AMADOR WATER AGENCY
Board of Directors
Regular Meeting
12800 Ridge Road, Sutter Creek, CA 95685
August 9, 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, 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. INTRODUCTION/ RECOGNITION OF NEWLY PROMOTED STAFF

4. 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.

5. 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).

6. WATER SYSTEM
   A. Bay Area Water Supply and Conservation Agency (BAWSCA)
      1. Presentation by Nicole Sandkulla, CEO/General Manager and Tom Francis, Water Resource Manager.
      2. Discussion and possible direction to initiate negotiations for a one-time pilot water transfer.
   B. Tanner Water Treatment Plant- Chlorine Tank
      1. Discussion and possible action to authorize the purchase of a new storage tank
C. Pioneer Water System Rehabilitation Project- Phase 3
   1. USDA Rural Service's Grant & Loan, Letter of Commitment
      a. Discussion and possible direction for the General Manager to sign the Letter of
         Commitment and provide Amador Water Agency's intent to enter into a grant and loan
         agreement.

7. AGENCY GENERAL
   A. Personnel Matters
      1. Discussion and possible action to authorize the addition of one Construction position
   B. Human Resources Update on Retiree Health Savings Plan and proposed Benefit Trust.
      1. Informational Only.

8. WASTEWATER SYSTEM
   A. Amador Regional Sanitation Agency (ARSA) and alternatives for its continued
      operation
      1. Information Only- No action requested.

9. LEGAL COUNSEL'S REPORT
   A. Discussion and possible action regarding Agency positions on pending bills
   B. Other Legal Matters

10. CLOSED SESSION
    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.

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

12. COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS
    A. Engineering Committee (07-31-18)
    B. Personnel Committee (08-01-18)
    C. Upper Mokelumne River Watershed Authority (7-27-18)
    D. Amador County Groundwater Management Authority (8-06-18)
13. FUTURE AGENDA TOPICS
   A. This item is to provide the Board Members an opportunity to request items to be placed on future agendas.

14. ADJOURNMENT
AMADOR WATER AGENCY
CONSENT AGENDA
August 9, 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 26, 2018

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 26, 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
Karen Gish, HR/ Office Manager

CALL TO ORDER- President Toy called the meeting to order at 9:03 a.m.

ADDITIONS TO THE AGENDA- None

PUBLIC COMMENT:
General Manager Mancebo reported that on the next agenda packet we will move the department reports to end of meeting to get the business items completed first. He also reported that he and the operations manager had a good meeting with PG&E regarding the NEM program for Tanner Hydro

CONSENT AGENDA: (04:25- 8:20)
MOTION
Director Thomas requested to pull item 2B. this item has been moved to just before 5.A

MOTION: It was moved by Director Molinelli Jr., seconded by Director Thomas and carried to approve consent agenda items, minutes of the Regular Board Meeting of July 12, 2018, minutes of the Special Board Meeting of July 12, 2018 with revisions,
approval of Accounts Payable for June, 2018 and CDAA Hazardous Tree Removal
Project Phase II- Contract Award.

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

AGENCY GENERAL

CONSENT ITEM 2.B- Approval of revised job descriptions for the Assistant General
Manager and Finance Manager Positions (08:20-51:09)

MOTION: It was moved by Director Molinelli Jr., seconded by Director Farrington, and
carried to approve the Finance Manager job description as modified. (26:56)

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

MOTION: It was moved by Director Molinelli Jr. seconded by Director Thomas to
approve the job description of the Assistant General Manager/ Clerk of the Board with
the appropriate changes and deletions (27:17- 51:10)

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

RECESS was called at 9:56 a.m. SESSION resumed at 10:07 a.m.

Public Hearing- Delinquent Water and Wastewater Standby Accounts (52:36-
57:35)
Discussion and possible adoption of Resolution No. 2018-15 Transferring Delinquencies
to the County Tax Rolls

President Toy declared the public hearing open at 10:08 a.m.

MOTION: It was moved by Director Thomas, seconded by Director Molinelli Jr. and
carried to close the public hearing

Ayes: Directors Thomas, Farrington, Molinelli Jr. and Toy
Noes: None
Absent: Director Manassero
Abstain: None
MOTION: It was moved by Director Farrington, seconded by Director Thomas and carried to adopt Resolution No. 2018-15

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

WATER SYSTEM
lone Hydroelectric Facility (57:35-1:20:43)
Discussion and possible action to authorize the General Manager to execute the lone Hydroelectric project construction contracts including ordering the turbine and generator

MOTION: It was moved by Director Thomas, seconded by Director Molinelli Jr. and carried to authorize the General Manager to execute the lone 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 with Agency Counsel review.

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

CLOSED SESSION was called at 10:36 a.m.
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

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.

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

OPEN SESSION resumed at 12:13 p.m.
Internal Loans (1:20:43-1:50:37)
Discussion and possible action to adopt Resolution No. 2018-16, authorizing the General Manager to implement the consolidation and accelerated repayment of internal loans.

