

# AMADOR WATER AGENCY

## Board of Directors

### Regular Meeting

12800 Ridge Road, Sutter Creek, CA 95685

March 28, 2019

9:00 a.m.

Website Address: [www.amadorwater.org](http://www.amadorwater.org)

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*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. WATER SYSTEMS

A. Water Customer Request

1. Discussion and possible action to consider various options for settlement of outstanding disputed balance from customer's December water usage billing.

#### 6. 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

#### 7. 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.

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#### BOARD OF DIRECTORS

Any matter requiring action will be placed on an upcoming agenda for consideration

**8. 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.** Budget and Finance Committee (03-19-19)

**B.** Camanche Outreach Committee (03-27-19)

**C.** Policy Committee (03-27-19)

**D.** ARSA (03-27-19)

**E.** SGMA (03-20-19)

**9. 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 real property negotiator involving the purchase, sale, lease or exchange of real property designated as Amador County APNs 030-170-026, 023-070-165, & 033-800-021; Gene Mancebo, Agency negotiator. Instructions to the negotiator may include price. Terms of payment or both. Government Code sections 54954.5 (b) and 54956.8

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

**11. ADJOURNMENT**

**AMADOR WATER AGENCY  
CONSENT AGENDA  
March 28, 2019**

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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 March 14, 2019

*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*

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**BOARD OF DIRECTORS**

Paul Molinelli Jr., President

Rich Farrington, Vice President

Gary Thomas

Susan Peters

Art Toy

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Consent Agenda Item 1.A

Unapproved

**AMADOR WATER AGENCY  
Board of Directors  
Regular Meeting**

**March 14, 2019**

**MINUTES**

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

**Directors Absent:** None

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

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

**ADDITIONS TO THE AGENDA-** None

**PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA -** None

**CONSENT AGENDA (01:11- 02:42)**

Item 2.C was pulled for discussion and placed on the agenda after item 5.A

**MOTION:**

It was moved by Director Thomas, seconded by Director Toy and unanimously carried to approve the consent agenda as presented with the exception of item 2.C which will be discussed after item 5.A.

Regular Board Meeting  
March 14, 2019

Approval of minutes of the Regular Board Meeting of February 14, 2019  
Approval of minutes of the Special Board Meeting of February 11, 2019  
Approval of minutes of the Special Board Meeting of February 14, 2019  
Approval of Accounts payable for January, 2019  
Declaration of Surplus Property- Authorization for the General Manager to dispose of Agency assets in accordance with Administrative Policy Manual Section 3120- Surplus Property  
Adoption of Resolution 2019-04- Establishing Local Claims Procedure Regulations  
Adoption of Resolution 2019-05- Reimbursement of Expenses incurred for the Lake Camanche Wastewater Treatment Plant Improvement Project  
Adoption of Resolution 2019-06- Designating Individuals With The Legal Authority To Sign SWRCB Forms And Apply For A State Of California, State Water Resources Control Board Clean Water State Revolving Fund Program Grant  
Adoption of Resolution 2019-07- Dedicating Net Wastewater Revenues to payment of SWRCB CWSRF Financing

### **AGENCY GENERAL**

#### **GreenGen Storage (02:43- 1:14:56)**

Presentation by Jennifer Rouda of GreenGen Storage regarding a proposed Mokelumne Water Battery Project

**Public Comment:** Pete Bell, Foothill Conservancy

**RECESS** was called at 10:19 a.m. **SESSION** resumed at 10:39 a.m.

Item 2.C- Approval of Claims Processing Policy to be inserted in the Administrative Policy Manual **(1:15:05- 1:22:07)**

**MOTION:** It was moved by Director Toy, and seconded by Director Peters to adopt the Claims Processing Policy with the addition that the General Manager consult with the Board President for approval of any claims for dollar amounts between \$5,000 to \$10,000.

Ayes: Directors Toy, Peters, Thomas and Molinelli Jr.

Noes: Director Farrington

Absent: None

Abstain: None

#### **Gualco Group (01:22:09- 2:11:08)**

Discussion and possible action to authorize the General Manager to execute a contract with Gualco Group for lobbying services related to Senate Bill 474.

