AMADOR WATER AGENCY
Board of Directors
Regular Meeting
12800 Ridge Road, Sutter Creek, CA 95685
July 26, 2018
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, specific times above for Agenda Items will be heard at the 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
   a. 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
   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. AGENCY GENERAL
   A. Public Hearing- Delinquent Water and Wastewater Standby Accounts
      1. Discussion and possible adoption of Resolution No. 2018-15 Transferring Delinquencies to the County Tax Rolls

   B. Internal Loans
      1. Discussion and possible action to adopt Resolution No. 2018-16, authorizing the General Manager to implement the consolidation and accelerated repayment of internal loans.

   C. PG&E Power Reliability Changes
      1. Informational Only

BOARD OF DIRECTORS
Art Toy, President  Paul Molinelli Jr., Vice President  Rich Farrington  Gary Thomas  Robert Manassero
D. Regulatory Reporting
   1. Informational Only

6. CLOSED SESSION will be called at 10:00 a.m.
   A. 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

   B. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c)
       and 54956.9(a) and (d)(4); consideration of initiation of litigation involving one case.

   C. Pursuant to Government Code Section 54957 Public Employee Performance Evaluation-
       General Manager

7. WATER SYSTEM
   A. Lone Hydroelectric Facility
      1. Discussion and possible action to authorize the General Manager to execute the Lone
         Hydroelectric project construction contracts including ordering the turbine and generator

8. GENERAL MANAGER’S REPORT
   General discussion of various items in progress within each area of responsibility. This is for
   informational and communication purposes. Discussion only, no formal action will be taken.
   Any matter requiring action will be placed on an upcoming agenda for consideration

9. ASSISTANT GENERAL MANAGER’S REPORT
   General discussion of various items in progress within each area of responsibility. This is for
   informational and communication purposes. Discussion only, no formal action will be taken.
   Any matter requiring action will be placed on an upcoming agenda for consideration

10. BOARD OF DIRECTOR DISTRICT REPORTS, COMMITTEE REPORTS AND DIRECTOR
    COMMENTS - The Board Members may report on various activities, meetings, etc. that they
    have been involved in. Discussion only, no formal action will be taken. Any matter requiring
    action will be placed on an upcoming agenda for consideration.
    A. Personnel Committee (07-17-18)
    B. Budget and Finance (07-19-18)
    C. Mokelumne River Association (07-13-18)
    D. Cosumnes Working Group (07-18-18)

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

12. ADJOURNMENT

   BOARD OF DIRECTORS
   Art Toy, President         Paul Molinelli Jr., Vice President     Rich Farrington   Gary Thomas    Robert Manassero
AMADOR WATER AGENCY
CONSENT AGENDA
July 26, 2018

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 July 12, 2018
   B. Approval of minutes of the Special Board Meeting of July 12, 2018

2. MISCELLANEOUS APPROVALS/ AUTHORIZATIONS
   A. Approval of Accounts Payable for June, 2018
   B. Approval of revised job descriptions for the Assistant General Manager and the Finance Manager positions
   C. CDAA Hazardous Tree Removal Project- Contract Award
      1. Authorization to the General Manager to issue a Notice of Award, Notice to proceed and execute a contract to the lowest bidder Richard M. Stevens Co. for a contract amount of $45,750 for the AWA Hazard Tree Removal Project Phase II

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

July 12, 2018

MINUTES

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

Directors Absent: Robert Manassero

Staff Present: Gene Mancebo, General Manager
Cris Thompson, Assistant GM/ Clerk of the Board
Damon Wyckoff, Operations Manager
Darrel Evensen, Engineering Manager
Tracey Hays, Finance Manager
Joshua Horowitz, Agency Counsel

CALL TO ORDER- President Toy called the meeting to order at 9:02 a.m.

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT: General Manager Mancebo announced that the Agency received the CDBG grant for Pioneer Water Rehabilitation Project Phase II in the amount of $4,991,321. Manager Mancebo and the Board of Directors thanked staff for their efforts.

CONSENT AGENDA: (0:05:20- 7:05:01)

MOTION: It was moved by Director Thomas, seconded by Director Farrington and carried to approve the consent agenda, Regular Meeting minutes of June 28, 2018 and Special Board Meeting Minutes of June 21, 2018 as revised.

Ayes: Directors Thomas, Farrington, Molinelli Jr. and Toy
Noes: None
Absent: Director Manassero
Abstain: None
DEPARTMENT REPORTS (7:05:02-1:03:14)
Administration/Finance
Operations
Engineering

AGENCY GENERAL (1:03:22-1:06:39)
Quarterly Investment Report
Report of the Agency’s Investment Performance through June 30, 2018

RECESS was called at 10:08 a.m. SESSION resumed at 10:17 a.m.