MOTION: It was moved by Director Thomas, seconded by Director Molinelli Jr., and carried to adopt Resolution No. 2018-16, authorizing the General Manager to implement the consolidation and accelerated repayment of internal loans.

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

PG&E Power Reliability Changes (1:51:00-2:16:40)
Informational Only

President Toy excused himself from the meeting, Vice President Molinelli Jr. assumed chairing the meeting at 1:12 p.m.

Informational Only

GENERAL MANAGER’S REPORT (2:53:53-3:02:05)

ASSISTANT GENERAL MANAGER’S REPORT (3:03:07-3:08:00)

BOARD OF DIRECTOR DISTRICT REPORTS, COMMITTEE REPORTS AND DIRECTOR COMMENTS- (3:08:00-3:12:00)
Personnel Committee (07-17-18)
Budget and Finance (07-19-18)
Mokelumne River Association (07-13-18)
Cosumnes Working Group (07-18-18)

FUTURE AGENDA TOPICS (3:12:01-3:13:14)
OPEB Trust - Update
Retiree Health Savings

ADJOURNMENT
Vice President Molinelli Jr. adjourned the meeting at 2:06 p.m.

Cris Thompson
Clerk of the Board of Directors
Approved: ____________________________

Regular Board Meeting
July 26, 2018
Page 4
STAFF REPORT

Bay Area Water Supply and Conservation Agency
Presentation and One-time Water Transfer Request

Requested Action:
Discussion and possible direction to initiate negotiations with Bay Area Water Supply and Conservation Agency (BAWSCA) for a one-time pilot transfer.

Background

BAWSCA has expressed an interest in obtaining 1,000 AF of conserved water from the Amador Water Agency to conduct a pilot one-year transfer tentatively planned for the Winter of 2019/2020. Details of how this water would be used, participants and program can be found in the attached letter from Nicole Sandkulla, CEO/General Manager of BAWSCA. Ms. Sandkulla and Mr. Tom Francis, their Water Resource Manager, will provide a presentation on BAWSCA as well as the Bay Area Regional Reliability Project and answer any questions the Board and public may have.

The Amador Water Agency has conserved water through multiple conservation projects and programs which could accommodate this request should the Board be interested in initiating negotiations.

Alternatives: The Board may decline to initiate negotiations at this time.

Fiscal Impact: The fiscal impact of negotiations would be limited to staff and attorney time which would offset through a successful water transfer.

Reviewed by Committee: No.

Reviewed by Legal Counsel: Yes.

Staff Recommendation: Initiate negotiations with Bay Area Water Supply and Conservation Agency (BAWSCA) for a one-time pilot transfer.

Prepared by: Gene Mancebo, General Manager
RE:  Request to Initiate Negotiations for a One-Time Pilot Water Transfer

Dear President Toy and Board Members,

The Bay Area Water Supply and Conservation Agency (BAWSCA) desires to implement a one-time pilot water transfer to test the physical and institutional issues of transferring a new water supply into the San Francisco Regional Water System (RWS) to deliver to the water customers of its member agencies. BAWSCA represents the 26 water suppliers in Alameda, San Mateo, and Santa Clara counties that rely on the RWS to meet the water supply needs of over 1.8 million residents, 40,000 businesses, and thousands of essential community organizations.

By this letter, BAWSCA is expressing its interest in initiating negotiations with Amador Water Agency (AWA) for the purchase of water to be used for a one-time pilot water transfer. BAWSCA understands that such a transfer could meet the interests of AWA as well. Details regarding the concept of a pilot water transfer are briefly detailed below. Included is a discussion of the mechanics and timing of a possible transfer.

DISCUSSION:

BAWSCA is interested in entering into a contract with AWA to obtain 1,000 acre-feet of conserved surface water, via a water transfer, that would enable BAWSCA to conduct a pilot one-year transfer of 1,000 acre-feet of water in the Winter of 2019/2020. BAWSCA’s goal for conducting a pilot water transfer is to demonstrate the feasibility of delivering additional water supplies to BAWSCA member agencies in times of future supply interruptions or water shortages. More specifically, this temporary water transfer would test (1) the viability of and impacts to the existing infrastructure and (2) identify and verify the necessary elements of the multiple institutional approvals and agreements required to deliver such transfer supplies.

If terms to a transfer can be reached, AWA would make the transfer water available to BAWSCA at EBMUD’s Pardee Reservoir on the Mokelumne River. At that point, BAWSCA would take delivery of the transfer supplies, which would be conveyed under a wheeling agreement currently under negotiation with EBMUD. BAWSCA intends for EBMUD to use their facilities to wheel and treat the water, delivering it to BAWSCA via the Hayward Intertie for ultimate use within the City of Hayward, a BAWSCA member agency. The Hayward Intertie is jointly owned by EBMUD and the San Francisco Public Utilities Commission (SFPUC) and operated by the City of Hayward.
Contract terms between BAWSCA and AWA are expected to cover financial details as well as operational requirements associated with the transfer of water.

