AMADOR WATER AGENCY
Board of Directors
Regular Meeting
12800 Ridge Road, Sutter Creek, CA 95685
July 09, 2020
9:00 a.m.

* Please Note Closed Session will be called first on the Agenda

Rich Farrington, President  
District 3
Susan Peters, Vice President  
District 4
Paul Molinelli Jr., Director  
District 1
Gary Thomas, Director  
District 2
Randy Livingston, Director  
District 5

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

The Board President may take items out of order to accommodate the public or to promote the order of the meeting.

In order to accommodate the social distancing practices required to reduce the risk of spreading COVID-19 and provide for the safety of the public, our employees and Board of Directors, the Agency will conduct its public meetings via teleconference until further notice.

1. CLOSED SESSION will be called at 9:00 a.m.
   A. Public Employee Performance Evaluation Involving the Interim General Manager; Government Code sections 54954.5(e) and 54957(b)(1)

   B. Conference with Agency’s Labor Negotiators (Government Code sections 54954.5(e) and 54957.6(a)) Agency Negotiators: John Kingsbury and Karen Gish
   Employee Organization: Amador Water Agency Employees Association

   C. Public employee appointment involving the position of General Manager, Government Code Sections 54954.5(e) and 54957(b)(1).

2. OPEN SESSION WILL BE CALLED AT 10:00 a.m.
   Members of the public wishing to participate in the Regular Board meeting may dial in using the information below:

   United States (Toll Free): 1 866 899 4679
   - One-touch: tel:+18668994679,,635197717#

   United States: +1 (224) 501-3318
   - One-touch: tel:+12245013318,,635197717#

   Access Code: 635-197-717

Website Address: www.amadorwater.org
The Board President will call for public comment on each agenda item at the appropriate time to ensure that the public may be heard and all votes by the Board will be taken by roll call.

3. CALL TO ORDER – ROLL CALL

4. REPORT OUT FROM CLOSED SESSION

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

6. 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.

7. 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).

8. WATER SYSTEM
   A. Customer Request
      1. Discussion and possible action regarding customer Dennis Schuber’s raw water account and billing notice.

9. 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

10. AGENCY GENERAL
    A. AGENCY ORGANIZATIONAL STRUCTURE AND STAFFING
       1. Discussion and possible action to adopt the proposed organizational chart
       2. Discussion and possible action regarding revised job descriptions and salary ranges
       3. Discussion and possible action regarding implementation of the proposed changes

11. LEGAL COUNSEL’S REPORT
    A. Legislative report
    B. Discussion and possible action regarding Agency positions on pending bills
    C. Other Legal Matters

12. COMMITTEE REPORTS, SPECIAL ASSIGNMENTS AND DIRECTOR COMMENTS

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

Website Address: www.amadorwater.org
future agendas.

14. ADJOURNMENT – The estimated adjournment time for this meeting is 1:00 p.m.
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 Special Board Meeting of June 16, 2020 - Board Workshop
   B. Approval of minutes of the Regular Board Meeting of June 25, 2020
   C. Approval of minutes of the Special Board Meeting of June 25, 2020

2. **RESOLUTIONS**
   A. Adoption of Resolution 2020-18 Accepting completion of the Ridge Rd Manhole Replacement Project

**SCHEDULE OF UPCOMING BOARD MEETING**

Regular Board Meeting  
Thursday, July 23, 2020  
Regular Board of Directors 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 upon request by contacting the Clerk of the Board Cris Thompson at cthompson@amadorwater.org

Website Address: www.amadorwater.org
AMADOR WATER AGENCY BOARD OF DIRECTORS
Special Board Meeting
June 16, 2020
Budget Workshop

MINUTES

Directors Present: Rich Farrington, President
Paul Molinelli Jr.
Susan Peters
Randy Livingston
Gary Thomas

Directors Absent: None

Staff Present: John Kingsbury, Interim General Manager
Cris Thompson, Assistant GM/ Clerk of the Board
Karen Gish, HR Office Manager
Rick Ferreira, Operations Manager
Darrel Evensen, Engineering Manager

CALL TO ORDER President Farrington called the Special Board meeting to order at 2:05 p.m.

AGENCY GENERAL- Budget Workshop
FY 2020-2021
Discussion and possible action regarding the draft FY 2020-2021 Budget

RECESS was called at 4:08 p.m. SESSION resumed at 4:15 p.m

MOTION: It was moved by Director Molinelli Jr., seconded by Director Peters and unanimously carried to direct staff to return on the 25th with a resolution to amend the financing of the internal loan to two years, Board recommendation to defer the loan and direction that the deferral be put into the budget and any surplus funds if available will be directed to reserves, and bring back a Resolution to adopt the Budget and CIP. The staff report is to include looking at the alternatives to amending the terms of the loan and the consequences of not doing the mandated items within the budget.

Ayes: Directors Peters, Molinelli Jr., Livingston, Thomas and Farrington
Noes: None
Absent: None
Abstain: None

**ADJOURNMENT**- President Farrington adjourned the meeting at 5:12 p.m.

Cris L. Thompson
Clerk of the Board of Directors

Approved: ____________________________
In order to accommodate the social distancing practices required to reduce the risk of spreading COVID-19 and provide for the safety of the public, our employees and Board of Directors, the Agency will conduct its public meetings via teleconference until further notice.

OPEN SESSION WAS CALLED AT 10:05 a.m.

CALL TO ORDER – ROLL CALL
Director Livingston
Director Peters
Director Thomas
Director Molinelli Jr
Director Farrington

Staff Present:
John Kingsbury- Interim General Manager
Cris Thompson, Assistant GM/ Clerk of the Board
Karen Gish, HR Manager
Rick Ferriera, Operations Manager
Darrel Evensen, Engineering Manager
Jeff Meyer, Hilltop Securities
Lucy Hackett, Public Relations

REPORT OUT FROM CLOSED SESSION-
Director Farrington announced that he appointed himself and Director Molinelli Jr. to an adhoc labor management committee.

ADDITIONS TO AGENDA- None

PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA-None
CONSENT AGENDA (3:30- 6:37)
Director Farrington requested that items 2.,B.,C. and D be pulled for additional discussion. These items have been moved to be discussed after item 8.D

MOTION: It was moved by Director Thomas, seconded by Director Molinelli Jr. and unanimously carried to approve consent agenda items: Meeting minutes of the Board Meeting of June 11, 2020 and Accounts Payable for May 2020.

Ayes: Directors Thomas, Molinelli Peters Livingston and Farrington
Noes: None
Absent: None
Abstain: None

AGENCY GENERAL BOARD RECOGNITION (6:39- 12:54)
Adoption of Resolution No 2020-14, honoring Darrel Evensen for his dedicated service as Engineering Manager of the Amador Water Agency

MOTION: It was moved by Director Molinelli jr seconded by Director Thomas and unanimously carried to adopt Resolution No.2020-14 honoring Darrel Evensen for his dedicated service as Engineering Manager of the Amador Water Agency.

Ayes: Directors Molinelli Jr., Thomas, Peters, Livingston and Farrington
Noes: None
Absent: None
Abstain: None

AGENCY ORGANIZATIONAL STRUCTURE AND STAFFING (13:09- 1:34:07)
Discussion and possible action to adopt the proposed organizational chart and revised job descriptions and salary ranges

Public Comment:
Andrea Hinton, Amador Water Agency Employee Association Secretary

Direction was given to staff to conduct a meet and confer with the Amador Water Agency Employee Association regarding the proposed organizational chart and revised job descriptions and salary ranges

RECESS was called at 11:40 a.m. SESSION resumed at 11:50 a.m.

INTERNAL LOAN (1:34:20- 1:57:35)
Discussion and possible action regarding consequences of not extending the short term internal loan payoff of 180 days

Public Comment: None
Discussion and possible action to adopt Resolution 2020-15 Amending the term of a loan of funds from the Wastewater Capital Cash Participation Fee Reserve Account to the Amador Water Agency Operating Cash Account

**MOTION:** It was moved by Director Thomas, seconded by Director Molinelli Jr. and unanimously carried to adopt Resolution 2020-15 Amending the term of a loan of funds from the Wastewater Capital Cash Participation Fee Reserve Account to the Amador Water Agency Operating Cash Account

Ayes: Directors Thomas, Molinelli Jr. Peters, Livingston, and Farrington  
Noes: None  
Absent: None  
Abstain: None

**Fiscal Year 2020-2021 Budget (1:57:45 - 2:30:12)**

Discussion and possible action to adopt Resolution 2020-16 adopting the FY 2020-2021 Budget and Capital Improvement Program

Public Comment: None

**MOTION:** It was moved by Director Thomas, seconded by Director Peters and unanimously carried to adopt Resolution 2020-16 adopting the FY 2020-2021 Budget and Capital Improvement Program

Ayes: Directors Peters, Thomas, Molinelli Jr., Livingston, and Farrington  
Noes: None  
Absent: None  
Abstain: None

Discussion and possible action to adopt Resolution 2020-17 authorizing the payment of certain expenditures consistent with the levels of those expenses as evidenced in the 2020-2021 annual budget.- Not discussed

Discussion regarding cashflow projections through December 2020 - no report

Discussion and possible action regarding a Construction Bridge Loan - no report

**INTERIM GENERAL MANAGER REPORT** – No report at this time

**BOARD OF DIRECTOR DISTRICT REPORTS, COMMITTEE REPORTS AND**

Regular Board Meeting
June 25, 2020

Page 3
DIRECTOR COMMENTS – (2:34:52-2:38:32)
Budget Workshop (06-16-20)
Personnel Committee (06-22-20)
Budget and Finance Committee (06-23-20) Canceled no report

ITEMS FROM CONSENT (2:39:22-2:51:45)
MOTION: It was moved by Director Molinelli Jr., seconded by Director Peters and unanimously carried to approve consent items 2.B and 2.C the 2020-2021 Salary Schedules as required by CalPERS and salary schedules for years 2017, 2018, and 2019 as required by CalPERS subject to potential corrections.

Public Comment: Andrea Hinton, AWAEA Secretary

Ayes: Directors Molinelli Peters Thomas Livingston and Farrington
Noes: None
Absent: None
Abstain: None

Approval of Amendment #1 To the Employment Agreement for Interim General Manager-(2:52:40-3:02:30)

MOTION: It was moved by Director Livingston, seconded by Director Thomas and unanimously carried to approve Amendment #1 to the Employment Agreement for Interim General Manager as written.

Ayes: Directors Livingston, Thomas, Peters, Molinelli Jr., Farrington
Noes: None
Absent: None
Abstain: None

FUTURE AGENDA TOPICS
None

ADJOURNMENT- President Farrington adjourned the meeting at 1:20 p.m.

Cris Thompson
Clerk of the Board of Directors
Approved: __________________________
AMADOR WATER AGENCY BOARD OF DIRECTORS
Special Board Meeting
June 25, 2020

MINUTES

Directors Present:
Rich Farrington, President
Paul Molinelli Jr.
Susan Peters
Randy Livingston
Gary Thomas

Directors Absent: None

Staff Present:
John Kingsbury, Interim General Manager
Cris Thompson, Assistant GM/ Clerk of the Board
Rick Ferreira, Operations Manager

CALL TO ORDER
President Farrington called the Special Board meeting to order at 1:20 p.m.

WATER SYSTEMS
Pioneer Water Rehabilitation Project Phase II
Discussion and possible action to authorize the Interim General Manager or his designee to request additional funding from Community Development Block Grant Program in the amount of $906,561

MOTION: It was moved by Director Molinelli Jr. seconded by Director Peters and unanimously carried to authorize the Interim General Manager or his designee to request additional funding from Community Development Block Grant Program in the amount of $906,561 and authorization to sign amendment #2 to the subrecipient agreement.

ADJOURNMENT - President Farrington adjourned the meeting at 1:28 p.m.

Cris L. Thompson
Clerk of the Board of Directors

Approved: ____________________________

Special Board Meeting
June 25, 2020
Page 1
RESOLUTION NO. 2020-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY ACCEPTING COMPLETION OF THE RIDGE ROAD MANHOLE REPLACEMENT PROJECT

WHEREAS, on April 2, 2020 the Agency authorized and directed construction of the manhole replacement on Ridge Road and Highway 49 with a construction budget of $131,926; and

WHEREAS, the contractor of work, Dekan Construction Corp, completed all the work according to the plans and specifications on June 16, 2020; and

WHEREAS, the construction included the bypass of the wastewater as the contractor removed the old manhole and installed a new manhole on the shoulder of Ridge Road in the southeast corner of the intersection with Highway 49, filling the excavation with flowable fill for rapid compaction, asphalt paving and site restoration; and

WHEREAS, the manhole replacement has been completed to the satisfaction of the Agency; and

WHEREAS, the project has been completed under the original budget in the total amount of $125,020.

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the Amador Water Agency does hereby accept the completed capital improvements and authorizes the Agency Clerk to file a Notice of Completion with the Amador County Recorder.