WATER SYSTEM (1:06:54-2:22:58)
Ione Hydroelectric Project
Discussion and possible action to authorize the General Manager to execute an amendment with the California Energy Commission for a loan increase and time extension

Discussion and possible action to authorize the General Manager to execute all construction contracts and authorization for all expenditures necessary to complete the project

Discussion and possible action to authorize the General Manager to issue a notice to proceed contingent on legal counsel review

RECESS was called at 11:17 SESSION resumed at 11:18 a.m. (For Special Board Meeting)

MOTION: It was moved by Director Thomas, seconded by Director Molinelli Jr., and carried to authorize the General Manager to execute a contract amendment with the California Energy Commission for a $549,198 loan increase and time extension and authorization to execute all construction contracts subject to legal counsel approval and to issue a notice to proceed and to make all expenditures necessary to complete the project, subject to written approval of the loan increase and time extension by the CEC.

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

RECESS was called at 11:35 a.m. SESSION resumed at 11:41 p.m

Amador Regional Sanitation Agency (ARSA)
Information Only- No action requested.
LEGAL COUNSEL’S REPORT (2:49:40 - 3:07:43)
A. Legislative report
B. Discussion and possible action regarding Agency positions on pending bills
C. Other Legal Matters

COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS
(3:08:07 - 3:13:22)

FUTURE AGENDA TOPICS (3:13:24 - 3:14:22)
Regulatory Compliance Specialist Presentation

CLOSED SESSION was called at 12:33 p.m.


B. Pursuant to Government Code Section 54957 Public Employee Performance Evaluation- General Manager.

ADJOURNMENT

President Toy adjourned the meeting at 1:15 p.m. with direction to staff

______________________________
Cris Thompson
Clerk of the Board of Directors
Approved: _________________________
AMADOR WATER AGENCY BOARD OF DIRECTORS  
Special Board Meeting  
July 12, 2018  

MINUTES

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

Directors Absent:  Robert Manassero  

Staff Present:  Gene Mancebo, General Manager  
Cris Thompson, Assistant General Manager  
Damon Wyckoff, Operations Manager  
Darrel Evensen, Engineering Manager

CALL TO ORDER  President Toy called the Special Board meeting to order at 11:17 a.m.

WATER SYSTEM  
Ione Hydroelectric Project

Discussion and possible action to adopt Resolution No. 2018-14  
Authorizing the General Manager to apply for additional funds from the California Energy Commission (CEC)

MOTION: It was moved by Director Thomas, seconded, seconded by Director Molinelli Jr. and carried to authorize the General Manager to apply for additional funds in the amount of $549,198 from the California Energy Commission (CEC) and authorization to execute an amendment to the loan between CEC and AWA.

Ayes: Directors Thomas, Farrington, Molinelli Jr. and Toy  
Noes: None  
Absent: Director Manassero  
Abstain: None
ADJOURNMENT- President Toy adjourned the meeting at 11:18 a.m.

Cris L. Thompson
Clerk of the Board of Directors

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Total for 6/1/2018: 172,610.36

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| ACH    | 1826      | Internal Revenue Service                  | 06/08/2018   | 323.74        |
| ACH    | 2515      | P.E.R.S.                                  | 06/08/2018   | 133.64        |
| 82174  | 2813      | Accela INC #774375                        | 06/08/2018   | 2,081.00      |
| 82175  | 1001      | ACWA/JPIA                                 | 06/08/2018   | 950.00        |
| 82176  | 3218      | Aramark Uniform Services                  | 06/08/2018   | 771.38        |
| 82177  | 1072      | ARSA                                      | 06/08/2018   | 22,424.75     |
| 82178  | 4133      | BlueLine Rental                           | 06/08/2018   | 852.94        |
| 82179  | UB*00795  | NEVILLE and GLORIA BRECHEEN               | 06/08/2018   | 54.04         |
| 82180  | 1117      | Business Recovery Services Inc            | 06/08/2018   | 1,130.54      |
| 82181  | 1230      | CED                                       | 06/08/2018   | 132.46        |
| 82182  | 1205      | City Of Jackson                           | 06/08/2018   | 71.76         |
| 82183  | 1251      | Brandt Cook                               | 06/08/2018   | 95.00         |
| 82184  | 1282      | CWEA-TCP                                  | 06/08/2018   | 90.00         |
| 82185  | 1310      | D &amp; M Contractors Inc                     | 06/08/2018   | 244.18        |
| 82187  | 1460      | Fastenal Company                          | 06/08/2018   | 462.60        |</p>
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**AP Checks by Date - Summary by Check Date (7/18/2018 9:49 AM)**
STAFF REPORT

Job Description Revisions for
the Finance Manager and Assistant General Manager

Requested Action:
Approve the revised Assistant General Manager and Finance Manager Job Descriptions.