**MOTION:** It was moved by Director Farrington, seconded by Director Thomas to authorize \$20,000 for the Gualco Group and to ask CAMRA for contributions/ reimbursement efforts.

**Public Comment:** Brian Oneto, Chairman, Board of Supervisors

**MOTION Amended:** The Motion was amended to authorize the General Manager to execute a contract with Gualco Group for lobbying services related to Senate Bill 474 for an amount not to exceed \$50,000 with the provision that when expenses reach \$20,000, the General Manager will notify the Board President, in addition, the General Manager and/ or Legal Counsel will provide frequent updates to the Board and ask CAMRA for contributions/ reimbursement for the efforts.

**LEGAL COUNSEL'S REPORT (2:12:59- 2:44:07)**

- A. Legislative report
- B. Discussion and possible approval of Board letter opposing SB 474
- C. Discussion and possible action regarding Agency positions on other pending bills
- D. Other Legal Matters

**RECESS was called at 12:06 p.m. SESSION resumed at 1:26 p.m.**

**CLOSED SESSION was called at 1:27 p.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 Agency Negotiators Pursuant to Government Code Section 54956.8 (b) with direction regarding the terms for a one-time water transfer with Bay Area Water Supply and Conservation Agency (BAWSCA)

C. Conference with Legal Counsel Pursuant to Government Code Sections 54956.9(a) and (d)(1) -- Existing Litigation – In re PG&E Corporation and Pacific Gas and Electric Company, United States Bankruptcy Court for the Northern District of California, Case No. 19-30088-DM (Chapter 11)

D. Conference with real property negotiator involving the purchase, sale, lease or exchange of real property designated as Amador County APNs 030-170-026, 023-070-165, & 033-800-021; Gene Mancebo, Agency negotiator. Instructions to the negotiator may include price. Terms of payment or both. Government Code sections 54954.5 (b) and 54956.8

**OPEN SESSION** resumed at 2:39 p.m. with direction given to staff

Regular Board Meeting  
March 14, 2019

**COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS  
(2:44:49-2:50:38)**

- A. Policy Committee (02-21-19)
- B. Legislative Committee (03-04-19)
- C. Engineering Committee (03-12-19)

**DEPARTMENT REPORTS (2:51:05- 3:14:46)**

- A. Administration/Finance
- B. Operations
- C. Engineering

**FUTURE AGENDA TOPICS**

None

**ADJOURNMENT**

President Molinelli Jr. adjourned the meeting at 3:10 p.m

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Cris Thompson  
Clerk of the Board of Directors  
Approved: \_\_\_\_\_

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# STAFF REPORT

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## Customer Request

**Requested action:**

Consideration of request made by Mr. Sandefur at 27309 Silver Drive, disputing his 12-27-19 water usage billing of 87 units.

**Background:**

On January 16, 2019, Customer service staff received a call from Mr. Kelly Sandefur at 27309 Silver Drive, disputing his 12/27/19 billing of 87 units. Mr. Sandefur's normal average water use for December is 3 units.

The Customer Service staff member informed Mr. Sandefur that the Meter Reader verified the meter read and that the meter was working properly and inquired if there was a possibility of a leaking faucet, toilet, etc. Mr. Sandefur stated there were not any leaks and that they did not use the water. Per customer service practice, the Customer Service staff member informed Mr. Sandefur that she would follow up with the meter reader and have the distribution staff check the meter again.

Both the Meter Reader and Distribution staff members confirmed that the meter was working properly and that the read was correct. Subsequent meter reads for January and February are 3 units and 2 units of water used respectively.

Customer Service staff offered Mr. Sandefur the standard 30% line break allowance (87 units – 3 units (normal use) = 84 units x 30% = 25 unit adjustment in the amount of \$61.00. Mr. Sandefur was not satisfied and requested additional consumption relief.

Following additional telephone conversations with Mr. Sandefur, he asked that his attached email request be considered by the Board of Directors. Mr. Sandefur is requesting that we split the amount due with him.

