AMADOR WATER AGENCY
Board of Directors
Regular Meeting
12800 Ridge Road, Sutter Creek, CA 95685
October 12, 2017
9:00 a.m.
Website Address: www.amadorwater.org

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. Operations
   B. Administration/Finance

6. AGENCY GENERAL
   A. Public Hearing- Miscellaneous Fees
      1. Discussion and possible action to adopt Resolution No. 2017-15 revising them miscellaneous fees and charges for the Amador Water Agency

   B. Quarterly Investment Report
      1. Report of the Agency’s Investment Performance through September 30, 2017
7. WATER SYSTEM
   A. Ione Water Treatment Plant Expansion
      1. Discussion and possible action to award the bid and provide the notice to proceed.
      2. Discussion and possible action to enter into an agreement with CSI Services for coating inspection services
      3. Discussion and possible action to authorize a 10% contingency for change orders
   B. Pioneer Water System Rehabilitation Project Phase 2 & 3
      1. Discussion and possible action to authorize the General Manager to enter into a contract for CDBG grant administration assistance for the Pioneer Water System Rehabilitation Project Phases 2 & 3
      2. Discussion and possible action to authorize the General Manager to enter into a contract for environmental consulting services for the Pioneer Water System Rehabilitation Project Phases 2 & 3

8. 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

9. COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS
   A. SGMA/AC-GMA
   B. UMRWA

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

11. CLOSED SESSION
    A. Pursuant to Government Code Section 54957 Public Employee Performance Evaluation- General Manager.
    
    B. 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).

12. ADJOURNMENT
AMADOR WATER AGENCY
CONSENT AGENDA
October 12, 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 September 28, 2017

2. MISCELLANEOUS APPROVALS
   A. Camanche Service Laterals Phase III -Notice of Exemption
      1. Notice of staff’s intent to file Notice of Exemption and other associated environmental documents necessary in association with this project.

3. RESOLUTIONS
   A. Adoption of Resolution 2017-16 authorizing designated individuals to execute, on behalf of the Amador Water Agency, an application and to file it with the California Emergency Management Agency for obtaining Federal Financial Assistance

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
AMADOR WATER AGENCY
Board of Directors
Regular Meeting

September 28, 2017

MINUTES

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

Directors Absent: Robert Manassero

Staff Present: Gene Mancebo, General Manager
Cris Thompson, Clerk of the Board
Damon Wyckoff, Operations Manager
Karen Gish, HR/Office Manager

CALL TO ORDER- President Thomas called the meeting to order at 9:01 a.m.

ADDITIONS TO THE AGENDA – None

RECOGNITION OF RECENT PROMOTION OF JEFF SHORTRIDGE (1:12:14- 6:30)

RECOGNITION of staff for the recent work assisting on the Plymouth Roundabout Project (6:40-14:05)

PUBLIC COMMENT: (14:15-19:30)
Mr. Anders Stenstedt

CONSENT AGENDA ITEMS (20:05- 22:16)

MOTION: It was moved by Director Molinelli Jr., seconded by Director Toy and carried to approve the consent agenda as presented
Ayes: Directors Toy, Molinelli Jr., Farrington and Thomas
Noes: None
Absent: Director Manassero
Abstain: None

Regular Board Meeting
September 28, 2017
Page 1
WATER SYSTEM (22:53- 31:43)
Ione Hydro Project- Public Hearing
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.

President Thomas opened the public hearing at 9:27 a.m.

No public comment

MOTION: It was moved by Director Toy, seconded by Director Farrington and carried to close the public hearing
Ayes: Directors Toy, Molinelli Jr., Farrington and Thomas
Noes: None
Absent: Director Manassero
Abstain: None

MOTION: It was moved by Director Farrington, seconded by Director Toy and carried 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.

Ayes: Directors Toy, Molinelli Jr., Farrington and Thomas
Noes: None
Absent: Director Manassero
Abstain: None

Water Revenues and Production Comparison (31:43- 50:38)
Report Only- No action

PROJECT UPDATES (50:40 - 1:36:20)

RECESS was called at 10:45 SESSION Resumed at 10:55 a.m.

GENERAL MANAGER’S REPORT (1:36:23- 2:10:58)

ASSISTANT GENERAL MANAGER’S REPORT (2:11:05-2:28:38)


FUTURE AGENDA TOPICS (none)

RECESS was called at 12:02 p.m. SESSION resumed at 1:17 p.m.
CLOSED SESSION was called at 1:19 p.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 - No report

OPEN SESSION resumed at 1:44 p.m.