Background:
During the February 12, 2018 Board meeting, the Organizational Ad Hoc Committee noted some overlap in job descriptions and further identified the need to clearly identify who is responsible and given the authority to seek out, procure, and manage grant and loan applications for capital projects. Staff proposed some revisions to the Finance Manager and Assistant General Manager job descriptions which eliminates some overlaps, identifies that the Assistant General Manager is responsible for grant management, and clarifies that the Assistant General Manager assumed the General Manager’s responsibilities in his/her absence. These revised job descriptions were presented to the Personnel Committee on July 17, 2018. Following some revisions, the committee recommended that the revised job descriptions be placed on the Board Agenda for consideration.

Alternatives: Determine that the revisions should not be approved, or make further revisions.

Fiscal Impact: No fiscal impact

Reviewed by Committee: Yes, recommended by the Personnel Committee

Reviewed by Legal Counsel: No

Staff Recommendation:
Approve the revised Assistant General Manager and Finance Manager Job Descriptions.

Prepared by: Gene Mancebo, General Manager, Amador Water Agency
AMADOR WATER AGENCY

Job Title: FINANCE MANAGER
Department: Finance
FLSA Status: Exempt
Approved By: Board of Directors

Approved Date: July 24, 2014 (revised)

SUMMARY
Under general administrative direction of the General Manager, plan, organize, direct and participate in the activities and operations of the Financial Services Department including accounting, budgeting, financial planning, and investments, and grant applications and management.

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

Assume full management responsibility for all financial services and activities including accounting, budgeting, investments, procurement, and grant applications and management; recommend and administer policies and procedures; provide administrative support and expertise to the General Manager, Board of Directors and other departments; Prepare and administrate the Agency's annual budget; assist the General Manager in reviewing departmental budget requests; Plan, develop, implement and administer the cash management, debt management and investment programs; Prepare and maintain long range financial planning, including rates and charges; Prepare monthly, quarterly and annual financial reports as required; Assist with applications and processing with obtaining low interest loans and grants to fund the Agency's capital improvement plans; Manage Grants procured by the Agency. Develop, implement and oversee purchasing regulations and procedures; Supervise management of Agency fleet.

SUPERVISORY RESPONSIBILITIES
Manages and supervises up to 5 employees in the Finance Department. Is responsible for the overall direction, coordination, and evaluation of staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
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 the principles, practices and methods of current governmental accounting, auditing, purchasing and budgeting; uses and applications of electronic data processing in the maintenance of accounting records, statistical application, financial administration; principles of economics and financial practices including banking and investments; principles and practices of program development and administration; knowledge of grant and loan processing including audit requirements—management, principles and practices of management, supervision, training and performance evaluation.

Ability to plan, organize, direct and coordinate the work of others; select, supervise, train and evaluate staff; delegate authority and responsibility; develop and administer departmental goals, objectives and procedures; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; identify and respond to staff, community and Board of Directors issues, concerns and needs; respond to inquiries from regulatory agencies or members of the business community; effectively present information to top management, public groups and/or boards of directors; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form; interpret and explain Agency policies and procedures; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE
Six years of professional level accounting experience, preferably with a public agency, two of which must have been at the supervisory level or above; and two years of experience with a computerized accounting system.

B.S. or MBA in Accounting, or equivalent, from a four-year college or university; CPA desirable.
CERTIFICATES, LICENSES, REGISTRATIONS
Possession of, or ability to obtain, an appropriate, valid California driver’s license and maintain 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 objects, tools or controls and reach with hands and arms, talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must regularly lift and/or move up to 25 pounds.

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 employee is occasionally exposed to moving mechanical parts; the noise level in the work environment is usually moderate.

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.
SUMMARY
Under direction of the General Manager, assist in planning, organizing and
directing Agency activities and operations of the Agency; provide highly
responsible and complex administrative support to the General Manager;
assists in and coordinates the planning of activities relating to the Board of
Directors.

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

ASSISTANT GENERAL MANAGER: Duties may include, but are not limited
to, the following:

Assume the duties of the General Manager in his/her absence or as may be
designated or directed by the General Manager.

Seek, prepare and manage all grants and loans and coordinate with all
departments for their assistance in grant/loan applications, processing,
reimbursements, progress reports, post construction performance reports,
and associated audits.

Direct and oversee execution of work ordered by the Board.

Develop, plan and implement Agency goals and objectives; recommend and
administer policies and procedures.

Coordinate Agency activities with outside agencies and organizations;
provide staff assistance to the General Manager; prepare and present staff
reports and other necessary correspondence.

Direct, oversee and participate in the development of the Agency's work plan;
assign work activities, projects and programs; monitor work flow; review and
evaluate work products, methods and procedures.

Direct the planning and execution of a comprehensive and integrated
program of activities relating to the production, storage, treatment,
transmission and distribution of the Agency's water supply.