The total dollar amount for 87 units of water is \$212.28 – minus the average of the 3 units of \$7.32 = \$204.96. Splitting the difference would be \$102.48 total; \$61.00 which has already been provided to Mr. Sandefur.



**Alternatives:**

1. Provide the standard 30%, which has already been adjusted on the account;
2. Offer to split the difference in the water usage and provide an additional credit adjustment of \$41.48.

**Fiscal Impact:** Minor water revenue loss of either \$61.00 or \$102.48.

**Reviewed by Committee:** No

**Recommendation:** Board consideration of Mr. Sandefur's request for additional financial relief.

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

## Karen Gish

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**From:** kpsdjs.7@netzero.net  
**Sent:** Sunday, March 17, 2019 11:49 PM  
**To:** Karen Gish  
**Subject:** Attn: Karen / Forward to: "The Board"  
**Attachments:** Amador Water.txt

Amador Water

[kgish@amadorwater.org](mailto:kgish@amadorwater.org)

Attn: Karen / Forward to: "The Board"

Hello, Ladies, and/or Gentlemen,

This, purposely short as possible note, is a request to you to understand my situation.

Your billing for 28 days of Dec., 2018 says that our resident address used 65 (Sixty Five) THOUSAND gallons of water. That is

an AVERAGE of 2,321 Gal./Day ... and 1.61 Gal./Minute. Although I do understand that YOUR belief HAS to go with your equipment and personnel, I also DO BELIEVE that we did NOT pass that water through our pipes.

My reasons for this BELIEF are;

1) I can show you that PG&E has billed me twice for electricity for days that they were NOT providing power, due to large area outages [\*a]. ... And I am certain that they would initially want to stand by their data collection process. Battling that is not worth my efforts.;

2) I worked in the water industries for many years as an electronic design engineer, with hands on knowledge of mechanical and math methods of flow calculations, (I.e.; Weirs, Notching, etc.), along side of MY education and designs. In my personal experience I have witnessed anomalies in both mechanical and electronics control and measure equipment. [\*b, \*c] So I KNOW errors do occur!!

3) Your data shows too much flow to be drips. Maximum flow in any one of my internal plumbing does not exceed 1.5/GPM. My electric bill (electric water heater) did not rise in Dec. 2018, showing that we had no massive bathing or dishwashing party. [\*a]

4) Our only 2 (two) outdoor spigots are; 1 (One) at our main entrance, and 1 (One) next to our driveway, with it's flow spilling directly accross the driveway. (No current or previous watering systems installed.) With not much rain in Pioneer that month, it would not be possible for us not to notice even a small flow! We were home every day of that month, collecting mail, etc..

5) A family member lives in a home in Pioneer that had virtually the same situation. After excavation the data collection system was found in error, causing excess flow charges!!! [\*d]  
Must this note be longer??

Now, what I want is for you to split the bill with us, as your company does not offer arbitration as a remedy, and my reasons are legitimate as yours! Although I appreciate your offer of 30%, I believe that to be for those who accidentally use the water, not us!!

A Public Agency



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12800 Ridge Road, Sutter Creek, CA 95685-9630 • www.amadorwater.org • OFFICE: (209) 223-3018  
FAX: (209) 257-5281

January 31, 2019

Mr. Kelly Sandefur  
27309 Silver Drive  
Pioneer, CA 95666

Re: Account #011382-000  
November/December Water usage

Dear Mr. Sandefur:

It has been brought to my attention that you are disputing the December 18, 2018 meter read and consumption use of 87 units.

Per your telephone conversation with our customer service staff on January 16, 2019, and further investigation, as explained, the Agency has verified that the read is correct (verified by our meter readers and distribution staff) and that the 87 units did go through the meter and that there was not a leak at the time of the read or reverification of read. At that time, the meter was also investigated to ensure it was working properly; which it is. As explained, this could have been a faucet left on outside, a leaking toilet, or other possible reason.