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 9th day of July, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

1
Signed and approved by me after its passage this 9th day of July, 2020.

______________________________
Richard Farrington
President, Board of Directors

ATTEST:

______________________________
Cris L. Thompson
Clerk, Board of Directors
Administration Department Report

Customer Service/Human Resources:

- The 2019/2020 (7/1/19-6/30/20) Safety Statistics for Agency staff are:
  - Lost time worker’s comp incident: 1 (FYI: date of last incident: 10/28/19)
  - Other Worker Comp incident: 0 (FYI: date of last incident: 5/10/17)
  - First Aid incident: 0
  - Avoidable vehicle accident: 0 (FYI: date of last accident: 9/13/18)
  - Unavoidable vehicle accident: 0

- Employee Handbook revisions started
- COVID-19 Customer Service impacts
  - Office closed to the public – quote for privacy/protective counter glass pending
  - Suspended 10-day Shut Off Notice, Door Tags and Shut Offs
  - Suspended Delinquent Fees
  - Sending reminder notices and doing reminder calls to encourage payment plans
- COVID-19 HR impacts
  - Continuing to monitor law changes
  - Monitoring Emergency Sick Leave use
  - Supporting Staff as needed

Finance/Accounting:

- Water Sales Revenues through the month of June are $8,658,577. The Agency finished the fiscal year $9,729 short of the budgeted $8,668,306
- Wastewater Sales Revenues through the month of June are $1,865,429

- Reimbursements received: $261,089
- Outstanding Grant Receivables are approximately $520,787

- Restricted and Unrestricted Cash: Attached
- Aging Report: Attached
- June Sales Comparison: Attached
- Participation Fees Revenue through the month of June:
  Water $381,171
  Wastewater $72,513
Prepared by:  Karen Gish – HR Manager
             Cris Thompson – Acting Finance Manager
### Restricted and Unrestricted Cash

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<td>598,638</td>
<td>485,998</td>
<td>567,523</td>
<td>650,625</td>
<td>1,742,355</td>
<td>903,163</td>
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<td>1,718,406</td>
<td>2,707,171</td>
<td>1,650,642</td>
<td>1,140,858</td>
<td>2,673,394</td>
<td>1,215,982</td>
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<td><strong>Unrestricted</strong></td>
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<td>1,360,963</td>
<td>1,605,540</td>
<td>1,083,971</td>
<td>1,290,540</td>
<td>613,142</td>
<td>1,372,418</td>
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<td>3,160,529</td>
<td>1,182,421</td>
<td>2,994,192</td>
<td>1,276,086</td>
<td>2,686,802</td>
<td>1,318,855</td>
<td>2,885,245</td>
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<td><strong>TOTAL</strong></td>
<td>3,259,891</td>
<td>4,521,492</td>
<td>2,787,961</td>
<td>4,078,163</td>
<td>2,566,626</td>
<td>3,299,944</td>
<td>2,691,273</td>
<td>3,855,887</td>
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<th>Feb-19</th>
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<th>Mar-19</th>
<th>Mar-20</th>
<th>Apr-19</th>
<th>Apr-20</th>
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<td>1,426,687</td>
<td>983,924</td>
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<td>1,820,984</td>
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### AGING REPORT

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<th>30-60</th>
<th>Under 30</th>
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<tr>
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<td>29,504.42</td>
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<td>Wastewater</td>
<td>67,013.83</td>
<td>11,708.36</td>
<td>1071.43</td>
<td>1157.53</td>
<td>3519.18</td>
<td>49557.33</td>
<td>(1,460.83)</td>
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<td>Water</td>
<td>554,269.07</td>
<td>29,282.24</td>
<td>10959.05</td>
<td>12651.13</td>
<td>34411.26</td>
<td>466965.39</td>
<td>(34,856.76)</td>
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<td>(43,349.17)</td>
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| **May 31, 2020** |         |          |        |       |       |          |         |
| Standby/ Assessments | 11,038.98 | 17,704.38 | 785.86 |       |       |          | (7,451.26) |
| Wastewater    | 69,205.94 | 11,375.04 | 893.32 | 1,433.79 | 2,554.42 | 54,295.68 | (1,436.31) |
| Water         | 495,890.95 | 24,216.10 | 7,454.65 | 16,712.93 | 37,581.68 | 447,771.62 | (37,846.03) |
| Totals        | 576,135.87 |          |        |       |       |          |         |

| **April 30, 2020** |         |          |        |       |       |          |         |
| Standby/ Assessments | 11,866.86 | 17,704.38 | 785.86 |       |       |          | (6,623.38) |
| Wastewater    | 62,159.24 | 10,785.03 | 1,092.61 | 1,496.49 | 2,474.83 | 48,223.27 | (1,912.99) |
| Water         | 459,222.41 | 20,081.78 | 5,068.80 | 9,835.73 | 36,552.76 | 367,683.34 | (35,279.88) |
| Totals        | 513,248.51 |          |        |       |       |          |         |

| **March 31, 2020** |         |          |        |       |       |          |         |
| Standby/ Assessments | 11,866.86 | 17,704.38 | 785.86 |       |       |          | (6,623.38) |
| Wastewater    | 56,881.99 | 10,493.46 | 441.57 | 1,127.93 | 2,750.96 | 42,068.07 | (2,604.18) |
| Water         | 426,975.26 | 17,550.85 | 3,917.75 | 6,668.27 | 27,675.71 | 371,162.68 | (35,522.14) |
| Totals        | 495,724.11 |          |        |       |       |          |         |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 102-04-411000 Monthly Service Charge | 190,633 | 219,533 | 250,686 | 190,859 | 219,803 | 250,626 | 224,863 | 220,176 | 250,654 |
| 102-04-411010 Residential | 82,821 | 74,739 | 95,666 | 101,354 | 113,575 | 141,200 | 187,914 | 151,717 | 189,528 |
| 102-04-411020 Multi-User | 42,992 | 38,554 | 30,933 | 45,192 | 47,253 | 34,604 | 73,048 | 62,615 | 48,662 |
| 102-04-413000 Industrial | 6,318 | 6,162 | 5,608 | 7,803 | 7,501 | 5,900 | 17,384 | 11,020 | 12,506 |
| 102-04-414000 Irrigation | 45,449 | 37,584 | 45,249 | 48,284 | 50,949 | 64,928 | 69,842 | 62,325 | 61,386 |
| 102-04-415000 Resale | 1,391 | 414 | 221 | 655 | 326 | 529 | 1,584 | 634 | 750 |
| 102-04-415010 Transfer In Purchased | (314) | (1,403) | - | (347) | (243) | (341) | - | - | - |
| 102-04-416000 Wholesale | 148,276 | 149,521 | 151,032 | 148,187 | 149,714 | 150,953 | 146,397 | 149,925 | 150,906 |
| 102-04-417000 Hydrant Use | 653,934 | 560,837 | 617,048 | 573,816 | 624,464 | 683,699 | 768,870 | 872,034 | 759,052 |
| 102-04-418000 Debt Service Charge | 8,658,577 | | | | | | | | |
| 102-04-419000 Pumping Surcharge | 8,668,306 | | | | | | | | |
| 102-04-419010 Water Shortage Surcharge | (9,729) | | | | | | | | |
Operations Report

Covering June 1 – June 30, 2020

Operations Manager:

- Worked with staff on implementation of the vehicle offsite Pacific Pride Card Lock fueling system
- Focused on 2020/2021 Budget and CIP
- Work on CIP Budget

Regulatory Compliance Specialist:

1. Completed monthly water and wastewater reports
2. Worked on LAFCO charts and edits for water and wastewater
3. Training with Administrative Assistant II

Water Treatment Plants:

1. Tanner Plant:
   a. Staff identified pneumatic moisture problem which is causing problems with filter valve actuators control on effluent valves. Ordered new filters and drain valves to address problem.
2. Ione Plant:
   a. Staff continues to work with electrical team on the plant automation and new control strategies.
3. Buckhorn Plant:
   a. Staff continues with site cleanup of old plant site and Water Treatment Site.
4. Lamel Water Treatment Plant
   a. Staff prepped building and completed painting the building
   b. Removed large oak tree hanging over the water tank
5. PGE @ Tiger Creek:
   a. Staff worked with electrical department to install and test new high service pump.

Wastewater:

1. AWA Systems
   a. Over saw manhole project and inspection at Highway 49 and Ride Road (completed on 06-15-20)
   b. Continue to over-see work on carwash project in Pine Grove
   c. Continue to empty all storage ponds
Electrical:
1. Ione Water Treatment Plant Upgrade Project – The majority of the work related to the Filter PLC is complete. The wiring for the Raw Water Inlet control valve is completed and tested. Installation of the conduit and wire for the plant PLC is completed. Staff is installing junction boxes with terminal blocks for field device connections in preparation for the cutover to the new plant PLC.
2. Staff replaced the high service pump at Tiger Creek Water Treatment Plant.
3. Installed and commissioned the new 20KVA UPS in the server room at Buckhorn WTP.
4. Ione Hydro Wireless Communications – Completed network configuration of new 900 MHz radios. Migrated Wildflower Tank communications to the new radio system. Communication system ready for the Hydro commissioning.

On-Going Work:
1. Separation of agency Business servers and the operations SCADA IT Infrastructure Separation
2. Lake Tabeaud Siphon – Met with PG&E staff at Lake Tabeaud to discuss installation of an Agency lake level transmitter on the canal pump pier. PG&E agreed to allow us to share their existing conduit and stilling well. Level transducer is on order.

Construction:
1. Ione Treatment Plant – poured in place concrete vault for 16” influent ball valve
2. Ione Treatment Plant - installed raw water fire hydrant for flushing and taste and odor
3. Service line leaks in Ione (6)
4. Started working on Ione Hydro Bypass Line

Distribution:
1. Service line leak repairs: 8 locations
2. Rebuild 10” Ione Transmission Line pressure relief valve
3. Rebuild 6” Ione Transmission Line pressure relief valve
4. Steel Tank outlet main break repair (1000 gpm)

Canal:
1. New service install at New York Ranch Road
2. Waste gate #13 leak repair on upper canal

Prepared by: Linda Nafus, Administrative Assistant II
Reviewed and edited by: Rick Ferriera, Operations Manager
River Pines Department Report
June 1 – June 30, 2020

Water Production/Sold

<table>
<thead>
<tr>
<th>Well</th>
<th>Production/Gallons</th>
<th>Total Produced: 1,189,188 gallons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well 2</td>
<td>862,100 gallons</td>
<td></td>
</tr>
<tr>
<td>Well 3R</td>
<td>286,300 gallons</td>
<td></td>
</tr>
<tr>
<td>Well 6R</td>
<td>40,788 gallons</td>
<td>733,489 gallons</td>
</tr>
</tbody>
</table>

Unaccounted Loss: 38%

Regulatory Compliance Specialist-
- Completed monthly reports for May in Water and Wastewater.
- Annual report approved by the state regulator.
- Lead and Copper testing to be conducted in August

Wastewater-
- Influent flow 1,152,100 gallons. Effluent Discharged 1,389,700 gallons.
- Monitor spray fields while irrigation is running
- Continue to maintain and monitor collection system

Water-
- Routine Well operation and maintenance
- Staff worked to prepare well 6R for automatic operation and tested.
- Staff worked with electrical staff to troubleshoot and identify problems with well 3R, coordinate repairs and complete emergency production operations.

Electrical –
- Staff replaced a failed sump pump at River Pines WWTP.
- Staff investigated an intermittent issue with River Pines Well 3R VFD tripping offline. Found the motor leads at the well head had a partial short to ground. The well pump was removed 6/25. Scheduled to be replaced early next week.

Staff Hours: 52.75 hrs. Water 26 hrs. WW

Prepared by: Linda Nafus, Administrative Assistant II
Reviewed by: Rick Ferriera, Operations and Maintenance Manager
City of Plymouth Department Report
Covering June 1 – June 30, 2020

Regulatory Compliance Specialist-
- Completed monthly water report and submitted it to Division of Drinking Water
- Coordinating testing for annual backflow test requirement.
- Ordered bottles for lead and copper testing to be conducted in August.

Distribution-
- Routine flushing
- Service line leak repair – Main Street
- Main valve repair
- Routine Sampling

Water-
- Staff identifies problem with the tank fill flow control apparatus, isolated equipment and regulated flow manually.

Wastewater-
- Continued to monitor collection system
- Inspected grease traps

Staff hours: 29 hrs. Water and 4 hrs. WW

Prepared by: Linda Nafus, Administrative Assistant II
Reviewed and edited by: Rick Ferriera, Operations and Maintenance Manager
AWA Reorganization and Transition Plan Package

Board consideration to approve the proposed reorganization and transition plan package, which includes several position and salary changes. This is also an informational item to update the Board on operational changes made to date.

This Reorganization and Transition Plan Package (Plan) has been built on observations of the significant issues confronting the Agency, working with and listening to employees, Board member interaction, the public, and my own experience and intuition.

The organizational realignment consolidates departments, eliminates manager positions, provides cost savings, improves operational efficiencies, fulfills Grand Jury recommendations and Board direction. I believe it is the pathway to achieving the long-term operational and financial goals of the agency that hinge on approval of this Plan.

During these difficult and uncertain times, it is crucial that the Board take action to build continuity in the face of several significant issues confronting the Agency, including but not limited to:

- Recruitment for a permanent General Manager
- The vacant Finance Manager position
- Engineering Manager resignation
- Assistant Engineer – extended Military Leave
- Recruitment for a Clerk to the Board/Executive Assistant
- Recruitment for an Engineering Supervisor
- 2020-2021 Budget implementation
- Financial accountability
- Financial instability
- Annual Financial Audit
- Cost-of-Service Rate Study
- Incomplete Master Plans
- Lack of financial and operational resources
- Aging infrastructure
- COVID-19 Impacts

As such, there are several employee positions identified in the reorganization that will require the Board’s approval of the job descriptions at its meeting on July 09, 2020.
1. Financial Services Manager
2. Human Resources/Risk Management Manager
3. Operations & Engineering Manager
4. Customer Services Supervisor
5. Clerk to the Board/Executive Assistant
6. Mechanical Technician
7. Engineering Supervisor

A summary of the changes are as follows:

1. **Finance Manager – Effective Immediately**
   a. Title change to “Financial Services Manager"
   b. Revised job description
   c. Added managerial responsibilities: Customer and Meter Services
   d. There is no proposed salary change
   e. If/when a new hire at AWA, employee will be “at-will contract employee”
   f. Position will report to the General Manager

2. **Office/HR Manager – Effectively Immediately**
   a. Title change to “Human Resources/Risk Management Manager”
   b. Revised job description
   c. Added managerial responsibilities: Risk Management
   d. There is no proposed salary change
   e. Human Resources office has been relocated for employee privacy
   f. If/when a new hire at AWA, employee will be “at-will contract employee”
   g. Position will report to the General Manager

3. **Operations & Maintenance Manager – Effective Immediately**
   a. Title change to “Operations & Engineering” Manager
   b. Added managerial responsibilities: Engineering Department
   c. Revised job description
   d. Salary Range adjustment
   e. If/when a new hire at AWA, employee will be “at-will contract employee”
   f. Position will report to the General Manager

4. **Customer Services Supervisor (New position)**
   a. Currently employee is paid “Out-of-Class” - Acting CS Supervisor
   b. Customer Services is ½-FTE short due to the Office Manager move out of Customer Services
   c. Developed new job description, and salary range
   d. An in-house promotional opportunity
      i. If position filled in-house, the vacant position will be backfilled as appropriate
   e. Position will report to the Financial Services Manager
   f. Budgeted for July 1, 2020
5. **Assistant General Manager – Effective Immediately**
   a. Assistant General Manager position eliminated

6. **Clerk to the Board/Executive Assistant – Effective Immediately**
   b. Drafted new job description and salary range
   c. Position will report to the General Manager
   d. Budgeted for July 1, 2020

7. **Inspector – Effective Immediately**
   a. Title change to “Mechanical Technician”
   b. Drafted new job description
   c. There is no proposed salary change
   d. Position reports to Operations and Engineering Manager
   e. Greater Agency need – Will contract out “inspector” services

8. **Engineering Manager – Effective Immediately**
   a. Title change to Engineering Supervisor
   b. Drafted new job description and salary range
   c. Position will report to the Operations and Engineering Manager
   d. An in-house promotional opportunity
   e. If position filled in-house, the vacant position will be backfilled as appropriate
   f. If/when a new hire at AWA, employee will be “at-will contract employee”
   g. Recruitment – Budgeted for July 1, 2020

**NEXT STEPS AND IMPLEMENTATION**

**Administration, Finance, and Customer Services**

1. Acting Finance Manager title will change to Acting Financial Services Manager. Salary will be adjusted to the existing Finance Manager position salary, October 1, 2020
   a. The Acting Financial Services Manager will not be subject to the contract “at-will” clause in the new job description.