Direct, oversee and participate with division and/or department managers;
cooperation, in the preparation and administration of the Agency's budget;
direct the forecast of additional funds needed for staffing, equipment
materials and supplies; monitor and approve expenditures.

Direct, oversee and participate in the development and implementation of the
Community Outreach and Communication Program.

Support selection, training, motivation and evaluation of personnel as directed by the General Manager; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for efficient and professional operation of the Agency.
Participate in the preparation of strategic planning, long-term plans for capital improvements, financial planning and the administration of the Agency's Capital Improvement Plan.

Review Agency contracts and other legal and financial documents.

Oversee the enforcement of all rules and regulations pertaining to water agencies; protect Agency resources.

Direct the preparation of plans and specifications for work which the Board orders.

Interpret, analyze and explain policies, procedures and programs.

Set the example for subordinate managers in dealing with day-to-day problems, decision making and communication.

Confer with residents, rate payers, businesses, and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the Agency; respond to difficult complaints and requests for information.

Support and maintain the Agency’s open-door policy.

Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees; attend and speak to various groups and organizations regarding Agency business.

Research, prepare and present technical and administrative reports and studies to the Board and a variety of committees; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

CLERK OF THE BOARD: Provides assistance to the Board of Directors in carrying out rules, regulations and policies of the Agency; maintains permanent records of the official activities of the Agency; participates in and oversees the assembly and preparation of meeting agendas, takes and transcribes the minutes of the meetings of the Board of Directors; coordinates committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board; attends to or directs the execution of various routine details of the Board of Director transactions; maintains confidential files and exercises mature judgment in matters of a confidential nature; develops an effective working relationship with the Board of Directors; acts as the Agency’s Notary Public and maintains active status as such; coordinate other duties as necessary with subordinate staff associated with Clerk of the Board duties.

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, practices and techniques of public administration; methods used in the construction, operation and maintenance of water facilities and systems; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of organization, administration and personnel management; pertinent Federal, State and Local laws, rules and regulations; organizational and management practices as applied to the analysis and evaluation of programs; basic principles of California water law; principles and practice of budget preparation and administration; effective community relations practices; modern office procedures, methods and computer equipment; and principles and practices of safety management.

EDUCATION and/or EXPERIENCE
Any combination of education, experience and training that has led to the acquisition of the knowledge, skills and abilities indicated above is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, engineering or a closely related field.

Experience: Seven years of progressively responsible experience in a municipal or special district organization involving the responsibility for planning, organizing, implementing and supervising varied work programs; including three years of administrative and management responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of a valid California driver's license and a continuing acceptable driving record; active California Notary license.

OTHER SKILLS AND ABILITIES
Plan, direct and control the administration and operations of assigned functions; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division and/or department related issues; and explain and interpret policy. Administer Agency budget; prepare and implement Agency policies and procedures; supervise, train and evaluate assigned personnel; gain cooperation through discussion and persuasion; analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals; interpret and apply Agency, State and Federal policies, procedures, rules and regulations; exercise leadership, authority and management tactfully and effectively; act as a strong team oriented leader who uses employee training and development, clear direction encouragement and systems of accountability effectively; work effectively under time deadlines and within limited financial and staffing resources; analyze, interpret, summarize and present administrative and technical information and data in an effective manager and make sound policy and procedural recommendation; ensure the Agency is represented in its relationships with local, state and national organization; proficiently use computers and applicable software; initiate, maintain and follow safety practices; community clearly and concisely, both orally and in writing; establish and maintain effective working relationships 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. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision and the 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. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard and mouse to communicate through written means.

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.
STAFF REPORT

AWA Hazard Tree Removal Project Phase II

Requested Action:

Certify that Richard M. Stevens Co. (Stevens) with a proposal for $45,750.00 is the lowest responsive Bidder whose Bid complies with the requirements of the Amador Water Agency's (AWA) Tree Mortality Hazard Tree Removal Program - AWA Hazard Tree Removal - Phase 2 Project (Phase 2) and authorize the General Manager to issue the Notice of Award and execute contracts for these services.

Background:

AWA has applied for and received a Cal OES and California Disaster Assistance Act (CDAA) funded grant for Hazard Tree Removal in Amador County covering 75% of tree removal costs, with a 25% AWA match. AWA has applied for and received a Cal Fire “Local Assistance for Tree Mortality Grant” (LATMG) grant to cover this 25%, which was approved by Cal Fire through Amador County on March 1st, 2018. AWA’s plan is to remove approximately 450 trees which, should they fall, would directly and negatively impact AWA water and wastewater infrastructure in Amador County.

AWA put out an invitation to bid for Phase 2 on June 15th, 2018, which includes the removal of 182 trees, located near critical infrastructure on the Amador Canal, Wagon Wheel Drive and Meadow Moss Drive.

