code/Telephone/Extension: (209)257-5245

If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  ☐ Yes  ☐ No

Signature: ___________________________ Date: ____________ Title: ___________________________

☐ Signed by Lead Agency  ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Date Received for filing at OPR: ____________
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Revised 2011
ADMISTRATION DEPARTMENT REPORT

Customer Service/Human Resources:

- The 2017/2018 (7/1/17-6/30/18) Safety Statistics for Agency staff are:
  - Lost time worker’s comp incident: 0 (date of last incident: 12/12/16)
  - Other Worker Comp incident: 0 (date of last incident: 5/10/17)
  - First Aid incident: 0
  - Avoidable vehicle accident: 0
  - Unavoidable vehicle accident: 0
- Training: Swan Analytical Water 101-Tamantini and Shortridge; ARC Flash Software-Randall
- Certifications/Renewals: None
- Staffing: Engineering Supervisor and Distribution II vacancy; Distribution Lead- Jeff Shortridge promoted
- Liens filed: 3 - $761.87
- Liens Released: None
- Total Liens filed for the Agency 308- total dollar amount $293,934

Finance/Accounting:

Water Sales Revenues through the month of August are $1,497,281
Wastewater Sales Revenues through the month of August are $283,670
Reimbursements received: $584,005
Outstanding Reimbursements:
Buckhorn DBP $704,862
Camanche Tank 9 $714,069

Restricted and Unrestricted Cash: Next Page

Prepared by: Karen Gish – HR / Office Manager
Tracey Hays - Finance Manager
### Restricted and Unrestricted Cash

<table>
<thead>
<tr>
<th></th>
<th>Jan-16</th>
<th>Jan-17</th>
<th>Feb-16</th>
<th>Feb-17</th>
<th>Mar-16</th>
<th>Mar-17</th>
<th>Apr-16</th>
<th>Apr-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>1,493,900</td>
<td>1,566,317</td>
<td>995,341</td>
<td>1,856,462</td>
<td>668,851</td>
<td>1,636,391</td>
<td>668,851</td>
<td>1,653,122</td>
</tr>
<tr>
<td>Restricted</td>
<td>2,048,071</td>
<td>1,397,030</td>
<td>2,271,266</td>
<td>1,398,944</td>
<td>2,511,883</td>
<td>1,398,944</td>
<td>2,511,883</td>
<td>1,406,005</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,541,971</strong></td>
<td><strong>2,963,347</strong></td>
<td><strong>3,266,607</strong></td>
<td><strong>3,255,406</strong></td>
<td><strong>3,180,734</strong></td>
<td><strong>3,035,335</strong></td>
<td><strong>3,180,734</strong></td>
<td><strong>3,059,127</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>May-16</th>
<th>May-17</th>
<th>Jun-16</th>
<th>Jun-17</th>
<th>Jul-16</th>
<th>Jul-17</th>
<th>Aug-16</th>
<th>Aug-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>853,790</td>
<td>500,000</td>
<td>779,669</td>
<td>302,412</td>
<td>740,033</td>
<td>724,862</td>
<td>1,425,518</td>
<td>552,103</td>
</tr>
<tr>
<td>Restricted</td>
<td>2,680,125</td>
<td>1,243,101</td>
<td>2,728,658</td>
<td>1,331,723</td>
<td>2,768,294</td>
<td>1,430,907</td>
<td>2,336,415</td>
<td>1,232,853</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,533,915</strong></td>
<td><strong>1,743,101</strong></td>
<td><strong>3,508,327</strong></td>
<td><strong>1,634,135</strong></td>
<td><strong>3,508,327</strong></td>
<td><strong>2,155,769</strong></td>
<td><strong>3,761,933</strong></td>
<td><strong>1,784,956</strong></td>
</tr>
</tbody>
</table>
Operations Report

Covering August 1 – August 31, 2017

Operations Manager:
1. Completed and submitted technical report and permit amendment application for Buckhorn's Backwash Recycling project and Camache's Tank 9 project.
2. On-going work with FEMA to develop project descriptions and estimation of costs for repair of the Agency's FEMA grant funded projects.
3. Attended Amador County Groundwater Management Authority meeting
4. Met with consulting engineers and biologist from Stantec and the US Fish and Wildlife Services to discuss possible wildlife mitigation options for potential improvements to the Camanche wastewater treatment plant.
5. Attended Cosumnes Sub Basin Technical Advisory Committee meeting and Working Group meeting.
6. Met with Amador County Planning Director regarding the proposed draft to the Airport Land Use Compatibility Plan and its effect on AWA property.

Admin Assist III:
2. Working on CMMS/Springbrook software integration, Website and Facebook
3. Triennial lead and copper testing completed for Buckhorn and LaMel Systems. Buckhorn system was non-detect for both lead and copper. LaMel was non-detect for lead and 420 Ug/L for copper. Which is well below the MCL of 1300 Ug/L.

Water Treatment Plants:
1. Staff installed three new membrane modules to PG&E @ Tiger Creek water treatment plant.
2. Staff from water, electrical and construction made temporary repairs to the intake structure at PG&E water treatment plant to assist with operations until permanent repairs can be made.
3. Operators worked to regain syphon from the gravity supply line supply due to fluctuating reservoir levels. Maintenance has been difficult due to limited road access.
4. Worked with electrician to replace and program new HMI controller at LaMel water treatment plant.

Wastewater:
1. Continued to mow, spray and weed-eat at all systems
2. Continued to monitor and operate Pine Grove Camp wastewater system
3. Continued to drop all storage ponds before Oct. 1st.
4. Continue to monitor Pond #7 at Mace Meadows Golf Course receiving Buckhorn WTP's backwash water.
5. Continued with septic tank inspections
Engineering
1. Agency Projects:
   a. CDBG Buckhorn Ridge/Carson: Project complete, punch list items.
   d. Buckhorn WTP DBP & Recycling: Construction continues.
   e. Lake Camanche Tank 9 & Intertie: Tank construction completed, pipeline construction continues.
   f. Lone Hydroelectric: Design at 50%
   g. CDAA Storm Repairs: Estimation of cost for repair/replacement complete with the exception of the Amador Canal. Awaiting cost for repair from consulting engineer.
   h. Tanner Backwash Recycling: In pre-design with Peterson Brustad, Inc.
2. Developer Projects:
   a. Wildflower (lone) Unit 4 Punch list items
   b. Castle Oaks 4 & 7 (lone): Unit 4A Punch list work pending. Unit 7 complete
   c. Washington Place (lone): Plan review complete
   d. East Ridge Business Park (Sutter Creek): No activity

Electrical:
1. Failures:
   a. LaMel well pump controller failed. Replaced controller.
   c. Camanche Well 14 time run meter failed and was replaced.
   d. Jackson Pines Lift Station float failed. Replaced.
   e. Buckhorn WTP alarm system batteries failed. Replaced batteries.
   f. Martell radio communication network failed. Repeater locked up. Rebooted system.
   g. Lone WTP SCADA Server 2 had a hard drive failure. Driver replaced and rebuild completed.
   h. Buckhorn WTP PLC network failed. Repairs completed and system back online.
   i. PG&E plant- Feed pump tripping out. Found bad switches. Switches are on order. Temporary fix in place.
   j. Buckhorn/Tiger Creek/Silver Lake Pines pump station communication failure.
2. Camanche Lift Station B rewired for additional alarm call outs.
3. Gayla Lift Station modified to eliminate nuisance alarm call outs for power outages.
4. Installed a switch outlet for chemical pumps at Gayla Sprayfield pump station.
5. Camanche WWTP aerators installed to existing power and control
6. Repaired and sealed eleven Amador Water System Mag meters.

Construction:
2. New service line installation at Well Space Clinic in Martell
3. New service installation on New York Ranch Road

Distribution:
1. Service line leak repairs:
   a. Alpine Drive (Pioneer, 25 gpm)
   b. Alpine Lane (Pioneer, 10 gpm)
   c. Delores Court (Pioneer, 1 gpm)
   d. Edgebrook (lone, 3 gpm)
2. Service line relocate at Wagon Wheel Dr. Pioneer
3. Emergency response to Ridgeway Pines Pump Station for power failure
4. Pioneer Water Rehabilitation Project put online
5. Assisted Pine Grove CSD with a 2” service line repair (100 gpm)
Canal:

1. Leak Repairs:
   a. Waste gate #9 W. Clinton Rd (5 gpm)
   b. Waste gate #22 Lower canal Ridge Rd. (15 gpm)

2. Berm Leak Repairs:
   a. Mile marker 10.75 W. Clinton Rd (10 gpm)
   b. Mile marker 3.50 Clinton Rd (35 gpm)
   c. Mile marker 3.00 Lower canal Ridge Rd. (5 gpm)
   d. Mile marker 0.00 – 0.25 lone Canal Badger St (50 gpm)
   e. Mile marker 3.00 lone Canal Allen Property (20 gpm)

3. Service Line Break Repair:
   a. Mile marker 5.00 Lower canal off Small Diameter Pipe (50 gpm)

4. Downed Tree Removal:
   a. 6 trees removed from Lower canal Ridge Rd.
   b. 4 trees removed lone Canal Badger St. Access

Prepared by: Damon Wyckoff, Operations Manager
River Pines Dept. Report

August Water Production/Sold

<table>
<thead>
<tr>
<th>Well</th>
<th>Production/Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well 2</td>
<td>702,700 gallons</td>
</tr>
<tr>
<td>Well 3R</td>
<td>598,700 gallons</td>
</tr>
<tr>
<td>Well 6R</td>
<td>24,356 gallons</td>
</tr>
</tbody>
</table>

Total Produced: 1,325,756 gallons
Total Sold: 960,633 gallons
Total Lost: 27.6%

Admin Assist III-
- Completed August monthly reporting for water and wastewater.
- Attended annual inspection with Treatment operator and Division of Drinking Water Regulator.
- Completed and submitted response to annual inspection to Division of Drinking Water and River Pines PUD.
- Completed triennial lead and copper testing. Lead was non-detect and copper was 130 Ug/L which is way below the MCL of 1300 Ug/L.

Wastewater-
- Influent flow: 827,200 gallons
- Effluent Discharged: 630,000 gallons

Water-
- Attended annual inspection of River Pines facilities
- Completed routine sampling for August
- Total rebuild of chlorine analyzer at Well 2/3R

Distribution- Dropped and picked up lead and copper bottles for triennial sampling

Electrical/Instrumentation-
- WWTP- Motor overload protectors failed. Installed new ones.
- WWTP- Emergency pump installed at sprayfield pond
- WWTP- Installed and wired new mixer motor at treatment pond
- WTP- Failed turbidimeter at Well 6R repaired
- Installed network firewall
- Worked on SCADA System
City of Plymouth Dept Report-August 2017

Operations Manager-
- Coordinated and scheduled the shutdown associated with the new water main installation.

Admin Assistant III-
- Completed monthly water reporting
- Coordinated Boil order and Boil Order Lift with City of Plymouth and Division of Drinking Water. Used Facebook to share information with the public.
- Completed compliance order response on Disinfection By-Product exceedance.
- Created Public Notification and sent to City for Disinfection By-Product exceedance. Received Proof of Notification back and forwarded to Division of Drinking Water.

Water-
- Operator took routine monthly samples for August

Construction-
- Repaired three service line leak repairs
- Assisted in shut down and tie in of new water main
- Replaced a valve on Wheeler

Distribution-
- Assisted with shutdown for new water main installation. Took 2 days of water quality samples to the lab.

Electrical/Instrumentation-
- Replaced failed VFD at water treatment plant
- Pump filter wiring failed due to rats and mice. Replacement work in progress.
STAFF REPORT

Agency Facilities Security System

Requested Action:

Authorize the General Manager to execute an amendment to the Contract with Sonitrol to upgrade the current security system at the Agency's facilities.

Background:

Staff has been working with the Security Committee Adhoc to review options for enhanced protection of the Agency's facilities. Staff received proposals from Mr. Security, Rodarte Communications and the Agency's current security company, Sonitrol. The Security Committee Adhoc reviewed the three proposals, and is recommending the Sonitrol proposal as the best option for the Agency. Sonitrol provided a proposal that will give us a full credit of our current system purchased in 2007 and upgrade the system to provide additional security measures. The cost provided by Sonitrol is significantly less than the other proposals received Mr. Security and Rodarte Communications.

Alternatives: Do not implement any upgrades at this time or implement the upgrades in stages.

Fiscal Impact: The FY 17-18 adopted budget provided for $20,000 for security upgrades. The current proposal would require an additional $8,794 for full implementation.

Reviewed by Committee: Yes, the Security Adhoc recommends and supports the recommended action.

Recommendation: Authorize the General Manager to execute and amendment to the Contract with Sonitrol to upgrade the current security system at the Agency's facilities and to approve an additional $8,794 to implement the upgrades.