Our goal is to assist our customers to the best of our abilities based on the policies of the Agency. To that end, we do offer a one-time 30% discount for situations like the above. We have looked at last December's (2017) usage, which was 3 units, subtracted that from the 87 units for a difference of 84 units. The 30% discount equates to 25 units for an adjustment of \$61.00 – leaving the balance owing for water of \$151.28. If it would help, we can assist with providing a payment plan – just give us a call at 209-223-3018 and we'll be happy to set that up.

Please feel free to contact me directly at 209-257-5234 if you wish to discuss this further.

Respectfully,

Karen L. Gish, PHR  
HR / Office Manager

cc: files

Gene Mancebo, General Manager

*A Public Agency*



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12800 Ridge Road, Sutter Creek, CA 95685-9630 • [www.amadorwater.org](http://www.amadorwater.org) • OFFICE: (209) 223-3018

FAX: (209) 257-5281

February 11, 2019

Mr. Kelly Sandefur  
27309 Silver Drive  
Pioneer CA 95666

Re: Account # 011382-000

Dear Mr. Sandefur:

On January 28, 2019, the referenced account accrued a late fee in error. We have reversed the fee of \$20.74 from your balance. Due to the fact that you were in contact with our Agency regarding the December 2018 billing and the dispute of water usage, this delinquent fee should not have been applied to your account.

If you have any questions, please contact me at 209-257-5253.

Sincerely,

Elizabeth Edgman  
Amador Water Agency  
Customer Service Representative III  
[eedgman@amadorwater.org](mailto:eedgman@amadorwater.org)  
209-257-5253

A Public Agency



12800 Ridge Road, Sutter Creek, CA 95685-9630 • www.amadorwater.org • OFFICE: (209) 223-3018  
FAX: (209) 257-5281

February 27, 2019

Mr. Kelly Sandefur  
27309 Silver Drive  
Pioneer, CA 95666

Re: Account #011382-000  
November/December Water Usage

Dear Mr. Sandefur:

Per my letter of January 31, 2019 and telephone conversations with you, as I explained, the Agency has verified that the read is correct and that the 87 units did go through the meter and that there was not a leak at the time of the read or reverification of read. We offered and applied a 30% break allowance to the usage (a credit of 25 units). We also offered to assist you with providing a payment plan to pay the \$146.40 balance. While the bill was disputed waiting for investigation, we reversed a late fee and put a hold on future penalties for you. We also discussed that if you wished to further dispute your bill, you could ask to be heard before the Board of Directors.

Based on the above, the Agency will provide a hold on future penalties until March 15, 2019. If the amount has not been paid or a payment plan established, penalties will accrue on the past due balance per Agency policies.

Respectfully,

A handwritten signature in cursive script, appearing to read "Karen L. Gish".

Karen L. Gish, PHR  
HR / Office Manager

cc: files  
Gene Mancebo, General Manager

## General Manager Report

1. Mace Meadows Golf Course raw water service agreement complete- design in draft waiting on owner to execute agreement
2. Bay-Delta Water Quality Control Plan and Voluntary Settlement Agreement discussions/meetings on-going weekly. 6/30/19 resolve VSA issues, 9/1/2019 Circulate draft Comprehensive Substitute Environmental Document (SED) 12/1/2019 State Water Board consider adopting SED
3. GreenGen previous meetings and schedule meeting as follow-up to Board presentation respecting proposed pump-storage project.
4. Meeting with CCWD on the future of area of origin and water projects SB 474/MokeWISE/Sustainable Groundwater Management Act- March
5. Leadership training all AWA managers and supervisors-March
6. Cohesive Team Leadership Training -AWA managers-April
7. Refine draft Strategic Plan and resubmit to Engineering and Planning for review.
8. Assist with information for AWA 60<sup>th</sup> anniversary
9. Assist with extensive Grand Jury information requests
10. Budget review and preparation including CIP update-in progress
11. Working with UMRWA (and Director Farrington) for implementation of a possible grant for DAC identification/project need assessment/ project development and future grant applications with coordinated efforts Amador/Calaveras Counties
12. Attended workshop on SB 606/AB 1668 Conservation- determine applicability to all AWA systems and raw water conveyance.
13. Attended ACWA Federal Legislative Symposium- Group meeting with various legislators. February
14. Meetings with Assembly Member Bigelow and Senator Borgeas jointly with CCWD staff -March
15. CAWP Water Right application for additional 1,050 AFA delayed – Josh assisting with Water Board staff discussions regarding Term 91.
16. Airport Land Use designation for AWA Tanner facilities- requesting meeting- on hold
17. County Road requirements-Pioneer Water Rehabilitation Phase II- waiting on County for scheduling meeting due to storm damage workload.
18. SGMA-Cosumnes Working Group- Workshop 3/27/2019- Technical information meeting 3-22-2019- grant for two new groundwater monitoring wells approved/waiting for agreement from DWR and then present to AWA Board/Amador County Groundwater Management Authority.
19. Draft amendment to 1985 agreement sent to PGE for regarding use of AWS water right. March
20. BAWSCA negotiation meetings- on-going. Draft agreement under review March
21. Tracking PG&E bankruptcy notification, proceedings, outstanding funds, and potential divestiture of assets.
22. Water Right progress annual report-March