On July 17th, 2018, AWA received two (2) bids. A review of the these bids at opening time revealed all 2 bidders had submitted all the necessary documents to be considered responsible, responsive Bidders. A summary of the bids is attached.

Upon initial review, the lowest apparent bidder was Richard M. Stevens Co. with a bid of $45,750. A further, detailed review of the bids confirmed Stevens as the lowest apparent responsible responsive Bidder. Per the Contract documents, the Notice of Award must be issued no later than August 16th, 2018.

75% ($34,312.50) of the Phase 2 tree removal expenditures will be covered by funds received from the CDAA. 25% ($11,437.50) of the Phase 2 tree removal expenditures will be covered by funds received from the LATMG.
Alternatives:
The Board may elect not to award the project and leave the dead and dying trees in place.

Fiscal Impact:
Cost to AWA: $0 (budgeted for FY 18 and 100% Grant Funded)

Reviewed by Committee:
No

Recommendation:
Certify that Richard M. Stevens Co. (Stevens) with a proposal for $45,750.00 is the lowest responsive Bidder whose Bid complies with the requirements of the Amador Water Agency’s Tree Mortality Hazard Tree Removal Program - AWA Hazard Tree Removal – Phase 2 Project and authorize the General Manager to issue the Notice of Award and execute contracts for these services.

Prepared by: Lucas Carthew, Assistant Engineer
Reviewed by: Darrel Evensen, Engineering Manager
STAFF REPORT

Public Hearing- Delinquent Standby/Assessment Charges

Report of Delinquent Standby/Assessment Charges to be filed with the Amador County Controller's Office for Inclusion on the Tax Rolls

Requested Action:

Adopt Resolution No. 2018-15 Report of Delinquent Standby/Assessment Charges to be filed with the Amador County Controller’s office for inclusion on the Tax Rolls.

Background:

Per the Agency’s Water Code Section 2.50 – Collection of Delinquent Charges with Amador County Property Taxes (attached for reference), the Agency may annually submit a list to the County for collection of delinquent standby and assessment fees for water and wastewater systems to assist in the collection of unpaid standby and assessment charges. In previous years, although not one hundred percent collected, this has been a successfully avenue for the collection of fees. Current account balance for 2017/18 accounts that will be filed is $10,304.68.

Alternatives: There are no alternatives recommended

Fiscal Impact: There is a $2.00 fee for each parcel submitted to the County, as well as a Set Up Fee of $250.00; any corrections or removals due to foreclosure purchases carry a $25 fee per parcel. Based on current list, the fee to file will be $456.00.

Reviewed by Committee: No

Recommendation: Adopt Resolution No. 2018-15

Prepared by: Karen L. Gish, HR/Office Manager
RESOLUTION NO. 2018-15

OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY ADOPTING
THE WRITTEN REPORT OF THE CLERK OF THE BOARD ON DELINQUENT
STANDBY CHARGES / ASSESSMENTS AND AUTHORIZING THEIR COLLECTION
ON THE COUNTY TAX ROLL

BE IT RESOLVED, by the Board of Directors of the Amador Water Agency
("Water Agency") as follows:

1. The Board of Directors has heretofore adopted standby charges / assessments
for certain parcels of real property within the Agency's Water Service Area, and
Wastewater Improvement District No. 1.

2. The Board hereby elects, pursuant to West's Annotated California Water Code
Appendix section 3.9, to collect in the same manner, at the same time, and by the same
person as taxes for Amador County, the delinquent standby charges and assessments,
together with any penalties thereon, for certain parcels of real property within the
Agency's Water Service area, and Wastewater Improvement District No. 1.

3. A written report was prepared and filed on July 26, 2018 by the Clerk of the
Board containing a description of each parcel of real property within the Agency's Water
Service areas and Wastewater Improvement District No. 1 for which standby charges/
assessments are delinquent and of the amount delinquent charges for each such
parcel, together with penalties thereon.

4. A Notice of filing said report and of the time and place of hearing thereon, to wit,
July 26, 2018 at 9:00 at the Board Room of the Amador Water Agency located at 12800
Ridge Rd, Sutter Creek, California, has been published in a newspaper of general
circulation within the Amador Water Agency pursuant to Section 6066 of the
Government Code and was mailed to each affected property owner on July 12th, 2018.

5. The Board of Directors of the Amador Water Agency held such public hearing on
said written report at the time and place specified in said notice, considered all
objections and protests, if any, to said report, and finds that each standby charge
specified in said report remains delinquent as of the date of adoption of this resolution.

6. The Board of Directors, based upon the findings herein above set forth, hereby
adopts said written report and directs that a copy of said written report be filed with the
Auditor of Amador County.

7. The Board of Directors by this resolution directs the Auditor of Amador County to
enter the amounts of the delinquent standby charges/ assessments, together with
penalties thereon, as specified in said adopted written report, against the respective
parcels of land shown on said report, as they appear on the current assessment roll.