AGENCY GENERAL (2:43:23-2:44:40)
Memorandum of Understanding
Discussion and possible action to ratify the memorandum of understanding between Amador Water Agency and the Amador Water Agency Employee Association

MOTION: It was moved by Director Molinelli Jr., seconded by Director Toy and carried to ratify the memorandum of understanding between the Amador Water Agency and Amador Water Agency Employees’ Association

Ayes: Directors Toy, Molinelli Jr., Farrington and Thomas
Noes: None
Absent: Director Manassero
Abstain: None

CLOSED SESSION was called at 1:52 p.m.

OPEN SESSION resumed at 3:44 p.m.

ADJOURNMENT
President Thomas adjourned the meeting at 3:45 p.m. with nothing to report

______________________________
Cris Thompson
Clerk of the Board of Directors
Approved: ______________________
Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

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

County Clerk
County of: Amador
810 Court Street
Jackson, CA 95642

Project Title: Lake Camanche Water Service Lateral Replacement

Project Applicant: Amador Water Agency

Project Location - Specific:
Lake Camanche Village Unit 6

Project Location - City: Ione
Project Location - County: Amador

Description of Nature, Purpose and Beneficiaries of Project:
The purpose of this project is to replace old polyethylene water service lines installed in the early 1970 because they are now developing cracks, leaking and failing. The property owners and Amador Water Agency will benefit from the conservation of water and other undesirable impacts associated with pipe line failures.

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: 15302
- Statutory Exemptions. State code number:

Reasons why project is exempt:
The project involves only the replacement or reconstruction of existing utility system and/or facilities involving negligible or no expansion of capacity.

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.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: __________________

Revised 2011
RESOLUTION NO. 2017-16

OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY
AUTHORIZING DESIGNATED INDIVIDUALS TO EXECUTE, ON BEHALF OF
THE AMADOR WATER AGENCY, AN APPLICATION AND TO FILE IT WITH
THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY FOR OBTAINING
FEDERAL FINANCIAL ASSISTANCE

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

1. The Designation of Applicant's Agent Resolution for Non-State Agencies attached
hereto as Exhibit A is hereby approved and incorporated herein as the Agency's
designation of the individuals authorized to apply for federal financial assistance for
recovering costs incurred by the Agency as described in Exhibit A.

2. The General Manager or his designee is hereby authorized to execute all documents
and perform all acts necessary to carry out the activities authorized in this
resolution.

The foregoing resolution was duly passed and adopted by the Board of Directors of
the Amador Water Agency at a regular meeting held on this 12th day of October
2017 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAIN: 

Signed and approved by me after its passage this 12th day of October, 2017

Gary Thomas, President
Board of Directors

ATTEST:

Cris L. Thompson
Clerk of the Board of Directors
STATE OF CALIFORNIA

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Cal EMA 130

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Amador Water Agency

(Governing Body) (Name of Applicant)

THAT

General Manager

(Title of Authorized Agent)

Assistant General Manager/Clerk of the Board

(Title of Authorized Agent)

Operations Manager

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Amador Water Agency, a public entity established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Amador Water Agency, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☑ This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) ____________

Passed and approved this ___12th___ day of ___November___, 2015

Gene Mancebo, General Manager

(Name and Title of Governing Body Representative)

Cris Thompson, Assistant General Manager/Clerk of the Board

(Name and Title of Governing Body Representative)

Damon Wyckoff, Operations Manager

(Name and Title of Governing Body Representative)

CERTIFICATION

I, ______________________________, duly appointed and ______________________________, Assistant General Manager/Clerk of the Board of the Amador Water Agency, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Directors of the Amador Water Agency on the ___12th___ day of ___October___, 2017.

______________________________________
(Signature) ______________________________
(Titl e)
Cal EMA Form 130
Instructions

A new Designation of Applicant’s Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.

When completing the Cal EMA Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Applicant: This is the official name of the non-profit, agency, city, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If “Titles Only” is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body’s signature.

