

Amador Regional Sanitation Authority

“Servicing Amador City, Martell, & Sutter Creek”

AGENDA

JUNE 22, 2022

9:00 A.M. CLOSED SESSION Meeting

10:00 A.M. REGULAR Meeting

33 Church Street, Sutter Creek CA 95685

The Agenda can be found on the City of Sutter Creek’s Website: www.cityofsuttercreek.org

THIS MEETING WILL BE CONDUCTED IN-PERSON AT 33 CHURCH STREET

and available by Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

or

Dial by phone:

301-715-8592

Meeting ID: 956 852 0224

Public comment will be accepted by email at info@cityofsuttercreek.org. All emails must be received prior to the start of the meeting.

- 9:00 a.m.** **1. CLOSED SESSION**
 A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code
Section 54956.9: One potential case.
- 10:00 a.m.** **2. REGULAR MEETING: CALL TO ORDER AND ESTABLISH A QUORUM –**

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. PUBLIC FORUM
*Discussion items only, no action to be taken. Any person may address the Board at this
time upon any subject within the jurisdiction of the Amador Regional Sanitation
Authority; however, any matter that requires action may be referred to staff and/or
Committee for a report and recommendation for possible action at a subsequent Board
meeting. Please note – there is a five (5) minute limit per topic.*

5. INFORMATION/CORRESPONDENCE- None.
*This section provides informational updates regarding staff activities and operations
where no Board action is required.*

6. CONSENT AGENDA
*Items listed on the consent agenda are considered routine and may be enacted in one
motion. Any item may be removed for discussion at the request of the Board or the
Public.*

* A. Minutes of May 25, 2022
 Recommendation: Approve Minutes of May 25, 2022

- * B. Approval of Warrants
Recommendation: Approve warrants.
- * C. 2021-22 Budget Update
Recommendation: For information only.
- D. System Status Report
Recommendation: For information only. (This will be handed out at your meeting.)

7. ADMINISTRATIVE AGENDA

- * A. 2022-2023 Annual Operating Budget
Recommendation: Adopt Resolution 21-22- adopting the Annual 2022-2023 Operating Budget.*

8. GENERAL MANAGER'S REPORT

9. BOARD MEMBER REPORTS

10. ADJOURNMENT

Amador Regional Sanitation Authority

"Servicing Amador City, Martell, & Sutter Creek"

MINUTES SPECIAL MEETING OF THE BOARD OF DIRECTORS May 25, 2022

Present:
Robin Peters, Chairman
Susan Bragstad, Board Member
Frank Axe, Board Member
Jim Swift, Board Member
Absent:
Richard Forster, Vice Chairman

Staff Present:
Amy Gedney
Jodi Steneck,
Frank Splendorio

1. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One potential case.

2. CALL TO ORDER AND ESTABLISH A QUORUM

Meeting called to order by Chairman Peters at 10:00 A.M.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Peters led the Pledge of Allegiance.

4. REOPRT FROM CLOSED SESSION

No reportable action was taken

5. PUBLIC FORUM

6. INFORMATION/CORRESPONDENCE

7. CONSENT AGENDA

Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Board or the Public.

A. Minutes of April 27, 2022

Recommendation: Approve Minutes of April 27, 2022

M/S Axe/Swift to Approve the Minutes of April 27, 2022, as amended.

AYES: Axe, Bragstad, Swift and Peters

NOES: None

ABSTAIN: None

ABSENT: Forster

MOTION CARRIED

B. Approval of Warrants

Recommendation: Approve warrants.

M/S Axe/Swift to Approve the warrants, as presented.

AYES: Axe, Bragstad, Swift and Peters
NOES: None
ABSTAIN: None
ABSENT: Forster
MOTION CARRIED

- C. 2021-22 Budget Update
Recommendation: For information only
So Noted.
- D. System Status Report
Recommendation: For information only.
So noted.

8. GENERAL MANAGER’S REPORT

9. BOARD MEMBER REPORTS

ADJOURNMENT

The meeting was adjourned at 10:20 a.m.