Prepared by: Karen L. Gish, HR/Office Manager
STAFF REPORT

Approve Revised Schedule of Miscellaneous Fees and Charges

Requested Action:

Board concurrence with the Policy Committee recommendation to approve the draft revised Miscellaneous Fee schedule and direct staff to schedule a public hearing and provide public notification of the public hearing as required.

Background:

The Policies Committee has reviewed and updated the Schedule of Miscellaneous Fees and Charges to ensure that Agency customers are protected from under collection of the necessary fees to provide miscellaneous services that are not a part of day-to-day operations. A copy of the draft miscellaneous fees and charges schedule is attached for review.

Alternatives: No alternatives proposed.

Fiscal Impact: Assurance that the fees collected are adequate to cover the cost of providing the service; which assures that the cost is not paid for by all Agency customers through rates.

Reviewed by Committee: Yes

Recommendation:

Board concurrence with the Policy Committee recommendation to approve the draft revised Miscellaneous Fee schedule and direct staff to schedule a public hearing and provide public notification of the public hearing as required

Prepared by: Cris L. Thompson, Assistant General Manager
AMADOR WATER AGENCY
SCHEDULE OF
MISCELLANEOUS FEES AND CHARGES

The following fee schedules shall be applicable to all Amador Water Agency Water and Wastewater Districts.

UN-1 WATER CONNECTION FEE

The following fees shall be applicable to all applicants requesting a new water service connection and must be paid prior to any work being done by the Agency:

(a) Install Meter on Existing Service Connection

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 inch</td>
<td>$375.00</td>
</tr>
<tr>
<td>3/4 Inch</td>
<td>$550.00</td>
</tr>
<tr>
<td>1 inch</td>
<td>$650.00</td>
</tr>
<tr>
<td>1-1/2 inch</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2 inch</td>
<td>$1,550.00</td>
</tr>
</tbody>
</table>

Larger meters or non-standard installations will be the actual cost of installation as determined by the Agency.

(b) Install Meter and Service Connection

Applicants whose request a water service connection that requires a mainline tap, installation of a meter box, meter and related appurtenances as determined by the Agency, will pay the actual costs of such installation based on an actual time and materials basis. The Applicant shall pay a deposit prior to any work being done by the Agency, an encroachment permit fee and deposit equal to the estimated amount. Any amounts remaining after the work has been completed will be refunded to the Applicant. Any amount exceeding the amount of the deposit shall be paid by Applicant prior to water service being initiated.

Time and Materials Deposit: $1,500
(or more, depending on the complexity of the connection)

(c) Special Conditions

1. The service connection, meter boxes and meters shall remain the property of the Agency.
2. A meter must be installed at the same time the service connection is installed except in the case of accepted subdivisions.
3. In the event that the Applicant does not request the service connection and meter to be installed within two years after applying for and paying the appropriate charges, then the connection fee, less 10% for administrative

Adopted by Resolution 2016-18- September 8, 2016
costs, will be returned without interest and the application canceled.

Effective Date: 8/10/2006
Amended Date: 01/09/2014

Resolution No. 2006-42
Resolution No. 2014-01

UN-2 CREDIT DEPOSITS- Amount to Establish or Reestablish Credit

For all residential and commercial service........ $100.00
Water Service Deposit ................................ $100.00 per service
Wastewater Service Deposit ......................... $100.00 per service

For all industrial service - an amount equal to twice the estimated monthly bill but not less than ........................................ $ 100.00

UN-3 CHARGES FOR OTHER SERVICES

Start/Stop Service
A water or wastewater service account with AWA may be opened either by calling the Customer Service Department at (209) 223-3018, completing the online application, or by coming in to the Administration Office at 12800 Ridge Rd, Sutter Creek CA, 95878 during business hours (8 a.m. to 4:30 p.m., Monday through Friday). There is a $25.00 administrative fee to open new accounts. This fee is charged each time customers change addresses within the Agency’s service area. When customers call, apply online or come in to open a new account, the account must be put in that person’s name (a spouse/significant other/trustee may be added to the account if both applicants sign the application) that customers’ name - customers may not establish accounts for another person.

(a) Late Payment Penalties and Interest

Payments are due and payable upon presentation and become delinquent if not paid within 30 days after the due date. Any charges remaining unpaid shall accrue late payment penalties and interest as follows:

Late Payment Penalty .................. 10% of the unpaid amount
Interest ................................. 0.5 % per month thereafter

(b) Fire Flow Testing- Requests for fire flow testing will be based on actual time and material basis required to perform such testing. Requester will be required to pay a $500.00 deposit prior to any work being done by the Agency. Any amounts remaining after the work has been completed will be refunded to the requester. Any amount exceeding the amount of the deposit shall be paid to the Agency by the requester.

(e) Meter Testing - the following fee will be added to the customer’s account should the

Adopted by Resolution 2016-10- September 8, 2016
customer request their meter be tested for accuracy. Should the meter be found, upon test, to register more than 5% fast under conditions of normal operation, the fee will be returned to the customer.

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;, 3/4&quot;, or 1&quot;</td>
<td>$40.00</td>
</tr>
<tr>
<td>Larger than 1&quot;</td>
<td>Time and Materials</td>
</tr>
</tbody>
</table>

| Hydrant Meter       | $50.00   |

(d) Service Call - The following fees are applicable to re-inspect and/or verify to determine compliance with Agency rules and regulations for special inspections such as grease traps, septic tanks, and/or other miscellaneous customer inquiries:

- Between 8:00 am and 4:30 pm
  - Monday through Friday ..................... $75.00

- On-Call hours Monday-Friday after 4:30 pm
  - and/or Saturday, Sunday or Holiday ....... $140.00

Service Reconnection Fee - The following fees are applicable if Agency personnel turn service off or on at the customer’s request, restore service discontinued for cause:

- Monday-Friday 8:00 a.m. – 4:30 p.m. ......... $40.00

- On-Call hours Monday-Friday after 4:30 p.m.
  - and/or Saturday, Sunday or Holiday ........ $140.00

Special Conditions

1. The Agency reserves the right to refuse to turn water service off/on between 10:00 pm and 8:00 am unless a bona fide emergency can be established.

2. No water service will be turned off/on at the meter by anyone other than Agency Personnel.

3. The service call fee shall be charged to the customer’s account, or, at the discretion of the Agency, be required to be paid by the customer prior to service being rendered.

(e) Notification of Intent to Disconnect Service - The following charge shall be added to the customer’s account each time the Agency is required to place a door hanger at the customer’s service location or notifies by telephone such customer of the Agency’s intent to turn off water service for nonpayment of charges:

- Notification Fee ......................... $10.00

Adopted by Resolution 2016-19 - September 8, 2016
(f) Lock Replacement Fee - A lock replacement fee of $25.00 will be added to an account if a service lock is damaged or removed.

Returned Check Fee - The following charge shall be added to the customer's account for each check tendered as payment that is returned unpaid to the Agency by its financial institution:

- Returned Check Fee $25.00

Special Conditions

The Agency reserves the right to report any person whose check is returned unpaid to the Amador County District Attorney for disposition. In the event of reoccurrence of returned checks, the Agency reserves the right to refuse checks as the form of payment from said customer.

(g) Obstructed Meter - Subsequent to the Agency's initial notification to a customer to remove any object(s) obstructing the Agency's water meter, the following charge shall be added to the customer's account each time Agency personnel thereafter are dispatched to verify such removal:

- Obstructed Meter Fee $25.00

(h) Meter Resetting - When service is disconnected for any reason, the following charge shall be added to the customer's account for resetting a meter that was removed after discontinuance of service for cause:

- Meter Resetting Fee $50.00

(i) Temporary Service through a Fire Hydrant - Temporary/construction water service may be available at a time and location selected by the Agency. In addition to paying for water used and billed under the appropriate rate schedule below, a hydrant meter deposit is required in advance to cover the cost of any damage or replacement of the meter. Meters are inspected by Agency staff upon checkout and return for proper working order. $30.00 of the deposit is not refundable. Spanner Wrenches are also available and require a $30.00 deposit (Please refer to Water Code Section 2.49(e) for use of Spanner Wrench. Meter Reads are to be reported to the Agency by the 25th of each month. If the meter reads are not provided within the specified time frame, a penalty will be assessed to the construction water account.

Hydrant Meter

- Temporary Hydrant Service Deposit $1,530.00 ($30 non-refundable)
- Spanner Wrench Deposit $30.00
- Monthly Service Fee $30.00
- Late Fee for Non-Reporting-first offense $25.00
- Late Fee for Non-Reporting-second offense $50.00
- Late Fee for Non-Reporting-third offense will result in rescission of hydrant permit $100.00.

Adopted by Resolution 2016-19 - September 8, 2016
• Reporting Fee will remain $100.00 per month for each month following the third offense
• Commodity Charge - Treated Water - See Current Rate Schedule
• Commodity Charge - Untreated Water - See Current Rate Schedule

*Please note that the $30.00 monthly fee will continue to be charged until such time as the hydrant meter and spanner wrench is returned. Monthly fees will be prorated if discontinuance occurs during a monthly billing cycle.

(j) Annexation/Detachment Requests - Property owners wishing to annex or detach from a Water Agency Improvement District shall be financially responsible for costs incurred in processing such a request. The following fee is not refundable:

Annexation/Detachment Fee ... $450.00

(k) Backflow Prevention Device Inspections - The following fee shall be charged if the Agency inspects a privately owned backflow prevention device:

Backflow Prevention Assembly Test

$75100.00 up to 2"
$135150.00 greater than 2"

Effective Date: 12/8/2005
Amended: 10/13/2011
Resolution No. 2005-73
Resolution No. 2011-18

(l) Public Records Request Fee Schedule - The following fee shall be charged for Copies of an Identifiable Public Record or Certified Copy of Such Record:

- Black and White 8 ½ x 11: $0.10/page
- Black and White 11 x 14: 0.14/page
- Black and White 11 x 17: 0.20/page
- Color 8 ½ x 11: 0.45/page
- Color 11 x 14: 0.70/page
- Color 11 x 17: 0.99/page
- Digital copy of documents to CD: 2.50/each
- Digital copy of documents to DVD: 5.00/each
- Digital copy of documents to USB flash/thumb drive: current retail cost

Engineering Maps

- 24 x 36 (D size) $2.60/page
- 18 x 26 (C size) 2.60/page
- 11 x 17 (B size) 0.20/page

Any map larger than the above or printed in color will be charged at $11.00/sq. ft
Any copy or reproduction completed by an outside service will be charged actual costs incurred

Adapted by Resolution 2016-19 September 8, 2016
Agendas:
Regular Board Meeting and Special Agendas on Annual Basis:
   Mailed: $12.00/year
   Faxed: 5.00/year
   E-mailed: no charge

Minutes:
Unapproved Regular and Special Meeting Minutes (if mailed, will include regular meeting agendas)
   Mailed: $25.00/year
   E-mailed: no charge

Regular Board Meeting Agenda Packets
   Annual Basis – Packet available at the Office $100.00/year
   Annual Basis – Mailed $150.00/year
   Individual Board Meeting Basis-Packet available at the Office $5.00/packet
   E-mailed: no charge

UN-4 PARTICIPATION FEE EQUIVALENTS

(a) Meters Larger than the basic 5/8 Inch (400 gpd)=1.0:
The following ratios will apply:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Ratio to Basic Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4 Inch</td>
<td>600 gpd = 1.5</td>
</tr>
<tr>
<td>1 Inch</td>
<td>1000 gpd = 2.5</td>
</tr>
<tr>
<td>1-1/2 Inch</td>
<td>2000 gpd = 5.0</td>
</tr>
<tr>
<td>2 Inch</td>
<td>3200 gpd = 8.0</td>
</tr>
<tr>
<td>3 Inch</td>
<td>6000 gpd = 15.0</td>
</tr>
<tr>
<td>4 Inch</td>
<td>10000 gpd = 25.0</td>
</tr>
<tr>
<td>6 Inch</td>
<td>20000 gpd = 50.0</td>
</tr>
<tr>
<td>8 Inch</td>
<td>36000 gpd = 90.0</td>
</tr>
<tr>
<td>10 Inch</td>
<td>58000 gpd = 145.0</td>
</tr>
<tr>
<td>12 Inch</td>
<td>86000 gpd = 215.0</td>
</tr>
</tbody>
</table>

(b) Multiple Dwelling Units
The Participation Fee for a condominium, townhouse, apartment or similar type multiple dwelling unit shall be a percentage of the appropriate district’s participation fee applicable to a customer using a 5/8 inch meter, depending on the number of bedrooms per unit. The percentages are:

<table>
<thead>
<tr>
<th>Bedrooms Per Unit</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adopted by Resolution 2016-19 September 8, 2016
The Participation Fee for manufactured homes in a manufactured home park shall be a percentage of the appropriate district’s participation fee applicable to a customer using a 5/8 inch meter, depending on the number of manufactured homes per acre. The percentages are:

<table>
<thead>
<tr>
<th>Dwelling Units per Acre</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>100%</td>
</tr>
<tr>
<td>5 - 6</td>
<td>90%</td>
</tr>
<tr>
<td>7 - 8</td>
<td>80%</td>
</tr>
<tr>
<td>9 or more</td>
<td>70%</td>
</tr>
</tbody>
</table>

The Participation Fee for manufactured homes in a manufactured home park shall be a percentage of the appropriate district’s participation fee applicable to a customer using a 5/8 inch meter, depending on the number of manufactured homes per acre. The percentages are:

<table>
<thead>
<tr>
<th>Dwelling Units per Acre</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>100%</td>
</tr>
<tr>
<td>5 - 6</td>
<td>90%</td>
</tr>
<tr>
<td>7 - 8</td>
<td>80%</td>
</tr>
<tr>
<td>9 or more</td>
<td>70%</td>
</tr>
</tbody>
</table>

Effective Date: April 8, 1999
Resolution No. 99-11

UN-5 SEWER PLAN REVIEW & INSPECTION FEE

The following fee shall be applicable when a person applies for wastewater service or a construction permit. The applicant shall pay to the Agency an application/inspection fee per application for wastewater/sewer systems. The Agency shall not accept an application until it receives the application/inspection fee. The fee is intended to cover the cost of field-structure inspections, plan review, and up to two (2) field inspections of the proposed construction and all administrative costs incurred in processing the application. This fee does not include any applicable annexation, supplemental connection, or participation fees. Additional plan reviews or inspections beyond the amount listed above shall be on a time and materials basis. AWA may request a deposit to cover these additional costs.