8. Said delinquent standby charges, together with penalties thereon, shall thereafter
constitute a lien upon and be included on a bill for taxes levied against said parcels,
shall be collected together with and not separately from taxes for Amador Water
Agency, and the levy, collection and enforcement of general taxes shall be applicable to
such charges, all as more particularly set forth in West’s Annotated California Water Code Appendix section 3.9.

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 26th day of July, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Signed and approved by me after its passage this 26th day of July, 2018.

Arthur J. Toy
President, Board of Directors

ATTEST:

Cris L. Thompson
Clerk of the Board of Directors
STAFF REPORT

Consolidation and Accelerated Repayment of Internal Loans

Requested Action:
Discussion and possible action to adopt Resolution No. 2018-16 authorizing the General Manager to implement the consolidation and accelerated repayment of internal loans

Background:
During the June 21, 2018 Board meeting, Bob Reed provided a presentation outlining how to simplify and streamline certain accounting activities including recommendations to consolidate, restructure and accelerate the repayment of internal loans. The Board agreed with Mr. Reed’s recommendations and asked that staff bring back a resolution capturing the recommendations to initiate during the 18-19 fiscal year.

Attached is the proposed resolution that includes input from Mr. Reed which was reviewed by legal counsel.

Alternatives: N/A
Fiscal Impact: No direct fiscal impact
Reviewed by Committee: No
Reviewed by Legal Counsel: Yes
Staff Recommendation:
Adopt Resolution No. 2018-16 authorizing the General Manager to implement the consolidation and accelerated repayment of internal loans

Prepared by: Gene Mancebo, General Manager, Amador Water Agency
RESOLUTION NO. 2018-16
OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY
AUTHORIZING THE GENERAL MANAGER TO IMPLEMENT THE CONSOLIDATION
AND ACCELERATED REPAYMENT OF INTERNAL LOANS

WHEREAS, at various times between 2005 and 2014 the Board of Directors of the Amador Water Agency ("Water Agency") created a number of internal loans from one water or wastewater service area fund to another in order to provide the necessary funding for continued operations and maintenance when cash reserves for the affected service areas were insufficient;

WHEREAS, previously established restricted participation fee funds were used to provide the source of funding for many of the internal loans;

WHEREAS, previously the Water Agency exercised its discretion and established the Ridge Cluster Fund as a designated fund to hold monies intended for the repayment of the 1998 DWR Loan related to Ridge Cluster System facilities, and this fund was also the source of funds for certain internal loans;

WHEREAS, in creating the internal loans the Water Agency also established terms for repaying each loan, including interest;

WHEREAS, the Board of Directors of the Water Agency adopted a new systemwide water rate structure in June 2013 in order to, among other things, improve financial stability and reduce financial risk, improve equity among customers, simplify accounting and rate analysis requirements, and apply a more uniform and consistent cost allocation and rate methodology;

WHEREAS, the Board of Directors of the Water Agency adopted a new systemwide wastewater rate structure in December 2014 to achieve the same goals for the wastewater system;

WHEREAS, the systemwide water and wastewater rate structures both include monthly debt service charges related to, in part, the repayment of internal loans; and

WHEREAS, the Board of Directors of the Water Agency desires to continue to simplify the water and wastewater rate structures, to simplify and streamline accounting processes, to accelerate the repayment of internal loans from restricted funds, and to close restricted funds and related financial accounts when they are no longer needed, while ensuring that the Water Agency is able to meet all financial commitments pertaining to its operation of the water and wastewater systems including repayment of external and internal loans.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Water Agency that:

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1. The Agency shall continue to monitor the repayment of existing internal loans with revenues generated by monthly debt service charges, as previously approved. Once the loan receivable balance in each fund originating the loans has been eliminated, the portion of monthly debt service charges imposed to repay those loans shall be terminated.

2. The outstanding balances as of July 1, 2017 of the following internal loans shall be transferred in exchange for cash repayment to the AWS Buy-In Participation Fee Fund:
   a. Loan from AWS ATL Participation Fee Fund (Res. No. 2013-27)
   b. Loan from Lake Camanche Participation Fee Fund (Res. No. 2013-06)
Debt service charge revenue associated with these loans shall then be paid into the AWS Buy-In Participation Fee Fund until these loan receivable balances are repaid in full.

3. To facilitate consolidation of restricted funds consistent with the intent of this resolution, cash balances in the CAWP-Retail Participation Fee Fund, CAWP-Wholesale Participation Fee Fund, the AWS Buy-In Participation Fee Fund, the AWS ATL Participation Fee Fund, the AWS WTP Participation Fee Fund, the Lake Camanche Participation Fee Fund, the Martell Wastewater Capital Fund, and the Camanche Wastewater Participation Fee Fund shall be expended as quickly as possible on appropriate capital improvement projects and/or associated debt service payments within the applicable service areas. Once all cash is expended from each of these restricted funds, each fund shall be closed and terminated.