2. Clerk to the Board/Executive Assistant recruitment will be left to new general manager’s discretion

3. Customer Services Supervisor position will be posted and filled

**Operations & Maintenance and Engineering**

1. Operations and Maintenance Manager title will change to Operations and Engineering Manager.
   a. Salary will be adjusted to the existing Engineering Manager position salary, July 1, 2020, plus 5% due to the added responsibilities
   b. The Operations and Engineering Manager will not be subject to the contract “at-will” clause in the new job description
2. Engineering Manager position will be replaced by an Engineering Supervisor *
3. Engineering staff will report to the Operations and Engineering Manager
4. Engineering Supervisor position will be posted and filled.

* It is common practice for agencies of similar size as AWA to utilize an outside engineering firm rather than employing a professional engineer (PE). This is done at cities, special districts, and even counties to trim overhead costs, which helps keep labor costs in line with revenues. With the recent resignation of the Engineering Manager, it presents the opportunity to reduce overhead costs while spreading existing resources by merging Engineering with Operations and Maintenance.

Merging Engineering with Operations & Maintenance and placing it under the direction of the Operations and Engineering Manager presents several planning and operational opportunities.

1. Utilize current staff to assist with new project development inspections that the operators will inherit upon completion
2. Utilize current staff for projects to help with the budget, shifting some O&M labor cost to outside CIP funds, for example Pioneer Phase II & III, making this a main O&M focus and priority, which will reduce the financial issues.
3. Improved coordination on project planning and development.
4. Improved cross-training, promotional opportunities, and succession planning.

**SALARY AND BENEFIT SAVINGS F/Y 2020-2021**

<table>
<thead>
<tr>
<th>SAVINGS CALCULATIONS</th>
<th>Current Costs</th>
<th>FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant GM (12 mos)</td>
<td>274,390</td>
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<tr>
<td>Finance Manager (12 Mos)</td>
<td>183,572</td>
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<tr>
<td><strong>TOTAL CURRENT COSTS</strong></td>
<td>457,963</td>
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<table>
<thead>
<tr>
<th>New Costs</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assistant GM (3 mos)</td>
<td>68,598</td>
</tr>
<tr>
<td>Clerk/Executive Asst (9 mos)</td>
<td>77,773</td>
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<tr>
<td>Financial Services Mgr (9 mos)</td>
<td>178,747</td>
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<tr>
<td>Customer Services Supv (10 mos)</td>
<td>94,704</td>
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<tr>
<td><strong>TOTAL NEW COSTS</strong></td>
<td>419,822</td>
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</table>

**TOTAL FY 20-21 SAVINGS** | **38,141**

<table>
<thead>
<tr>
<th>SAVINGS CALCULATIONS</th>
<th>Current Costs</th>
<th>FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng Manager (12 mos)</td>
<td>206,237</td>
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<tr>
<td>Ops &amp; Eng Mgr (12 mos)</td>
<td>194,693</td>
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<td><strong>TOTAL CURRENT COSTS</strong></td>
<td>400,930</td>
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<table>
<thead>
<tr>
<th>New Costs</th>
<th>FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops &amp; Eng Mgr (12 mos)</td>
<td>213,348</td>
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<tr>
<td>Engineering Supv (10 mos)</td>
<td>144,367</td>
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<tr>
<td><strong>TOTAL NEW COSTS</strong></td>
<td>357,715</td>
</tr>
</tbody>
</table>

**TOTAL FY 20-21 SAVINGS** | **43,215**

**Total Savings FY 2020-2021**

**$81,356**
OTHER ORGANIZATIONAL CHANGES

1. Appointed Assistant General Manager as Acting Finance Manager
2. Administrative Assistant II
   a. Report to Operations and Maintenance Manager
   b. Added “confidential status” to job description
   c. No salary change
      Effective June 25, 2020
3. Purchasing Agent – Temporarily reporting to Interim General Manager
4. Customer Services III – Temporarily reporting to Interim General Manager
   a. Employee Paid Out-of-Class – Acting Customer Services Supervisor
5. Promoted Construction I employee to Construction II; Effective July 1, 2020
6. Changed the title HR/ “Office” to “Customer Services”
7. Facilities Maintenance – Transferred to Operations & Maintenance
8. Fleet – Transferred to Operations & Maintenance
9. Facility Landscape services to be contracted out
10. Board authorized Interim General Manager to contract with Raftelis for Cost-of-Service Rate Study
11. Contracted with Financial Consultant to provide temporary financial oversight and guidance
12. Contracted with Consultant to assist with the General Manager recruitment process
13. Key programs, under development:
    □ Risk Management & Water Use Efficiency
    □ Grant Administration & Contract Services
14. Unfunded GIS/CAD position 2020-2021 Budget - Salary Savings
   a. Reduced agency costs and liabilities
15. Inspections – Development projects will be by contracted services arrangements
16. Coronavirus COVID-19 – Addressed
17. Grand Jury Report focused

NEAR TERM TASKS

1. Complete General Manager recruitment
2. 2020-2021 Fiscal Year Budget implementation

Recommendation: Consideration to implement the Reorganization & Transition Plan Package

Prepared by: John Kingsbury, Interim General Manager
AMADOR WATER AGENCY

Job Title: FINANCIAL SERVICES MANAGER
Department: Finance
Approved By: Board of Directors
Approved Date: _______, 2020
FLSA Status: Exempt
Contract Employee

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

SUMMARY
Under general direction of the General Manager, plans, organizes, directs and participates in the comprehensive activities and operations of the Financial Services, Customer Services, and Purchasing, which includes accounting, budgeting, financial planning, investments and preparing for annual audits. Serves as the chief financial advisor to the Board of Directors, General Manager, and Department Heads on a variety of financial matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
1. Assists the General Manager with the protections of Agency assets and the maintenance of budget controls; short and long-range financial planning and budgeting; performs the most complex accounting functions, invests Agency funds,
2. Ensures the Agency financial policies and procedures meet all applicable laws and regulations,
3. Assume full management responsibility for all financial services and activities including accounting, journal entries, budgeting, investments, procurement; recommend and administer policies and procedures;
4. Develops and maintains budget and financial policies, plans and procedures including the Agency's Capital Improvement and Renovation and Replacement Program.
5. Plans, coordinates, and ensures preparation of the Agency's annual operating and capital project budgets, mid-year and mid-cycle review process with assistance from other Managers and staff.
6. Conducts ongoing analysis of the Agency's financial condition and reports to and advises the General Manager and the Board accordingly.
7. Directs and analyzes studies of general economic, business, and financial conditions and their impact on the Agency's policies and operations.
8. Analyzes Agency reserves for adequacy.
9. Ensures the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers. Ensures tax reporting activities are performed in accordance with all governing laws and regulations.

10. Establishes and manages Agency investment program and policy including investing Agency funds prudently and consistently with the Agency’s investment policy. Reports on Agency investments in accordance with laws and policy.

11. Leads the Agency’s bond issue as well as oversee the repayment of bonds.

12. Oversees the development, implementation, management/monitoring and revisions to Agency policies, procedures, ordinances, and resolutions related to capacity fees, utility services billing rates, financial records management, special and administrative fees, non-operating revenues such as property taxes and assessments.

13. Coordinates the development and consolidation of rate policies and the Agency’s financial model.

14. Performs research; prepares projections, analysis and recommendation on financial policy and procedures; and performs/coordinates special projects as directed by the General Manager.

15. Works with other Departments to obtain financial information and provides fiscal monitoring reports including computer generated reports as requested.

16. Develop, monitor, and update as needed Agency purchasing policies and procedures.

17. Tracks reimbursement agreements and required payments; ensures invoicing is regularly performed for services rendered by the Agency that can be recovered by policy or agreement.

18. Ensures tracking of annual recurring financial obligations of the Agency and annually update those rates and fees tied to indexes.

19. Completes and submits in a timely fashion special Agency financial reports as may be required by the State Controller’s office, or other regulatory agency.

20. Ensures the Agency’s compliance with GASB 67, GASB 68, GASB 74, GASB 75 and other accounting standards implemented by oversight agencies.

21. Ensures compliance with Proposition 218 and other state agency requirements for implementing new charges and fees.

22. Prepares and successfully monitors the annual budget and goals for the Agency.

23. Reviews reports, publications, policies, and other written statements for accuracy and consistency with Agency goals and objectives.

24. Regularly reviews financial reports to ensure correct application of benefits and payroll adjustments.

25. Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees.

26. Attend offsite meetings during regular and non-regular business hours, as required.

27. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.

28. Participate in the identification, planning, development, implementation, and tracking of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the Agency’s Finance and Customer Services Departments.

Amador Water Agency
Financial Services Manager
Page | 2
29. In accordance with Agency ordinances and policies, seek improvements and remedies to minimize customer disruptions resulting from nonpayment or other factors related to the customer experience.

30. Oversee controls and protocols for use of and input into the Utility Billing database for customer records consistent with State and Federal regulations including those necessary for the protection of personal and financial information.

31. Recommend and assist in the development of improvements to Agency policies, ordinances, and procedures related to charges, billings, and other customer-related issues; including drafting proposed policies, procedures, board resolutions and ordinances and presenting them to the Board of Directors and its committees.

32. Assist in developing and administering the annual operating budget for respective departments.

33. Manage, train, motivate, and evaluate assigned personnel.

**Supervisory Responsibilities**

Directly supervises employees in the Customer Services and Financial Services. Carries out managerial 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 knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

1. Information systems, such as the Utility Billing database or other available analytical tools for routine monitoring of customer experience including a variety of measurements ensuring continuous improvements and refinements which achieve Agency goals and objectives.
2. Principles and practices of budget preparation and administration in the public sector.
3. Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger, and customer billing systems.
4. Principles and practices of debt financing, including long-term capital financing and bond marketing strategy, including rating agency communications needs.
5. Annual financial reports and external audits.
6. Information systems and procedures used in financial applications.
7. Pertinent local, State and Federal laws, rules and regulations.
8. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Amador Water Agency
Financial Services Manager
Page | 3
11. Principles and practices of effective customer service.
12. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
13. English language usage, spelling, grammar, and punctuation.
14. Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:
1. Ability to plan, organize, direct and coordinate the work of others; select, supervise, train and evaluate staff; delegate authority and responsibility;
2. Develop and administer departmental goals, objectives and procedures;
3. Prepare clear and concise administrative and financial reports;
4. Prepare and administer large and complex budgets;
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
6. 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;
7. Define problems, collect data, establish facts, and draw valid conclusions;
8. Interpret an extensive variety of technical instructions in mathematical or diagram form; interpret and explain agency policies and procedures;
9. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
10. Calculate figures and amounts such as discounts, interest, and percentages.
11. Plan, direct, lead, and control the administration and operations of all aspects of the finance and customer services departments, including forecasting and planning for financial issues affecting the Agency, and preparing alternatives, analyses, and recommendations for action.
12. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently enforce various personnel rules; and explain and interpret policy.
13. Develop and implement Agency-wide and department policies and procedures related to procurement of goods and services, justify investment decisions, ensure timely billings and payments of liabilities, etc.
14. Work effectively with other departments and colleagues at all levels of the organization.
15. Gain cooperation through discussion and persuasion.
16. Use computer programs necessary to the effective operation of the department including an integrated accounting software package (Springbrook), word processing (Word),
spreadsheet software (Excel), e-mail and internet software, and presentation software (PowerPoint).

17. Define problems, collect data, establish facts, and draw valid conclusions.

18. Effectively present information to top management, public groups, and/or boards of directors.

19. Effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

20. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

21. Interpret and consistently apply Agency policies, procedures, rules and regulations.

22. Adapt to changing technologies and learn functionality of new equipment and systems.

23. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.

24. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.

25. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.

26. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.

27. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.

28. Communicate clearly and concisely both orally and in writing with Agency staff, co-workers, consultants and the public in one-to-one and group settings.

29. Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.

30. Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.

31. Provide leadership and management of the department through coaching and facilitating employees working in a team environment.

PHYSICAL DEMANDS
The physical demands described herein 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 speak and hear to effectively interface with other staff members and the public, potentially in front of large gatherings; maintain the capacity to sit at a computer for a period of time; walk, stand, kneel, climb, stoop, bend, squat; and use hands and fingers to write and handle, grip and operate office equipment and drive an Agency vehicle.
Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

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

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

OTHER REQUIREMENTS

**Education/Certification:** Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

Equivalent to graduation from an accredited four-year college or university with major coursework in Accounting, Finance, Business, Public Administration, or closely related field is desirable.

Professional certifications: Certified Public Accountant (CPA) certification desirable, but not required.

Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the Agency to operate Agency vehicles.

**Experience:** A minimum of seven (7) years of professional accounting experience including at least three years professional governmental accounting experience at the management level. Experience working in a public water and/or wastewater agency is highly desirable, but not required.
Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under general direction of the General Manager, plans, directs and coordinates the activities and operations of the Human Resources, Safety and Risk Management programs; including classification and compensation, benefits, recruitment, employee and labor relations, succession planning, safety, risk management, disaster preparedness, emergency response and security, training and employee development; to provide leadership to the organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager and Board of Directors.

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

HUMAN RESOURCES
1. Identifies legal requirements and government reporting regulations affecting human resources to ensure policies, procedures, and reporting are in compliance. Prepare and submit government-mandated reports. Assures compliance with all applicable State and Federal laws with regard to employment and labor law.
2. Develop and implement recruitment and selection procedures; participate in the selection process to fill vacant positions with qualified candidates.
3. Plans and conducts new employee orientation to foster positive attitude toward company goals. Assist hiring manager with training needs of new hires, promoted and regular employees.
4. Administer and maintain benefit plans, as well as records of benefit plans participation, such as insurance and pension plan, personnel transactions such as hires, promotion, transfers, performance reviews, terminations, and employee statistics for government reporting and Agency use.
5. Coordinates management training in supervision, leadership, interviewing, hiring, terminations, promotions, performance review, safety, liability and sexual/ work place harassment; coordinates employee training as required by State and federal laws and/or required for job specific certifications.
6. Advises management in appropriate resolution of employee relation issues.
7. Responds to inquiries regarding policies, procedures, programs and MOUs. Administers performance review program to ensure timeliness, effectiveness, compliance and equity within the Agency.

8. Receives, prepares and processes information of a confidential nature, ensuring such information is handled with discretion.