PARTICIPANTS:

**BAWSCA** – BAWSCA, a California Special District, provides regional water supply planning, resource development, and conservation program services for the benefit of its 26-member agencies. These activities include the planning and acquisition of supplemental water supplies to enhance the reliability of 16 cities, 8 water districts, and 2 private water providers that purchase wholesale water supplies from the SFPUC's regional water system. These agencies provide water to 1.8 million people and 40,000 businesses in Alameda, Santa Clara and San Mateo Counties. A map depicting BAWSCA's service area is attached as Figure 1.

**AWA** – AWA retails potable and raw water to approximately 14,000 people for municipal, industrial, and irrigation uses, in addition to wholesaling water to other agencies. The water served by the AWA is primarily sourced from the Mokelumne River, although a small portion of the AWA's customers are served with groundwater. As discussed in AWA’s 2015 Urban Water Management Plan, in 2015, AWA delivered 2,291 AF of potable water to retail customers, 1,156 AF of potable water to wholesale customers, and 292 AF of raw water to retail customers. AWA has water rights and entitlements, including a significant supply of documented conserved water, that extend beyond their current usage that would be accessed to supply the pilot transfer water.

**EBMUD** – EBMUD, a California Special District, provides water to an estimated 1.4 million people in the East Bay region of the San Francisco Bay Area. EBMUD derives most of its water supply from the Mokelumne River, and further operates two large storage reservoirs on the River (Pardee Reservoir and Camanche Reservoir). Water Supply from the Mokelumne River is conveyed to EBMUD's service area via an intake on Pardee Reservoir which directs water into EBMUD's Mokelumne Aqueducts, which travel approximately 90 miles, crossing the Delta, to their terminus at EBMUD's Walnut Creek Treatment Plant. While Mokelumne River water supplies are sufficient to meet EBMUD's needs in non-drought years, in dry years, EBMUD can augment supplies via access to their American River water rights through their recently completed Freeport Regional Water Project. BAWSCA will be negotiating the wheeling agreement with EBMUD.

**OTHERS** – Other Agencies, such as SFPUC and the City of Hayward, will be participants in the pilot transfer. SFPUC, which operates the RWS, is part owner of the Hayward Intertie and must agree to its use for a pilot. The City of Hayward, a BAWSCA agency, operates the Hayward Intertie and further will be the BAWSCA agency that utilizes the 1,000 acre-feet supply to address a portion of their potable water needs during the transfer window. BAWSCA will be negotiating agreements with these other agencies.

ENVIRONMENTAL/REGULATORY CONSIDERATIONS:

BAWSCA and AWA would conduct the water transfer in accordance with all requirements, terms and conditions as stipulated for such a one-time transfer per the guidelines set forth by California's State Water Resources Control Board (SWRCB) and in compliance with CEQA.
BAWSCA anticipates a streamlined CEQA review for this one-year transfer for the following reasons: (1) AWA has an entitlement to use the consumptive portion of a pre-1914 water right held by PG&E and a supply of conserved water that would be used to supply the pilot transfer water, (2) no new facilities would be needed to accomplish the transfer, and (3) it is a one-time transfer vs. a multi-year commitment, and as such, only limited interest from others is anticipated.

CONNECTION TO LARGER BAY AREA REGIONAL RELIABILITY (BARR) PROJECT

The Bay Area’s largest water agencies are working together to develop a regional solution to improve the water supply reliability for Bay Area residents and the thousands of businesses and industries located therein. The Bay Area Regional Reliability (BARR) Partners include Alameda County Water District, Bay Area Water Supply and Conservation Agency, Contra Costa Water District, East Bay Municipal Utility District, Marin Municipal Water District, San Francisco Public Utilities Commission, Santa Clara Valley Water District, and Zone 7 Water Agency. The BARR Partners have joined forces to leverage existing facilities and, if needed, build new ones to bolster regional water supply reliability. In 2018, the agencies produced a Drought Contingency Plan (DCP) that identified water transfer as one means to address supply shortfalls during times of drought. Agency interconnections could be improved upon to allow wheeling of transfer water to take place.

In Fall 2018, the BARR Partners will be initiating work on a Water Marketing Strategy. Part of that work will be to: (1) prepare a roadmap for how future water transfers and exchanges could be conducted, and (2) pilot two to three possible transfers to test out the roadmap.

BAWSCA has discussed with the other BARR partners its desire to have BAWSCA’s pilot water transfer included in the BARR Water Marketing Strategy. As this work gets underway, and with AWA’s concurrence, BAWSCA would be sharing details of a possible BAWSCA-AWA pilot with the BARR members and with BARR stakeholder organizations. Assuming the BARR Partners agree to include the BAWSCA-AWA transfer in this work effort, monies would be made available to help pay for a portion of the pilot effort (development of environmental documents, outreach, pilot operations plans, etc.).

PROBABLE SCHEDULE

It is expected that this pilot would take place to coincide with a planned shutdown of SFPUC’s Hetch Hetchy water conveyance system (specifically, the Mountain Tunnel portion of the conveyance system) in Winter of 2019/2020. During those periods, SFPUC is seeking cooperation from other agencies, such as EBMUD, to help them address supply needs during times of an emergency.