2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal EMA Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate “Self Certification.”
Operations Report

Covering September 1 – September 30, 2017

Operations Manager:
1. Attended Cosumnes Sub Basin and Technical Advisory Committee meetings.
2. Reviewed and commented on the Tanner Backwash Recycling Project technical memo.
3. On-going work with FEMA to develop Scope of Work for repair /replacement of Agency’s FEMA grant funded projects.
4. On-site review with the CA Dept. of Corrections maintenance department regarding the Agency’s intertie of the Preston and lone raw pipelines.
5. Continued work with the Agency’s Registered Professional Forester regarding the Agency’s FEMA funded Tree Mortality Project.
6. Site visit of the Gayla Manor wastewater plant with regulators from the Central Valley Regional Water Quality Control Board. Positive visit.
7. On-going work with both Engineering and Water treatment to develop a pro-active Taste and Odor Control plan of the lone Reservoir.
8. Site visit with Engineering and a neighboring property owner of the Buckhorn Backwash Water Recycling project regarding the pipeline alignment and property ownership. Concern resolved.
9. Worked with Bailey Engineering to develop a Technical memo regarding a second and third phase of the Agency’s CDBG project.

Admin Assist III:
2. Working on CMMS/Springbrook software integration
3. Attended RCAC’s Water Symposium of Regulatory Updates and Sanitary Surveys
4. Completed CMMS software upgrade and assisted coworkers with Log in/short cuts.

Water Treatment Plants:
1. Completed sludge testing at lone reservoir in anticipation of desludging the basin this fall in our on-going effort to address taste and odor issues.
2. Restarted Memcor backwash recycle unit at Buckhorn plant to reduce the amount of backwash water going to Mace Meadows Golf course in preparation for winter.
3. Evoqua membrane representative came to PG&E Tiger Creek plant and assisted operators in troubleshooting and repairing the module.
4. lone Plant- Primary turbidity monitoring device for filters 3 and 4 failed. Contacted regulator to notify him of the problem, purchased new turbidimeter and had it installed with assistance from Electrical dept. the next day.
5. Worked with Peterson Brustad consultants to confirm and provide information on the Tanner plant Backwash Recycle Project.
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 with septic tank inspections
4. Repaired broken irrigation main at Gayla Manor sprayfield and repaired a separated gravity main at Gayla WWTP.
5. Accompanied operations Manager on Gayla Manor plant site visit.

Engineering
1. Agency Projects:
   a. CDBG Buckhorn Ridge/Carson: Project complete
   c. New York Ranch Rd Intersection: AWA portion complete.
   d. Buckhorn WTP DBP & Recycling: Earthwork / concrete work underway
   e. Lake Camanche Tank 9 & Intertie: Tank and piping portions completed
   f. Ione Hydroelectric: Design at 50%
   g. CDAA Storm Repairs: Estimations of cost for repair/replacement complete
   h. Tanner Backwash Recycling: Pre-design with Peterson Brustad Inc, working on Technical Memo
2. Developer Projects:
   a. Wildflower (Ione): Punch list items
   b. Castle Oaks 4A & 7 (Ione): Complete
   c. Castle Oaks 4B: Under construction
   d. Washington Place (Ione): Under construction.
   e. Cal Fire: In design
   f. East Ridge Business Park (Sutter Creek): No activity
   g. ARCO AM/PM Inspection of sewer pipelines and grease interceptor installation continues.
   h. Sutter Creek Bridge: In design

Electrical:
1. Failures:
   a. Ione Wildflower pump station- bad relay found. Replaced. SCADA system lost link and was rebooted.
   b. Lake Tabeaud Radio down- Regulator was bad, Replaced unit.
   d. Tanner effluent pump #4 tripping with overloads. Reset overloads and tested. All seems fine.
   e. Gravity Supply Line- Replaced level sensor, sump pump and tested vacuum vessel drain control valve. Replaced electrical receptacle at top of vault and replaced light switch inside building.
   f. Ione Prison Pump Station supply level low. Probe is deteriorated and new equipment is on order.
   g. Buckhorn WTP high service pump starter and breaker tripped. Raised trip settings on breaker and monitoring for intermittent failures on soft start.

Construction:
1. Leak Repair:
   a. Creek View Ct (Sutter Creek, 5 gpm)
   b. North View Ct. (Sutter Creek, 40 gpm)
   c. Sutter Crest West (Sutter Creek, 3 gpm)
2. Began work on the Preston raw water intertie project at Ione WTP.
Distribution:
1. Service line leak repairs:
   a. Buckhorn Lane (Buckhorn, 40 gpm)
   b. First Mace Meadows (Buckhorn, 20 gpm)
   c. Lynn Way (Buckhorn, 15 gpm)
   d. Pine Grove CSD (Buckhorn, 20 gpm)
   e. Sugar Pine Ct. (Buckhorn, 10 gpm)
   f. W. Jackson St. (Ione, 15 gpm)
   g. W. Marlette (Ione, 5 gpm)
   h. Sutter Crest West (Sutter Creek, 3 gpm)
2. Fire Hydrant Repair:
   a. Village Dr. Camanche
   b. Grapevine Gulch, Camanche
   c. Silver South, Buckhorn
3. Tank 9 project tie in completed, Camanche