9. Administers and maintains the Agency's classification and compensation system to ensure compliance and equity within the Agency. Prepare job descriptions and classification plans; conduct studies to determine appropriate classification and compensation.

10. Administers and maintains benefits programs such as life, health, dental, vision and disability insurances, pension plans, vacation, sick leave, various types of leaves of absence, and employee assistance. Acts as the information source to all levels of staff regarding personnel policies and procedures, employee rights, benefits and salaries. Also assists employees, retirees and families on benefits issues; answers questions, and assists in resolving problems in a timely manner.

11. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

12. Represents the Agency at personnel-related hearings and investigations as needed.

13. Assists in collective bargaining and labor relations programs, including acting as Personnel Officer in the Grievance Process. May serve as a chief negotiator as assigned.

14. Participates in strategic planning for the Agency and sets goals for the Human Resources and Risk Management functions to support the strategic plan; develops policies, procedures and protocols to implement Agency goals and objectives; participates in budget planning and administration of the Human Resources and Risk Management budgets.

**RISK MANAGEMENT**

1. Plans and administers the Agency's safety and risk management programs in compliance with applicable state and federal regulations, including the Injury and Illness Prevention Program.

2. Plans, develops and conducts safety and health education and orientation programs; coordinates other training activities. Maintains methods of effective communication regarding safety issues with employees.

3. Investigates accidents and prepares reports for worker's compensation insurance carrier, including determinations of modified and light duty assignments.

4. Works directly with workers' compensation program carrier to manage Agency claims.

5. Works with supervisors and employees to promote the Agency's Early Return to Work program offering modified and/or alternate duty assignments.

6. Works closely with management in workers' compensation claims administration. Evaluates claims to determine areas/departments with high frequency and severity. Closely monitors experience modification rate.

7. Investigates accidents and claims for insurance carrier with regard to liability and property insurance, including determinations if additional processes can be implemented to lower future risk.
8. Process and oversee the administration of Worker’s Compensation claims, benefits, medical exams and reports; compiles statistical data on lost time and limited duty; assist employees with filing and inquiries regarding claims. Monitor all open/closed claims and reserves through loss reports.

9. Selects and manages any use of outside safety vendors.

10. Develops policies, procedures and internal safety/risk protocols as necessary.


12. Responsible for coordinating with the Construction Supervisor to manage the BIT Program, with responsibility for the DOT aspect of the program. Coordinates random drug and alcohol testing in compliance with DOT and Agency policies.

13. Receives and manages liability claims made against the Agency. Coordinates inspections of damages with supervisor and/or onsite staff, prepares reports, coordinates with carrier on claims adjusting and investigation.

**Supervisory Responsibilities**

Directly supervises employees in the Human Resources Department. Carries out managerial 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:**

1. Principles and practices of public sector human resources administration, including pertinent local, state and federal laws and regulations.
2. Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
3. Agency policies and procedures, bargaining agreements and department policies and procedures.
5. Principles of total quality management.
6. Principles and practices of administrative and statistical analysis as applied to personnel administration.
7. Safety and Risk Management theories and principals.
8. OSHA, Federal and State safety standards and regulations.
9. Workers’ Compensation, liability and property claim administration.
11. Identification of problems, with timely resolution; developing alternative solutions, working as a team to resolve issues.

Ability to:
1. Deal tactfully and courteously with others in answering questions, disseminating information and providing customer assistance with Agency policies and operations.
2. Organize, implement and direct assigned human resources operations/activities.
3. Provide staff support in complex, sensitive, or difficult human resources related assignments requiring high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations and contractual agreements.
4. Communicate effectively verbally and in writing; summarize facts and opinions concisely and accurately.
5. Understand, interpret and apply Agency rules, regulations, policies and procedures including pertinent personnel laws and labor contracts.
6. Interact well with co-workers and supervisors/managers to establish and maintain cooperative, effective working relationships.
7. Supervise, train and evaluate assigned staff.
8. Ability to keep confidences is a condition of employment.

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.

The work performed is in a standard office environment, using a computer. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

OTHER REQUIREMENTS

Education and/or Experience
High school diploma or GED; four-year college or university program certificate; four to five years
related experience and/or training, or equivalent combination of education and experience such as a PHR/SPHR certification with six to seven years of HR Generalist experience. Public sector experience is desired.

Computer Skills
To perform this job successfully, an individual should have knowledge of Human Resource systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid California Driver's License, with a continuing acceptable DMV driving record.
AMADOR WATER AGENCY

Job Title: OPERATIONS & ENGINEERING MANAGER
Department: Operations/Engineering
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Exempt
Contract Employee

Effective upon Board Approval
$136,251 - $167,428

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

SUMMARY
Under general direction of the General Manager, plans, direct, supervises and coordinates operations, maintenance and engineering of the Agency including raw water supply, distribution systems, water treatment, wastewater collection and treatment, hydroelectric, construction, information systems, electrical and engineering functions of the Agency. The incumbent has broad management authority for the day-day operations of the Water Agency. Prepare and monitor department budgets, development of the Capital improvement program and budgets, coordination with professional consultants, approval of plans and specifications by consultants and oversees the agency projects and programs.

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

1. Develops, plans and implements short- and long-term department goals and objectives; recommends and administers policies and procedures.
2. Respond to emergency situations; coordinate operations department staff as necessary.
3. Provide staff support to the General Manager and Board of Directors; prepare and present staff reports, assist in strategic planning, and other necessary correspondence.
4. Directs, oversees and participates in the development of the Department’s work plan, assigns work activities, project and programs; monitors work flow; regulatory reporting and compliance; reviews and evaluates work products, methods and procedures.
5. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
6. Directs and participates in regulatory reporting, compliance and negotiations with Federal, State, regional and local permitting and regulatory agencies; communicates and serves as a resource to Agency staff and the Board of Directors regarding compliance issues.
7. Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
8. Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
Supervisory Responsibilities:
Directly supervises employees in Operations and Engineering. Carries out managerial 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:
1. Principles and practices associated with the operations and maintenance of a wide variety of facilities related to water treatment and distribution, wastewater collection and treatment, and construction activities.
2. Principles and practices of facility planning, project management and SCADA systems.
3. Principles and practices of leadership, motivation, team building and conflict resolution.
4. Oversight of outside contract services, contract administration and work order billing.
5. Plan, direct and control the administration and operations of the Agency facilities.
6. Prepare and administer department budget, Capital budgets and agency programs.
7. Develop and implement department policies and procedures.
8. Agency policies and procedures and department policies and procedures.

Ability to:
1. Ability to plan, organize, direct and coordinate the work of others; select, supervise, train and evaluate staff; delegate authority and responsibility;
2. Provide leadership and management of the department through coaching and facilitating employees working in a team environment;
3. Develop and administer departmental goals, objectives and procedures;
4. Prepare and administer large and complex budget;
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
6. 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;
7. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work;
8. Communicate clearly and concisely both orally and in writing with Agency staff, co-workers, consultants and the public in one-to-one and group settings.
9. Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
10. Effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
12. Interpret and apply Agency policies, procedures, rules and regulations.
13. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
14. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision and ability to adjust focus.

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

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Incumbent is occasionally exposed to moving mechanical parts, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS
Education and/or Experience
High school diploma or GED; Bachelor’s degree (BA) from a four-year college or university; minimum of seven (7) years’ experience in a position of operations, maintenance or construction, including at least four (4) years of management experience for a public agency; consideration may be given for equivalent combination of educations and experience.

Certificates, Licenses, Registrations
Must possess a valid California Driver’s License, with a continuing acceptable DMV driving record. Possess a State of California Grade 3 Water Treatment Certificate, a State of California Grade 3 Wastewater Certificate and a State of California Grade 3 Distribution Certification and a State of California Collections Certificate, and a State of California Cross Connection Certificate or combination of the above; higher grade certifications are highly desirable.

Revised: 6/15/2020

Amador Water Agency
Operations & Engineering Manager
Page 3
Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualifications for entry into the classification and are not intended to reflect all duties of an incumbent.

SUMMARY
Under supervision of the Financial Services Manager, provides day-to-day leadership to customer services and meter services staff to ensure a variety of functions related to customer service are carried out in accordance with Agency policies and procedures related to water and wastewater services and ensure a high level of customer service, and other duties as assigned.

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

1. Plans, organizes and supervises customer billing, meter reading, collections and customer services activities.
2. Participates in interviewing, hiring, training and cross-training of staff.
5. Evaluates and recommends revisions to the Agency’s Water and Wastewater Rules and Regulations and other policies.
6. Interprets and enforces the Agency’s Water and Wastewater Code relating to water and wastewater issues/questions.
7. Develops department procedures and ensures that all staff are trained and have the resources in their Customer Service binders; as well ensuring that the procedures remain current and up-to-date.
8. Assist in expediting resolution to customer complaints; fostering an environment of resolving customer issues professionally and respectfully.


10. Responsible for Annual Constructed Conveyance Program and any required follow up.

11. Process annual wastewater consumption review, including updating spreadsheets for engineering use, processing consumption updates to commercial accounts with customer notifications.

12. Assist Manager in annual budgeting.

13. Responsible for the Customer Service Calendar - utilizing the master meter reading, billing, tags, shut offs, etc. calendar, create and maintain the electronic UB calendar, with assistance of the Financial Services Manager as needed.

14. Handle special, unique and difficult situations with the assistance of the Manager.

15. Ensure that meter reading and billings are completed in a timely manner.

16. Diplomatically resolves customer complaints by phone, email or in person regarding billing and explains programs and services offered by the Agency.

17. Recommends changes and enhancements to Agency’s customer service software system.

18. Develops and administers customer service-oriented training programs to customer service staff.

19. Works with other departments to ensure customer satisfaction.

20. Responsible for the Cash and Checks received on a daily basis.

21. Responsible to ensure excellent customer service.

22. Adheres to and enforces Agency safety policies and procedures.

23. Responsible for the development and maintenance of the Water Efficiency Program and supervises staff assigned to support conservation activities.

24. Assists the Financial Services Manager in directing, overseeing and participating in the development and implementation of the Community Outreach and Communication Program.

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:
1. Principles and practices of efficient and effective customer service via face-to-face, over-the-phone and electronic means.
2. Customer account maintenance; use of electronic customer database, payment and billing systems.
3. Records management principles and practices.
5. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.

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

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

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

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

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers for extensive telephone, computer and adding machine functions. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. May be required to lift/move up to 25 pounds occasionally.

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

OTHER REQUIREMENTS
Education and/or Experience
Any combination of education and experience providing the required knowledge and abilities for successful job performance would be qualifying.

High school diploma or GED. Associates of Arts degree in accounting, business, or related field is desirable. Eight years of increasingly responsible clerical/customer service experience, preferably in the public utility industry, or four years' experience at the Agency’s Customer Service Representative III level. Experience with Springbrook Software is preferred. Prior collection experience and supervisory experience is a plus.

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

Amador Water Agency
Customer Services Supervisor
Page 4
Customer Service Supervisor  
February 2020  
Salary Survey/Job Comparison

AWA  
Customer Service Supervisor new position

<table>
<thead>
<tr>
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<th>Salary Range</th>
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<tr>
<td>El Dorado ID</td>
<td>76,381 – 92,841</td>
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<tr>
<td>South Tahoe PUD</td>
<td>73,625 – 93,966</td>
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<tr>
<td>Tuolumne UD</td>
<td>73,237 – 89,003</td>
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<td>Customer Service Supervisor</td>
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Average of all 74,414 – 91,937

Recommendation:  

**Salary Range:** 74,000 – 92,500

AWA methodology – 25% between bottom and top of range
AMADOR WATER AGENCY

Job Title: CI-ERK OF THE BOARD / EXECUTIVE ASSISTANT
Department: Executive
Approved By: Board of Directors
Approved Date: __________, 2020
FLSA Status: Nonexempt - Confidential status

Proposed Salary Range
$62,945 – 78,681

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

SUMMARY
Under direction of the General Manager this confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and Board of Directors with a high degree of tact, discretion, trust, judgment and confidentiality; serve as the Clerk to the Board; provide administrative support to department heads, as needed; serve as the District's Custodian of Records; and provide general information and assistance to the public.

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

1. Provides assistance to the General Manager in conveying and reviewing the Agency's work plans, projects and programs of the Agency.
2. Maintains permanent records of the official activities of the Agency.
3. Administers the Records Retention policy and program.
5. Coordinates revisions of Water and Wastewater Codes, miscellaneous fees, and other policy updates.
6. Ensures compliance with local, state and federal regulations for assigned responsibilities, participates in and oversees the assembly and preparation of meeting agendas.
7. Takes and transcribes the minutes of the meetings of the Board of Directors.
8. Coordinates committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board.
9. 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.
10. Develops an effective working relationship with the Board of Directors.
11. Acts as the Agency's Notary Public and maintains active status as such.

Amador Water Agency
Clerk to the Board/Executive Assistant
Page | 1
12. Coordinate other duties as necessary with subordinate staff associated with Clerk of the Board duties.

13. Assist with grants and loans; and work with all departments for their assistance in grant/loan applications, processing, reimbursements, progress reporting, post construction performance reports, and associated audits.

14. Works as a team member with other managers. Monitors and reports on critical Agency deadlines, implementation of administrative policies, enforcement and government codes to the Agency Managers and General Manager.

15. Assist with activities, including coordination with other departments on responding to public information requests, website design and operation, social media, public outreach, notices, emergencies, ground breaking and ribbon cutting events, newsletters, parade and fair exhibits and press releases.

16. Assist the General Manager with contracts and other legal and financial documents.

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:
1. District operations, procedures, policies, precedents, rules and regulations, record retention procedures.
2. Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.
3. Agenda preparation and distribution requirements.
4. The functions and operating procedures of local governance bodies and committees.
5. Modern office practices, procedures, and computer equipment/software.
6. Adobe Acrobat for professional document finishing, indexing and compilation.
7. Principles and practices of effective customer service.
8. Microsoft Office Suite programs for word processing and spreadsheets.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
10. English language usage, spelling, grammar, and punctuation.

Ability to:
1. Perform a variety of complex administrative and analytical support work involving the use of sound independent judgment and personal initiative with exceptional organization skills for the General Manager, Board of Directors, and District department heads/executive management.
2. Interpret and apply administrative and District policies, procedures, laws and regulations.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Analyze situations carefully and adopt effective courses of action.
5. Compile and maintain complex and extensive reports and prepare routine reports.
6. Maintain confidential data and information for appropriate personnel.
7. Independently prepare correspondence and memorandums.
8. Successfully adapt to changing workload and task assignments.
9. Adapt to changing technologies and learn functionality of new equipment and systems.
10. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
11. Work independently and prioritize multiple tasks often under time constraints and with limited or no supervision.
12. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
13. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
14. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet and an integrated accounting software package.
15. Communicate clearly and concisely both orally and in writing with District staff, coworkers, consultants and the public in one-to-one and group settings.