SUMMARY

BAWSCA seeks AWA Board’s receptiveness toward a possible one-time pilot water transfer of 1,000 acre-feet to BAWSCA. Details regarding the concept of a pilot water transfer have been briefly detailed in this letter. BAWSCA appreciates the willingness of AWA to consider this
request and commits to working with AWA in the year ahead as work unfolds on a possible pilot water transfer.

BAWSCA looks forward to continued discussions on this topic.

Sincerely,

Nicole Sandkulla
CEO / General Manager

Attachment – Figure 1

cc: Gene Mancebo – AWA General Manager
Alexander R. Coate – EBMUD General Manager
Alex Ameri – Dir. of Utilities and Env. Services, City of Hayward
BAWSCA Board of Directors
Tom Francis – Water Resources Manager, BAWSCA
Allison Schutte – Hanson Bridgett, LLP
Figure 1

BAWSCA Members Map

Legend

1. Alameda County Water District
2. City of Brisbane
3. City of Burlingame
4a. CWS – Bear Gulch
4b. CWS – Mid-Peninsula
4c. CWS – South San Francisco
5. Coastside County Water District
6. City of Daly City
7. City of East Palo Alto
8. Estero Municipal Improvement District
9. Guadalupe Valley MID
10. City of Hayward
11. Town of Hillsborough
12. City of Menlo Park
13. Mid-Peninsula Water District
14. City of Millbrae
15. City of Milpitas
16. City of Mountain View
17. North Coast County Water District
18. City of Palo Alto
19. Purissima Hills Water District
20. City of Redwood City
21. City of San Bruno
22. San Jose Municipal Water System
23. City of Santa Clara
24. Stanford University
25. City of Sunnyvale
26. Westborough Water District

Sources: BAWSCA, San Mateo County General Plan
STAFF REPORT

Chlorine Storage Tank for the Tanner Water Treatment Plant

Requested Action:

Discussion and possible action to authorize the Operations Manager to purchase an unbudgeted 4,400 gallon SAFE-crosslinked polyethylene chlorine storage tank for the Tanner Water Treatment Plant for cost not to exceed $19,415.00 which will be paid for from the Water Operating fund.

Background:

In January of 2018 Agency Water Treatment Plant Operators found that the chlorine storage tank at the Tanner Water Treatment Plant had developed a leak. The chlorine storage tank, which houses chlorine used for the disinfection process, had developed a small crack at the outlet of the tank. Water Treatment Plant Operators filled empty coagulant drums with the remaining chlorine and implemented a temporary chlorine feed system in order to drain the tank and make a repair. Multiple attempts to make a repair were made (seal the crack with a bonding agent, re-seal of the existing bulkhead fitting, and replacement of the bulkhead fitting). Installation of the new bulkhead fitting was deemed successful. A 3000 gallon delivery was received in April, and at the end of June the hairline crack gave way. Operators worked efficiently to capture the leaking chlorine and drain the tank preventing a chlorine spill. It was found that the hairline crack had grown to approximately a 5 inch long breach that ran from the 4” open outlet of the tank up toward the top of the tank. The existing tank was deemed irreparable.

Agency Operations Staff worked with Purchasing to obtain multiple quotes for the purchase of a replacement tank. Tank size, volume, safety, and price were considered. The Tank has to be small enough to fit in the chlorine storage room yet be of an adequate volume to allow the Agency to take advantage of bulk purchase pricing for chlorine. The Tank also has to have dual containment (capture volume during failures) and be constructed of a material approved to
interact with products used in the water treatment process (NSF 61). It is also important the tank be cost-competitive.

Ultimately, Staff has found that a 4,400 gallon SAFE Crosslinked Polyethylene Tank, designed for chlorine storage and NSF 61 approved is the tank that meets all the consideration criteria best. The cost for this tank is $19,415.00.

**Alternatives:** The Agency could choose to purchase a smaller tank to lower the price point, but that could impact bulk chlorine purchases long-term. The Agency achieves a significant cost reduction ($1.39 to $0.91) when purchases of more than 2,000 gallons are made. The Agency could also choose to purchase a less robust storage tank but this increases the risks of future failures.

**Fiscal Impact:** $19,415.00

**Reviewed by Committee:** No

**Recommendation:** AWA Staff recommends the Board approve the unbudgeted purchase of $19,415.00 for one 4,400 gallon SAFE-crosslinked polyethylene chlorine storage tank for the Tanner Water Treatment Plant to replace the existing failed chlorine storage tank.

**Prepared by:**

Damon Wyckoff, Operations Manager
Staff Report

Pioneer Water System Rehabilitation Project Phase III
USDA Funding

Requested Action:
Discussion and possible direction to the General Manager regarding obligating funds from USDA for the Pioneer Water System Rehabilitation Project Phase III.