- Sewer Inspection Fee Residential ................. $350.00
- Sewer Inspection Fee Commercial/Industrial ....... $750.00

UN-6 ENGINEERING SERVICES AND FEES

COMMERCIAL/DEVELOPER PLAN REVIEW AND INSPECTIONS
The following fees shall be applicable when a person applies for water and or wastewater service or a construction permit for commercial business or development. The applicant shall pay to the Agency a deposit for anticipated work relating to the project which includes plan review, site visits and inspections. Applicant will be billed actual costs incurred by the Agency for their project. Deposits may be utilized up to 50% with the remaining 50% held until completion of the project and either applied to the remaining balance due or refunded back to applicant.

- Commercial/Industrial Deposit (single connection & parcel) .................. $1,500
- Developer Deposit ........................................ $5,000

Adopted by Resolution 2016-19, September 8, 2016
RESIDENTIAL PLAN REVIEW & INSPECTION FEE

A plan review fee of $350.00 will be charged for plan review services associated with reviewing single residential construction, plumbing or landscaping plans. The fee is intended to cover the cost of plan review, and up to two (2) field inspections for the proposed construction and all administrative costs incurred in processing the application. This fee does not include any applicable annexation, supplemental connection, or participation fees.

Additional plan reviews or inspections beyond the amount listed above shall be on a time and materials basis. AWA may request a deposit to cover these additional costs.
Staff Report

On-Call Geotechnical Services

Requested Action:
Direction to the General Manager to enter into a consultant agreement with GEOCON for geotechnical services on an as needed basis with fixed fees for the next 2 years.

Background:
Historically, Amador Water Agency has retained professional Geotechnical services on all Capital Projects, with the contracts being awarded on a project by project basis. Occasionally, these services have also been retained for in-house, routine construction projects where suitable soils compaction and/or concrete testing as required for projects encroaching into the jurisdiction of the County or various Cities.

Traditionally on Developer Projects, however, the Developers retain the Geotechnical professional to verify soils compaction and/or concrete strength.

The AWA Mainline Extension agreement, in paragraph 7 states, “The Water Agency may, at its option, inspect all or part of the construction or material being used in construction of the System and shall be given all possible assistance in performing such inspection.”

AWA Standards, Section 1.8 states, “The Agency may require soils compaction testing, and the MLX Applicant shall pay the Agency’s costs associated with such testing.

Nowhere in AWA Standards or Mainline Extension Agreement does it say who, on a Developer Project, shall retain the Geotechnical professional.

If AWA were to retain a Geotechnical professional, on-call, they could be utilized for both Developer and in-house projects that require testing.

AWA invited both local consultants and consultants within about an hour drive to provide a proposal for a two year on-call service contract and received two proposals: Geocon and Holdrege & Kull. Geocon cost for services is less and has been recommended by the Engineering Department. Both firms are respected consultants and are expected to provide quality services for the Agency.
Alternatives:

1. Decline to enter into a two year on-call service contract.
2. Revise and/or resend request for proposals with an expectation of additional proposals.

Fiscal Impact:

Net zero, as costs would be a "pass through" to the Developer or as reimbursement from outside funded project.

There could be a 30-60 day lag between paying the Consultant and reimbursement.

Reviewed by Committee:

Yes, this was reviewed and recommended by the Engineering Committee.

Recommendation:

Direction to the General Manager to enter into a consultant agreement with GEOCON for geotechnical on an as needed basis with fixed fees for the next 2 years.

Prepared by:

Gene Mancebo, General Manager
STAFF REPORT

Organizational Structure Changes and Filling of Vacant Positions (no addition of staff)

Requested Action:

1. Discussion and possible action to approve the proposed job description and salary range for the position of Engineering Manager and direction to begin the process of filling the vacant position

2. Discussion and possible action to approve the proposed organizational structure, job descriptions and salary ranges for the positions of Accountant and Accounting Clerk

3. Discussion and possible action to approve the proposed job description and salary range for Customer Service Representative III position

4. Discussion and possible action to approve hiring for the Electrical Instrumentation Supervisor position to provide training and overlap prior to the current supervisor’s retirement upon required notification of retirement date from employee

Background:
The AWA management team has been working on succession planning for the Agency in consideration of upcoming retirements and the recent resignation of the Engineering Supervisor. Please note we are not recommending adding any staff members only a change to the organizational structure. In order to continue to provide safe reliable water and wastewater services and excellent customer service to our customers and community, the management team recommends the following:

Engineering Manager:
Staff recommends that the Engineering Supervisor position be replaced by an Engineering
Manager position. This position has more responsibility than that of the supervisor. The position will be a part of the management team and report directly to the General Manager which removes the Engineering department from the responsibility of the Operations Manager thereby leveling out the continuously increasing workload.

The Engineering manager will be directly involved in capital improvement/ replacement planning, budgeting, reporting, and day to day functions of the Engineering department including managing staff and workload.

**Accounting Team:**
Staff recommends reorganizing the accounting team structure from Accounting Clerks II and III to one Accountant and one Accounting Clerk under the direct supervision of the Finance Manager. This would occur following the retirement of the Accounting Clerk II. The Accountant role would provide technical, statistical and analytical support to the Finance Manager while performing a wide variety of difficult accounting duties. Those duties include but are not limited to; account reconciliation for multi-fund accounting, writing and posting journal entries, payroll processing, State and Federal reporting, revenue and expense analysis and audit preparation support. The Accountant would provide leadership and back up to the Accounting Clerk position and support to customer service as needed. The Accounting Clerk position is responsible for processing A/P, Miscellaneous A/R which includes outside services billing, payroll timesheet entry, back up to the purchasing agent and support to customer service. This reorganization will also enhance the Agency's internal controls by separating the payroll process of the time sheet entry by the Accounting Clerk and the actual review, processing and completion of payroll by the Accountant.

**Customer Service Representative III (CSR III)**
Staff recommends approval of the CSR III position. This position is considered a lead position and will operate under minimal supervision and provide technical, functional and general assistance to the CSR II positions. Responsibilities will include ensuring that the constructed conveyance program is in compliance, processing the annual tax roll letters and assignment to the County, annual wastewater consumption review and updates, collections program monitoring. The CSR III will provide support to the HR/ Office Manager as directed and will act as lead in the absence of the HR/ Office manager. The CSR III should be able to handle difficult customer situations, complaints, fee quotes and other customer service support as needed. Approval of this position will provide the HR/ Office Manager the opportunity to delegate more of the day-to-day functions to the CSR III and allow more time for critical Human Resource functions that need to be accomplished.

**Electrical Instrumentation Supervisor (EIS)**
Staff recommends approval to hire the EIS position to provide ample time for overlap and training with the current EIS prior to his retirement. Due to the size of the Agency's service area and complexity of the facilities, it is crucial for the continued safe and efficient operations of the Agency that as much overlap and training time as possible is provided. This approval could provide 6 months of training to help ensure a smooth transition upon the Supervisor's retirement.

The current organizational chart, the proposed organizational chart, job descriptions and salary ranges are attached for your consideration.
Fiscal Impact:

Overall, there is a potential reduction to the salaries and benefits budget by $5,000 assuming that the above positions are approved, go through the meet and confer process and are filled by January, 2018.

The 6 month overlap for training of the Electrical Instrumentation Supervisor is estimated at $60,000. This addition to Salaries and Benefits will be partially offset by the vacancy of the Engineering Supervisor position considering the time it may take to fill the Engineering Manager Position.

Reviewed by Committee:

Yes. Reviewed and recommended by the Personnel Committee.

Recommendation:

Approval of the proposed job description and salary range for the position of Engineering Manager and direction to begin the process of filling the vacant position

Approval of the proposed organizational structure, job descriptions and salary ranges for the positions of Accountant and Accounting Clerk

Approval of the proposed job description and salary range for Customer Service Representative III position

Approval of hiring for the Electrical Instrumentation Supervisor position to provide training and overlap prior to the current supervisor’s retirement upon required notification of retirement date from employee

Prepared by:

Cris Thompson
Assistant General Manager
## Engineering Manager  
**September 2017**  
**Salary Survey/Job Comparison**

<table>
<thead>
<tr>
<th>AWA Engineering Manager</th>
<th>New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCWD</td>
<td>9,233 – 12,392</td>
</tr>
<tr>
<td>District Engineer</td>
<td>11,017 – 14,874</td>
</tr>
<tr>
<td>Citrus Heights</td>
<td>7,797 – 10,553</td>
</tr>
<tr>
<td>Engineering Manager</td>
<td>10,958 – 13,147</td>
</tr>
<tr>
<td>SSWD</td>
<td>10,958 – 13,147</td>
</tr>
<tr>
<td>Engineering Manager</td>
<td>9,421 – 12,022</td>
</tr>
<tr>
<td>SJWD</td>
<td>11,133 – 13,532</td>
</tr>
<tr>
<td>Engineering Services Manager</td>
<td>9,926 – 12,753</td>
</tr>
<tr>
<td>STPUD</td>
<td>9,926 – 12,753</td>
</tr>
<tr>
<td>Principle Engineer</td>
<td>10,313 – 13,250</td>
</tr>
<tr>
<td>TUD</td>
<td>10,313 – 13,250</td>
</tr>
<tr>
<td>District Engineer</td>
<td></td>
</tr>
</tbody>
</table>

### Average of all
With proposed increase of July 1, 2017

<table>
<thead>
<tr>
<th>9,926 – 12,753</th>
</tr>
</thead>
</table>

**Recommendation:**

Adopt the salary for the Engineering Manager as proposed of $10,313 - $12,891 (with the Agency’s current 25% spread between the bottom and top of the salary range). The proposed salary is based on the above and the hierarchy of positions within the Agency.
Amador Water Agency

Job Title: ENGINEERING MANAGER
FLSA Status: Exempt
Approved Date:

Classification specifications (job description) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under direction of the General Manager, this management level position plans, organizes, directs and reviews the activities and operations of Agency engineering functions, activities, projects and programs, including complex projects involving highly technical functions related to water and wastewater systems, significant interaction with outside agencies and the general public, engineering design, securing permits and project construction activities as a seasoned professional engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department
- Prepares and administers the department’s budget including capital improvement projects and other expenses
- Manages and directs the implementation of projects, programs and responsibilities as assigned, including engineering design documents, negotiation and implementation of agreements and contracts, coordination of grant funding projects
- Develops work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures ensuring production expectations are balanced with risk and financial objectives
- Exercises professional judgments to plan, direct, oversee the design, construction and implementation of complex water, wastewater, recycled water, or related projects to advance the objectives of the Agency
- Oversees, manages and directs the work of outside contractors, consultants and developers observing all applicable Agency policies and procedures; reviews and evaluates and/or accepts technical reports, designs and the completion of projects
- Approves and/or accepts technical reports, designs and the completion of projects
- Represents the Agency to outside groups and organizations; makes presentations to the Board of Directors and outside organizations
- Researches and prepares technical and administrative reports and studies; prepares and directs the preparation of written correspondence, procedures and other written materials
- Maintains awareness of new technologies, developments and tools available to improve efficiency and effectiveness of the department
- Regular attendance and adherence to personal work schedule that enhances the efficiency of the overall work of the Department and provides required support to other departments within the Agency
• Oversees mapping, right-of-way and easements