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.
OTHER REQUIREMENTS
Education/Certifications
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:

Associate’s degree with coursework in business administration, communication or a related field is preferred, or equivalent.

A bachelor’s degree from an accredited four (4) year college or university with major coursework in public or business administration, communication or a related field is desired.

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

Experience: Minimum of four (4) years of increasingly responsible, administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Created: 05/05/2020
Clerk of the Board/Executive Assistant  
June 2020  
Salary Survey/Job Comparison

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<th>Position Description</th>
<th>New Position</th>
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<td>Clerk of the Board/Executive Assistant</td>
<td>new position</td>
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<td>EID</td>
<td>Executive Assistant/Clerk of the Board</td>
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<td>CCWD</td>
<td>Executive Assistant/Clerk of the Board</td>
<td>62,016 – 83,196</td>
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<td>TUD</td>
<td>Executive Secretary/Board Clerk</td>
<td>67,683 – 82,222</td>
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<td>STPUD</td>
<td>Administrative Assistant/Assistant Clerk of the Board</td>
<td>53,776 – 68,633</td>
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<td>Executive Assistant to the GM</td>
<td>56,387 – 80,553</td>
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Average Salary Range 62,945 – 81,120
Recommended Range 62,945 – 78,681

The recommended range follows AWA Methodology of 25% spread in bottom and top of range.
AMADOR WATER AGENCY

Job Title: MECHANICAL TECHNICIAN
Department: Operations & Maintenance
FLSA Status: Non-Exempt
Approved: Board of Directors
Approved Date: __________, 2020
Unit: AWA Employees Association

Change Inspector Position to Mechanical Technician Position
Salary Range
$66,918 – $83,648

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

SUMMARY
Under direction of the Operations and Engineering Manager, performs skilled duties in mechanical and welding work assignments in the installation, alteration, repair and construction of water and wastewater treatment and pumping plant equipment and facilities; adjusts and performs routine maintenance on a variety of motorized equipment (including vehicles and generators); operates, interfaces, installs, troubleshoots, maintains, repairs and performs routine maintenance on a variety of water system control devices (pressure reducing valves, surge anticipators, system control valves and backflow prevention devices).

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

1. Troubleshoots, repairs and maintains Agency mechanical devices and equipment such as valve actuators, pressure reducing valves, surge anticipators and clarifier drives; installs, removes and/or replaces pumps, and related fittings, ventilation ducts, shelving and stairways; rebuilds pumps and gear boxes and other mechanical apparatus.
2. Installs, modifies and repairs water and wastewater mechanical treatment and pumping plant equipment and facilities, repair of portable generators, stationary generators, motors, pumps, controllers, power switching gears and distribution systems.
3. Performs special pump maintenance and repairs on valve actuators, submersible pumps and variable speed and level control devices.
4. Submits to the Instrumentation/Electrical Supervisor purchase requisitions for parts and interfaces with vendors and other utility personnel on operations and repair of related equipment and facilities.
5. Maintains and repairs light tools and equipment such as weed cutters, chain saws, chop saws and air compressors.

Amador Water Agency
Mechanical Technician
Page | 1
6. Cleans, services and paints equipment, machinery, structures, pipelines and related appurtenances.
7. Uses plasma, gas or arc welding equipment to cut, heat, weld or braze.
8. Assists in developing specifications for contract plant installation, maintenance and repair activities; oversees contract work as assigned and inspect the work of contractors in progress and upon completion.
9. Reads and interprets specifications, diagrams, manuals and other documentation.
10. Maintains records for preventative maintenance work on parts inventories and identification equipment.
11. Maintains current training in proper personal protective equipment and safety procedures for chlorine leaks, electrical hazards and other emergencies.
12. Maintaining, operating, installing, adjusting and calibrating systems and equipment
13. Programming, configuring and optimizing the analytical, recording and electronic or pneumatic control instruments and related equipment
14. Operates computer programs for testing electrical equipment, tracking, correspondence, timecards, CMMS work orders, etc.
15. Performs Inspection duties on Agency and Developer projects on an as-needed basis.
16. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct and good judgment.
17. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities with adherence to Agency policies.
18. Perform related duties as assigned or required for the ongoing operation of the Agency’s business.

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, SKILLS AND ABILITIES
1. Applicable State and Federal laws, codes and regulations related to the water and wastewater industry and to safety practices and equipment use.
2. English language usage, spelling, grammar and punctuation
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, Technical/Engineering manuals and procedure manuals
4. Ability to write technical reports and correspondence
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
6. Ability to interpret a variety of instructions including technical manuals furnished in written, oral, diagram or schedule form
7. Ability to establish and maintain professional working relationships with internal and external customers, vendors and fellow employees, including principles and practices of effective customer service.
8. Perform skilled work for the implementation of a comprehensive preventive and corrective maintenance and repair program for equipment and structures such as found in water and wastewater treatment plants and related facilities.

9. Perform skilled work in the construction and repair of very high-pressure water distribution systems.

10. Methods, tools and testing equipment used in the installation, maintenance, calibration, and repair of mechanical and related electrical and electronic equipment used in water and wastewater treatment and pumping facilities.

11. Methods, tools and testing equipment used in the routine testing and repair of water distribution control devices, such as pressure reducing valves, surge anticipators and backflow prevention devices.

12. Use and maintenance of a variety of hand and power tools related to work tasks.

13. Techniques for troubleshooting complex equipment problems and estimating time, equipment and materials to effect repairs.


15. Basic computer applications related to the work, including Microsoft Office Suite and CMMS.

16. Arithmetic and basic mathematical calculations, including percentages and decimals.

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 use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

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

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment may be loud.
OTHER REQUIREMENTS

Education and/or Experience
High School Diploma or GED; two (2) years of formal technical college education and five (5) years' experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
A valid California Driver's License, preferably Class A, with a continuing acceptable driving record. Desirable qualifications include: electrical background, California Water Distribution Grade 2, CWEA Plant Maintenance Mechanical Technologist Grade 2.
# Mechanical Technician

**June 2020**  
**Salary Survey/Job Comparison**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Position</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWA</td>
<td>Mechanical Technician new position- reorg</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspector position</td>
<td></td>
</tr>
<tr>
<td>CCWD</td>
<td>Mechanic II - same</td>
<td>65,436 – 79,548</td>
</tr>
<tr>
<td>TUD</td>
<td>Equipment Mechanic II – less</td>
<td>57,158 – 69,472</td>
</tr>
<tr>
<td>EID</td>
<td>Plant Mechanic II - same</td>
<td>62,005 – 75,379</td>
</tr>
<tr>
<td>STPUD</td>
<td>Maintenance Mechanic II - same</td>
<td>63,325 – 80,820</td>
</tr>
</tbody>
</table>

**Average Range**  
61,981 – 76,305

**Recommended Range**  
66,918 – 83,648

Staff is recommending the salary range remain at the Inspector position and in line with CCWD.
Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY
Under direction of the Operations & Engineering Manager, performs professional engineering duties as required for wastewater systems and water systems supplying agricultural, domestic, commercial and industrial users and supervises the technical staff members of the Engineering Department. Makes presentations to the Board of Directors as needed.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the Engineering Department. Carries out supervisory responsibilities in accordance with Agency policies. Conducts performance reviews; assists in planning, assigning and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

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

1. Directs and coordinates the planning, design and construction of water and wastewater facilities.
2. Assists with annual budget.
3. Works with developers and contractors to ensure adherence to Agency standards and specifications.
4. Prepares and reviews complex designs, plans, specification, standards, estimates and reports for water and wastewater systems.
5. Prepares development of bids, contracts and other matters related to engineering functions.
6. Assists with grant applications.
7. Performs complex tasks related to hydraulic analyses and economic feasibility studies of water and wastewater systems.
8. Performs or assists in the review of plans for and the construction inspection and management of water and wastewater system facilities.
10. Performs related field and construction inspection at and around busy and sometimes hazardous construction areas.
11. Perform mapping and drafting work.
12. Prepare clear and concise reports.
13. Provides support to the Operations & Engineering Manager in making presentations regarding engineering issues to the Board of Directors.
14. Federal, state, regional and local laws, policies, regulations and guidelines regarding water rights, water quality, water development, wastewater management and environmental assessment.
15. CEQA and other federal, state and local regulations impacting water and wastewater operations and permitting requirements.

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:
1. Principles and practices of civil engineering with particular emphasis on the design of water development, treatment, distribution, wastewater collection, treatment and disposal.
2. Principles of engineering economics and their practical application to water development, water distribution and wastewater treatment projects.
3. Agency policies and procedures and department policies and procedures.
4. Knowledge of the principles of science and mathematics used in civil engineering and of their application to engineering problems.
5. Use of computer equipment for various engineering related applications.
6. Use of surveying equipment.
7. Proper usage of English grammar, spelling, punctuation and vocabulary.
8. Identification of problems, with timely resolution; developing alternative solutions, working as a team to resolve issues.

Ability to:
1. Deal tactfully and courteously with others in answering questions, disseminating information and providing customer assistance with Agency policies and operations.
2. Communicate effectively verbally and in writing; summarize facts and opinions concisely and accurately.
3. Understand, interpret and apply Agency rules, regulations, policies and procedures including contracts.
4. Interact well with co-workers and supervisors/managers to establish and maintain cooperative, effective working relationships.
5. Ability to make accurate computations and engineering notes.
6. Ability to read and interpret engineering specifications.
7. Plan, organize, manage and develop Agency engineering functions.

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.

Amador Water Agency
Engineering Supervisor
Page 2
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision and ability to adjust focus.

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

The majority of the job activities are performed indoors in a temperature-controlled environment; occasional outdoor activities may occur including in inclement weather conditions and including traversing uneven terrain. Minimal exposure to noise generated from the operation of office equipment.

OTHER REQUIREMENTS

Education and/or Experience
High school diploma or GED; graduation from a four-year college or university with a BS and or MS degree in Civil Engineering or related field. Five years’ experience in water/wastewater facilities. Three years supervisory experience desirable.

Computer Skills
To perform this job successfully, an individual should have knowledge Spreadsheet software and Word Processing software and GIS/CAD software.

Certificates, Licenses, Registrations
Must possess a valid California Driver’s License, with a continuing acceptable DMV driving record. Registration as a Professional Engineer in the State of California is desirable.

Revised: 6/8/2020
Engineering Supervisor
June 2020
Salary Survey/Job Comparison

AWA
Engineering Supervisor  new position

This position existed in 2017

Brought the position from 2017 into today's salary range  117,273 – 146,592

Recommended Range  117,273 – 145,592

This range maintains the:
AWA methodology – 25% between ranges
AMADOR WATER AGENCY

Job Title: ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
Department: Operations
Approved By: Board of Directors
Approved Date: 2020
FLSA Status: Nonexempt
Unit: AWA Employees Association
Range: Admin I = 11; Admin II = 3

Addition of Confidential Status
No Salary Change

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

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

Under direction of the Department Head or designated supervisor, perform a variety of complex technical and statistical clerical and secretarial duties.

Administrative Assistant I (clerical)
1. Receives and screens visitors and telephone calls.
2. Handles independently or refers them to others as circumstances warrant.
3. Prepare or assist in the preparation of various reports, letters.
4. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data.
5. Responsible for file maintenance.
6. Maintains an appointment calendar to keep self and manager informed (if required).

Administrative Assistant II (technical)
In addition to the above, provides authoritative information which requires the use of judgment, knowledge and interpretation of applicable policies and procedures.
1. Researches, compiles and summarizes a variety of informational material for use by the manager in reports, correspondence, meetings and presentations.
2. Prepare graphs and charts.
3. Independently prepares correspondence for own or manager's signature.
4. Prepares documents based on verbal direction, notes or rough draft; work with job cost accounting programs.
5. Performs tasks that require the need for the incumbent to maintain confidential status.
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:
State and Federal regulations for water and wastewater operations in order to assist manager.

Ability to:
1. Perform a wide variety of difficult and responsible office support with little supervision.
2. Independently set up and maintain records and files.
3. Assemble data and prepare reports; operate a computer and utilize office support software to prepare documents and reports.
4. Computer keystroke accurately at a rate of 60 words per minute.
5. Establish and maintain cooperative working relationships with the public and other personnel contracted in the course of work.

Administrative Assistant II - in addition, knowledge of software that would include borders, shading, graphic, importing and exporting data/graphics to and from other interactive programs of devices and writing formulas that are moderately difficult.

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 for telephone, computer and adding machine functions. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. 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.

OTHER REQUIREMENTS
Education/ Certifications
Administrative Assistant I - High school diploma or general education degree (GED);
Amador Water Agency
Administrative Assistant I and II
Page | 2
two years of increasingly responsible office support and office assistant experience.

Administrative Assistant II - In addition to the above, three years of complex secretarial, clerical experience. Accounting and subprofessional technical engineering-related experience desirable. Ability to work at a confidential level.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, policy and procedure manuals; State and Federal requirements (if required). Ability to write routine reports and correspondence. Ability to speak effectively to customers and other Agency employees. Modern office methods, procedures and equipment, word processing, spreadsheets, business letter writing, correct spelling, grammar and punctuation; project planning, map reading, city and county government department structures; knowledge of plotters, blue printing and other typical engineering department equipment is helpful; research information from the County Recorder's and Surveyor's departments.

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

TO:        BOARD OF DIRECTORS, AMADOR WATER AGENCY
CC:        JOHN KINGSBURY, INTERIM GENERAL MANAGER
FROM:      JOSH HOROWITZ & BRITTANY BRACE
DATE:      JULY 2, 2020
RE:        LEGISLATIVE REPORT FOR THE JULY 9, 2020 AMADOR WATER AGENCY BOARD MEETING

The following are bills of potential interest to the Amador Water Agency pending in the 2020 session of the California Legislature. [** - denotes bills added since last month’s report.]