Canal:
1. Berm Liner Repair:
   a. Waste gate #3 (Clinton Rd. 20 gpm)
2. Berm Leak Repairs:
   a. Mile marker 7.00 (Carter Lane 30 gpm)
   b. 2 repairs at Mile Marker 1.25 (Lower canal NY Ranch Rd, 50 gpm)
   c. 8 repairs Ione Canal (Badger St. 130 gpm)
3. Downed Tree Removal:
   a. Waste gate #3 Clinton Rd.
4. Ione Canal cleaning Mile Marker 2.00- Mile Marker 2.75 off Badger St.
5. Ione Transmission Line- Replaced cattle trough off Old Hwy 88

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

August Water Production/Sold

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<td>Well 2:</td>
<td>549,000</td>
<td>Total Produced: 957,161</td>
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<td>Well 3R:</td>
<td>385,700</td>
<td>Total Sold: 950,920</td>
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<tr>
<td>Well 6R:</td>
<td>22,461</td>
<td>Total Lost: 0.7 % *</td>
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Operations Manager-
- Worked with AWA staff to complete leak repairs on various service lines
- Discussion and review of SCADA controls and Telemetry objectives with River Pine’s GM and AWA’s Electrical Supervisor

Admin Assist III-
- Completed September monthly reporting for water and wastewater.

Wastewater-
- Influent flow: 764,900 gallons  Effluent Discharged: 439,700 gallons (Flow meter may be reading incorrectly. Staff will conduct flow meter testing. Pond is actually empty and discharging is equal to or greater than influent flow).
- Emptyed Storage pond
- Continued to maintain the wastewater system

Water-
- Completed routine sampling for September
- Investigated a leak on Circle View Drive for customer
- Created new generator log for Wells 2/3R
- Monitored Well 6R facility operations
- Investigated Jaybird tank site and provided for grounds maintenance (weedeating, cut up brush, spraying etc...)

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

Electrical/Instrumentation-
- Discussion and review of SCADA controls and Telemetry objectives with River Pine’s GM and AWA’s Op’s Manager
- Wastewater treatment plant- motor install and testing.

* Total lost is inaccurate. Typically we see we see approximately 28% - 32% loss between produced and sold. AWA is investigating the anomaly. There were some meter reading discrepancies that we will need to look into.

Monthly total for Labor hours for Water: 88.75
Monthly total for Labor hours for Wastewater: 103
City of Plymouth Dept Report-September 2017

Operations Manager-

- Worked to facilitate the second phase shut down for new water main installation with the City, the Prime, the Sub and the State with the assistance of the City of Ione Fire Dept. and Amador Fire Protection District.

Admin Assistant III-

- Completed monthly water reporting
- Coordinated Boil order and Boil Order Lift with City of Plymouth and Division of Drinking Water for construction activities. Used Facebook to share information with the public and coordinated information with Environmental Health, County Health officer, the Ledger Dispatch and Hometown Radio.
- Completed compliance order response on missed Bacteriological samples for August

Construction-

- Repaired leak on 8" main in Hwy 49 (50+ gpm)
- Assisted in Phase 2 shut down for new water main tie in.

Distribution-

- Assisted with Phase 2 shutdown for new water main installation. Took 2 days of water quality samples to the lab.
- Service Line Leak Repair (20 gpm)

Water –

- Completed monthly well sampling of Hawksview and Well A
- Continued to work to get the water treatment facility to a "state of readiness" by:
  - Completing all turbidimeter calibrations and cleaning reading apparatuses
  - Re-calibrating, cleaning and re-building tubing system for CL17 analyzer
  - Working to verify chemical pump operations
  - Beginning construction of missing weir chambers for sedimentation basins 1 and 3.

Electrical-

- At Water treatment plant found wiring shorted and open between building and water filter units due to rats. Ordered new wire.