Karen Darrow, Secretary

Robin Peters, Chairman

Date Approved:

Amador Regional Sanitation Authority (ARSA)

Warrant List

June 2022

Name/Account	Type	Num	Date	Paid Amount
Best Best & Krieger, LLP	Bill Pmt -Check	1660	06/22/2022	
Legal	Bill	935520	05/19/2022	3,708.00
Legal	Bill	937308	06/09/2022	5,930.94
TOTAL				9,638.94
City of Sutter Creek	Bill Pmt -Check	1661	06/22/2022	
Contract with COSC	Bill	2022-06	06/09/2022	14,478.33
Overtime				376.34
TOTAL				14,854.67
Hunt & Sons, Inc.	Bill Pmt -Check	1662	06/22/2022	
Fuel	Bill	414801	05/31/2022	390.29
TOTAL				390.29
Ione ACE Hardware	Bill Pmt -Check	1663	06/22/2022	
Repairs & Maintenance	Bill	A424321	06/11/2022	62.54
Repairs & Maintenance	Bill	A424593	06/13/2022	27.56
TOTAL				90.10
Uline	Bill Pmt -Check	1664	06/22/2022	
Repairs & Maintenance	Bill	149837326	06/06/2022	392.24
TOTAL				392.24
Weber, Ghio & Associates, Inc.	Bill Pmt -Check	1665	6/22/2022	
Henderson Dam Repair	Bill	10263	6/10/2022	43,797.09
Inundatin Study EAP	Bill	10264	6/10/2022	1,738.50
TOTAL				45,535.59

10:41 AM

Amador Regional Sanitation Authority (ARSA)

06/15/22

Balance Sheet

Accrual Basis

As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - Umpqua	494,283.30
10010 · Savings - Umpqua	297,116.52
Total Checking/Savings	791,399.82
Total Current Assets	791,399.82
Fixed Assets	
101707 · Capital Replacement Fund	292,432.03
101708 · ARSA District	15,588.59
150620 · Long Term Assets Structures	1,884,800.13
150621 · Long Term Assets Structures Dep	-1,884,800.15
150630 · Long Term Assets Equipment	151.00
150631 · Long Term Assets Equipment Depr	-151.00
35000 · Investment in Capital Assets	841,648.00
Total Fixed Assets	1,149,668.60
Other Assets	
120000 · Note Receivable	450,000.00
120100 · Accrued Interest Receivable	164,035.45
Total Other Assets	614,035.45
TOTAL ASSETS	2,555,103.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,952.55
Total Accounts Payable	3,952.55
Total Current Liabilities	3,952.55
Total Liabilities	3,952.55
Equity	
30000 · Opening Balance Equity	2,956,020.55
32000 · Retained Earnings	-428,930.27
Net Income	24,061.04
Total Equity	2,551,151.32
TOTAL LIABILITIES & EQUITY	2,555,103.87

Amador Regional Sanitation Authority (ARSA)

Budget vs. Actual

July 2021 through May 2022

	Budget	Jul '21 - May 22	% of Budget	YE Projection
Income				
Interest Income	150.00	128.31	85.54%	150.00
Reimbursed Expenses	19,000.00	23,783.00	125.17%	23,783.00
Use Fee Revenue				
Amador City	18,385.00	13,788.75	75.0%	18,385.00
Amador Water Agency	86,552.00	64,914.00	75.0%	86,552.00
City of Sutter Creek	387,956.00	290,967.00	75.0%	387,956.00
Total Income	512,043.00	393,581.06	76.87%	516,826.00
Expense				
Employee Services				
Contract with COSC	173,740.00	144,783.30	83.33%	173,740.00
Overtime	15,000.00	7,958.31	53.06%	10,000.00
Operations				
Audit & Accounting	6,000.00	0.00	0.0%	0.00
Contingency	42,192.00	0.00	0.0%	42,192.00
Engineering				
Inundation mapping	10,000.00	8,112.00	81.12%	10,000.00
Engineering - General	35,000.00	12,339.33	35.26%	20,000.00
CIP - Henderson Dam	0.00	43,797.09	0.0%	50,000.00
Flood Control	2,000.00	0.00	0.0%	1,000.00
Fuel	19,000.00	5,705.47	30.03%	15,000.00
General Supplies	500.00	93.60	18.72%	250.00
Legal	15,000.00	48,899.34	326.0%	50,000.00
Membership Dues	1,700.00	1,606.46	94.5%	1,606.46
O&M Building/Structures	1,500.00	1,200.00	80.0%	1,500.00
Repairs & Maintenance	20,000.00	612.54	3.06%	10,000.00
Risk Management - Liability	19,761.00	18,550.49	93.87%	18,550.49
Taxes/Fees/Licenses	55,000.00	61,410.31	111.66%	61,410.31
Tertiary Treatment Fees	70,000.00	50,978.25	72.83%	70,000.00
Vehicle Maintenance	5,000.00	6,846.20	136.92%	7,000.00
Weed Control	1,500.00	0.00	0.0%	500.00
Total Expense	492,893.00	412,892.69	83.77%	542,749.26