SUPERVISION
Manages the engineering staff; responsible for the overall direction, coordination and evaluation of this unit. Also responsible for overseeing complex engineering projects and studies.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF
• Principles and practices of engineering methods, analysis and practices as applied to planning, design, cost estimating, construction, installation, operation and/or inspection as applied to water and wastewater systems and facilities; public works, and related construction projects (water treatment, pumping plant, wastewater facilities, pipeline design) and construction management
• Principles and practices of environmental impact assessment and the related regulatory processes
• Principles and practices of project management, policy development and implementation
• Familiarity with land use and development practices for the assessment and delivery of utility and related infrastructure
• Applicable State and Federal laws, codes and regulations
• Principles and practices of budget development, administration and accountability
• Principles of supervision, training, employee development and performance evaluation
• Computer applications appropriate to the work including word processing, spreadsheets, modeling, design, maintenance management and construction management software
• English language usage, spelling, grammar and punctuation

ABILITY TO
• Plan, direct and control the administration and operations of the Engineering Department
• Effectively manage the work of consultants and contractors
• Write grants related to engineering projects; develop and monitor grant management programs
• Prepare and administer department budget
• Organize, direct and implement complex projects and programs and interact with outside agencies; communicate complex technical and policy-oriented materials
• Provide for the selection, training, development, motivation and work evaluation of staff
• Develop and implement goals, objectives, policies, procedures and work standards
• Effectively present information to public groups and/or Board of Directors
• Maintain a high level of confidentiality with discretionary knowledge
• Provide leadership and management of the department through coaching and facilitating employees working in a team environment
• Operator a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package
• Plan, coordinate and organize work to meet deadlines with accuracy, thoroughness and
attention to detail

- Work independently and prioritize multiple tasks often under time constraints and with limited supervision
- Communicate clearly and concisely both orally and in writing with staff, co-workers, consultants and the public; in one-on-one and group settings
- Establish and maintain effective and cooperative working relationships with internal and external customers through knowledge of work, personal and professional conduct and good judgment

EDUCATION and/or EXPERIENCE
Bachelor's Degree (BS) from an accredited college or university with major course work in civil engineering or a related field; ten (10) years of increasingly responsible experience in engineering, planning or management, including at least five (5) years of management/supervisory experience.

LANGUAGE SKILLS
Ability to read, analyze and interpret common scientific and technical journals; ability to respond to common inquiries or complaints; ability to effectively present information to top management and staff.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California, or ability to obtain within six months of hire if PE issued in another State. A valid California Driver's License with a continuing acceptable driving record.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Created: 9/2017
### Accountant

**August 2017**

**Salary Survey/Job Comparison**

<table>
<thead>
<tr>
<th>AWA Accountant</th>
<th>New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUD</strong></td>
<td>Accounting Assistant</td>
</tr>
<tr>
<td><strong>SSWD</strong></td>
<td>Accountant</td>
</tr>
<tr>
<td><strong>Citrus Heights</strong></td>
<td>Accountant</td>
</tr>
<tr>
<td><strong>STPUD</strong></td>
<td>Accounting Tech II</td>
</tr>
<tr>
<td><strong>CCWD</strong></td>
<td>Sr Accounting Tech</td>
</tr>
<tr>
<td><strong>CARMICHAEL</strong></td>
<td>Staff Accountant</td>
</tr>
</tbody>
</table>

**Average of all** | **4,785 – 6,072**

**Recommended Salary Range:** | **4,972 – 6,215**

**Recommendation:**
Adopt the salary for the Accountant position with a salary of $4,972 - $6,215/month salary range (with the Agency’s 25% spread between the bottom and top of the salary range). The proposed salary is based on the above and the hierarchy of positions within the Agency.
AMADOR WATER AGENCY

Job Title: ACCOUNTANT
Department: Finance
Approved By: General Manager
Approved Date: Non-exempt
FLSA Status: AWA Employees' Association
Bargaining Unit:

SUMMARY
Under general supervision of the Finance Manager, performs a wide variety of difficult and responsible accounting and statistical work as described under essential duties. Perform customer service representative duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs a wide variety of difficult and technical accounting and statistical recordkeeping work in the following areas:

General Ledger:
- Understanding of Accrual Accounting
- Capable of account reconciliation for multi-fund accounting, tracking cash/grant transactions, and writing/posting journal entries containing full documentation with minimal supervision
- Analyzes revenue and expenses and provides variance explanations
- Assists with the accurate and timely preparation of the month-end financial report package
- Performs advanced accounting functions using Excel spreadsheets
- Lead role with respect to the preparation and submittal of regulatory compliance reports for Federal and State taxes
- Assists with the preparation of the annual audit by reconciling subsidiary ledgers and controls, and completing the "PBC" (Prepared by Client) schedules
- Supports and provides back up for the Finance Manager to administer the Cal Card Visa Program
Payroll:
- Review time sheet entry in Springbrook for accuracy
- Process data entered into Springbrook related to direct deposits and check printing
- Coordinate the payment of taxes, CalPERS, etc. and reconcile against General Ledger
- Reconcile the AFLAC (Section 125-FSA Program) against General Ledger
- Process and submit monthly, quarterly and annual reporting, including W-2s

Customer Service:
- As needed provide support to customer service by way of answering the phones and assisting customers at the front counter.
- Completion of Change of Party forms
- Forwarding of payment plan requests to Customer Service Reps for processing

Administration:
- In the absence of the Finance Manager, may provide leadership to the Accounting Clerk
- Provide backup duties to the Accounting Clerk position

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Purposes, methods and practices of financial recordkeeping and accounting fundamentals; modern office methods, procedures and equipment, including the use of automated systems and software.
EDUCATION and/or EXPERIENCE
Two-year accounting degree (4-year degree in accounting or related field preferable); Five (5) years of an increasingly responsible role in finance or accounting. Experience with an ERP software system, experience with Microsoft Office (Outlook, Excel and Word). Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California Driver's License and a continuing acceptable driving record.

OTHER SKILLS AND ABILITIES
Perform a wide variety of accounting functions; make arithmetical computations rapidly and accurately; operate a computer terminal and adding machine; understand and carry out oral and written directions with a minimum of supervision; establish and maintain cooperative relations with those contacted in the course of work. Plan and organize tasks and responsibilities to achieve objectives/meet deadlines; problem solving ability to identify cause and effect relationships; analyzes problems by gathering information and organizing all relevant information to provide appropriate solutions. Adaptability to changing work environments, priorities and organizational needs; use sound judgment to make good decisions based on information gathered and analyzed.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, reflective of office atmosphere.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required.

Revised: 7/26/2017
# Accounting Clerk

## September 2017

### Salary Survey/Job Comparison

<table>
<thead>
<tr>
<th>Location</th>
<th>Position</th>
<th>Reorg-ed position</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWA</td>
<td>Accounting Clerk</td>
<td>Account Clerk II</td>
<td>3,760 - 4,988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Account Clerk III</td>
<td>4,146 - 5,500</td>
</tr>
<tr>
<td>South Tahoe PUD</td>
<td>Account Clerk II</td>
<td></td>
<td>4,043 - 5,160</td>
</tr>
<tr>
<td>CCWD</td>
<td>Accounting Tech II</td>
<td></td>
<td>4,186 - 5,087</td>
</tr>
<tr>
<td>Rancho Murieta</td>
<td>Accounting Assistant I</td>
<td></td>
<td>3,199 - 3,999</td>
</tr>
<tr>
<td>San Juan WD</td>
<td>Accounting Tech I (more)</td>
<td></td>
<td>4,235 - 5,079</td>
</tr>
<tr>
<td>Stockton East</td>
<td>Accounts Clerk I</td>
<td></td>
<td>3,973 - 4,950</td>
</tr>
</tbody>
</table>

## Average of all

<table>
<thead>
<tr>
<th></th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of all</td>
<td>3927 - 4,855</td>
</tr>
<tr>
<td>Recommended</td>
<td>4,080 - 5,100</td>
</tr>
</tbody>
</table>

**Recommendation:**

Adopt the salary for the Accounting Clerk Position with a salary of $4,080 - $5,100/month salary range (with the Agency's current 25% spread between the bottom and top of the salary range). The proposed salary is based on the above and the hierarchy of positions within the Agency.
AMADOR WATER AGENCY

Job Title: ACCOUNTING CLERK
Department: Finance
Approved By: General Manager
Approved Date: 
FLSA Status: Non-exempt
Bargaining Unit: AWA Employees' Association

SUMMARY
Under general supervision of the Finance Manager, performs a wide variety of difficult and responsible accounting and statistical work as described under essential duties. Perform customer service representative duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs a wide variety of difficult and technical accounting and statistical recordkeeping work in the following areas:

Accounts Payable:
- Accurate and timely coding and entry of invoices
- Research outstanding balances to confirm if invoice has been paid
- Vendor set up and maintenance including receipt of W-9 documents
- Organization/filing of unpaid, processed (entered but not paid) and paid invoices, including purchase orders and packing slips
- Tracking of invoices distributed for manager/supervisor approval to ensure timely return
- 1099 processing
- As needed, back up for Purchasing Agent; process purchase requisitions, build purchase orders and receive items in Springbrook

Miscellaneous Accounts Receivable:
- Accurate and timely processing of medical billing to inactive/retired employees
- Accurate and timely review and presentation of job cost (projects) detail for billing to supervisors/project managers
- Ensure all fee codes are appropriate for billing (i.e. water should not have any OS or WW codes)
- Review of work order set up to ensure fund/accounts are appropriate for work completed (i.e. outside services should have all set up related to 103-03)
• Review all outstanding balances monthly and make collection calls/send statements
• Provide final Misc AR Aging report for year-end process

**Payroll**
• Review time sheets for accuracy
• Ensure accurate and timely entry of time sheets into the Springbrook payroll module

**Customer Service**
• As needed provide support to customer service by way of answering the phones and assisting customers at the front counter.
• Completion of Change of Party forms
• Forwarding of payment plan requests to Customer Service Reps for processing
• End of day cash drawer reconciling required.

**Administration**:
• Scanning/filing of Accounts Payables (invoices and checks), Miscellaneous Accounts Receivable and Payroll time sheets in a timely manner
• Receipt deposits in the Bank Reconciliation module of Springbrook

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Purposes, methods and practices of financial recordkeeping and accounting fundamentals; modern office methods, procedures and equipment, including the use of automated systems and software.

**EDUCATION and/or EXPERIENCE**
High School Diploma or GED; one (1) year of increasingly responsible accounting tasks. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Possession of a valid California Driver's License and a continuing acceptable driving record.
OTHER SKILLS AND ABILITIES
Perform a wide variety of accounting functions; make arithmetical computations rapidly and accurately; operate a computer terminal and adding machine; understand and carry out oral and written directions with a minimum of supervision; establish and maintain cooperative relations with those contacted in the course of work.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, reflective of office atmosphere.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required.

Revised: 7/26/2017
# Customer Service Rep III
## September 2017
### Salary Survey/Job Comparison

<table>
<thead>
<tr>
<th></th>
<th>AWA</th>
<th>New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SJWD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Tech III</td>
<td></td>
<td>4,536 – 5,442</td>
</tr>
<tr>
<td><strong>Citrus Heights</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Tech II</td>
<td></td>
<td>4,486 – 6,055</td>
</tr>
<tr>
<td><strong>CCWD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Rep III</td>
<td></td>
<td>4,731 – 5,751</td>
</tr>
</tbody>
</table>

**Average of all** 4,584 – 5,749

**Other Option:**
10% spread between AWA’s CSR II and the CSR III 4,194 – 5,243

15% spread between AWA’s CSR II and the CSR III 4,386 – 5,482

**Recommendation** 4,386 – 5,482

**Recommendation:**
Adopt the salary for the Customer Service Representative III at the 15% spread between the CSR II and CSR III of $4,386-$5,482/month (with the Agency’s current 25% spread between the bottom and top of the salary range). The proposed salary is based on the above and the heirarchy of positions within the Agency.
Job Title: CUSTOMER SERVICE REPRESENTATIVE I / II / III
Department: Customer Service/Administration
Approved Date: 
FLSA Status: Non-exempt
Bargaining Unit: General BU (AWA Employees' Association)

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualifications for entry into the classification and are not intended to reflect all duties of an incumbent.

SUMMARY
Under supervision of the HR/Office Manager, perform a variety of functions in conducting administrative and technical duties related to customer service in accordance with Agency policies and procedures related to water and wastewater services and will be responsible for answering customer inquiries, billing and payment procedures, maintenance of customer account records, clerical tasks and other duties as assigned.

Customer Service Representative I - Entry level. Under close supervision, performs a variety of customer service duties. The Level I is distinguished from the Level II by the performance of less than the full range of duties. This includes answering customer inquiries, payment procedures/processing, maintenance of customer account records, clerical tasks, etc.

Customer Service Representative II - Mid-level. Under general supervision, in addition to the Level I duties, are more familiar of the operating procedures and policies within the work unit. The Level II is distinguished from the Level III in that the Level III performs increasingly difficult and complex duties within the customer service classes.