4. Agency general funds currently used for Gravity Supply Line (GSL) debt service shall be directed first to the reduction in the loan receivable balance in the CAWP-Wholesale Participation Fee Fund, and, once that balance is repaid, then used to pay GSL debt service until that debt is repaid in full.

5. Revenues received from monthly debt service charges associated with the repayment of internal loans originating from the Agency General Fund, the AWS Operating Fund and the Ridge Cluster Fund, once received, shall be redirected to the reduction of the loan receivable balance in the AWS Buy-In Participation Fee Fund to facilitate accelerated elimination of the loan receivable balance in that fund and the earlier termination of monthly debt service charges associated with repaying this internal loan.

6. To the extent that cash in the Ridge Cluster Fund is inadequate to fund the remaining DWR loan repayment obligations, cash available in the AWS Buy-In Participation Fee Fund, the Water Capital Fund, and/or the Water Operating Fund may be used for that purpose.

7. To the extent that unrestricted cash becomes available, as determined by
the General Manager in accordance with Water Agency budget and operating priorities set by the Board, such cash may be transferred to restricted funds solely for the purpose of accelerating the repayment of loan receivable balances in those funds, as follows:

a. Available cash in the Agency General Fund may be transferred to the AWS Buy-In Participation Fee Fund or the Martell Wastewater Capital Fund.
b. Available cash in the Water Operating Fund or Water Capital Fund may be transferred to the AWS Buy-In Participation Fee Fund.
c. Available cash in the Wastewater Operating Fund or Wastewater Capital Fund may be transferred to the Martell Wastewater Capital Fund.

8. The provisions of this resolution may be applied retroactively to FY 17-18 until such time as the financial records for that year have been closed.

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 26th day of July, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Signed and approved by me after its passage this 26th day of July, 2018.

Arthur J. Toy, President
Board of Directors

ATTEST:

Cris L. Thompson
Clerk of the Board of Directors
STAFF REPORT

PG&E Power Reliability Changes

Requested Action:
None. Informational only

Background:
PG&E is moving forward with a multi-pronged approach in an effort to prevent the ignition of wildfire. These steps include eliminating re-closing relays on power poles and walking lines prior to their re-energization when failures of unknown origin occur or during very high fire danger events, as well as more aggressively trimming trees and vegetation around transmission and distribution lines. Their objectives also include the shutting off of power during “extreme fire conditions” such as high winds.

What this means for the Agency is that, moving forward, the Agency can anticipate more frequent power outages of longer duration than in the past. The Agency needs to remain diligent in its management of facilities during power outages. We can accomplish this effort in a few ways: Increase treated water and wastewater pump station capacity, on-site power production, purchase stand-by generators for all sites, effective use of existing stand-by generators by continuing to follow the Agency’s Generator Utilization Chart, confirming the availability of fuel for re-fueling efforts prior to anticipated potential events, converting trailer mounted generators to stationary units within the air quality emission requirements, or a combination of the above.

Looking forward, increased power outages of longer duration are here to stay. By pro-actively managing and maintaining our existing generator fleet, and installing new generators at sites where they don’t currently exist, the Agency will be poised to positively adjust to these changes and minimize service interruptions to our customers and insure water is available for fire protection

Alternatives:
None foreseen.
**Fiscal Impact:**

None- as no action is requested; however, operational costs are expected to increase based on PG&E's change of operations.

**Reviewed by Committee:**

No

**Recommendation:**

None. Informational only.

**Prepared by:**

Damon Wyckoff, Operations Manager
STAFF REPORT

Regulatory Reporting

Requested Action:
No Action is requested- Information only.

Background:
During the July 12, 2018, staff was requested to provide a presentation on the regulatory reports (such as in the Operations Department Report) that staff prepares. Staff will provide a PowerPoint presentation on the normal water and wastewater reports prepared on a monthly, quarterly and annual basis.

Alternatives: N/A
Fiscal Impact: None – No action is requested

Reviewed by Committee: No
Reviewed by Legal Counsel: No

Staff Recommendation:
No action is being requested

Prepared by: Gene Mancebo, General Manager, Amador Water Agency
            Presentation by Damon Wyckoff, Operations Manager
STAFF REPORT

Ione Hydroelectric Facility
Authorization to Enter Construction Contracts

Requested Action:
Discussion and possible action to authorize the General Manager to execute the Ione Hydroelectric project construction contracts including ordering the turbine and generator prior to the CEC consideration of the loan amendment and authorize the General Manager to prepare an internal loan from participation fee funds as a contingency should the loan amendment be denied.