RESOLUTION 21-22-*

**A RESOLUTION OF THE GOVERNING BOARD OF THE
AMADOR REGIONAL SANITATION AUTHORITY
ADOPTING THE BUDGET FOR FISCAL YEAR 2022-2023**

WHEREAS, the Board of Directors of the Amador Regional Sanitation Authority, ARSA, desires to adopt an Annual Budget for the Fiscal Year July 1, 2022, to June 30, 2023; and

WHEREAS, said Budget is a blueprint for anticipated expenses and revenues for the upcoming fiscal year, which will be reviewed on a regular basis, and it may be necessary to make changes from time to time, and

WHEREAS, the ARSA Board of Directors has reviewed said budget and has considered comments from the public.

NOW, THEREFORE, BE IT RESOLVED that the ARSA Board of Directors wishes to adopt the Annual Budget for Fiscal Year 2022-2023 as shown in Attachment A which incorporates anticipated revenue assumptions and expenditures.

The foregoing resolution was duly passed and adopted at a regular meeting of the ARSA Board on the 22nd day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

AMADOR REGIONAL SANITATION
AUTHORITY

Robin Peters, Chairman

ATTEST:

Karen Darrow, Clerk

Attachment A

ARSA Proposed 2022-23 BUDGET

	19-20	20-21	21-22	22-23
	ACTUAL	ACTUAL	ADOPTED BUDGET	Projected YE
				PROPOSED BUDGET
Income				
Interest Income	\$ 159	\$ 200	\$ 150	\$ 150
Reimbursed Expenses	\$ 18,767	\$ 20,362	\$ 19,000	\$ 19,000
Use Fee Revenue				
Amador City	\$ 14,613	\$ 13,093	\$ 14,590	\$ 14,590
Amador Water Agency	\$ 80,066	\$ 78,796	\$ 74,230	\$ 74,230
City of Sutter Creek	\$ 378,292	\$ 384,218	\$ 404,074	\$ 404,074
Total Use Fee Revenue	\$ 472,971	\$ 476,107	\$ 512,043	\$ 512,044
Total Income	\$ 491,897	\$ 496,669	\$ 531,193	\$ 531,194
Expense				
Employee Services				
Contract with COSC	\$ 134,224	\$ 143,049	\$ 173,740	\$ 173,740
Overtime	\$ 76,311	\$ 10,000	\$ 15,000	\$ 10,000
Total Employee Services	\$ 210,535	\$ 153,049	\$ 188,740	\$ 183,740
Administrative Operations				
Audit & Accounting	\$ 4,160	\$ 6,490	\$ 6,000	\$ 5,000
Contingency	\$ -	\$ -	\$ 42,192	\$ 42,192
Engineering				
Inundation mapping	\$ 244	\$ -	\$ 10,000	\$ 10,000
Engineering - Other	\$ 17,849	\$ 10,000	\$ 35,000	\$ 13,000
Total Administrative Operations	\$ 22,253	\$ 16,490	\$ 93,192	\$ 70,192
Operations				
Flood Control	\$ -	\$ -	\$ 2,000	\$ -
Fuel	\$ 10,084	\$ 5,500	\$ 19,000	\$ 10,000
General Supplies	\$ 3	\$ 50	\$ 500	\$ 500
Legal	\$ 1,303	\$ 5,000	\$ 15,000	\$ 50,000
Membership Dues	\$ 1,606	\$ 1,765	\$ 1,700	\$ 1,700
O&M Building/Structures	\$ 1,140	\$ 1,140	\$ 1,500	\$ 1,500
Repairs & Maintenance	\$ 17,019	\$ 25,000	\$ 20,000	\$ 10,000
Risk Management - Liability	\$ 19,667	\$ 19,667	\$ 19,761	\$ 19,761
Taxes/Fees/Licenses	\$ 54,641	\$ 52,136	\$ 55,000	\$ 62,000
Tertiary Treatment Fees	\$ 16,993	\$ 67,971	\$ 70,000	\$ 68,000
Vehicle Maintenance	\$ 4,114	\$ 2,500	\$ 5,000	\$ 7,000
Weed Control	\$ -	\$ -	\$ 1,500	\$ -
Total Operations	\$ 126,570	\$ 180,729	\$ 210,961	\$ 230,461
Total Expense	\$ 359,358	\$ 350,268	\$ 492,893	\$ 484,393

Cost Shares based on 2021 Flow:

Amador City	2.96%
AWA	15.06%
Sutter Creek	82.0%