STATE ASSEMBLY

Introduced: 1/10/19
Status: 5/5/20
Existing law establishes a workers’ compensation system to compensate an employee for injuries sustained in the course of employment, and creates a disputable presumption that specified injuries sustained in the course of employment of a specified member of law enforcement or a specified first responder arose out of and in the course of the employment. As originally introduced on January 10, 2019, this bill was a spot bill pertaining to paid family leave. On May 5, 2020, this bill was gutted and amended to become COVID-19 response legislation. As amended, this bill would define “injury” for certain employees who are employed in an occupation or industry deemed essential in the Governor’s Executive Order N-33-20, or who are subsequently deemed essential, to include COVID-19 that develops or manifests itself during a period of the person’s employment in the essential occupation or industry. As amended, the bill would create a conclusive presumption that the injury developed or manifesting itself arose out of and in the course of employment and would extend that presumption following termination of service for a period of 90 days, commencing with the last date actually worked. As amended, this bill provides that the compensation awarded for an injury shall include full hospital, surgical, medical treatment, disability indemnity, and death benefits. ACWA opposes this bill because the conclusive presumption would be extremely burdensome to water authorities with operational staff that are all defined as essential.
ACWA: Oppose.
AB 235 (Mayes) - Electrical corporations: wildfire victim recovery bonds.
Introduced: 1/18/19
AB 235 would create the California Wildfire Catastrophe Fund Authority, which would reimburse participating utilities for liability costs that exceed their established insurance levels. The bill would authorize electrical corporations and local publicly owned electric utilities to participate in the authority. The bill would require each participating entity to make an initial contribution and annual contributions to the authority, and would require the authority’s board to deposit those contributions into an account dedicated to receiving contributions from that participating entity.
ACWA: None.

AB 289 (Fong) - California Public Records Act Ombudsperson.
Introduced: 1/28/19
No action has yet been taken on this bill, but it is still active and listed in the committee process. If passed, AB 289 would declare the intent of the Legislature to enact legislation that would establish an ombudsman within the California State Auditor’s Office who would serve as the appeals body for all requests related to the California Public Records Act.
ACWA: None.

AB 291 (Chu) – Local Emergency Preparedness and Hazard Mitigation Fund.
Introduced: 1/28/19
Under the Federal Emergency Management Act (FEMA), the state is required to have a mitigation plan as a condition for disaster assistance and grant funding. The California Emergency Services Act requires the Office of Emergency Services to implement this mandate by coordinating with all interested state agencies to jointly establish a standardized emergency management system for use by all emergency response agencies. This bill would establish a Local Emergency Preparedness and Hazard Mitigation Fund, and the Hazard Mitigation Fund Committee under the Standardized Emergency Management System Advisory Board, to support local governments with staffing, planning, and other emergency mitigation priorities necessary to meet emergency management, preparedness, readiness and resilience goals.
ACWA: Favor.

AB 292 (Quirk) - Recycled water: raw water and groundwater augmentation.
Introduced: 1/28/19
Current law requires the State Water Resources Control Board (State Water Board), on or before December 31, 2023, to adopt uniform water recycling criteria for direct potable reuse
through raw water augmentation. This bill would eliminate the definition of “direct potable reuse” and would instead substitute the term “groundwater augmentation” for “indirect potable reuse for groundwater recharge” in these definitions. The bill would require, on or before December 31, 2023, the State Water Board to adopt uniform water recycling criteria for raw water augmentation. Although this bill has not yet been acted on in 2020, it is still an active bill in the floor process.

ACWA: Support.

**AB 402 (Quirk) – State Water Resources Control Board: local primacy delegation: funding stabilization program.**

*Introduced: 2/6/19*

*Status: 8/30/19 – Failed deadline for passage out of Sen. Comm. on Appr. (2-year bill).*

The California Safe Drinking Water Act requires the State Water Board to administer provisions relating to the regulation of drinking water to protect public health. The act requires the State Water Board to provide certain local agencies (called local primacy agencies), to the extent funds are available from the Safe Drinking Water Account, with an annual drinking water surveillance program grant to cover the costs of conducting inspection, monitoring, surveillance, and water quality evaluation activities. The act requires the State Water Board to adopt a schedule of fees and requires a public water system under the jurisdiction of a local primacy agency to pay these fees to the local primacy agency in lieu of the State Water Board.

Although there has been no 2020 activity on this bill yet, it is still listed as active and in the committee process. Early in this bill’s legislative cycle last year, ACWA adopted an oppose-unless-amended position on the bill, after learning that the author intended to amend the bill to authorize the State Water Board to establish and collect fees on all public water systems in order to subsidize this program. However, ACWA withdrew opposition to the bill last August and adopted a “watch” position after reviewing proposed amendments that would reduce the overall cost of the program and potential fees imposed on public water systems.

ACWA: Watch.

**AB 841 (Ting) – Energy: transportation electrification: energy efficiency programs: School and State Building Energy Efficiency Stimulus Program.**

*Introduced: 2/20/19*

*Status: 6/30/20 – Re-referred to Asm. Comm. on Rules.*

This bill would have required the state Office of Environmental Health Hazard Assessment to adopt and complete a work plan to assess which PFAS should be identified as a potential risk to human health and subject to notification requirements by public water systems under the Health & Safety Code. On June 29, this bill was gutted and amended. This bill would now require the Public Utilities Commission to require each electrical corporation and gas corporation to establish the School and State Building Energy Efficiency Stimulus
Program within each of its energy efficiency portfolios that consist of: (1) the School Reopening Ventilation and Energy Efficiency Verification and Repair Program to provide grants to local educational agencies to reopen schools with functional ventilation systems that are tested, adjusted, and, if necessary or cost effective, repaired, upgraded or replaced to increase efficiency and performance, and (2) the School and State Building Noncompliant Plumbing Fixture Program to provide grants to state agencies and local educational agencies to replace noncompliant plumbing fixtures that fail to meet water efficiency standards, waste potable water and the energy used to convey that water, with water-conserving plumbing fixtures. The bill would require each local publicly owned electric utility and local publicly owned gas utility to establish a similar School and State Building Energy Efficiency Stimulus Program within each of its energy efficiency portfolios.

ACWA: None.

**AB 992 (Mullin) - Open meetings: local agencies: social media.**

**Introduced:** 2/21/19

**Status:** 6/23/20 – Referred to Sen. Comm. on Gov. and Finance.

AB 992 would provide guidance on how local elected officials may use social media to engage with their community while complying with the Brown Act. The Brown Act requires that legislative bodies of local agencies conduct meetings openly, and prohibits a majority of the members of a legislative body from using a series of communications of any kind to discuss, deliberate, or take action on any item within the subject matter jurisdiction of the legislative body outside a meeting authorized by the act. This bill would set the same standard for social media as is currently in place under the community meetings exception to the Brown Act, which would allow a majority of the members of a local agency's legislative body to participate in social media platforms so long as those members do not partake in discussion among themselves regarding specific business within the body's subject matter jurisdiction.

ACWA: None.

**AB 1415 (Friedman) - Department of Water Resources: reporting requirements: civil penalties.**

**Introduced:** 2/22/19

**Status:** 08/30/19 - In Sen. Comm. on Appr.: Held under submission.

Under existing law, certain entities are required to prepare and submit specified plans and reports relating to water management, such as aggregated farm-gate delivery data, urban water management plans, and water loss audit reports to the Department of Water Resources (Department). This bill would require the Department to impose a civil penalty on an entity that fails to file such specified reports or plans by the deadline required for each respective report or plan, subject to exceptions related to curing the entity's reporting requirements and other circumstances. No action has been taken on this bill in 2020, however it is still active and in the committee process.

ACWA: Not favor unless amended.
AB 1936 (Rodriguez) – Price gouging: public safety power shutoffs.

Introduced: 1/16/20
Status: 3/16/20 – Re-referred to Asm. Comm. on Appr.

Under existing law, upon the proclamation of a state of emergency, it is a misdemeanor with specified penalties for a person, contractor, business, or other entity to sell or offer to sell certain goods and services for a price that exceeds the price charged by that person immediately prior to the proclamation or declaration of emergency by ten percent, except as specified. This bill would apply price gouging prohibition and penalties upon an announcement of a public safety power shutoff (PSPS) event by an official, board, or other governing body authorized to make that announcement in any county, city, or city and county. This bill would also expand the price gouging protections, which currently cover fuel costs, to cover costs for generator rentals or parts and repair. ACWA adopted a “Favor if amended” position on this bill, indicating it would support the bill if it was amended to explicitly cover costs associated with generator rentals or parts and repair in the bill’s list of protected goods and services.
ACWA: Favor if amended.

AB 1941 (Gallagher) - California Renewables Portfolio Standard: hydroelectric and nuclear generation and suspension.

Introduced: 1/16/20
Status: 2/19/20 – Re-referred to Asm. Comm. on Utilities and Energy.

Existing law establishes the California Renewables Portfolio Standard Program, which, among other things, requires the Public Utilities Commission to implement annual targets for the procurement of eligible renewable energy resources for all retail sellers. Under this program, it is state policy that eligible renewable energy resources and zero-carbon resources supply 100% of retail sales of electricity to California end-use customers and 100% of electricity procured to serve all state agencies by December 31, 2045. Currently, eligible renewable energy resources include small hydroelectric generation facilities of 30 megawatts or less that meet specified criteria.

AB 1941 would revise the definition of an eligible renewable energy resource for the purposes of the California Renewables Portfolio Standard Program to include all hydroelectric generating facilities in operation as of January 1, 2021. This bill would also suspend the requirements of the program and the state policy that are applicable to retail sellers, unless the commission makes unspecified factual determinations and issues an order reinstating those requirements. The bill would require the commission to determine the amount saved by an electrical corporation due to any suspension and would require the electrical corporation to expend that amount to improve its transmission and distribution infrastructure to minimize the risk of wildfire ignition. The bill would prohibit electrical corporations from increasing the salaries of, or providing bonuses to, their executive officers during the suspension of the program’s requirements.
ACWA: None.
AB 1947 (Kalra) - Employment violation complaints: requirements: time.
Introduced: 1/17/20
Status: 7/1/20 – Referred to Sen. Comm. on Jud.
This bill would extend the period of time for filing a complaint with the Division of Labor Standards Enforcement alleging unlawful discharge or discrimination from six months to one year after the occurrence of the violation. AB 1947 would also provide reasonable attorney’s fees for plaintiffs that bring a successful claim for an employer’s violation of whistleblower protections.
ACWA: None.

AB 1958 (Cooper) - State Plan of Flood Control: facilities.
Introduced: 1/17/20
AB 1958, which is a reintroduction of Assemblymember Cooper’s AB 137 from last year, would declare that the State Plan of Flood Control (SPFC) is composed of essential public safety infrastructure necessary for the protection of life property, and the economy. In response to the September 2018 Ninth Circuit Court of Appeals ruling in Martin v. City of Boise that local governments could not cite homeless individuals for sleeping outside if there are no adequate alternatives, it would ensure that encampments along levees are treated differently from other homeless encampments. The bill would also prohibit a person from altering, occupying, or physically or visually obstructing any levee forming part of any flood control plan without permission of the Central Valley Flood Protection Board.
Additionally, this bill would authorize the Board or a local agency that maintains the levee or facility to inspect and remove any physical or visual obstructions or alterations made on any of the levees or facilities that are part of the SPFC.
ACWA: Support.

AB 2076 (Bigelow) - Public lands: Department of Parks and Recreation: wildfire prevention strategy: fire hazard severity zones.
Introduced: 2/5/20
As amended on May 18, this bill would require the Department of Parks and Recreation (Department), on or before January 1, 2024, to develop and implement a wildfire prevention strategy (prior to the amendments, this was referred to as a “management plan”) for all property that is partially or wholly under the jurisdiction of the Department, including state parks and recreational trials, that is located within a high or very high fire hazard severity zone, as identified by the Director of Forestry and Fire Protection.

This prevention strategy would outline the Department’s fire prevention goals, future projects for prescribed fire, defensible space, fire resilient restoration projects, and the fire hardening of the Department’s structures. Additionally, the plan must include recommendations for policy changes and resources needed for the Department to adapt to
the increasing high severity wildfire threat. This bill would also require the department to provide the relevant policy committees of the Legislature with an update on the implementation of the wildfire prevention strategy. ACWA staff recommended adopting a position in favor of the bill, noting that it may provide tangential benefits for entities whose water supplies travel through Department owned land and by promoting proactive forest management generally.

ACWA: Favor.

AB 2093 (Gloria) – Public records: writing transmitted by electronic mail: retention.

Introduced: 2/5/20

Status: 3/10/20 – From committee: Do pass and re-refer to Asm. Comm. on Appr.

The California Public Records Act (PRA) authorizes public agencies to destroy or to dispose of duplicate records that are less than two years old when they are no longer required by the agency. AB 2093—a reintroduction of Assemblymember Gloria’s AB 1184 from last year—would require public agencies to retain and preserve for at least two years every public record that is transmitted by email. Governor Newsom vetoed AB 1184 last October, indicating that the bill did “not strike the appropriate balance between the benefits of greater transparency through the public’s access to public records, and the burdens of a dramatic increase in records-retention requirements…”

ACWA: Not Favor.

AB 2095 (Cooper) – Public water systems: reduction of water charges: customers impacted by COVID-19.

Introduced: 2/5/20

Status: 5/5/20 – Re-referred to Comm. on Local Gov.

Originally introduced as a “spot” bill related to childhood nutrition, AB 2095 was gutted and amended to address water theft, as defined in California Penal Code section 498. This amendment attempted to address the increasingly prevalent issue of water theft, providing for local agency authority to increase penalties for water theft by ordinance as specified. On May 4, the bill was further gutted and amended, and no longer addresses the issue of water theft. Instead, the bill would authorize a public water system to reduce water charges imposed on a customer impacted by COVID-19 during the duration of the impact, provided that the reduction does not increase the water charges imposed on another ratepayer.

ACWA: None.

AB 2151 (Gallagher) – Political Reform Act of 1974: online filing and disclosure system.

Introduced: 2/10/20


The Political Reform Act of 1974 requires the filing of specified statements, reports and other documents relating to the disclosure of campaign finances. Under the act, a local
agency may require these filings to be made online or electronically with the local filing officer, as specified. The act requires the local filing officer to make the data from these filings available on the internet in an easily understood format that provides the greatest public access. This bill would require a local agency to post on its website, within 72 hours of the applicable filing deadline, a copy of any specified statement, report, or other document filed with that agency in paper format. The agency also must make such filings available for four years from the date of the election associated with the filing.

**ACWA:** None.

**AB 2155 (Obermanlte) – Public officers: contracts: prohibited interests.**

**Introduced:** 2/10/20  
**Status:** 4/24/20 – Referred to Comm. on Jud.  
Section 1090 of the Government Code prohibits public officials from being financially interested in any contract made by them in their official capacity, or by any board or body of which they are members, subject to certain exceptions and qualifications. A contract made in violation of these provisions may be avoided at the instance of any “party,” except the interested officer. This bill would define “party” as a California taxpayer for these purposes, applying to any contract formed on or after January 1, 2021.