Labor Hours for the month: 223
ADMINISTRATION DEPARTMENT REPORT

Customer Service/Human Resources:

- The 2016/2017 (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: Forklift Train-the-Trainer-Tesch; PAPA seminar-K Miller; Water Symposium-Regulation Updates & Sanitary Surveys-M. Thompson, Hinton, Wyckoff; Customer Service-Petretti, Nafus, Yardley; CISEC-Carthew; Resilience: Planning on Disaster and Preparing for Disruption webinar-Mottishaw; Gish-SDS Webinar
- Certifications/Renewals: Cook-PMI Membership Renewal; Caspary-CWEA Membership Renewal
- Staffing: Engineering Manager and Accountant vacancies
- Liens filed: 3 - $815.54
- Liens Released: 1 - $560.33
- Total Liens filed for the Agency 310- total dollar amount $294,189
- With the conversion of meters to radio read meters, reading meters in the Rabb Park area has been reduced from 8-10 hours to 1 ½-2 hours.

Finance/Accounting:

Water Sales Revenues through the month of September are $2,304,424

Wastewater Sales Revenues through the month of September are $421,197

Reimbursements received: $1,414,180

Outstanding Reimbursements are approximately $400,056

Restricted and Unrestricted Cash: Next Page

Prepared by: Karen Gish – HR / Office Manager

Tracey Hays - Finance Manager
### Restricted and Unrestricted Cash

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<td>1,406,005</td>
<td>2,680,125</td>
<td>1,243,101</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,266,607</td>
<td>3,255,406</td>
<td>3,180,734</td>
<td>3,035,335</td>
<td>3,180,734</td>
<td>3,059,127</td>
<td>3,533,915</td>
<td>1,743,101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></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>
<th>Sep-16</th>
<th>Sep-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</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>
<td>1,167,681</td>
<td>943,710</td>
</tr>
<tr>
<td>Restricted</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>
<td>1,858,256</td>
<td>2,175,625</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,508,327</td>
<td>1,634,135</td>
<td>3,508,327</td>
<td>2,155,769</td>
<td>3,761,933</td>
<td>1,784,956</td>
<td>3,025,937</td>
<td>3,119,335</td>
</tr>
</tbody>
</table>
STAFF REPORT

Approve Revised Schedule of Miscellaneous Fees and Charges

Requested Action:

Board adoption of Resolution No. 2017-15 revising the miscellaneous fees and charges for the Amador Water Agency

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. The miscellaneous fees have been duly noticed as required and are attached for reference.

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 adoption of Resolution No. 2017-15 revising the miscellaneous fees and charges for the Amador Water Agency.

Prepared by: Cris L. Thompson, Assistant General Manager
Notice of Exemption

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  209-223-3018

Project Title: Resolution No 2017-15 adopting revised Miscellaneous Fees and Charges

Project Applicant: Amador Water Agency

Project Location - Specific:
All Amador Water Agency Water and Wastewater systems throughout Amador County

Project Location - City: N/A  Project Location - County: Amador

Description of Nature, Purpose and Beneficiaries of Project:
The purpose of this project is 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

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:
- Statutory Exemptions. State code number: 15061.b.3,15269.c and 21080.b.4 of the CPRC

Reasons why project is exempt:
The continuance of miscellaneous fees and charges for the purpose of providing funds to meet the Amador Water Agency's costs of making services available

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.
Reference: Sections 21109, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _______________________

Revised 2011
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. 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 costs, will be returned without interest and the application canceled.
UN-2 CREDIT DEPOSITS- Amount to Establish or Reestablish Credit

For all residential and commercial service
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. 95685 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) - customers may not establish accounts for another person.

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

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.

Meter Testing - the following fee will be added to the customer’s account should the 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.
Meter Size          Fee
5/8", 3/4", or 1"       $40.00
Larger than 1"         Time and Materials

Customer Owned Hydrant Meter Testing ......$50.00
Must be tested not less than three (3) weeks prior to use

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 bonafide 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.

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 of the Agency's intent to turn off water service for nonpayment of charges:

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

Lock Replacement Fee – A lock replacement fee will be added to an account if a service lock is damaged or removed
Lock Replacement Fee .......... $25.00

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.

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

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 ............... $140.00

(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 $100.00.
- 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.

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

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

Backflow Prevention Assembly Test $100.00 up to 2"
                                          $150.00 greater than 2"

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

<table>
<thead>
<tr>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White 8 ½ x 11</td>
<td>$0.10/page</td>
</tr>
<tr>
<td>Black and White 11 x 14</td>
<td>0.14/page</td>
</tr>
<tr>
<td>Black and White 11 x 17</td>
<td>0.20/page</td>
</tr>
<tr>
<td>Color 8 ½ x 11</td>
<td>0.45/page</td>
</tr>
<tr>
<td>Color 11 x 14</td>
<td>0.70/page</td>
</tr>
<tr>
<td>Color 11 x 17</td>
<td>0.99/page</td>
</tr>
<tr>
<td>Digital copy of documents to CD</td>
<td>2.50/each</td>
</tr>
<tr>
<td>Digital copy of documents to DVD</td>
<td>5.00/each</td>
</tr>
<tr>
<td>Digital copy of documents to USB flash/thumb drive</td>
<td>current retail cost</td>
</tr>
</tbody>
</table>