Customer Service Representative III - Journey level. This position is only available upon promotional opportunities. Under minimal supervision, performs the full range of assigned duties within this classification. Employees at this level are fully aware of the operating procedures and policies within the unit and require only occasional instruction or assistance as new, unusual or unique situations arise.

SUPERVISION RECEIVED
Customer Service Representative I and II - Receives technical, functional and general assistance from the Customer Service Representative III and general supervision from the HR/Office Manager.

Customer Service Representative III - Receives general and immediate supervision and direction from the HR/Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Agency needs and changing business operations. The omission of specific statement of duties does not exclude the position if the work is similar, related or a logical assignment to the class.
**Customer Service Representative I**

- Conduct daily opening and closing office procedures
- Greet and assist customers and visitors at the front counter in a pleasant, courteous and professional manner
- Answer and respond to phone calls, messages, faxes and emails
- Answer main phone line and radio calls; provide assistance, route calls as appropriate
- Serve as cashier; using utility billing software and procedures, receive and post payments by phone, in person or in electronic form
- Apply and communicate routine/basic information on Agency policies and regulations regarding water/wastewater service, billing and meters to customers in a courteous, friendly and professional manner
- Sort, open and process mail
- Prepare and send work orders
- Make monthly courtesy calls to customers prior to door tags for nonpayment
- Assist with customer applications and deposit tracking and customer follow up; filing appropriate documentation on the proper account tabs of the customer's electronic Springbrook account
- Prepare, file and track liens
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities

**Customer Service Representative II** - In addition to the essential duties described above:

- Assist in expediting resolution to customer complaints
- Maintain customer accounts; including processing account and leak adjustments, payments, Auto ACH, refunds, return payments, change in services, memo billing, owner/tenant accuracy, final bills, door tags, shut offs for nonpayment, restoration of service, collections, general account maintenance/clean-up
- Process standard new connections
- Participate in Customer Service/Operations Weekly Meetings
- Performing monthly customer account billing; following up on usage/meter anomalies, preparing work orders as needed
- Track and close work orders
- Process payments by phone, recurring, ACH, in person or electronic form; reconcile cash drawer on a daily basis at close of business
- Prepare a variety of letters; account demands, credit references, account updates, possible leaks, etc.
- Participate in the collections process
- Assist in maintaining the electronic UB monthly meter reading, billing, tags and shut offs calendar

**Customer Service Representative III** - In addition to the essential duties described above:

- Perform weekly Redistribution Batches on customer accounts
- Responsible for Annual Constructed Conveyance Program and any required/needed follow up
- Process tax roll and special billings/credits, including calculations, letters, adjustments, etc.
- Process annual wastewater consumption review, including updating spreadsheets for engineering use, processing consumption updates to commercial accounts
- Review work order status weekly
- Ensure annual raw water letter/notice is sent in March
- Process suspension of service, demands and forfeitures
- Process and monitor Collections Program
- Responsible for the Customer Service Calendar - utilizing the master meter reading, billing, tags, shut offs, etc. calendar, create and maintain the electronic UB calendar, with assistance of the HR/Office Manager as needed
- Handle special, unique and difficult situations with the assistance of the HR/Office Manager
- Act as lead for the department in the HR/Office Manager's absence

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE
- Principles and practices of efficient and effective customer service via face-to-face, over-the-phone and electronic means
- Customer account maintenance; use of electronic customer database, payment and billing systems
- Records management principles and practices
- Business arithmetic
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats
- English language usage, spelling, grammar and punctuation

ABILITY TO
- Respond to and effectively prioritize multiple phone calls and other request or interruptions
- Communicate clearly and concisely both orally and in writing with Agency staff, co-workers and the public
- Learn, interpret and apply applicable policies, procedures, laws, codes and regulations pertaining to the Agency
- Efficiently use computer and financial database programs with sufficient speed and accuracy to perform assigned work; intermediate to advanced skills in Microsoft Office programs
- Perform a variety of independent research, information retrieval, analysis and report preparations to draw logical conclusions
- Professionally and tactfully provide customer service to the public and co-workers in person, over the phone and electronically
- Handle stressful situations and difficult customers in a clam and professional manner
- Efficiently evaluate and respond to customer complaints
- Plan, coordinate, prioritize and organize multiple work tasks to meet deadlines with accuracy, thoroughness and attention to detail, sometimes with little supervision
- Read, understand and carry out written and oral directions in a clear, concise and consistent manner
- Use initiative and independent judgment within established procedural guidelines
- Use arithmetic to make basic financial calculations quickly and accurately
- Operator a variety of automated office machines typical of a work
environment such as a multi-function printer/copier/scanner, fax machine, envelope opener, postage machine, etc.

- Establish and maintain effective, cooperative working relationships with co-workers through knowledge of work, personal and professional conduct, teamwork and good judgment

EDUCATION and/or EXPERIENCE
Any combination of education and experience providing the required knowledge and abilities for successful job performance would be qualifying.

Customer Service Representative I
Graduation from high school or GED
Two years of increasingly responsible clerical/customer service experience, preferably in the public utility industry

Customer Service Representative II
Graduation from high school or GED
Four years of increasingly responsible clerical/customer service experience, preferably in the public utility industry, or two years of experience serving at the Agency's Customer Service Representative I level

Customer Service Representative III
Graduation from high school or GED
An Associate’s Degree from an accredited college or university with major coursework in business administration or a related field is preferable
Six years of increasingly responsible clerical/customer service experience, preferably in the public utility industry, or four years of experience serving at the Agency's Customer Service Representative II level

REASONING ABILITY
General purposes, methods and practices of customer accounts and billing; modern office practices, procedures and methods; basic data processing terminology and techniques; basic information gathering, research and investigative techniques and practices.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California driver’s license with a continuing acceptable driving record. Eligible to work in the United States.

OTHER SKILLS AND ABILITIES
Use independent judgment in maintaining a variety of financial and statistical records related to customer accounts; deal in a courteous and professional manner in all dealings with the public, especially when collecting past due accounts; utilize data processing equipment to maintain complex records, analyze data, and prepare accurate reports; make mathematical calculations quickly and accurately; update and maintain a variety of financial and statistical customer records and files; type and operate a 10-key calculator by touch; follow oral and written directions; explain Agency rates and services clearly and concisely; establish and maintain cooperative working relationships; read and write at the level required for successful job performance.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential
While performing the duties of this job, the employee is regularly required to sit and use hands and fingers for extensive telephone, computer and adding machine functions. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. May be required to lift/move up to 25 pounds occasionally.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
Ione Hydroelectric Project
Sole-Source Design/Build Contract
Resolution 2017-14

Requested Action:

Board adoption of Resolution 2017-14, a Resolution of the Board of Directors authorizing design/build contracting to construct the Ione Conduit Hydroelectric Project and making findings under the Energy Conservation Contracts Act in furtherance of the project.

Background:

The Energy Conservation Contracts Act (Government Code Sections 4217.10-4217.18) permit public agencies to enter into negotiated design/build contracts to construct and operate alternative energy and certain other kinds of public facilities. Use of this Act authorizes the Agency to construct the Ione Hydroelectric Project on a design/build basis which would result in cost savings for the Agency and cost certainty for the project. Certain key components of the facility have very long lead times (50 weeks in the case of the turbine). The Board directed staff to prepare a resolution for consideration to proceed with the use of this Act for negotiating a design/build contract for the Ione Hydroelectric Project.

Alternatives:

1. Decide to forgo the option of design/build on this project.

Fiscal Impact:

The specific fiscal savings have not been determined, but the lead time for the turbine is 50 weeks and a delay in construction of approximately a year would be reflected in increased bid prices as well as in material costs. Further, a delay of a year would also reduce the anticipated energy savings associated with this project.

Reviewed by Legal Counsel:
Yes, Legal Counsel prepared Resolution 2017-14.

**Recommendation:**

Adoption of Resolution 2017-14, a Resolution of the Board of Directors authorizing design/build contracting to construct the Lone Conduit Hydroelectric Project and making findings under the Energy Conservation Contracts Act in furtherance of the project.

**Prepared by:**

Gene Mancebo, General Manager
RESOLUTION NO. 2017-14

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE AMADOR WATER AGENCY
AUTHORIZING DESIGN/BUILD CONTRACTING TO CONSTRUCT THE
IONE CONDUIT HYDROELECTRIC PROJECT AND MAKING
FINDINGS UNDER THE ENERGY CONSERVATION CONTRACTS ACT
IN FURTHERANCE OF THE PROJECT

WHEREAS, the Amador Water Agency ("Agency") owns and operates the Ione Water Treatment Plant in Ione, California, which treats and provides a public water supply to the Agency's customers and at which the Agency desires to locate, construct, install, operate, and maintain a conduit hydroelectric project utilizing a new high-efficiency design Pelton turbine (the "Project");

WHEREAS, The Energy Conservation Contracts Act, Government Code sections 4217.10-4217.18, authorizes the Agency to contract for alternative energy projects and services if its Board of Directors determines, after holding a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that: (1) the anticipated cost to the Agency for the energy services contract will be less than the anticipated marginal cost to the Agency of electrical energy that would have been consumed by the Agency in the absence of the energy services; and (2) funds for the repayment of the financing for the cost of design, construction, and operation of the energy conservation facility are projected to be available from funding that otherwise would have been used for purchase of electrical energy required by the public agency in the absence of the energy conservation facility;

WHEREAS, NLine Energy, Inc. ("NLine") has expertise in assisting public agencies to evaluate, permit, finance, build and maintain small conduit and other hydroelectric projects as the Association of California Water Agencies' Small Hydro Approved Preferred Provider, and NLine has provided numerous presentations and reports to the Agency on the cost-savings and efficiencies that would be obtained from the Project, as proven from the performance of the Tanner Hydroelectric Project currently in operation;

WHEREAS, in accordance with Sections 4217.11(g), 4217.16, and 4217.18, the Agency has been working with NLine to plan and design the Project and to negotiate and execute a facility financing contract, based on the overall project proposal and energy cost-savings as determined using the rates charged to the Agency by PG&E for electric power, among other factors, authorizes staff to contract with NLine and other qualified consultants, contractors and equipment providers as needed to design, permit, finance, construct, and maintain the Project;
WHEREAS, in accordance with Government Code sections 4217.12 and 4217.13, on August 24, 2017, the Agency posted notice in the usual places for agenda notice, including the Agency’s website, that the Agency would hold a public hearing on September 14, 2017 at which the Board would consider the authorizing the Project to be carried out under the Energy Conservation Contracts Act; and

WHEREAS, the Agency has reviewed the proposed Project under the California Environmental Quality Act ("CEQA") and Agency staff and consultants completed a mitigated negative declaration for constructing and operating the Project and the Board certified that mitigated negative declaration at a duly noticed public meeting on September 22, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Amador Water Agency as follows:

1. Recitals. The Board hereby finds and determines that all of the recitals set forth above are true and correct and constitute additional findings of the Board.

2. Government Code Findings. This Resolution is adopted at a regularly scheduled meeting of the Board for which at least two weeks’ public notice was duly given. The Board hereby finds, pursuant to the Energy Conservation Contracts Act, that: (a) the anticipated cost to the Agency for electrical energy services to be purchased by the Agency under the Contract will be less than the anticipated marginal cost to the Agency of electrical or other energy that would have been consumed by the Agency if purchased from the local utility; (b) funds for the repayment of the loan provided by the California Energy Commission ("CEC") for financing the costs of design, construction, and operation of the Project are projected to be available from the funds that the Agency otherwise would have expended to purchase electrical energy from PG&E to operate the Lone Water Treatment Plant and other Agency facilities in the absence of the Project; (c) based on the energy cost savings to be generated by the proposed Project, the cost of the Agency's energy purchases will be offset and will be less than the anticipated marginal cost to the Agency of electrical energy that would have been expended by the Agency if the Project was not completed as shown in NLine's proforma report for the Project, which is incorporated herein by this reference; (d) conducting the Project by using a sole source design/build facility financing contract with NLine and a qualified general contractor with experience in such projects would be the fairest, and most efficient and most cost-effective means to carry out the Project because this form of contracting, when considered in light of the available funding from the CEC, NLine’s Project budget, and the energy savings to the Agency and its ratepayers, will ensure that the economic benefits of the Project are maximized and the
financing and other costs associated with the design and construction of the Project are minimized.

3. CEQA. The Board hereby finds that CEQA is required for the Project, and that the required CEQA review proceedings for the Project are complete and final.

4. Authorization to Negotiate Contracts. Based on the findings herein, the Board hereby authorizes the General Manager to negotiate contracts with NLine and other qualified consultants, contractors and equipment providers as required to carry out the Project within the amounts of the CEC’s grant and low-interest loan for the Project.