Background

The Water Agency staff had just completed an application to USDA for Phase II of the Pioneer Water System Rehabilitation Project as a backup to CDBG funding when we learned that Amador Water had been awarded approximately $4.99 million through the CDBG Utility Program. Staff worked with USDA to modify the application for Phase III of the Pioneer Rehabilitation Project which includes the final portion of the pipeline to two new tanks on the parcel next to Tanks A & B. Tanks A & B will be replaced by these two new tanks which is the final portion of the Pioneer Water System Rehabilitation Project.

We have been notified that the USDA expects to wrap up the application process very soon and send us the Letter of Conditions possibly the week of August 6, 2018, which includes the grant/loan terms. They have asked that Amador Water be prepared to authorize obligation of the funds next week. Actual details of the loan may not be available until the week of this Board meeting and the purpose of this agenda item is to discuss those terms and, if acceptable, provide staff direction to obligate the funds. We understand that the Agency may qualify for a 75% grant and that the interest for the loan will be below market at 2.375% given the urgency and concerns from Drinking Water Division. The current funding request is for $4.99 million. Grant and loan terms were not finalized as this report was being written and terms may be different for multiple reasons including available USDA funds. It is unlikely that we can just offset the loan portion with alternative funding as USDA funding will remain a combination grant/loan although we can combine USDA funding with other sources.

Alternatives: The Board may decline to obligate the funds once the terms are known.

Fiscal Impact: The fiscal impact is unknown at this time and if available will be provided during the meeting.
Reviewed by Committee: No.

Reviewed by Legal Counsel: No.

Staff Recommendation:
Staff is not in a position to provide a recommendation until the terms of the funding package are known. Staff plans to make a recommendation during the meeting.

Prepared by: Gene Mancebo, General Manager
STAFF REPORT

Approval to Add a Construction I Position

Requested Action:

Approve the addition and filling of a Construction I position in the Construction Department

Background:

Over the course of the past several months, it has become apparent that the Construction Crew is in need of an additional member to meet the demands on the department. With the increase in construction projects, the need for preventative maintenance and the day-to-day interruptions for service line installations and emergencies, the Construction Crew is unable to meet all of the tasks which demand their skills and expertise. The addition of another member would allow two crews of either 2- or 3-man crew to remain on construction projects; while the other 2- or 3-man crew can answer the call for an emergency or a service installation and preventative maintenance. Currently if an emergency occurs, the Crew must walk away from the Construction Project they are working on, delaying the project and jeopardizing meeting required deadlines. An additional crew member will help alleviate that scenario and allow a small crew to stay on the project and continue to meet benchmarks and deadlines.

Fiscal Impact: The estimated 2018/19 fiscal impact is $80,000, with a portion of the cost being subsidized by project funding and/or contract services.

Committee Review: Recommended by the Personnel Committee

Recommendation: Approve the addition and filling of a Construction I position in the Construction Department.

Prepared by: Karen L. Gish, HR/Office Manager
## Construction Crew Analysis

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One Crew: On average - dedicate about 3/4 a week per month towards construction projects.

Two Crews: On average- handle all inhouse emergency, Non-Emergency and a portion of a week to PM Plus maintain a full-time crew for construction projects uninterrupted.

Note: Available hours based on two weeks vacation, 5 sick days, and 1 hour per working day for time cards, safety mtgs, training, vehicle/tool report/cleaning, & other non-chrg mtg/time.
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$240,653
Administration Department Report

Customer Service/Human Resources:

- The 2018/2019 (7/1/18-6/30/19) 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: 1 (7/26/17)
  - Unavoidable vehicle accident: 0

- Training: K Miller-Pesticide; Hooper-Distribution O&M; Shortridge-Leadership; Gowan-Water Treatment; Edgman, Reaser, Goshorn-How to Supervise; Carthew-Drone; Hays-Capital Asset Headaches (CSMFO)
- Certifications/Renewals: Wyckoff-T4 renewal; K Miller-CWEA Membership; M Thompson-T3 renewal

- Staffing: Promotion: Petretti – Administrative Assistant II; Yardley – Wastewater I
- Staffing: Vacancies: Instrumentation/Electrical Tech-interviewing; Customer Service Rep II-advertising; Meter Reader/Customer Service Tech-advertising

- Liens filed: 3 - $976.37
- Liens Released: 1 – 429.09
- Total Liens filed for the Agency 306- total dollar amount $149,211.27

- Customer Service staff is working on an EDU project; putting the water and wastewater EDU allocations on all customer accounts. This is a long-term project as time allows. Currently 29 out of 34 routes have been completed.
- Staff will be working with Accela to implement Inbound IVR for customers who wish to make their payments by phone through an automated option – this service is now available and we will be working to get information on the new payment option out to customers.
- Staff will be working with Accela to implement Outbound IVR for payment reminder notifications, boil advisory/releases and other phone notifications.
- Staff is currently reviewing and updating our lien tracking to ensure that we have the most accurate information for above reporting.
- Staff is reviewing and updating process manuals to prepare for the Customer Service Rep II and Meter Reader/Customer Service Tech new employees or new hires.
Finance/Accounting:

Water Sales Revenues through the month of July are $816,989

Wastewater Sales Revenues through the month of July are $139,353

Reimbursements received: $137,679

Outstanding Reimbursements are approximately $701,296

Restricted and Unrestricted Cash: Next Page

July Sales Comparison- Attached

July Aging Report- Attached

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

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<th>Sep-16</th>
<th>Sep-17</th>
<th>Oct-16</th>
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<td>3,082,310</td>
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<th>Feb-17</th>
<th>Feb-18</th>
<th>Mar-17</th>
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## Amador Water Agency
### Investment Report
July 31, 2018

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<th>Portfolio Investments</th>
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<th>Balance at 7/31/2018</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>
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<td>103,014</td>
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<td>1</td>
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<td>LAIF</td>
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<td>1,712,369</td>
<td>1,712,369</td>
<td>59%</td>
<td>24,580</td>
<td>1.854%</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>2,883,213</strong></td>
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<td><strong>$ 24,696</strong></td>
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<td><strong>Total</strong></td>
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**Portfolio Weighted Average Return** 1.11%
### Aging Report
*July 2018*

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<th>90-120</th>
<th>60-90</th>
<th>30-60</th>
<th>Under 30</th>
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<td>35,130.78</td>
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<td>19,907.15</td>
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<td><strong>Over 120</strong></td>
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<td>7/31/2018</td>
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<td>16,763.85</td>
<td>13,092.27</td>
<td>735.99</td>
<td>784.44</td>
<td>721.89</td>
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Operations Report

Covering July 1 – July 27, 2018

Operations Manager:
1. Continued work with AWA Environmental Consultant and the Engineering Department to implement the Agency’s FEMA Funded projects (Tiger Creek Intake and the Ione Improvements replacing the Preston Pump Station)
2. Along with the AWA Engineering Manager, Met with Directors and Staff of First Mace Water Association to accelerate piping work associated with their fire hydrant at Forest Knoll Court in the CAWP System.
3. Conference call with PG&E staff to analyze the Agency’s Net Energy Metering Aggregation (NEM-A) bill for the Tanner Hydroelectric System to better understand billing mechanics and thereby assist in improving overall Tanner hydroelectric operations.
4. Worked to ensure the implementation of the Ione Elementary School Fire Loop project and facilitate the efforts of the Agency’s Construction Crew on the project.
5. Worked with AWA Purchasing Agent and HR/Office Manager to purchase and issue additional fall protection harnesses for Agency Field Staff.
6. Along with AWA Electrical and Engineering Staff, Met with Pine Grove CSD’s Consulting Engineer to facilitate the proper placement of electrical equipment and SCADA Radios (new Pine Grove tank).

Regulatory Compliance Specialist:
1. Water, Wastewater and Drought reporting for 2nd quarter and June monthly reports.
2. Team meeting with AGM and consultants on CMMS and Springbrook integration.
3. Website and Social Media posting.
4. Scheduled additional sampling for Camanche and created public notification letter to Camanche customers to comply with citation directives.
5. Completed in-house interviews for Administrative Assistant II position.
6. Created a PowerPoint presentation for the Board on water and wastewater regulatory compliance reporting.

Water Treatment Plants:
1. Tanner Plant
   a. Staff set up temporary chlorine storage tanks and mini bulk feed tank until a new tank can be ordered and installed.
   b. Continuing to troubleshoot communication problems between Trent tank, Trent pump station, Ridge pump station, Tanner shop tower and the Industry Blvd water tower radio.
2. **Ione Plant**
   a. Staff has accommodated multiple shut downs for contractor working on the clearwell cover and piping installation.
   b. Staff identified and corrected issues with raw water flow supply and control valves causing low flow conditions and erratic raw water supply to the plant.
   c. Staff is manually operating the recycle skid pumps while awaiting for the arrival of a new controller meter.
3. **Buckhorn Plant**
   a. Staff is working with contractor to accommodate flow and volume needs for recycle skid testing.
   b. Repaired a leak on the chlorine injection system inside the plant caused by failed tubing.
   c. Chlorine analyzer failed. Staff replaced the motor and corrected the problem.

**Wastewater:**
1. **Pine Grove Camp**
   a. Continued to monitor and run system. Pond remains at low level.
   b. In process of installing a cover/roof over all valving installed.
2. Completed all quarterly sampling
3. Completed all Well Monitoring
4. Began annual septic inspections (required).
5. Continued with weed abatement in all systems
6. Continue to drop all storage ponds to lowest level possible by October 1st.