Engineering Maps

<table>
<thead>
<tr>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 x 36 (D size)</td>
<td>$2.60/page</td>
</tr>
<tr>
<td>18 x 26 (C size)</td>
<td>2.60/page</td>
</tr>
<tr>
<td>11 x 17 (B size)</td>
<td>0.20/page</td>
</tr>
</tbody>
</table>

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

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>3 or More</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
</tr>
<tr>
<td>1</td>
<td>80%</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 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.

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
RESOLUTION NO. 2017-15
OF THE BOARD OF DIRECTORS OF THE
AMADOR WATER AGENCY
REVISING THE MISCELLANEOUS FEES AND CHARGES
FOR THE AMADOR WATER AGENCY

WHEREAS, the Board of Directors of the Amador Water Agency ("Agency") proposes to revise the Miscellaneous Fees and Charges for its water and wastewater systems; and

WHEREAS, the Board of Directors held a public meeting on October 12, 2017 to consider comments to the proposed revisions to the Miscellaneous Fees and Charges.

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

1. That the Amador Water Agency's Miscellaneous Fees and Charges, attached hereto as Attachment "A" and incorporated herein by this reference, are hereby adopted and shall become effective on October 12, 2017.

2. To the extent that the terms and provisions of this Resolution may be inconsistent or in conflict with the terms or conditions of any prior ordinance, resolution, rule or regulation concerning Miscellaneous Fees and Charges for the Amador Water Agency water and wastewater systems, the terms of this Resolution shall prevail and any such inconsistent and conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

3. If any provision of this Resolution or application thereof to any person or circumstance is held invalid, no other provision of this Resolution shall be affected thereby.

4. The modification and revision of the above Miscellaneous Fees and Charges for the Amador Water Agency, are, among other things, for the purpose of continuing to provide funds to meet the costs of operating and maintaining the water and wastewater systems within the Amador Water Agency. The Board therefore finds that the adoption of this Resolution is exempt from application of the California Environmental Quality Act pursuant to Section 21080(b)(8) of the California Public Resources Code and authorizes the President to execute the Report on Review for CEQA Exemptions and the General Manager to execute and file a Notice of Exemption.

5. The Miscellaneous Fees and Charges set forth above are not discriminatory or excessive, will comply with Government Code Sections 54340, et seq., and will otherwise comply with law.

The foregoing Resolution was duly passed and adopted by the Board of Directors of
the Amador Water Agency at a regular meeting held on this 12th day of October, 2017 by
the following vote:

AYES:  
NOES: 
ABSENT: 
ABSTAIN:

Signed and approved by me after its passage this 12th day of October, 2017

Gary Thomas, President  
Board of Directors

ATTEST:

Cris L. Thompson  
Clerk of the Board of Directors
Background: The Amador Water Agency’s Investment Policy requires and Government Code Section 53646 encourages submittal to the Board of Directors a quarterly investment report reflecting the quarterly interest earnings received by the Agency from institutions holding Agency funds for investment purposes.

This report presents the Agency’s investment portfolio as of September 30, 2017. It includes all investments managed by the Agency but not those held by external trustees. Funds held by trustees include assets such as bond reserve funds and deferred compensation plans.

- The portfolio is invested in short-term investments with the American River Bank and the Local Agency Investment Fund (LAIF) administered by the State Treasurer. These are very high-quality investments available to public agencies in terms of safety, liquidity and yield. These funds are FDIC insured up to $250,000 per investor and excess values are collateralized in accordance with Government Code Section 53651 and 53652.

- The balance represents the amount invested at a given point in time and is equal to the purchase price, par or face value, account balance and all represent the cost paid or funds invested in the vehicle.

- The market value of any instrument is the spot price between a willing buyer and seller and is a function of supply & demand, market and credit risk. The market value on instruments being bought and sold will fluctuate on a daily basis, while the purchase price, par or face values are constants. The market value for short term interest bearing accounts that are currently within the Agency’s portfolio is simply the balance in the account. Interest is credited to the Agency’s investment accounts on a monthly and quarterly (LAIF) basis and is given in the interest earned column.