23. Lake Camanche WW – Discussions with Gansberg for confirming principles for long-term easement meetings March & April- continued discussions for regional facility meetings with Unit 3B owner/representatives march & April, outreach meeting with HOA (February) and Neighborhood watch groups respecting Median Household Income survey and disadvantaged status (March). Request for technical assistance grant for DAC via prop.1-Mountain Counties IRWM (discussions with Director Farrington)
24. Discussions with property owners respecting possible Mt. Crossman tank site-develop term sheet March
25. Discussion with owner regarding purchasing land adjacent to Mace Meadows Community Leachfield presented offer (February)- Waiting response from partners
26. Discussion with landowner's representative regarding possible purchase of land adjacent to Pine Grove Community Leachfield- presented offer (March)
27. Forrest Health Funding opportunities-assigned leadership role for ACWA on Headwaters Management-Assembling team
28. Investigating potential Reuse opportunities associated with Sutter Creek WWTP improvements- Plan to schedule outreach committee meeting
29. Audit Management Letter- follow up.
30. Oversight of construction projects in progress and planned-deadlines-funding
31. SB 474-engaged lobbyist- working with legal council and other water agencies for possible language amendment or acceptable alternative.
32. Misc. items and on-going meetings omitted

March 28, 2019

Agenda Item 7.

## Assistant General Manager Report

1. Strategic planning and Budget draft in progress
2. Hazard Mitigation Grants submitted pre-applications completed, 8 full applications due April 18, 2019- in progress
3. SRF grant follow up with DWR- plans and specs submitted- financial follow up complete
4. Submitted grant application for National Fish and Wildlife Foundation (NFWF) for Marijuana Grow Site Waste Clean up Restoration for Bear River and Panther Creek
5. Leadership Training with Supervisors and Managers
6. Working on USDA letter of condition items for Pioneer Rehabilitation Phase III
7. Grant Reimbursement requests and progress reports submitted
  - Tanner Backwash
  - lone Hydro
  - Camanche Wastewater
8. Completed Project close out and final submittals for Tiger Creek Intake, Tree Mortality and Camanche Wastewater.
9. Cal Oes Desk Assessments completed for :
  - Storm work 2017
  - Preston Storm Work 2017
  - Eggiman Lane
  - Tiger Creek Intake

This required providing timecards, job descriptions, expenses, gl accounts and work orders for each of the four projects.
10. Grand Jury information requests
11. CMMS/ Springbrook integration 80% complete- meeting this week
12. Working with Operations Manager on the Agency's network topography and future needs
13. Fleet Management and Surplus
14. Administrative Policies updates- section 1 complete and in review by committee
15. Audit Management letter follow up policies being worked on
16. Water Code – 90% complete- awaiting additional changes on approval by Board
17. Wastewater Code update- in process with Engineering
18. Monthly update of project planning expenses
19. Website updates- Facebook updates
20. Miscellaneous items as requested/ required