**Electrical:**
1. Failures:
   a. Gayla WWTP - Treatment plant shut down. Poly line to chemical dosing pump broke spraying chemicals into electrical outlet tripping breaker for the control power. Replaced electrical outlet and wastewater crew repaired poly line. Plant back online.
   b. Buckhorn WTP - Tesco PLC communication alarm. Found that communications to the Tesco PLC will be lost when the SCADA PLC is rebooted. Required a power cycle to the Tesco PLC to regain communications. Further investigation is needed.
   c. Ione WTP - Influent flows to plant were erratic and pressures at pressure reducing valves were not within normal operating ranges. Increased the closing time on modulating valve.
2. Ione reservoir- AT&T installed a new phone line to the Tesco Reservoir control panel.
3. Top View call out system. SCADA servers and Historian servers are now virtualized at the Ione, Camanche, and Tanner facilities. New alarm call out system is now active at these sites. Buckhorn should be on Top View by late August. New system will reduce answering service charges.

**Construction:**
1. New Service Line Installations:
   a. Irishtown Rd
   b. 200 Badger Street
   c. 50 Badger Street
2. Worked with Distribution on the following breaks/repairs:
   a. Eldel Rd., Mesa De Oro, and Meadow Crest (see below)
   b. N. View Court (Sutter Creek, 1 gpm)
3. Installed check valve and piping off of CAWP tank and tied into CAWP line.
4. Ione Elementary Fire Loop – In Progress
Distribution:

1. Main Line Leak Repairs:
   a. Eldel Rd (CAWP, 200 gpm)
   b. Lynn Way (CAWP, 15 gpm)
   c. Lynn Way (CAWP, 10 gpm)

2. Service Line Leak Repair:
   a. Clinton Bar Rd. (CAWP, 20 gpm)
   b. Silver Drive So (CAWP, 40 gpm)
   c. Meadow Crest (CAWP, 5 gpm)
   d. Creekview (AWS, 10 gpm)
   e. Mesa De Oro (Sutter Creek, 5 gpm)
   f. Lake View Dr (Camanche, 5 gpm)
   g. Roadrunner (Camanche, 1 gpm)

3. Pressure Reducing Valve Station Repair:
   a. Vista Lane (Ione)
   b. Greenstone Terrace (Sutter Creek)
   c. Ione Reservoir

4. Hydrant Repair:
   a. Feather Court (Camanche)

5. Fire Flow Test at Oakridge (Ione)

6. 10” Main valve repair at Ione Elementary School (AWS)

Canal:

1. Berm Leak Repairs:
   a. Mile marker 7.00 (Carter Lane, 5 gpm)
   b. Mile marker 1.25 (New York Ranch Rd, 5 gpm)
   c. Mile marker 1.50 (New York Ranch Rd, 5 gpm)
   d. Mile marker 1.50 (Tabeaud Rd, 5 gpm)
   e. Mile marker 2.25 (Clinton Rd, 10 gpm)
   f. Mile marker 3.00 (Clinton Rd, 5 gpm)
   g. Mile marker 1.50 (Badger Street, 10 gpm)
   h. Mile marker 1.25 (Badger Street, 2 gpm)
   i. Mile marker 2.00 (Badger Street, 5 gpm)

2. Cleaned out M20 Weir at Lake Tabeaud
3. Cleaned out M78 weir at New York Ranch Reservoir
4. Berm clearing at Mile marker 16.00-16.25 (Wilderness Way)
5. Canal cleaning Mile marker 2.50-3.50 (Badger Street)

Prepared by: Andrea Hinton, Regulatory Specialist
Reviewed and edited by: Damon Wyckoff, Operations Manager
City of Plymouth Dept Report-August 2018
Covering July 1 – July 27, 2018

Operations Manager-
- Worked with AWA plant operators and Construction staff to ensure completion of directives associated with the inspection of the water treatment plant to facilitate a “state of readiness operations”.

Regulatory Compliance Specialist-
- Completed monthly water reporting and sent report to Division of Drinking Water and City Manager.
- Completed California Environmental Reporting System (CERS) submittal for Amador County Environmental Health Dept. This is to update the hazardous materials business plan for the water treatment plant. Complete with chemical inventory and new map that complies with new regulations.

Distribution-
- Routine flushing
- Routine Distribution Sampling
- Service line leak repair at Plymouth City Pool (20 gpm)

Wastewater-
- Continue to monitor collection system and grease traps. Issue pump orders as needed.

Water-
- Began sampling Well A to investigate whether or not it is under the influence of surface water. This special sampling will be conducted for one year.
- Staff continues to work towards the completion of the directives in the inspection letter from Division of Drinking Water.
- Staff sampled for 123 TCP at the Plymouth Wells this quarter.

Construction-
- Installed a tap and ¾” line on effluent line for total combined turbidity.

Water hrs: 22.25
WW Hrs: 1.5

Prepared by: Andrea Hinton, Regulatory Compliance Specialist
Reviewed and edited by: Damon Wyckoff, Operations Manager
River Pines August Dept. Report
July 1 – July 27, 2018

July Water Production/Sold

<table>
<thead>
<tr>
<th>Well</th>
<th>Production</th>
<th>Total Produced</th>
<th>Total Sold</th>
<th>Unaccounted Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>779,700</td>
<td>1,485,465 gallons</td>
<td>1,004,090 gallons</td>
<td>32%</td>
</tr>
<tr>
<td>3R</td>
<td>687,500</td>
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</tr>
<tr>
<td>6R</td>
<td>18,265</td>
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</tbody>
</table>

Operations Manager-
- Continued to work with RP General Manager to facilitate work requests such as; check for leaks, weed abatement and flushing.