- The quoted yield is given on an annual basis and taken from the monthly statement. The yield is a function of average daily balances, considering deposits and withdrawals, for short-term interest accounts or agreed rates for instruments that are bought and sold. Purchased instruments that are traded have purchased dates and maturities associated with them.
**Alternatives:** Alternatively, the Agency could choose to invest more in longer term securities. However, higher yield investments with longer maturities will increase liquidity risk.

**Fiscal Impact:** The overall weighted average return of the portfolio is .63% which is the product of the individual instruments' weights and yields, this equates to $3,658 for the September 30th period. The attached table provides some significant statistics on the Agency's portfolio. The valuation source is the September 30th, 2017 month ending statements from each of the respective institutions.

**Reviewed by Committee:** No

**Recommendation:** Presently, the Agency's portfolio is consistent with its investment policy and the prudent investor rule.

**Prepared by:** Tracey Hays, Finance Manager
<table>
<thead>
<tr>
<th>Portfolio Investments</th>
<th>Investment Type</th>
<th>Balance at 9/30/2017</th>
<th>Market Value</th>
<th>Investment Weight</th>
<th>Interest Earned</th>
<th>Quoted Yield</th>
<th>Purchase Date</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>American River Bank</td>
<td>Commercial Checking Account</td>
<td>1,175,898</td>
<td>1,175,898</td>
<td>38%</td>
<td>40</td>
<td>0.020%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American River Bank *</td>
<td>Construction Acct Checking</td>
<td>11,473</td>
<td>11,473</td>
<td>0%</td>
<td>-</td>
<td>0.000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American River Bank</td>
<td>Payroll Account</td>
<td>126,503</td>
<td>126,503</td>
<td>4%</td>
<td>-</td>
<td>0.000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American River Bank</td>
<td>Savings</td>
<td>896</td>
<td>896</td>
<td>0%</td>
<td>3</td>
<td>0.020%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAIF</td>
<td>S-T Interest Account</td>
<td>1,804,565</td>
<td>1,804,565</td>
<td>58%</td>
<td>3,615</td>
<td>1.084%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>3,119,335</td>
<td>$3,119,335</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Unrestricted          | 943,710                |
| Restricted            | 2,175,625              |
| Total                 | 3,119,335              |

Portfolio Weighted Average Return 0.63%
STAFF REPORT

Ione Water Treatment Plant Improvement Project

Requested Action:

1. Certify that Vinciguerra Construction, Inc., with a total bid of $666,500.00 is the lowest responsive bidder whose bid complies with the requirements of the Ione Water Treatment Plant Improvements Project Contract Documents and authorize the General Manager to issue the Notice of Award and the Notice to Proceed when all appropriate contract requirements have been met by the Contractor.

2. Authorize the General Manager to execute a consultant agreement with CSI Services for Coating inspections for this project with a cost not to exceed $24,000.

3. Authorize a budget of 10% of the contract amount to cover change orders which may arise in the course of this work and approved by the General Manager.

Background:

The Ione water treatment plant in recent years on peak demand day operated at the maximum capacity of about 3.0 MGD. This proposed project would reduce areas restricting the plant capacity and increase flows by an estimated 1.0 MGD. In the future, additional improvements are anticipated which may not necessarily increase capacity, but are needed for reliability. As new participation fees are collected, these reliability improvements should be scheduled. This project bid opening was on October 4, 2017, with four (4) bids ranging from $666,500 to $919,000 shown on the attached bid results page. Staff is also proposing an agreement with CSI Services for coating inspections at a cost not to exceed $24,000. Staff is also requesting the Board authorize 10% contingency for change orders. The total approved budget for this project is $805,579. The bid, specialty inspection and proposed contingency is more than $46,000 under the approved budget.

The Water Agency implemented the Community Facility District No. 1 in part to collect funds from participating property owners for the purpose of expanding water treatment plant capacity which fund is currently at $713,393 specifically for water treatment plant improvements. In addition, the Water Agency collects participation fees in part for maintaining available capacity to serve new water customers and has $684,793 available. These two funds will be used to cover the costs of this project, including specialty inspections and staff time for associated inspection and construction management tasks. Staff is recommending proceeding with the project and awarding the bid to Vinciguerra Construction.
and providing the Notice to proceed once appropriate contract documents have been received. In addition

**Fiscal Impact:**

Total Estimated Project Costs: $759,550 including 10% contingency & excluding staff time

Budget: $805,579

**Reviewed by Committee:** No

**Recommendation:**

1. Certify that Vinciguerra Construction, Inc., with a total bid of $666,500.00 is the lowest responsive bidder whose bid complies with the requirements of the Lone Water Treatment Plant Improvements Project Contract Documents and authorize the General Manager to issue the Notice of Award and the Notice to Proceed when all appropriate contract requirements have been met by the Contractor.