**ACWA:** None.

**AB 2178 (Levine) – Emergency services.**

**Introduced:** 2/11/20  
**Status:** 6/23/20 – Referred to Sen. Comm. on Gov. Organization.  
The California Emergency Services Act authorizes the Governor, local officials and local governments to proclaim a local emergency when specified conditions exist, and to exercise certain powers in response to that emergency. Existing law defines the terms “state of emergency” and “local emergency” to mean a duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by, among other things, fire, storm, or riot. This bill would add “deenergization,” defined as a public safety power shutoff (PSPS) event, to those conditions constituting a state of emergency and/or a local emergency.

**ACWA:** Favor.

**AB 2182 (Rubio) – Emergency backup generators: water and wastewater facilities: exemption.**

**Introduced:** 2/11/20  
**Status:** 3/16/20 – In committee: Hearing postponed by Asm. Comms. on Energy, Utilities & Communications and Nat. Res.  
Aimed at addressing unintended consequences of PSPS on water and wastewater agencies, this bill would exempt the operation of an alternative power source to provide power to a “critical facility” during a deenergization event from any local, regional, or state regulation regarding the operation of that source. “Critical facilities” include water and wastewater facilities.
treatment facilities, treatment plants, pumping stations, and other storage and water facilities. In lieu of compliance with applicable legal requirements, the bill would authorize the providers of these essential public services to comply with the maintenance and testing procedure set forth in the National Fire Protection Association Standard for Emergency and Standby Power System, NFPA 110, for alternative power sources designated by the providers for the support of critical facilities.

ACWA: Support/Sponsor.

AB 2186 (Grayson) – Public contracting: contractor retention withholding.
Introduced: 2/11/20
Status: 2/20/20 - Referred to Asm. Comm. on Local Gov.
Current law authorizes the legislative body of a local agency to prescribe how the agency makes payment on a contract for the creation, construction, alteration, repair, or improvement of any public structure, building, road, or other improvement of any kind that will exceed a total of $5,000. Current law limits this authority by requiring an agency to withhold payment and make progress payments in a certain manner. This bill would eliminate such limitations on a local agency’s authority to prescribe payments on these contracts, but would prohibit the local agency from withholding more than five percent of the contract price. ACWA adopted a “Pending Committee Input” position, noting that it is currently unaware of the extent to which projects experience administrative delays as a result of this limitation on the agency’s authority to prescribe payments, and whether agencies would find such a provision valuable.
ACWA: Not Favor.

AB 2386 (Bigelow) - Office of Emergency Services: disaster council plans.
Introduced: 2/18/20
Existing law authorizes cities, cities and counties, and counties to create disaster councils, by ordinance, to develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural or manmade disasters specific to that jurisdiction, or state of war emergency. The law requires a disaster council to supply a copy of those plans to the Office of Emergency Services. AB 2386 would require the Office of Emergency Services to annually review 10 plans described above to determine if the plans substantially conform to or exceed specified recommendations made by the Federal Emergency Management Agency. The bill would require the office to prioritize in its review a plan submitted from a county determined to be at a “high risk” of wildfire disaster.
ACWA: None.

**AB 2421 (Quirk) - Land use: permitting: wireless communications: emergency standby generators.
Introduced: 2/19/20
Status: 7/1/20 – Referred to Sen. Comm. on Gov. and Finance.
Under existing law, the installation of certain equipment on or immediately adjacent to an existing wireless telecommunications facility is a non-discretionary permitted use. Under Federal law, local governments may not deny requests for modification of an existing wireless tower if it will not substantially change the physical dimensions of the tower. On March 12, this bill was gutted and amended to require, until January 1, 2024, cities and counties to adopt specified and uniform approval procedures for an application to install an emergency generator within the physical footprint of a macro cell tower site. As amended, this bill aims to improve public safety during Public Safety Power Shutoff (PSPS) events by enabling the rapid deployment of emergency standby generators at macro cell sites that will keep wireless communications networks up and running in the event of a power interruption. An emergency standby generator proposed to be installed within the physical footprint of a macro cell tower site would be permitted as long as it meets the dimensional and power specifications as provided. Further, a local agency that receives a permit application to install an emergency standby generator, shall approve or deny the application within 60 days of submittal. ACWA favors this bill, citing hardships by local water authorities to conduct agency business during increasing PSPS events without phone and cell, and consequently, emergency services.
ACWA: Favor.

AB 2519 (Wood) – Conservation projects: grants: advance payments.
Introduced: 2/19/20
As introduced on February 19, this bill would have required DWR to send notice of a defective application by ordinary and registered mail or by email. On March 12, the bill was gut and amended and would now require the Natural Resources Agency, the Conservancy, DWR, and the State Water Board, when awarding grants for conservation projects that enhance climate resiliency, restore watersheds, or protect and preserve natural lands, to provide an advance payment of up to 25 percent of the total grant award if requested by a grant recipient. This would only apply to the extent that it is not in conflict with any other laws. ACWA took a “favor” position, noting it would free up limited funding for smaller nonprofit and local government entities.
ACWA: Favor.

AB 2539 (Bigelow) – Electrical corporations: deenergization events: elections.
Introduced: 2/19/20
Status: 3/10/20 – Re-referred to Comm. on Utilities & Energy.
Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations. Existing law requires each electrical corporation to annually prepare a wildfire mitigation plan and to submit its plan to the commission for review and approval, as specified. Existing law requires the wildfire mitigation plan to include, among other things, protocols for disabling reclosers and deenergizing portions of
the electrical distribution system that consider the associated impacts on public safety. Originally a bill indicating the Legislature's intent to make nonsubstantive changes to the provisions relating to wildfire mitigation plans, as amended on March 9, this bill would require an electrical corporation that initiates a deenergization event in the 2 weeks preceding an election, or in the month following an election, to provide assistance to ensure that the deenergization event does not impair the ability of local elections officials to perform official duties.

ACWA: None.

AB 2572 (Dahle) – Worker status: independent contractors.

**Introduced:** 2/20/20

**Status:** 3/10/20 – Re-referred to Comm. on Lab. & Employment.

Existing law uses a 3-part test, as the "ABC" test, to determine if workers are employees or independent contractors, and establishes that, for purposes of the Labor Code, a person providing labor or services for remuneration is considered an employee rather than an independent contractor unless the hiring entity demonstrates that the person is free from the hiring entity’s control and direction in performing the work, the person performs work outside of the usual course of the hiring entity’s business, and the person is customarily engaged in an independently established trade, occupation, or business. As amended in March, this bill would exempt persons who perform work on forested landscapes as geologists and geophysicists, land surveyors, contractors, engineers, and persons in the pest control business, who otherwise meet certain statutory licensing requirements.

ACWA: None.

AB 2642 (Salas) – Department of Conservation: Multibenefit Land Conversion Incentive Program: administration.

**Introduced:** 2/20/20

**Status:** 6/3/20 – In committee: Held under submission.

SGMA requires that local agencies designated as groundwater sustainability agencies (GSA) prepare, administer, and enforce the GSPs with the goal of sustainably managing these groundwater basins to avoid undesirable results such as overdrafting groundwater, subsidence, and seawater intrusion, among others. To achieve the sustainability goal, SGMA authorizes a GSA to, among other measures, control groundwater extractions by regulating, limiting, or suspending extractions from groundwater wells, establish a program of voluntary fallowing of agricultural lands, or validate an existing fallowing program.

As amended on May 5, AB 2642 would direct the Department of Conservation to establish and administer the Multibenefit Land Conversion Incentive Program. The Program would provide grants for the development or implementation of local programs supporting or facilitating multibenefit land conversion at the basin scale to GSAs, or a local agency or nongovernmental organization designated by a GSA. In this context, “land conversion”
would mean to change the use of agricultural land by fallowing, land retirement, dryland farming, or switching from irrigated agriculture to rangeland. Changing from a “support if amended” to a ‘watch’ position, ACWA indicated that its concerns with the previous bill language that arguably allowed the department to use funds not intended for this program and that it could continue in perpetuity without an identified and durable funding source were adequately addressed, and the bill now specifies that the money will only come from the General Fund, and will sunset after 10 years. However, ACWA adopted a “watch” position, indicating that given the economic circumstances, and the Governor’s recent announcement that there will be a $54 billion budget deficit this year, it may be more appropriate to pursue this bill later when the financial outlook is better.

ACWA: Watch.

**AB 2656 (Eggman) – Wholesale water suppliers: water loss audit reports.**

**Introduced: 2/20/20**

**Status: 2/21/20 – From printer. May be heard in comm. March 22.**

Current law requires the state to achieve a 20% reduction in urban per capita water use by December 31, 2020. Current law also requires an urban retail water supplier to develop urban water use targets and an interim urban water use target, and requires each urban retail water supplier to annually submit a completed and validated water loss audit report for the previous calendar year or fiscal year. This bill would express the intent of the Legislature to enact legislation that would require wholesale water suppliers to conduct and submit annual water loss audit reports to the Department of Water Resources.

ACWA: None.

**AB 2887 (Bonta) – Statewide emergencies: mitigation.**

**Introduced: 2/21/20**

**Status: 5/7/20 – Re-referred to Asm. Comm. on Budget. pursuant to Asm. Rule 96.**

Under existing law, a municipal corporation, municipal utility district, or public utility district that provides light, water, power, or heat is prohibited from terminating service for certain specified reasons based on, among other things, ability to pay. As amended on March 16 to address impacts related to the COVID-19 pandemic, AB 2887 would prohibit an electrical corporation, gas corporation, water corporation, municipal corporation, municipal utility district, or public utility district from terminating residential or small commercial electrical, gas, or water service for nonpayment for the first three billing cycles following a state of emergency or major disaster for a customer that may have been affected by it, except in accordance with the requirements outlined in the bill. A utility would be subject to the following requirements:

- Include a notice in the first three billing statements made to affected residents or customers that if, as a result of conditions associated with the state of emergency or major disaster, the customer suffered financially and is unable to pay for service, the customer may apply for an amortization agreement or other extension for a reasonable period of time not to exceed 12 months.
• Any affected resident or customer that represents that they have suffered financially as a result of the conditions associated with the state of emergency or major disaster and, as a result, is unable to pay for service, shall be granted an extension to be permitted to amortize the unpaid amounts to be beyond the means of the customer to pay within the normal period for payment, not to exceed 12 months.

• Any utility is prohibited from terminating service for any customer complying with such amortization agreement, as long as the customer also keeps the account current as charges accrue in each subsequent filing period following the first three billing statements made following the state of emergency or disaster.

ACWA adopted a “Watch and Amend” position in April, noting that because existing law already prohibits urban and community water systems with more than 200 service connections from terminating residential service for nonpayment if the customer can demonstrate a financial inability to pay for the residential service within the normal billing cycle, AB 2887 would not substantially expand on shutoff restrictions in existing law. However, ACWA believes the bill would present logistical issues that would need to be amended. For example, because the bill addresses inability to pay by billing cycle, for agencies that bill infrequently, that could mean six months or more that the agency would not receive payment, and the bill otherwise does not present clear enough language for the agency to distinguish between which customers are “affected” by the crisis. Further, given that there are shorter-term emergency declarations that last as temporarily as a few hours, such as with high-wind events where fire is a concern, ACWA is concerned over how often the provisions of this bill could be invoked.

ACWA: Watch and Amend.

AB 3147 (Gabriel) – Fees for development projects.

Introduced: 2/21/20

Status: 3/9/20 – Referred to Asm. Comms. on Local Gov. and Housing & Community Development.

Under the Mitigation Fee Act, local agencies are prohibited from imposing fees, including fees for water or sewer connections, that exceed the estimated reasonable cost of providing the service for which the fee is charged without voter approval. Existing law requires any judicial action or proceeding to attack, review, set aside, void or annul the adoption of a new fee to be brought within 120 days of the effective date of the adopting ordinance, resolution, or motion. AB 3147 would instead require such a judicial action or proceeding to be conducted in accordance with other procedures that require a protest to be filed within 90 days after the imposition of the fees. Any action to attack, review, set aside, void, or annul the imposition of the fees would need to be filed within 180 days after delivery of a specified notice by the local agency. The bill would also require local agencies that impose fees in excess of actual cost to reimburse the payor of the fee or service charge.

ACWA adopted an “Oppose” position to this bill, indicating it would create financial uncertainty for water and sewer agencies, because an agency may be unable to recover the
entirety of its investment into infrastructure where new development is planned, since the developer would be able to successfully challenge the capacity charge long after the infrastructure is constructed. Staff indicated that the Mitigation Fee Act already requires agencies to go through a transparent pricing process for capacity charges or connection fees. ACWA: Oppose.

**AB 3256 (Garcia) – Economic Recovery, Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020.**

*Introduced: 2/21/20*


As amended on May 4, 2020, this bill would have enacted the Wildfire Prevention, Safe Drinking Water, Climate Resilience, Drought Preparation, and Flood Protection Bond Act of 2020. As amended on May 18, this bill trades the emphasis on climate resilience for economic recovery, and so would create the Economic Recovery, Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020. However, the amendments seem to be largely technical, as the bill language still declares the Legislature’s intent to address myriad climate resilience measures, and otherwise largely remained the same besides clarifying certain definitions. If approved by voters in the November statewide general election, AB 3256 would authorize the issuance of $6,980,000,000 in bonds pursuant to the State General Obligation Bond Law to finance such projects.

ACWA: Favor if Amended.

**AB 3279 (Friedman) – California Environmental Quality Act: administrative and judicial procedures.**

*Introduced: 2/21/20*

*Status: 7/1/20 – From committee chair, with author’s amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Sen. Comm. on Env. Quality.*

The California Environmental Quality Act (CEQA) currently allows a petitioner to bring a claim alleging noncompliance of its provisions, with the litigation subject to certain statutes of limitations and other requirements. AB 3279 would make a series of changes to the CEQA litigation process and repeal a number of obsolete provisions. First, the bill would reduce the requirement that a court commence hearings on a lawsuit under CEQA within one year of filing to within 270 days of filing. The bill would also reduce the time available for a petitioner to bring a CEQA lawsuit from 90 days to 60 days and reduce the amount of time period in which briefing should be completed from 90 to 60 days from the date that the request for a hearing is filed. AB 3729 would also prevent a plaintiff or petitioner from preparing the record of proceedings unless requested by the agency.

ACWA believes this bill would benefit its member agencies, citing the prevalence of special interest groups that use CEQA litigation to halt CEQA-compliant projects for personal, as opposed to environmental, reasons, which can slow or prevent the construction of critical
infrastructure, such as that for water storage and conveyance. However, it believes that it should be amended to address the low standard it sets for interlocutory remand orders and is also concerned that it removes the CEQA exemption for projects carried out by a public agency that were approved before CEQA was enacted.

ACWA: Support if Amended.

