

# Amador Regional Sanitation Authority

---

*“Servicing Amador City,  
Martell, & Sutter Creek”*

## AGENDA

**DECEMBER 5, 2023**

**3:00 P.M. Special Meeting**

**33 Church Street, Sutter Creek CA 95685**

**The Agenda can be found on the City of Sutter Creek’s Website:**

**[www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)**

**1. CALL TO ORDER AND ESTABLISH A QUORUM**

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. 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.*

**4. CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION**

Pursuant to Gov. Code § 54956.9(d)(1):

Amador Regional Sanitation Authority v. City of Ione, et al.

(Case No. 22-CV-12824)

**5. REPORT FROM CLOSED SESSION**

**6. CONSENT AGENDA**

A. Minutes of October 25, 2023 – *for approval*

B. Approval of Warrants – *for approval*

C. Budget Update- *for information only*

D. Reservoir report- *for information only*

**7. ADMINISTRATIVE AGENDA**

A. 2024 Meeting Schedule – *action item*

B. Evaluate Process and Implications to Dissolve ARSA- *action item*

**8. GENERAL MANAGER’S REPORT- *informational***

A. Update on Castle Oaks Recycled Water Facility

**9. ADJOURN**

# Amador Regional Sanitation Authority

“Servicing Amador City, Martell, & Sutter Creek”

## MINUTES MEETING OF THE BOARD OF DIRECTORS October 25, 2023

Present:  
Jim Swift, Chairman  
Richard Forster, Vice Chairman  
Bruce Sherrill, Board Member  
Claire Gunselman, Board Member  
Absent:  
Frank Axe, Board Member

Staff Present:  
Sandy Spelliscy, ARSA GM  
Karen Darrow, ARSA Secretary  
Frank Splendorio, ARSA Attorney

**1. REGULAR MEETING: CALL TO ORDER AND ESTABLISH A QUORUM**

Meeting called to order by Chairman Swift at 2:17 P.M.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Swift led the Pledge of Allegiance.

**3. PUBLIC FORUM- None**

**4. CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

Pursuant to Gov. Code § 54956.9(d)(1):  
Amador Regional Sanitation Authority v. City of Ione, et al.

Adjourned into Closed Session.

**5. REPORT FROM CLOSED SESSION - No reportable action**

**6. APPROVAL OF MINUTES**

A. Minutes of September 19, 2023  
*Recommendation: Approve Minutes of September 19, 2023*

**M/S Forster/Gunselman to Approve the Minutes of September 19, 2023, as presented.**

**AYES:** Forster, Gunselman, Sherrill and Swift  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Axe

**MOTION CARRIED**

**7. ADMINISTRATIVE AGENDA**

A. ARSA/City of Sutter Creek Spray Easement Agreement - Discussion and possible action

General Manager Spelliscy presented the memo suggesting that the statute of limitations had run out on the agreement and a reasonable resolution would be for both parties to relinquish their rights.

Board member Forster noted that he and former Board member Bragstad have been asking when Sutter Creek would start paying interest on the loan. He also noted that he would have to run this by the county before he could move forward but that he would advocate that it is probably the way to go.

Chairman Swift noted that all entities would benefit from a tertiary plant in Sutter Creek.

Chairman Swift suggested that the Board allow Board members Forster and Sherrill to get direction from their agencies and bring it back to ARSA for a vote.

**8. GENERAL MANAGER'S REPORT - *informational***

A. Reservoir report

General Manager Spelliscy presented the report and noted that if Ione had taken the water they were supposed to last year ARSA would be in better shape and due to reservoir levels expects to get a notice from the Regional Board.

**9. FINANCIAL REPORT- *informational***

General Manager Spelliscy distributed report.

General Manager Spelliscy noted that this would be her last meeting as ARSA General Manager.

**ADJOURN**

The meeting was adjourned at 3:30 p.m.

---

Karen Darrow, Secretary

---

James Swift, Chairman

Date Approved:

Check Detail

November 2023

<u>Date</u>	<u>Name</u>	<u>Type</u>	<u>Num</u>	<u>Paid Amount</u>
<b>11/08/2023</b>	<b>Best Best &amp; Krieger, LLP</b>	<b>Check</b>	<b>1026</b>	
10/10/2023	Legal	Bill		-3,189.62
10/10/2023	Legal	Bill		-1,291.68
TOTAL				-4,481.30
<b>11/08/2023</b>	<b>Calif Special Districts Association</b>	<b>Check</b>	<b>1027</b>	
10/16/2023	Membership Dues	Bill		-1,281.00
TOTAL				-1,281.00
<b>11/08/2023</b>	<b>City of Sutter Creek</b>	<b>Check</b>	<b>1028</b>	
11/08/2023	Contract with COSC	Bill		-16,611.55
11/08/2023	Overtime	Bill		-3,840.45
11/08/2023	Repairs & Maintenance	Bill		-901.73
TOTAL				-21,353.73
<b>11/08/2023</b>	<b>Hunt &amp; Sons, Inc.</b>	<b>Check</b>	<b>1029</b>	
10/17/2023	Fuel	Bill	649097	-1,440.76
10/19/2023	Fuel	Bill	668676	-2,384.91
10/31/2023	Fuel	Bill	713367	-213.89
11/06/2023	Fuel	Bill	692869	-1,555.39
TOTAL				-5,594.95
<b>11/08/2023</b>	<b>Rain For Rent</b>	<b>Check</b>	<b>1030</b>	
10/03/2023	O&M Equipment	Bill	1929822	-4,782.28
10/13/2023	O&M Equipment	Bill	1933407	-5,646.38
TOTAL				-10,428.66
<b>11/08/2023</b>	<b>Weber, Ghio &amp; Associates, Inc.</b>	<b>Check</b>	<b>1031</b>	
10/10/2023	Engineering	Bill	12332	-1,163.10
TOTAL				-1,163.10

## Amador Regional Sanitation Authority (ARSA)

## Budget vs. Actual

July through October 2023

	<u>Budget</u>	<u>Jul - Oct 23</u>	<u>% of Budget</u>	<u>YE Projections</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	50.00	40.14	80.28%	50.00
Reimbursed Expenses	19,000.00	0.00	0.0%	19,000.00
<b>Use Fee Revenue</b>				
Amador City	20,224.00	5,056.00	25.0%	20,224.00
Amador Water Agency	95,207.00	23,801.75	25.0%	95,207.00
City of Sutter Creek	426,752.00	106,688.00	25.0%	426,752.00
<b>Total Use Fee Revenue</b>	<u>542,183.00</u>	<u>135,545.75</u>	<u>25.0%</u>	<u>542,183.00</u>
<b>Total Income</b>	561,233.00	135,585.89	24.16%	561,233.00
<b>Expense</b>				
<b>Employee Services</b>				
Contract with COSC	243,599.00	45,636.77	18.73%	243,599.00
Overtime	10,000.00	12,542.45	125.43%	12,542.45
<b>Operations</b>				
Audit & Accounting	6,000.00	900.00	15.0%	6,000.00
Contingency	50,000.00	0.00	0.0%	50,000.00
<b>Engineering</b>				
Inundation mapping	7,000.00	0.00	0.0%	7,000.00
Engineering - Other	80,000.00	5,786.58	7.23%	80,000.00
Flood Control	1,500.00	0.00	0.0%	1,500.00
Fuel	19,000.00	4,054.69	21.34%	19,000.00
General Supplies	500.00	223.10	44.62%	500.00
Legal	100,000.00	19,180.88	19.18%	100,000.00
Membership Dues	1,600.00	1,646.12	102.88%	1,646.12
O&M Building/Structures	1,500.00	0.00	0.0%	1,500.00
O&M Equipment	54,000.00	86,599.15	160.37%	86,599.15
Professional Services	41,000.00	0.00	0.0%	41,000.00
Repairs & Maintenance	15,000.00	1,949.95	13.0%	15,000.00
Risk Management - Liability	21,000.00	25,046.92	119.27%	25,046.92
Taxes/Fees/Licenses	68,000.00	265.97	0.39%	68,000.00
Tertiary Treatment Fees	125,000.00	0.00	0.0%	125,000.00
Vehicle Maintenance	4,000.00	420.10	10.5%	4,000.00
Weed Control	1,500.00	0.00	0.0%	1,500.00
<b>Total Expense</b>	<u>850,199.00</u>	<u>204,252.68</u>	<u>24.02%</u>	<u>850,199.00</u>

**Balance Sheet**

As of October 31, 2023

Oct 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

10000 · Checking - Umpqua	79.49
10001 · Checking - Bank of Marin	209,811.91
10011 · Savings - Bank of Marin	348,928.94

**Total Checking/Savings** 558,820.34

**Accounts Receivable**

11000 · Accounts Receivable	406,637.25
-----------------------------	------------

**Total Accounts Receivable** 406,637.25

**Total Current Assets** 965,457.59

**Fixed Assets**

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** 841,647.98

**Other Assets**

120000 · Note Receivable	450,000.00
120100 · Accrued Interest Receivable	116,311.40

**Total Other Assets** 566,311.40

**TOTAL ASSETS** 2,373,416.97

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payable	72,371.87
--------------------------	-----------

**Total Accounts Payable** 72,371.87

**Total Current Liabilities** 72,371.87

**Total Liabilities** 72,371.87

**Equity**

30000 · Opening Balance Equity	2,597,881.14
--------------------------------	--------------

32000 · Retained Earnings	-596,420.13
---------------------------	-------------

Net Income	299,584.09
------------	------------

**Total Equity** 2,301,045.10

**TOTAL LIABILITIES & EQUITY** 2,373,416.97