2. Authorize the General Manager to execute a consultant agreement with CSI Services for Coating inspections for this project with a cost not to exceed $24,000.

3. Authorize a budget of 10% of the contract amount to cover change orders which may arise in the course of this work.

Prepared by: Gene Mancebo, General Manager
### BID RESULTS - IONE WTP EXPANSION PROJECT - JC # 405090 (10042017 1400)

Ione WTP Expansion Project - rehabilitate filters, yard piping and valves, new backwash filter pump, and electrical controls and instrumentation.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>TTS Construction Corporation</th>
<th>Sybion Reid</th>
<th>BRCO Constructors, Inc.</th>
<th>Vinciguerra Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Contact</td>
<td>Nathen Howard</td>
<td>Gregory B. Cederstrom</td>
<td>Matt Roth</td>
<td>Wayne Vinciguerra</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>1220 East Pine St, Lodi, CA 95240</td>
<td>1130 Sibley Street, Folsom, CA 95630</td>
<td>3650 Cincinnati Ave, Rocklin, CA 95765</td>
<td>235 Spanish St, Sutter Creek, CA 95685</td>
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<td>Phone Number</td>
<td>209-333-7786</td>
<td>916-351-0457</td>
<td>916-253-9373</td>
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**Item No** | **Item Description**                                                                 | **Estimated Quantity** | **Units** | **Unit Price** | **Total Price** | **Unit Price** | **Total Price** | **Unit Price** | **Total Price** | **Unit Price** | **Total Price** |
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<td>4</td>
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**General Conditions:**
- $40,800
- $40,800
- $40,800
- $40,800

**Overhead and Profit:**
- $250,000
- $250,000
- $250,000
- $250,000

**Total Price:**
- $35,211
- $4,864
- $464,747
- $144,051
- $65,543
- $120,999
- $54,708
- $889,193
- $883,000
- $816,000
- $541,500

**ADDITIVE ALTERNATE BID ITEMS**

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<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Units</th>
<th>Unit Price</th>
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**Total Bid Price with Add Alternate 9:**
- $905,170
- $919,000
- $852,000
- $656,500

**Subcontractor List**

- TTS Construction Corporation: Sac Valley Electric, National Coating & Lining, Carbon Activated
- Sybion Reid: Mason Painting, Matin Brothers, Sac Valley Electric
- BRCO Constructors, Inc.: Mason Painting, Sac Valley Electric, Sierra National Asphalt
- Vinciguerra Construction: Sac Valley Electric, Mason Painting, Carbon Activated Corp.
STAFF REPORT

Community Development Block Grant
2017 Application

Requested Action:

Discussion and possible action to authorize the General Manager to enter into agreements for environmental review and/or grant administration assistance.

Background:

The Amador Board of Supervisors will sponsor the Water Agency’s Phase 2 & 3 Pioneer Water Rehabilitation Project for the 2017 CDBG grant program. The grant limit was raised to $5 million for this year’s public facility program which has created a lot of interest and will raise the level of competition on for a $22 million allotment. It is currently estimated that there may be 10 times the number of projects as compared to available funds. Applications are due December 1 and the County will need our application by November 1 for their application processing. CDBG solicitation materials indicate projects need to be shovel-ready and even though their definition is a little loose, the more that the Agency can show that are project is ready for construction, the better. One way to do this is to complete the environmental review in advance or at least show that it is underway with no identified issues of concern. This would require the Agency to pay for this work which would not be eligible for reimbursement. Staff received proposals to prepare the appropriate environmental documents and review. The best proposal so far is just below $60,000. Staff has reached out to determine how much this might improve our scoring and odds for receiving a grant. Staff plans to formulate a recommendation and discuss its findings with the Board.

Staff is also seeking a grant coordinator to assist with application processing. The County’s previous coordinator is unavailable. Most grant coordinators that specialize in CDBG programs are too busy working on other applications to assist us. Staff is continuing to seek a consulting firm with available time and will share its findings with the Board during the meeting.

Because of the short amount of time remaining, staff has placed this item on the agenda while still gathering information to be shared at the Board meeting.
Fiscal Impact:

Unknown at this time

Reviewed by Committee: No

Recommendation:

Staff recommendations will be provided to the Board at the meeting following further research which is underway.

Prepared by: Gene Mancebo, General Manager