PASSED AND ADOPTED by the Board of Directors of the Amador Water Agency on the 14th day of September, 2017 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAIN: 

______________________________
Gary Thomas
President, Board of Directors

ATTEST:

______________________________
Cris L. Thompson
Clerk of the Board
Staff Report

Community Development Block Grant Project Application
Buckhorn Ridge Road Phases 2 & 3

Requested Action:

Direction to Proceed with proposed Application.

Background:

The Water Agency just finished construction of a $1.4M Community Development Block Grant (CDBG) funded project that provided a looped water system to the Carson Drive Area with a pipeline from Buckhorn Ridge Road. The original plan was to extend the line as far up Buckhorn Ridge Road as possible with the available funding with the ultimate goal of reaching the Tanks A & B. The environmental and design included extending the pipe along Buckhorn Ridge Road from Pioneer Creek Road to North Cedar Heights, but ultimately funding limited the pipeline to reaching Tank C.

The CDBG program just released their solicitation for proposals which increased the funding maximum per project to $5M. Staff is proposing a two-phase approach which would extend the line all the way to the Tanks A&B and further replace Tanks A, B, & C with one tank located near Tanks A&B. A map will be displayed at the Board meeting to show the proposed alignment. Phase 2 would be to continue the 12 inch waterline along Buckhorn Ridge Road from Tank C (where Phase 1 ended) and extend it just over 2000 lineal feet to North Cedar Heights Drive (where design & environmental is already complete and the project is shovel ready). The Third Phase would continue the water line approximately 6,400 lineal feet to the Tank A&B site where a new tank would be constructed. The very rough initial cost estimate is $4.5M. This area has suffered from low pressure and no pressure anytime a fire hydrant in the area has been opened causing potential health risks and necessitating boil orders. The storage tanks are beyond their useful life and appear to be beyond rehabilitation. This project is supported by the State Department of Drinking Water. This project serves a customer base whose median Household income meets the criteria for the grant which was confirmed in Phase 1.
The Water Agency can not apply for CDBG grants directly, but the County can apply on behalf of the Agency. The County is planning to schedule a public hearing to review possible projects at their September 26, 2017 meeting and staff is requesting that the Agency Board support this project and direct staff to proceed with preliminary review and other associated work for the grant application which is due December 1 provided the County Board of Supervisors supports this project.

**Alternatives:**

1. Decline to submit a CDBG Project for this grant solicitation.
2. Direct staff to consider a different project.

**Fiscal Impact:**

Technical engineering review $1,200 and table top environmental review $3,000 with balance in staff time for completing the application

**Reviewed by Committee:**

Yes, the Engineering and Planning Committee recommend proceeding with this application for the CDBG funded project.

**Recommendation:**

Proceed with the application

**Prepared by:**

Gene Mancebo, General Manager
Requested Action:

Provide bottled water to raw water customers without potable water for in-home use at no cost the customer for the minimum required volume of water required by the California Department of Health Services.

Background:

In July 2001, the Water Agency entered into a compliance agreement with the California Department of Health Services for a compliance agreement regarding potable water for raw water customers. The agreement requires the Agency to conduct annual surveys of our raw water customers on the Amador canal and along the Lone Pipe line (Raw Water System) to determine if they have a potable water source for water being used in their homes. Specific language must also be provided to these customers to insure they are aware that the raw water is not intended for human consumption and the associated dangers. In the agreement, it states "Unless a customer uses a well or POE for water for human consumption, each customer on the Amador Canal-Lone Pipeline raw water system that receives raw water for human consumption shall be provided hauled or bottled water until it becomes feasible for Amador to deliver potable drinking water for "human consumption": to such customers through a piped distribution system." A POE is a Point of Entry treatment facility which must meet State standards and be operated by a licensed treatment plant operator. The agreement goes on to say that the Water Agency can charge customers for the alternative water and that the Agency may also contract with a third party to deliver the water, but that the Agency remains responsible for ensuring that the alternate water is provided to the customers. Customers failing to comply are to have their raw water service terminated according to the agreement.

The Water Agency has attempted to comply with the agreement through use of a third party bottled water vender following the execution of the agreement; however, ensuring that these customers are receiving bottled water for human consumption has been difficult at best. There are about 50 customers who have
no other water at their homes other than the raw water provided by the Agency. This means that raw water runs through their home plumbing to sinks, showers, tubs, hose bibs, etc. The estimated costs for the Water Agency to provide the minimum delivery of bottled water to all these customers (5 gallons per month per customer) is about $300 monthly. This provides water for cooking, drinking, brushing teeth, etc.

The Engineering and Planning Committee discussed this issue as a follow-up to a customer request and is recommending that the Agency provide this water to those customers at no charge.

**Alternatives:**

1. Continue the current process of requiring customers to purchase water from a contracted vendor who reports usage to the Agency
2. Consider a reduced rate for bottled water purchase and continue as in 1 above.

**Fiscal Impact:**

Annual fiscal impact is estimated at $3,600.

**Reviewed by Committee:**

Yes, The Engineering and Planning Committee recommends and supports the recommended action.

**Recommendation:**

Provide bottled water to raw water customers without potable water for in-home use at no cost the customer for the minimum required volume of water required by the California Department of Health Services.

**Prepared by:**

Gene Mancebo, General Manager
MEMORANDUM

TO: BOARD OF DIRECTORS, AMADOR WATER AGENCY
CC: GENE MANCEBO, GENERAL MANAGER
FROM: JOSHUA M. HOROWITZ & PATRICK K. FITZGERALD
DATE: SEPTEMBER 7, 2017
RE: LEGISLATIVE REPORT FOR THE SEPTEMBER 14, 2017 AMADOR WATER AGENCY BOARD MEETING

The following are bills of potential interest to the Amador Water Agency pending in the California Legislature:

STATE ASSEMBLY

Introduced: 12/05/16
Status: 05/03/2017 – Hearing postponed by Assembly Comm. on Appropriations following passage by Assembly Comm. on Labor & Employment.
Existing law, with certain exceptions, establishes 8 hours as a day's work and a 40-hour workweek, and requires overtime pay for additional hours work. AB 5 would require an employer with 10 or more employees to offer additional hours of work to an existing non-exempt employee before hiring an additional employee or subcontractor using a transparent, nondiscriminatory process to distribute the additional hours of work among existing employees, except that the employer will not be required to offer an employee additional work hours if it would result in the employer having to compensate the employee with overtime pay under applicable laws or a collective bargaining agreement. The bill also would require the employer to post a specified notice of employee rights and to maintain certain related documentation. In addition, it would authorize an employee to file a complaint for violations of AB 5’s provisions with the Division of Labor Standards Employment, and would make a violation of AB 5 punishable by civil penalty.
ACWA: None.

AB 12 (Cooley) – State Government: Administrative Regulations: Review.
Introduced: 12/05/16
Status: 05/26/2017 – Held under submission in Assembly Comm. on Appropriations.
This bill would require each state agency to review that agency’s regulations by January 1, 2020, identify any regulations that are duplicative, overlapping, inconsistent, or outdated, to revise those identified regulations, and report to the Legislature and Governor, as specified. The bill would repeal these provisions on January 1, 2021.
ACWA: None.
Introduced: 12/5/2016
Status: 09/01/2017 – Passed from Senate Comm. on Governance & Finance, referred to Senate Comm. on Appropriations.
This bill would enact the California Clean Water, Climate, and Coastal Protection and Outdoor Access for All Act of 2018, which, if approved by the voters, would authorize the issuance of bonds amounting to $3,470,000,000 pursuant to the State General Obligation Bond Law to finance a clean water, climate, and coastal protection and outdoor access for all programs.
ACWA: Favor if amended.

AB 277 (Mathis) – Water and Wastewater Loan and Grant Program.
Introduced: 02/01/2017
Status: 09/05/2017 – Passed by Senate Comm. on Appropriations, to third reading.
This bill would authorize the SWRCB to establish the Water and Wastewater Loan and Grant Program that would provide funds to nonprofit organizations (that provide financial and technical assistance to disadvantaged communities) and counties for projects benefiting residents and small water systems for the following purposes: extend or connect water or wastewater service lines to the applicant's residence or plumbing; pay reasonable charges or fees for connecting to a water or wastewater system; pay costs to close abandoned septic tanks and water wells; deepen or improve an existing groundwater well; install a water treatment system if the groundwater exceeds a primary or secondary drinking standard; and improve, rehabilitate, replace, or repair existing groundwater wells and associated equipment.
ACWA: Favor.

AB 313 (Gray) – Water.
Introduced: 02/06/2017
Status: 08/21/2017 – In Sen. Comm. on Appropriations; hearing cancelled at request of author.
AB 313 would establish a Water Rights Division within the Office of Administrative Hearings to conduct hearings pursuant to the Administrative Procedure Act. It would deem a decision made by an administrative law judge in the Division to be a recommendation and not final until accepted by the SWRCB's executive director; authorize appeals of the executive director's decision on the recommendation or of the adoption of the recommendation due to the failure to act; and authorize Water Rights Fund expenditures by the Division upon appropriation by the Legislature. This bill also would, beginning July 1, 2018, authorize the SWRCB to issue a complaint seeking an order, instead of directly issuing the order, requiring a person to cease and desist from diverting or using water, other than as authorized, and would make confirming changes to the law. The complaint would have to be served by personal notice or certified mail, and inform the person that he or she may request a hearing before the Office of Administrative Hearings. The bill would deem a decision made by an administrative law judge to be a recommendation and not final until accepted by the SWRCB. The bill also would authorize, following the SWRCB's acceptance, modification or rejection of the recommendation, the SWRCB to issue a cease and desist order and an appeal of the SWRCB's decision to a superior court.
ACWA: Support.
AB 321 (Mathis) – Groundwater sustainability agencies.
Introduced: 02/07/2017
Status: 07/18/2017 – Approved by the Governor and chartered the Secretary of State.
SGMA requires a groundwater sustainability agency (GSA) to consider the interests of all beneficial users and users of groundwater, as well as those responsible for implementing groundwater sustainability plans (GSPs), including, among other interests, holders of overlying groundwater rights, including agricultural users and domestic well owners. This bill would specifically include farmers, ranchers, and dairy professionals in the agricultural users whose interests a GSA is required to consider.
ACWA: Watch.

AB 474 (Garcia) – Hazardous waste: Spent brine solutions.
Introduced: 02/13/2017
Status: 09/05/2017 – Passed by Senate Comm. on Appropriations; to third reading.
Existing law exempts from certain requirements of the Hazardous Waste Control Law the wastes from extraction, beneficiation, or processing of ores and minerals that are not subject to regulation under the federal Resource Conservation and Recovery Act of 1976, including spent brine solutions used to produce geothermal energy that meet specified requirements. This bill would exempt spent brine solutions that are byproducts of the treatment of groundwater for purposes of meeting California drinking water standards from those same requirements if certain conditions are met, including: (i) that spent brine solutions are transferred for dewatering via a closed piping system to lined surface impoundments regulated by regional water quality control boards; (ii) the spent brine solutions are treated, prior to transfer to lined surface impoundments, with a technology that renders the spent brine solutions nonhazardous for all contaminants, except selenium; and (iii) mitigation measures are used to prevent birds from coming into contact with spent brine solutions in lined surface impoundments containing hazardous levels of selenium.
ACWA: Favor.

AB 851 (Caballero) – Local agency: contracts.
Introduced: 02/16/2017
Status: 08/30/2017 – Read second time in Senate, ordered to third reading.
As previously written, this bill would authorize special districts that provide or operate flood protection, habitat restoration or enhancement, groundwater recharge or storage, surface water storage, water treatment facilities, wastewater facilities, solid waste management facilities, water recycling facilities, and fire protection facilities to use the design-build procurement process when contracting for specified public works. It also would have expanded the list of public works projects for which local agencies may utilize the design-build procurement process. However, as amended by the author on May 10, 2017, this new authority would be provided only to Santa Clara Valley Water District.
ACWA: Favor.

AB 968 (Rubio) – Urban Water Use. Water Efficiency.
Introduced: 02/16/2017
Status: 05/26/2017 – Not reported to the floor by fiscal committee by May 26 deadline; may be acted upon in next session (January 2018).
This bill is being sponsored by the Regional Water Authority (RWA) and Irvine Ranch Water District, and has widespread support among local water agencies and business groups statewide, particularly in the Sacramento region. It also is being actively supported by ACWA. It presents an alternative to the administration’s bills (AB 1668/1669 and
Budget Trailer Bill 810) and is being touted, along with AB 1654, as the vehicle that would establish new water efficiency targets for urban retail water suppliers for 2025 in a manner that provides three options for use in determining targets, recognize and incentivize development of resilient supplies such as recycled water, and protect existing water rights. It also would preserve the Legislature’s authority and oversight over long-term water use target setting (as opposed to allowing the SWRCB to set targets) and require DWR to establish a collaborative urban stakeholder process to continue improvement in water use efficiency beyond 2025.

