

AMADOR REGIONAL SANITATION AUTHORITY

ACTION MINUTES

Wednesday – December 18, 2013

Community Building
33 Church Street
Sutter Creek, CA 95685

1. **CALL TO ORDER:** The meeting was called to order and a quorum determined by Chairman James Swift at 10:04 a.m.

MEMBERS PRESENT:

James Swift, Chairman
Louis Boitano, Vice Chairman
Richard Forster
Robin Peters

Sean Rabé, Manager
Gary Ghio, PE, District Engineer
Harriet Steiner, Attorney
Mary Beth Van Voorhis, Secretary

Member Absent: Tim Knox

2. **PLEDGE OF ALLEGIANCE** – Chairman Swift led the Pledge of Allegiance.
3. **AGENDA: Motion to approve the agenda, as presented, by Boitano, seconded by Peters. Motion carried 4-0.**
4. **PUBLIC MATTERS NOT ON AGENDA:** None.
5. **AGENDA:**
 - A. RESIGNATION OF GENERAL MANAGER AND APPOINTMENT OF INTERIM GENERAL MANAGER. Discussion and action regarding General Manager Rabe's resignation as General Manager and appointment of ARSA Engineer Gary Ghio as Interim General Manager.

Manager Rabé advised the Board that his last day with the City of Sutter Creek/ARSA will be on January 16, 2014. Manager Rabé recommended that the Board appoint ARSA Engineer Gary Ghio to fill the vacancy beginning December 19, 2013.

Manager Rabé discussed the desire of the City of Sutter Creek to separate the City Manager and ARSA Manager duties.

ARSA Attorney Harriet Steiner recommended a job description be prepared for Board approval.

Mr. Ghio indicated he could serve, at this time, in an interim capacity in order to allow development of a job description based on a needs assessment.

Mr. Rabé indicated the day-to-day needs of ARSA are currently met by Secretary Van Voorhis. The Manager position requires over-site of staff, repairs and maintenance, regional study, contractors and consultants. Director Peters said the City of Sutter Creek would be revisiting the City Manager/ARSA Manager role duality.

Director Boitano felt an interim solution is best at this time, but a long-term solution is needed.

The following persons provided public comment: Mike Kirkley and Mimi Arata.

Motion by Forster, seconded by Boitano, to accept the resignation of Manager Rabé and appoint Gary Ghio as Interim General Manager until a final staffing decision is made by the City of Sutter Creek.

Discussion: Director Peters re-iterated City Council action that the City Manager cannot continue serving as the ARSA Manager and that the recruitment for the next City Manager will not include job description duties as the ARSA Manager. Based on this Director Peters asked that the above stated motion be revised.

Motion by Forster, seconded by Boitano, to accept the resignation of Manager Rabé and appoint Gary Ghio as Interim General Manager, effective December 18, 2013. Motion carried 4-0.

6. **MANAGER'S REPORT:**

Manager Rabé requested board input on the preparation of a Request For Proposals (RFP) for wastewater services for ARSA. Mr. Rabé indicated the City of Sutter Creek would be preparing one also. Although yet determined, the benefits of looking into options of contracting out ARSA operations include efficiency and possible cost savings measures, the drawbacks, however, will not relieve liability issues of the ARSA system. Ms. Steiner said a good contract would be most important and must be specific. She is very knowledgeable of proper contract language and will work with the ARSA Manager to formulate the proposal. After discussion, Board consensus directed outgoing Manager Rabé, Interim Manager Ghio, and Attorney Steiner to prepare an RFP for review and approval by the Board at a Special Meeting on January 8, 2014.

Mr. Rabé reported the audit by Richardson & Company has been ongoing and should be wrapped up by the end of January 2014.

Secretary Van Voorhis reported that ARSA would be set-up for Quickbooks Accounting beginning January 1, 2014.

7. **CITY OF IONE UPDATE:** None.

8. **NEXT MEETING:** The next meeting is scheduled for Wednesday, January 8, 2014.

9. **ADJOURNMENT:** The meeting adjourned at 10:52 a.m.

Respectively submitted: Mary Beth Van Voorhis, Secretary