Background
During the last AWA Board meeting, the Board authorized the General Manager to proceed with the project subject to written confirmation that the CEC will approve the Water Agency’s loan amendment request increasing the loan by $549,189. On July 16, 2018, CEC staff indicated that the requested amendment would be considered at their September 19, 2018 Business Meeting. Although CEC staff indicated that the prospect seemed very good and staff did not foresee any hurdles for the approval, no written confirmation could be given until the item was considered during the scheduled business meeting. If the Board decides not to authorize the requested action, the Water Agency will be subjected to price adjustments by the contractors and will need to ask for additional time extensions, including an extension for the CEC grant. The Agency could also jeopardize the RES-BCT tariff as a result of this delay. The Water Agency has a quote from Gilkes (the turbine manufacturer) that includes an accelerated production schedule and guaranteed price that terminates if the order is not placed by August 10, 2018. Currently we have a holding spot in the manufacturing process, which would be lost. In the first quote from Gilkes, the lead time was 50 weeks. The turbine and generator are critical path items for this project. Significant delay could result in significant cost implications for the Water Agency.
To avoid the consequences of the delay, staff is proposing that the Board authorize the General Manager to proceed with construction contracts and material procurement and use participation fees as a backstop in case the CEC denies our loan amendment request.

Last year we budgeted about $450k for water participation fees and actually received $1.175M.
This year we budgeted $1.383m and have already received $340k during the first two weeks of the budget year. This year’s project budget assumes that there will be a surplus of about $490k in Water Participation Fee funds this year exclusive of current reserves and we anticipate a net non-operating income of $716K. In addition, reserves can provide an additional layer of backup. Although participation fees should be eligible for use on this project, we are recommending that the Agency prepare an internal loan to use participation fee funds and apply an interest rate equal to LAIF if necessary.

**Alternatives:** The Board may determine that project should wait until the CEC confirms the loan amendment.

**Fiscal Impact:** The potential impact of this action could be $549,198, but the operational project would generate an estimated $579,764 in cost saving in the first 6 years of operation.

**Reviewed by Committee:** No.

**Reviewed by Legal Counsel:** No.

**Staff Recommendation:**
Authorize the General Manager to execute the Ione Hydroelectric project construction contracts including ordering the turbine and generator prior to the CEC consideration of the loan amendment and use an internal loan from participation fee funds as a contingency should the loan amendment be denied.

**Prepared by:** Gene Mancebo, General Manager
General Manager Report

1. Mace Meadows Golf Course raw water service agreement as approved by Board
2. ERC membership- Decision delayed. Expected at next in person meeting
5. USDA Application for Pioneer Pipeline Project phase 3 support which includes tank replacement
6. Working with staff for the MAC IRWMP update and project development.
7. CAWP Water Right: Current permit planned for license State Water Board staff is finally working on final license package for approval. Provided additional information. Should be under final review.
8. CAWP Water Right application for additional 1,050 AFA seems to be delayed for review by State Water Board staff before going to hearing staff. Agency consultant and legal counsel working on going to management staff to get application processed. Working on materials and meeting date.
9. Airport Land Use designation for AWA Tanner facilities- requesting meeting- on hold
10. SGMA-Cosumnes Working Group- cost share agreement and frame work agreement review and prepare for Amador Count Groundwater Authority . Consultant selected- EKI
11. JVID Emergency water supply in use following approvals from PGE
12. Working on PGE approval for EBMUD wholesale water supply
13. Coordinating with BAWSCA for a presentation
14. Reviewing staffing needs for Construction
15. Presentation to Camanche Regional Park Advisory Board (Moke- W&S)
16. MCWRA GM meeting Bay Delta Water Control Plan
17. Misc. items omitted
1. SRF grant follow up with DWR- request for additional information
2. Working with CEC to obtain loan deadline extension from December 31, 2018 to December 31, 2019. Request of additional funds submitted
3. USDA grant application Pioneer project phase II submitted- working to get Phase III approved now that Phase II was funded by CDBG.
4. Worked with CRWA to complete Camanche MHI survey
5. UMRWA Grant Administration- Pumpkin Hollow Project (time paid by UMRWA)
6. Grant Reimbursement requests and progress reports submitted
7. Working with Laserfiche and Maintenance connection to schedule training
8. CMMS/ Springbrook integration kick off meeting (July 20, 2018)
9. Working with Operations Manager to initiate ready room upgrades as well as work station additions in the shop upstairs( new admin and new wastewater positions)
10. Fleet Management- waiting on quotes for the 18-19 budgeted vehicles
11. Administrative Policies updates- ongoing
12. Water Code – 90% complete- awaiting additional changes on approval by Board
13. Wastewater Code update- in process with Engineering
14. Audit Support
15. CPRA responses
16. Monthly update of project planning expenses
17. Website updates
18. Miscellaneous items as requested/ required