Among other things, AB 968 would specifically revise the definitions of “gross water use” and recycled water” for purposes of developing urban water use targets and an interim urban water use target; require DWR to reconvene its Urban Stakeholder Committee in order to develop certain methodologies; require the Committee, by January 1, 2020 and every 5 years thereafter, to develop a report to provide information and recommendations to DWR and the Legislature about new demand management measures, technologies, and approaches; require, by December 31, 2025, the Committee (in consultation with DWR and SWRCB) to submit a report to the Legislature recommending for potential adjustments to water efficiency targets and commercial, industrial, and institutional performance measures; and require DWR to convene a commercial, industrial, and institutional water use efficiency task force by July 1, 2018 to recommend appropriate water efficiency measures for various segments of the commercial, industrial, and institutional water use sector.

This bill also would make amendments to the Urban Water Management Planning Act by requiring each urban retail water supplier to develop a water efficiency target, as defined, for 2025 in its 2020 urban water management plan (UWMP), and to achieve that target. It also would authorize a water supplier to adjust and update the water efficiency target, as appropriate, when the supplier reports its compliance to achieving the water efficiency targets and its implementation of the identified performance measures in its 2025 UWMP. It would require each urban retail water supplier to meet its adjusted 2025 water efficiency target by December 31, 2025, unless the supplier submits certain reports to DWR.

Finally, AB 968 would require DWR, by July 1, 2019, to provide to urban retail water suppliers in electronic form a database of validated aerial imagery and specified measured irrigable area, and to conduct a statistically valid review of the accuracy of the information in the database before providing it to an urban retail water supplier. It also would extend the deadline for a water supplier to submit its UWMP if DWR does not release the database by July 1, 2019.

This bill’s author and the authors of competing water conservation legislation announced on May 16, 2017 that they have formed a bipartisan working group to address statewide water conservation policy and proposed legislation. Thus, the substance of this bill may change.

ACWA: Support.
AB 975 (Friedman) – Natural resources: Wild and scenic rivers.
Introduced: 02/16/2017
Status: 06/05/2017 – Ordered to inactive file at request of Assembly Member Friedman; two year bill.
Existing law states California’s policy that certain rivers possessing extraordinary scenic, recreational, fishery, or wildlife values shall be preserved in their free-flowing state, together with their immediate environments, for the benefit and enjoyment of the people of the State. This bill would revise that policy to specify that certain rivers possessing extraordinary scenic, recreational, fishery, wildlife, historical, cultural, geological, or other similar values shall be preserved in their free-flowing state, together with their immediate environments, for the benefit and enjoyment of the people of the State. It would also revise the definition of “immediate environments” and add a definition for the term “extraordinary value” to mean “a natural, cultural, or similar value that is outstanding or remarkable in a local, regional, or statewide context.
ACWA: Oppose.

AB 1323 (Weber) – Sustainable water use and demand reduction: stakeholder workgroup.
Introduced: 02/17/2017
Status: 09/01/2017 – In Senate Comm. on Appropriations; held under submission.
This bill would require DWR to convene a stakeholder workgroup with specified invited participants, including, among others, representatives of urban water suppliers, DWR and the SWRCB, no later than February 1, 2019. The bill would require the stakeholder workgroup to develop, evaluate, and recommend proposals for establishing new water use targets for urban water suppliers and to examine and report to the Governor and the Legislature by December 31, 2019, as specified. The bill would require all expenses for the stakeholder working group to be the responsibility of the non-state agency stakeholders, although no local agency would be required to contribute to the workgroup’s expenses. The bill specifies that DWR would not convene the workgroup if another statute is passed into law during the 2017–18 regular legislative session that establishes water conservation targets and long-term drought contingency planning for urban water suppliers. This bill would be automatically repealed on January 1, 2023.
ACWA: Favor.

AB 1654 (Rubio) – Water shortage: urban water management planning.
Introduced: 02/17/2017
Status: 07/17/2017 – Amended by author, withdrawn from Senate Comm. on Appropriations and referred to Comm. on Rules.
This bill was originally part of the two-bill package being sponsored by RWA and Irvine Ranch Water District, and is being actively supported by ACWA. It proposed to establish new water supply and demand reporting requirements for urban water suppliers and prohibit a water supplier from being required to reduce its use of available water supplies beyond the steps specified in its water shortage contingency analysis, thereby protecting water suppliers’ and their customers’ investments in resilient water supplies.

Assembly Member Rubio had amended this bill to delete all of its previous language and to make it a spot bill concerning water conservation. While it was thought that this bill might become a vehicle for moving compromise water conservation legislation through the Legislature, Assembly Member Rubio elected not to amend the bill when the Legislature
returned from the summer recess. ACWA’s understanding is that AB 1654 will become a two-year bill.

ACWA: Support.

AB 1667 (Friedman) – Water Management Planning.

Introduced: 02/17/2017

Status: 07/14/2017 – Failed committee passage deadline (Sen. Comm. on N.R. & W.), may be acted upon Jan 2018 (2-year bill).

This bill would require the SWRCB, in consultation with DWR, to adopt long-term standards for urban water conservation and water use on or before May 20, 2021. The bill would also require the SWRCB, in consultation with DWR, to adopt performance measures for commercial, industrial, and institutional water use on or before that date. The bill would authorize a court or public entity to hold a person civilly liable in an amount not to exceed $10,000 for a violation of a regulation adopted under these provisions, unless the regulation provides otherwise.

The bill would require an urban water supplier to calculate a water use target, as provided, no later than July 1 of each calendar year, beginning the calendar year after the board adopts long-term standards for urban water conservation and water use. The bill would require an urban water supplier to submit an annual report to the department for these purposes by July 1 of each year. The bill would authorize the SWRCB to issue information orders, written notices, and conservation orders to an urban water supplier that does not meet its water use target, as specified. The bill would also authorize the SWRCB to issue a regulation or informational order requiring a distributor of a public water supply to submit information relating to water production, water use, or water conservation.

Among other things, this bill also would require the annual report for the prior year to be submitted to DWR April 1 of each year, as provided, and to be organized by basin within the service area of the agricultural water supplier. It would authorize the SWRCB to issue a cease and desist order in response to a violation or threatened violation of any regulation adopted by the board, except as provided.

In addition, the bill would require an urban water management plan (UWMP) to be updated on or before July 1, in years ending in 6 and one, incorporating updated and new information from the 5 years preceding the plan update. The bill would require DWR to propose to the Governor and the Legislature, on or before August 1, 2020, recommendations and guidance relating to the development and use of countywide drought contingency plans to address drought planning for small water suppliers and rural communities, as provided. It would require a UWMP to contain a drought risk assessment that examines water shortage risks for a drought lasting the next 5 or more consecutive years.

This bill would require an urban water supplier to prepare, adopt, and periodically review a water shortage contingency plan (WSCP), as prescribed, and as part of its UWMP. The bill would require the plan to consist of certain elements that are within the authority of the urban water supplier, including, among other things, annual water budget forecast procedures, standard water shortage levels, shortage response actions, and communication protocols and procedures. It would require an urban water supplier to make the WSCP available to its customers and any city or county within which it provides water supplies no later than 30 days after adoption; and to conduct an annual water budget forecast and submit an annual water shortage assessment report to DWR with information for
anticipated shortage, triggered shortage response actions, compliance and enforcement actions, and communication actions consistent with the supplier’s water shortage contingency plan by June 1 of each year. It would also require the supplier to adhere to the procedures and implement determined shortage response actions in its WSCP in drought and water shortage conditions.

The bill would require the governing body of a distributor of a public water supply to declare a water shortage emergency condition whenever it finds and determines the above-described circumstances or upon determining a water shortage of 40% or greater exists. The bill would require an urban water supplier to declare a water shortage emergency if either a water shortage of 40% or greater is determined to exist or in the event that a severe catastrophic interruption of the urban water supplier’s water supply has occurred. The bill would require an urban water supplier to coordinate with any city or county within which it provides water supply services for a possible proclamation of a local emergency.

Finally, it would require an agricultural water supplier to update its agricultural water management plan on or before April 1, 2021, and thereafter on or before April 1 in years ending in 6 and in years ending in one. The bill would require an agricultural water supplier to submit its plan to the department no later than 30 days after the adoption of the plan. The bill would require the department to review an agricultural water management plan and notify an agricultural water supplier if DWR determines that it is noncompliant, as provided. The bill would authorize DWR, if it has not received a plan or determined that the plan submitted is noncompliant, to contract with certain entities to prepare or complete a plan on behalf of the agricultural water supplier.

Finally, the bill would require an agricultural water supplier to submit copies of its plan to specified entities no later than 30 days after DWR’s review of the plan. The bill would require DWR to submit its report summarizing the status of the plans to the Legislature on or before April 30 in years ending in 7 and in years ending in 2.

ACWA: Watch.

AB 1668 (Friedman) – Water management planning.
Introduced: 02/17/2017
Status: 08/31/2017 – Passed by Senate Comm. on Natural Resources & Water and re-referred to Comm. on Appropriations.

This bill is widely known as the “administration’s bill” and aims to create a new drought response plan by making numerous changes to water supply planning and drought planning to incorporate climate change, enhance water supply analysis, and strengthening the enforceability of UWMPs and drought contingency planning.

Assembly Member Friedman has amended this bill to delete all of its previous language and to make it a spot bill concerning water conservation. As discussed below, this (and SB 606, containing identical language) has become a vehicle for moving compromise water conservation legislation through the Legislature.

ACWA: Oppose Unless Amended.

AB 1669 (Friedman) – Urban water conservation standards and use reporting.
Introduced: 02/17/2017
Status: 05/26/2017 – Not reported to the floor by fiscal committee by May 26 deadline; may be acted upon in next session (January 2018).
This bill, similar to AB 1668, is widely known as the “administration’s bill” and is the competing bill to AB 968. It requires the SWRCB, in consultation with DWR, to adopt long-term standards for urban water conservation and water use by May 20, 2021. Specifically, it would require the long-term standard to include indoor residential use, outdoor irrigation water use, and industrial, institutional and commercial use; allow SWRCB, in consultation with DWR, to adopt and update interim standards for urban water conservation and water use; prohibit the SWRCB from setting new or revised standards after it adopts long-term standards; require the long-term standards to be adopted in accordance with the regular rulemaking process; provide that a person who violates a long-term standard regulation be held civilly liable for up to $10,000; extend the drought or water waste emergency regulation adopted by the SWRCB from 270 days to 1 year; allow any decision or order allowed under existing urban water conservation law and under the long-term standards that could be adopted under this bill to be subject to judicial review; and allow the SWRCB to issue a cease and desist order to a person violating or threatening to violate a long-term standard that could be adopted under this bill.

ACWA: Oppose.

***Current status of Long-term Water Conservation Legislation:

On August 2, 2017, Dennis O’Connor, the principal consultant to the Senate Committee on Natural Resources & Water, convened a meeting of interested parties to review a proposal on long-term water conservation put forward by Senators Bob Hertzberg (southern California) and Nancy Skinner (Oakland). Following this and other conversations with stakeholders, AB 1668 and SB 606 were amended on August 21 to include the long-term water conservation proposal.

The proposal is better than the previous proposals from the Governor and Assembly member Friedman that would place all power to implement long-term water conservation permanently in the SWRCB’s hands, but it is far from perfect. Among other things, there are a number of terms that are undefined and how much power to mandate measures the SWRCB and DWR will have on the one hand, versus the authority water agencies will have on the other hand to exercise local control, also is left to negotiation of the bill language.

The key provisions of the proposal include:

- It would not grant the SWRCB continuing authority to modify the conservation standards, but rather would allow the SWRCB, in consultation with DWR, to set standards for interior residential use, exterior residential use, leaks, CII use, and “other water uses” once under detailed factors established in the bill. Standards would be set for urban retail water suppliers, urban wholesale water suppliers, and “distributors of recycled water.”

- The authors appear willing to place some limits on the SWRCB’s authority to issue new emergency conservation regulations during a future drought by stating legislative intent that the SWRCB should defer to local programs “to the extent possible.”

- It allows local agencies to calculate their targets, which presumably would leave some room to maneuver under the standards set by the SWRCB. It also would allow
local agencies to adopt alternate targets. It’s not clear how this would work because the proposal is not detailed, but the concept is better than full, permanent SWRCB control.

• It would require the SWRCB to adopt variances, although again how this would work is undefined.

• The proposal includes language about how failure to meet a target could be considered in evaluating unreasonable use, but would not be definitive proof of unreasonable use. Because this language is similar to existing law, it will be very hard to dislodge from any legislation. But it probably is not a big legal problem because if someone claims that a local agency is using water unreasonably, the SWRCB already may consider this issue in any proceeding and the targeted agency has the right to provide evidence rebutting such claims.