Regulatory Compliance Specialist-
- Completed June monthly reporting for water and wastewater. Including No Spill Report to CIWQS.

Wastewater-
- Influent flow 1,194,300 gallons. Effluent Discharged: 373,800 gallons.
- Continued to empty storage pond by October 1st.
- Continued to monitor collection system.

Water-
- Completed all regulatory sampling.
- Chlorine injection tubing failed causing a temporary shutdown to repair.
- Repaired a leak on the sidewall of the finish water tank at Well 6R. At that time it was discovered that the bottom ring has 2 more small leaks. Need to investigate further as we may have to drain the tank and apply an internal sealant.

Distribution-
- Service line repair at Oak Ave. (1 gpm)

Water Hrs: 44
WW Hrs: 47

Prepared by: Andrea Hinton, Regulatory Specialist
Reviewed by: Damon Wyckoff, Operations Manager
Engineering Department Report

July 1 – July 31, 2018

Capital Projects

- Buckhorn DBP – Substantial completion of project. The two turbidimeters have been installed correctly and the polymer dosage has been confirmed. Now the programming is being reviewed and should be completed in a couple of weeks.
- CDBG 2 – Notified of award of CDBG Phase II for the Pioneer Pipeline. Submitted USDA Phase III for the Pioneer Pipeline and Tanks A & B.
- Ione Hydro – Contract documents to General Contractor and Gilkes. Turbine and Generator Ordered.
- Ione WTP Rehabilitation – Under construction. Contractor will wrap up underground work in a couple of weeks and then come back after summer to complete the filter work.
- Tanner Backwash – Under construction. Steel tank erection has begun.
- FEMA Projects (Amador Canal, Preston Pump Station, Eggiman Lane, and Tiger Creek WTP Intake) – Estimations of Cost for repair/replacement in progress, partial funding approved.
- Camanche Wastewater – Preparing final Environmental and Technical documents.
- FEMA HMGP Tanks – Design underway.
- Hwy 49 Sewer line and Ridge Road Manhole – Design underway.
- Camanche WWTP Monitoring Wells – Talking with second bidder as first bidder is going out of business. Contract is through NV5 consultant engineers.
- Tree Mortality I and II – Phase I under construction. Phase II awarded.
- Preston pump station replacement projects FEMA Pipeline – Design underway.
- Tiger Creek WTP Infiltration Gallery – Design underway.
- Amador Canal Slide Area – Predesign underway.
- MAC Region (IRWMP) Project Listing – Completed and submitted after Engineering Committee review.
- ARSA – Meeting with Sutter Creek on water balance and project complications.
- Camanche WWTP Environmental and Technical Reports and ROWD – Final Review.
- Fairway Leachfield – Cost Estimate prepared and Legal Property Boundaries and Leachfield layout compared.
Developer Projects

- Sutter Creek Bridge – Under construction
- Washington Place – Construction on hold
- Castle Oaks Unit 5 – Under Construction. Wrapping up construction
- Cal-Fire – Under plan review
- Wildflower – Under construction. Review of booster pumping station by tank

**Project Expenses through 07-31-18 are attached**

Prepared by: Darrel Evensen, Engineering Manager
## Project Expenses through 07/31/18

<table>
<thead>
<tr>
<th>Project</th>
<th>Funded By</th>
<th>Funding Contract</th>
<th>FY 18-19 Budget</th>
<th>Expended to date</th>
<th>% of FY 18-19 Budget</th>
<th>Expended Life of Project</th>
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</thead>
<tbody>
<tr>
<td>Six Tank Replacement - Hazard Mitigation Grant</td>
<td>75% Grant</td>
<td>3/1/2020</td>
<td>$921,819 $1,153,289</td>
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<td>CDAA Tree Mortality Phase I</td>
<td>Grant</td>
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<tr>
<td>Sutter Creek Bridge Relocation</td>
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<td>CDAA Storm Repairs - Amador Canal</td>
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<td>$176,409 $324,865</td>
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<td>CDAA Storm Repairs - Preston PS Improvements</td>
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<td>Ione Hydroelectric</td>
<td>Grant/Loan</td>
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<td>CDAA Tiger Creek Intake (FEMA)</td>
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<td>Water Master Plan &amp; Modeling Ph I Agency Mapping</td>
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<td>Fire Flow Testing Program</td>
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<td>Security Upgrades - lone</td>
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<td>CAWP/IRA88 Tank Consolidation - Study</td>
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<td>Highway 40 / Ridge Road Manhole Replacement</td>
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<td>Martell Force Main Relocation</td>
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<td>Camanche Wastewater Monitoring Wells</td>
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<td>Martell &amp; Camanche Inflow &amp; Infiltration - Study</td>
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<td>Developer/Contract Services Projects</td>
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