ACA 17 (Gray) - Energy: hydroelectric generation facilities.
Introduced: 7/9/19
Status: 7/10/19 – From printer: May be heard in committee Aug. 9.
This measure would require that the state's programs relating to renewable energy and climate change include hydroelectric generation facilities as renewable electrical generation facilities, eligible renewable energy resources, and zero-carbon resources, and would require that those programs not differentiate between the electricity generated by hydroelectric facilities and the electricity generated by other renewable electrical generation facilities, eligible renewable energy resources, and zero-carbon resources. The measure would require that hydroelectric generation facilities be considered renewable electrical generation facilities, eligible renewable energy resources, and zero-carbon resources for licensing and certification purposes.
ACWA: None.

STATE SENATE

Introduced: 12/3/18
Status: 1/30/20 – In Asm. Read first time. Held at Desk.
This bill would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020. If approved by the voters, the act would authorize the issuance of bonds in the amount of $5,510,000,000 pursuant to the State General Obligation Bond Law to finance projects for a wildfire prevention, safe drinking water, drought preparation, and flood protection programs.
ACWA: Favor if amended.

SB 287 (Nielsen) - Commission on State Mandates: test claims: filing date.
Introduced: 2/13/19
Status: 8/30/19 - Held in Asm. Com. on Appr. and under submission.
Under the California Constitution, whenever the Legislature or a state agency mandates a new program or higher level of service on any local government, the state generally is required to reimburse the local government. To that end, local agencies may file claims for reimbursement with the Commission on State Mandates or the Legislature. Existing law requires a local agency to file a test claim for reimbursement not later than 12 months following the effective date of a statute or executive order, or within 12 months of incurring

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increased costs as a result of a statute or executive order, whichever is later. This bill would specify that, for purposes of filing a test claim based on the date of incurring increased costs, “within 12 months” means by June 30 of the fiscal year following the fiscal year in which increased costs were first incurred by the test claimant. Although no action has yet been taken in 2020 on this 2-year bill, it is still listed as active and in the committee process.

ACWA: None.

SB 378 (Wiener) - Electrical corporations: deenergization events: procedures: allocation of costs: reports.
Introduced: 2/20/19
Among other things, this bill would require the Public Utilities Commission (PUC), on or before June 1, 2021, to establish a procedure for customers, local governments, and others affected by a deenergization event to recover costs accrued during the deenergization event from an electrical corporation within specified time periods. The bill also would require electrical corporations to establish an account to track expenses paid to customers, local governments and others for claims resulting from a deenergization event. In addition, an electrical corporation would be prohibited from billing customers for any nonfixed costs during a deenergization event, and would be required to credit its ratepayers any profit accrued due to a deenergization event that the PUC determined to be undertaken in an unreasonable or imprudent manner.

ACWA: Favor if amended.

SB 414 (Caballero) - Small System Water Authority Act of 2019.
Introduced: 2/20/19
Status: 8/30/19 – Failed deadline for passage out of Asm. Comm. on Appr. (2-year bill).
Existing law, the California Safe Drinking Water Act, provides for the operation of public water systems and imposes on the State Water Board various responsibilities and duties. The act authorizes the State Water Board to order consolidation with a receiving water system if a public water system or a state small water system, serving a disadvantaged community, consistently fails to provide an adequate supply of safe drinking water. If consolidation is not appropriate or not technically and economically feasible, the State Water Board may contract with an administrator to provide administrative and managerial services to designated public water systems and to order the designated public water system to accept those services.

SB 414 is a two-year bill and has yet to be acted on in 2020. If the bill continues to move forward, it would authorize the creation of small system water authorities with powers to absorb, improve, and competently operate noncompliant public water systems. The bill would require the State Water Board to provide written notice to all public agencies, private water companies, or mutual water companies that operate a small public water
system that is not in compliance with certain state or federal primary drinking water standard maximum contaminant levels. An entity that receives this notice would need to take further actions to remedy a violation. If an entity is unable to remedy the violations, the State Water Board would be authorized to resolve the problem through a plan or formation of a new authority to serve the customers of the public water system.

ACWA: Support.

SB 668 (Rubio) - Fire hydrants: water suppliers: regulations.
Introduced: 2/22/19
Status: 9/15/19 – Failed Deadline pursuant to Rule 61(a)(15) (2-year bill).
Existing law requires a public water system with 10,000 or more service connections to undertake specified actions, including, among other things, to review and revise its disaster preparedness plan to ensure that it is sufficient to address possible disaster scenarios and, following a declared state of emergency, to furnish an assessment of its emergency response within six months thereafter and implement related recommendations in a timely manner. Existing law also requires the Office of Emergency Services to establish emergency response and recovery plans in coordination with public water systems. This bill would instead require an urban water supplier to review and revise its emergency response plan as required by federal law. The bill would also require the Office of Emergency Services to establish emergency response and recovery plans in coordination with urban water suppliers.
ACWA: Watch.

SB 749 (Durazo) - Public Records Act: trade secrets.
Introduced: 2/22/19
Status: 9/13/19: Ordered to inactive file on request of Asm. Member Calderon.
The California Public Records Act requires state and local agencies to make their records available for public inspection, unless an exemption from disclosure applies. Existing law provides that nothing in the act requires the disclosure of corporate proprietary information including trade secrets, among other things. SB 749 would provide that records relating to wages, benefits, working hours, and other employment terms and conditions of employees working for a private industry employer pursuant to a contract with a state or local agency shall not be deemed to be trade secrets under the California Public Records Act. The bill would also provide that records of compliance with local, state, or federal domestic content requirements and records of a private industry employer’s compliance with job creation, job quality, or job retention obligations contained in a contract or agreement with a state or local agency shall not be deemed trade secrets under the act.
ACWA: None.

SB 862 (Dodd) - Planned power outage: public safety.
Introduced: 1/16/20
The California Emergency Services Act authorizes the Governor to proclaim a state of emergency, and local officials and local governments to proclaim a local emergency, when specified conditions exist, and authorizes the Governor or the appropriate local government to exercise certain powers in response to that emergency. Existing law defines the terms “state of emergency” and “local emergency” to mean a duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by, among other things, fire, storm, or riot. This bill would additionally include a planned deenergization event within those conditions constituting a state of emergency and a local emergency.

**SB 1159 (Hill) Workers’ compensation: COVID-19: critical workers.**
**Introduced:** 2/20/20
**Status:** 6/29/20 - Referred to Asm. Comm. on Insurance.
Similar to AB 196, this bill would address workers’ compensation for COVID-19-related injuries or illnesses for essential workers. Existing law creates a disputable presumption that specified injuries sustained in the course of employment of a specified member of law enforcement or a specified first responder arose out of and in the course of the employment. As introduced on February 20, this bill was a spot bill pertaining to employment wages. On April 22, this bill was gutted and amended to become COVID-19 response legislation. As amended, this bill would define “injury” for a critical worker, to include illness or death that results from exposure to COVID-19 if both: (1) the injury develops or occurs during a period in which a critical worker is in the service of an essential critical infrastructure employer; and (2) the injury is confirmed by a positive lab test. In contrast to AB 196, which creates a conclusive presumption, ACWA does not oppose this bill, but does not favor it unless amended, as it still would place a lot of burden on employers to rebut that the injury was caused at work.

**ACWA:** Not Favor Unless Amended.

**SB 1312 (McGuire) – Electrical corporations: undergrounding of infrastructure: deenergization.**
**Introduced:** 2/21/20
**Status:** 6/29/20 – Referred to Asm. Comm. on Util. and Energy.
As introduced, this bill declared legislative intent to enact legislation related to the CPUC. As amended on March 25, this bill would require the CPUC to develop a prudence standard to measure an electrical corporation’s conduct of a public safety power shutoff (PSPS) event and its subsequent hardening or distribution of transmission infrastructure. The electrical corporation would be subject to certain CPUC regulation after a PSPS event, including providing a report of information explaining why they believed the PSPS event was necessary, and providing the CPUC with the steps it will take to reduce the risk posed by those portions of distribution or transmission infrastructure that motivated the event, after a CPUC hearing determining whether the electrical corporation met the prudence
standard. This bill went through two rounds of amendments on May 19 and June 2, but are largely technical.

ACWA adopted a “Favor” position on this bill, noting that the recent upsurge in PSPS events as electrical corporations attempt to avoid liability for catastrophic fires leave many critical water and wastewater agencies without power for several days, and forces these agencies to assume the electrical corporation’s risk of liability without any standard for regulating such conduct or penalty. This bill would hold those electrical corporations more accountable by providing the CPUC authority to issue penalties.

ACWA: Favor.

**SB 1386 (Moorlach): Local government: assessments, fees, and charges: water.**
**Introduced:** 2/21/20
**Status:** 6/18/20 – Referred to Asm. Comm. on Local Gov.

Existing law, known as the Proposition 218 Omnibus Implementation Act (Act), prescribes specific procedures and parameters for local jurisdictions to comply with these requirements and, among other things, authorizes an agency providing water, wastewater, sewer, or refuse collection services to adopt a schedule of fees or charges authorizing automatic adjustments that pass through increases in wholesale charges for water, sewage treatment, or wastewater treatment or adjustments for inflation under certain circumstances. For purposes of assessments, the Act defines “water” to mean any system of public improvements intended to provide for the production, storage, supply, treatment, or distribution of water from any source. As amended, SB 1386 would amend the definition of “water” in Section 5370 of the Government Code to mean “any system of public improvements and the public fixtures, appliances, and appurtenances connected to that system, intended to provide for the production, storage, supply, treatment, or distribution of water from any source.”

This bill would also clarify that a property-related water service fee or charge by a local agency may include the costs to construct, maintain, repair, or replace public hydrants attached to a water system, and the cost of water dispensed through public hydrants. The author of this bill intends it to address the issues associated with the lawsuit filed in March against 81 water suppliers throughout California, claiming that fixed costs for capacity necessary for fire protection and fire hydrants owned by the water suppliers are being subsidized by ratepayers in violation of Proposition 218, and should instead be charged to the particular governmental entity responsible for fire protection. The bill specifies that it is declarative of existing law.

ACWA: Support.
FEDERAL LEGISLATION

H.R. 6643 (Schneider) – Supporting State and Local Leaders Act.
Introduced: 4/28/20
Status: Referred to House Comm. on Ways and Means.
Cited as the Supporting State and Local Leaders Act, this bill repeals the prohibition in the Families First Coronavirus Response Act against granting state and local governments a tax credit for paid sick and paid family and medical leave. The payroll tax credit is currently offered to businesses, corporations, and non-profits for providing paid emergency sick and family leave for COVID-19-impacted employees in addition to established leave policies. The California Special Districts Association is also advocating for similar language to be included in the upcoming federal relief package.
ACWA: None.

H.R. 7073 (Garamendi) – Special Districts Provide Essential Services Act.
Introduced: 6/1/20
Status: 6/1/20 – Referred to Comm. on Oversight and Reform Comm. on Financial Services, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.
H.R. 7073 would give a “special district,” defined in the bill as a political subdivision, formed pursuant to general law or special act of a state, for the purpose of performing one or more governmental or proprietary function, access to key resources available to local governments under the CARES Act. It would require a state to distribute no less than five percent of any future Coronavirus Relief Fund monies received by the state to special districts in the state within 60 days of receiving the resources. The bill would also authorize the Federal Reserve to consider special districts as “eligible issuers” for its Municipal Liquidity Facilities program to purchase suitable municipal bond and revenue anticipation notes.
ACWA: None.

S. 3590 & S. 3591 (Barrasso) The Drinking Water Infrastructure Act & America’s Water Infrastructure Act of 2020
Introduced: 5/4/20
Status: 5/11/20 – Order reported.
On May 6, 2020, the Senate’s environmental panel approved two water infrastructure bills relating to drinking water limits for perfluoroalkyl and polyfluoroalkyl substances (PFAS). The bipartisan bills will now go to the full Senate, and would direct the EPA to develop a national drinking water standard for PFAS and provide funding for critical water infrastructure.
On May 6, the committee approved by voice vote a substitute amendment to the drinking water infrastructure bill, S. 3590, clarifying that the program authorized by the bill is
intended to “enhance treatment, monitoring, affordability, efficiency, or safety of the drinking water.” The committee also agreed to a substitute amendment to S. 3591, America’s Water Infrastructure Act of 2020, making technical changes. S. 3591 focuses mostly on Army Corps of Engineers projects and policy, authorizing funding for infrastructure projects that support and improve drinking water, while increasing water storage and reducing flood risks. According to caucus members, together, the two bills reported out of the environment committee would authorize a total of $18 billion in water resource development projects across the country, including to small and disadvantaged communities.

ACWA: None.

S. 1932 (Gardner) -- Drought Resiliency and Water Supply Infrastructure Act.
Introduced: 6/20/2019
Status: 7/18/2019–Hearing in Sen. Energy and Nat. Res. Subcomm. on Water & Power. This bill would expand and update funding authorizations for the Bureau of Reclamation under the Water Infrastructure Improvements for the Nation (WIIN) Act. It would extend WIIN Act funding for an additional five years, including $670 million for surface and groundwater storage projects, and supporting conveyance, $100 million for water recycling projects, and $60 million for desalination projects. In addition, the bill would create a new loan program at 30-year Treasury rates (currently around 2.6%) for water supply projects. Under this program, repayment can be deferred until five years after completion of the project. The bill also would authorize $140 million for habitat restoration and environmental compliance projects, including forest, meadow and watershed restoration and projects that benefit threatened and endangered species. The bill contains two provisions to offset the costs of these appropriations: (1) an extension of WIIN Act provisions allowing water districts to prepay outstanding capital debts and to convert to indefinite length water supply contracts to bring in additional revenue over the next ten years, and (2) a process to deauthorize inactive water recycling project authorizations.

ACWA: Support.

S. TBD (Huffman) – Furthering Underutilized Technologies and Unleashing Responsible Expenditures (FUTURE) for Drought Resiliency Act.
Introduced: Not yet introduced
Status: 3/5/2020 - Discussion draft.
Introduced in discussion draft form, with final introduction pending as of March 5, the FUTURE Act would fund investments in water infrastructure development, improved water technology and data, and ecosystem protection and restoration. Infrastructure development provisions include funding for recycled water programs and water storage projects, such as aquifer recharge, floodplain storage, and watershed restoration projects. The bill also would establish an annual $300 million water infrastructure fund, allocating $100 million each for recycling, efficiency, and dam safety projects. Water technology and data provisions include tax rebates for residential conservation measures and funding for
forecast informed water control manual updates to improve dam operations. Ecosystem protection and restoration provisions include funding for remediation of illegal marijuana grow sites that impact water supplies, a grant program with $150 million annually for habitat restoration projects, and $20 million for drought planning relating to critically important fisheries. Finally, the bill would establish a water career training grant program, that would award grants to eligible entities for the purpose of developing, offering, or improving educational or career training programs that provide skills necessary for employment with a public water district.

ACWA: None.