• The SWRCB would be authorized to issue cease and desist orders against water users only in two circumstances: (1) if the SWRCB finds that an urban water supplier has failed to make a good faith effort to comply with the Act; and (2) issuance of conservation orders” in undefined circumstances. The “lack of good faith” standard would be hard to for the SWRCB to prove. Even if it can, the SWRCB’s only remedy would be to require that the water supplier comply with the act. More concerning is that the SWRCB would have continuing authority to issue “conservation orders”. Such orders are rare so the water community has little experience with them, but SWRCB staff sought to write those orders very broadly during the drought.

The Hertzberg/Skinner proposal at least reflects the water industry’s views that the Legislature should define in some detail the terms and conditions for long-term water conservation and ensure that there is some local control. As a result, this proposal is a much better basis for negotiation than the administration’s framework proposal that would give the SWRCB authority to impose “top down” mandates.

The bill was further amended on August 29. Subsequent amendments included lowering the standard for individual residential water use after 2025 to 50 gallons per capita daily, with the pre-2025 standard (following adoption by the SWRCB) set at 55 gallons. The amendments also clarified that a conservation order issued by the SWRCB may not curtail or otherwise limit the exercise of a water right. Further amendments are expected regarding credit for recycled water received by an urban water supplier to its urban water use objective.

On August 30, 2017, ACWA and the water industry’s “north-south” coalition, and other groups re-iterated their “oppose unless amended” position on the legislation, identifying the following issues with the bill:

• The bill grants to the SWRCB the authority to adopt a variety of enforceable water use standards, but the bill does not clearly define such standards.
• The bill provides only a temporary and limited credit for recycled water (starting at 10% maximum, declining by 1% each year for 10 years), which does not adequately protect and encourage investments in recycled water and potable reuse.

• The one-time requirement for DWR to provide data to water suppliers to calculate the required annual water use objective is insufficient, so the annual reporting requirement should be removed or water suppliers should be provided with regularly updated data.

• The bill should require the establishment of variances from standards to account for unique local conditions as well as technical, economic, and administrative feasibility. The current proposal grants state agencies the discretion whether to adopt variances.

• The new enforcement powers granted to state agencies should be shifted from a focus on punitive enforcement toward technical assistance and information-sharing.

Negotiations are ongoing and further amendments are likely before the September 15 deadline for bill passage.

STATE SENATE

Introduced: 12/5/2016
Status: 09/05/17 – Read second time; re-referred to Comm. on Appropriations.
This bill would enact the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, which, if approved by the voters, would authorize the issuance of bonds in an amount of $3,832,000,000 pursuant to the State General Obligation Bond Law to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. SB 5 includes $1.050 billion for four Proposition 1 funding categories. $375 million would be provided for the following categories: Clean Water/Drinking Water SRF; Integrated Regional Water Management; Groundwater Sustainability/Cleanup; and Recycling/Desalination.
ACWA: Favor if amended.

SB 80 (Wieckowski) – California Environmental Quality Act: Notices.
Introduced: 01/11/2017
Status: 07/20/2017 – Read second time in Assembly and ordered to third reading.
Under the California Environmental Quality Act (CEQA), lead agencies are required to post certain notices for environmental documents for a period of 20 or 30 days in the office of the county clerk in the county where the project will be located, and also to mail the notices to persons who have filed written requests for notices. This bill would require the lead agency to post notices on the agency’s website and to offer to provide those notices by e-mail if it determines that a project falls within a class of projects that is exempt from CEQA. It also would require the county clerk to post the CEQA notices on the county’s website for 30 days, and require that a notice of determination be filed with the county clerk for projects that are exempt from CEQA’s requirements.
ACWA: Oppose unless amended.
ACWA: prohibitions to between year, cities Appropriations.

ACWA: fee counties from Under existing whether accessory residential Status: Introduced SB regarding SB OPRA presumptions for determining property, whether accessory dwelling units. This bill would have required the state Office of Planning and Research (OPR), on or after January 1, 2018, to prepare and develop proposed changes or amendments to the CEQA guidelines to determine the baseline physical conditions by which a lead agency determines whether a project has a significant effect on the environment. This bill further would have required OPR to, in developing its recommendations, limit the consideration of modifications to the environment at the project site caused by certain actions. On August 21, 2017, this bill was gutted and amended as a bill to amend the Civil Code regarding sexual harassment. ACWA: No position.

SB 229 (Wieckowski) – Accessory dwelling units. Introduced: 02/02/2017 Status: 08/24/2017– Ordered to third reading following passage by Assembly Comm. on Appropriations. Under existing law—specifically, under SB 1069 that was passed by the Legislature last year, cities and counties are prohibited from considering accessory dwelling units as a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, under the Planning and Zoning Law. Moreover, for an accessory dwelling unit constructed in an existing space, existing law prohibits cities and counties from requiring the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility and from imposing a related connection fee or capacity charge. This bill would extend the applicability of both of the above prohibitions to special districts. ACWA: Watch.
SB 231 (Hertzberg) – Local government: Fees and charges.
Introduced: 02/01/2017
Status: 08/31/2017 – Passed by Assembly and ordered to Senate for engrossing and enrolling.
Proposition 218 generally requires that assessments, fees, and charges be submitted to property owners for approval or rejection after the provision of written notice and the holding of a public hearing. The Proposition 218 Omnibus Implementation Act prescribes specific procedures for local jurisdictions to comply with Prop. 218 and defines terms for these purposes. This bill would define the term “sewer” for these purposes. The definition is broad and would include storm sewers and storm waters. The bill would make findings and declarations relating to the definition of the term “sewer” for these purposes.
ACWA: Favor.

SB 265 (Berryhill) – Disaster relief.
Introduced: 02/08/2017
Status: 09/01/2017 -- Held in Assembly Comm. on Appropriations, under submission.
The California Disaster Assistance Act provides that the state share for disaster project allocations to local agencies is no more than 75% of total state eligible costs, except for specified events for which the state share is up to 100% of state eligible costs. This bill would provide that the state share for the removal of dead and dying trees in connection with the Governor’s Proclamation of a State of Emergency issued on October 30, 2015, is no more than 90% of total state eligible costs.
ACWA: No position.

SB 427 (Leyva) – Community water systems: Lead user service lines.
Introduced: 02/15/2017
Status: 08/30/2017 – Enrolled and presented to Governor.
After agreeing in the 2016 legislative session to substantially amend SB 1398 to soften its impacts on public water system, this bill would resurrect the stringent provisions that Senator Leyva removed from her SB 1398. SB 427 would, by July 1, 2020, require a community water system to provide the timeline for replacement of known lead user service lines in use in its distribution system to the SWRCB. It also would require a community water system that has identified areas that may have lead user service lines in its distribution system to (a) provide to the SWRCB a determination as to whether there are in fact any lead user service lines in use and provide a timeline for replacement of those lead use service lines, and (b) provide findings as to whether there are any areas for which it cannot determine the content of the user service lines and a timeline for the replacement of those user service lines. This bill also would impose related reporting requirements.
ACWA: Watch.

SB 606 (Hertzberg/Skinner) –
Introduced: 02/17/2017
Status: 08/30/2017 – Read second time and amended, and re-referred to Comm. on Appropriations. See discussion on pages 8-10 under AB 1669 for more information.
ACWA: Oppose unless amended.

SB 623 (Monning) – Safe and Affordable Drinking Water Fund.
Introduced: 02/17/2017
Status: 09/01/2017 – From Assembly Comm. on Appropriations without recommendation and re-referred to Comm. on Rules; may be acted upon in next session (January 2018).
This bill would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the SWRCB. As currently written, the bill would require the SWRCB to administer the fund and would require the SWRCB to expend moneys in the fund for grants, loans, contracts, or services to assist those without access to safe and affordable drinking water consistent with a fund implementation plan that is adopted annually. It would prohibit the SWRCB or a regional board, beginning January 1, 2028, from subjecting an agricultural operation to specified enforcement from causing/contributing to an exceedance of a water quality objective for nitrate in groundwater or to a condition of pollution or nuisance for nitrates if the agricultural operation demonstrates that it has satisfied certain mitigation requirements, including, among other requirements, the timely payment of any applicable fee, assessment, or charge into the fund. On August 21, 2017, the bill was amended to add a tax on drinking water (called a “safe and affordable drinking water fee”) to fund DAC drinking water programs. On July 26, 2017, ACWA sent out an alert asking for members to oppose SB 623; this Board subsequently voted to oppose the bill.

ACWA: Oppose unless amended.

SB 740 (Wiener) – Onsite treated water.
Introduced: 02/17/2017
Status: 05/26/2017 – Not reported to the floor by fiscal committee by May 26 deadline; may be acted upon in next session (January 2018).

This bill would, on or before December 1, 2018, require the SWRCB, in consultation with other state agencies, to adopt regulations consistent with federal and state law in effect on January 1, 2018, to provide comprehensive risk-based standards for local jurisdictions permitting programs for onsite recycling of water in multifamily residential, commercial, and mixed-use buildings for nonpotable use. It would require the regulations to address specified issues and practices relating to the management, monitoring, and treatment of recycled water for nonpotable use. The bill also would require that a local jurisdiction comply with those regulations if the local jurisdiction allows the onsite recycling of water and subsequent uses of that recycled water.

ACWA: No position.

SB 778 (Hertzberg) – Water systems: consolidations; administrative and managerial services.
Introduced: 02/21/2017
Status: 09/01/2017 – Hearing held on September 1. Held in Assembly Comm. on Appropriations and under submission.

Similar to SB 623, SB 778’s current language serves as a placeholder for a major proposal on drinking water funding that the environmental justice community and others are developing. As currently written, the bill would require, on or before March 1, 2018, and regularly thereafter, the SWRCB to post on its website an analysis of all voluntary and ordered consolidations of water systems that have occurred on or after July 1, 2014, including the resulting outcomes of the consolidations and whether the consolidations have succeeded or failed in providing an adequate supply of safe drinking water to the communities served by the consolidated water systems.

According to ACWA staff, two major issues are being discussed: the operation and maintenance costs for drinking water treatment in certain disadvantaged communities; and drinking water affordability. This bill is likely to address the funding sources for one or
both of these issues and will likely be a major bill for ACWA. Accordingly, ACWA will be monitoring this bill closely.

ACWA: Watch.

SCA 4 (Hertzberg) – Water conservation.

Introduced: 02/01/2017
Status: 02/16/2017 – Referred to Senate Comm. on Rules for assignment.

This Senate Constitutional Amendment states the intent of the Legislature to propose a ballot measure to amend the California Constitution to include Article X C, which would provide local water agencies with the discretion to offer “lifeline” subsidized water rates to low income customers and increased flexibility to set and impose tiered water rates to promote water conservation.

ACWA: Sponsor on specified conditions

FEDERAL LEGISLATION

HR 23 (Valadao) – Gaining Responsibility on Water (GROW) Act

Introduced: 01/03/2017
Status: 07/18/2017 – Received in the Senate and referred to the Committee on Energy and Natural Resources.

HR 23 is a variant of HR 1837 from 2015. As passed by the House and sent to the Senate, this bill is very long and is controversial both within the Republican caucus in the House and in the Senate, where both California senators oppose it. Governor Brown also has announced his opposition to the bill. Because of the Senate’s rules, until Senators Feinstein and Harris remove their opposition or HR 23 is amended to their satisfaction, the bill will not move in the Senate.

The key items of interest in this bill are:

- The U.S. Bureau of Reclamation’s obligations under the CVPIA to provide environmental water flows to restore anadromous fish production in the Central Valley would be limited to a reasonable amount not to exceed 800,000 acre-feet annually (800,000 AF is the current environmental water floor). Any such water supplies purchased must be at a reasonable cost and take into account the need for those supplies to remain available for consumptive uses.

- Reclamation would be required to expedite water transfers under a number of detailed requirements in the existing bill.

- The State of California would be prohibited from imposing restrictions on the “take” of any nonnative fish that preys upon one or more native fish species in the Sacramento and San Joaquin Rivers and their tributaries or the Sacramento-San Joaquin Rivers Delta.

- The Department of Interior would be required to strictly comply with California’s water rights law and priorities and to honor water rights senior to those held by the CVP. This bill also includes provisions to ensure that the Endangered Species Act is implemented in a manner that honors water right priorities.
• The Secretary of Interior would be required to ensure there are no redirected adverse water supply or fiscal impacts to water right holders and water users within the Sacramento River or the San Joaquin River watershed or to the State Water Project arising from CVP operations.

• Section 405 of HR 23 expresses Congressional disapproval and opposition to the violation of private property rights by the California State Water Resources Control Board and expresses the need to provide reliable water supplies to municipal, industrial, and agricultural users across the State.

• The Secretary of the Interior would be authorized to partner with local joint powers authorities to advance surface storage projects including the Shasta Dam and Los Vaqueros expansion, construction of Sites Reservoir, and construction of a new facility on the Upper San Joaquin River, if non-federal funds are used for construction. HR 23 would impose certain requirements and timelines on federal agencies for facilitating these and other surface water storage and supply projects.