

**Minutes of the Special and Regular Meetings of the  
Aromas Water District Board of Directors  
November 25, 2025**

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Capron on Tuesday, November 25, 2025, at 7:00 p.m. Attendees were present in the Aromas Water District Board Room and on Zoom.
  - II. **ROLL CALL.** President Capron, Vice-President Powers, Directors Norton, Morris and Holman were present in the Aromas Water District Board Room along with General Manager Johnson; Counsel Quinn attended via Zoom.
  - III. **PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
  - IV. **ADDITIONS AND DELETIONS.** There were no additions or deletions.
  - V. **PUBLIC COMMENT.** There was no public comment.
  - VI. **MINUTES.** The minutes of the October 28, 2025, Regular Board Meeting were presented for review and approval. Director Morris moved for approval of the minutes; Director Holman seconded. Minutes were unanimously approved by the Directors present.
  - VII. **PRESENTATIONS & REPORTS**
    - A. **Director's Report.** Directors Morris, Norton, President Capron and Vice-President Powers indicated that the Special District Leadership Academy was a good training effort that provided some good information about a number of topics, including AI and Cybersecurity. Director Norton also commented on having a Board Retreat to incorporate some training topics, as well as thinking about evaluating new policies the District may need.
    - B. **Attorney's Report.** Counsel Quinn reported on the need to have the Board review the monthly expenditures at the Board meeting.
    - C. **Manager's Report:**

OPERATIONS & MAINTENANCE  
Production & Well Levels  
Total production in October 2025 was 6,923,066 gallons; roughly 24% lower than September's production, and 29% lower than October's average production. The average daily production was 223,325 gallons.

The District has 979 total connected meters.

San Juan well was operated 29 days while Carpenteria well was operated 26 days, and Pleasant Acres well was operated for one day. All water testing reports were filed on time.

**Operational well levels:** Carpenteria and San Juan wells well water levels increased by two feet and eight feet respectively, in comparison to the previous month's reading. **Observational wells:** The Marshall well level showed an increase of four feet from last month, and the Aimee Meadows well reading showed no change from the previous month.
- INCIDENTS  
No incidents to report.
- ADMINISTRATIVE  
Staff & Board Recognition  
GM Johnson reported on the following staff activities: 1) Management Analyst (MA) Girōn, and Accounting Clerk (AC) Hill have prepared the information for the District Financial Audit, 2) Chief Operator DeAlba and Operator Smith have been preparing the system for winter, and 3) GM Johnson and the Board attended the Special District Leadership Academy to learn how to better manage and lead the District.

## Conservation & Rainfall

The beginning of the new rainfall year was on October 1, 2025. Since then, 5.84 inches of precipitation has been recorded by the rain gauge at Chittenden Pass, with 4.40 inches falling this month.

## PROJECTS

### **Training opportunities for the Board members and General Manager**

The full Board and General Manager attended the Special District Leadership Academy in Seaside to complete the training for the District Leadership Team. There are a couple of folks that need to complete their required trainings, and two of them will complete the missing course in December.

### **Status of Marshall Well Replacement Project**

Staff has been in contact with the landowner to discuss purchase terms and agreement. Surveying is almost completed. The soil testing has been rescheduled a number of times due to weather.

### **Status of San Juan Well repair**

The San Juan well was out of commission for repairs from mid-February to August. The well is back online though staff continues to work to clean out the filters in the filter plant and the percolation pits.

### **Status of the Operations Shop Construction Project**

Bids were expected before the meeting, though now they should be coming in around mid-December.

### **Status of Rancho Larios Easement Project**

Staff and Counsel have developed a new Rancho Larios Easement document. Since the October Board meeting, there have been additional complications; a newly-revised easement document was prepared for approval at tonight's meeting.

### **Annexation of Driscoll properties into the Aromas Water District boundary**

As part of the agreement with Driscoll Berries, the District has agreed to apply to Monterey County LAFCo (MCLAFCo) for an annexation of three small properties into the District boundary. Discussions with MCLAFCo have occurred over the last year and the District is beginning to develop the application for this annexation.

### **Development of Tabletop Training Exercise (TTX)**

As per the General Manager's Performance Evaluation, a tabletop training exercise is to be developed for staff training in October. The initial draft has been completed, so the exercise will most likely be performed in December.

## **D. Correspondence**

GM Johnson went through the monthly correspondence list and provided information on specific items.

**VIII. ACTION ITEMS**

**A. Consider Approval of a Grant of Easement with the San Benito Agricultural Land Trust for Water Facilities (Rancho Larios Subdivision), Adopting Resolution #2025-06, accepting the easement and providing direction to staff**

Staff presented an updated Grant of Easement document for the Rancho Larios Tank on San Benito Agricultural Land Trust (SBALT) property that had been reworked by District’s Counsel from the previous version brought to the Board in October. After discussion, a roll call vote was taken to approve the Easement, Adopt Resolution #2025-06, and provide an update to SBALT. The roll call vote was unanimous for approval and adoption.

**B. Consider reviewing requested additions to the Board Policy Manual 2022, and providing direction to staff**

Staff presented the additions prepared by District Counsel requested by the Board for review and comment. Since this occurred after the recent training effort, the Board felt that there were other policies the District should have, and discussed having a Board Retreat to discuss what policies the District needs, as well as any updates the Policy Manual made need. A motion was made to “Accept the Additions, and set up a Board Retreat to review the Board Policy Manual and Handbook” by Vice-President Powers, and was seconded by Director Norton. The motion was approved by the full Board.

**C. Receive Financial Reports for the Month of October 2025 and Approve Expenditures**

Total Assets / Liabilities & Equity are \$16,134,573.24. In the P&L Report, Revenue for October was \$189,716.60. Total Expenditures were \$210,989.32 between October 21, 2025, and November 17, 2025.

Director Norton moved to adopt the Financial Reports which was seconded by Vice-President Powers. The Financial reports were unanimously approved by the Directors present.

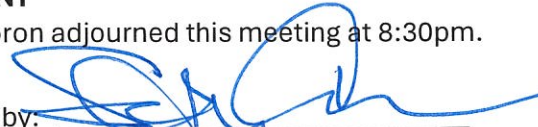
**IX. FUTURE MEETINGS & AGENDA ITEMS**

The next regular Board meeting date will be December 23, 2025, at the Aromas Water District Board Room. At the December meeting it was requested that the District Capacity Report be brought forth, as well as Board Elections.

**X. ADJOURNMENT**

President Capron adjourned this meeting at 8:30pm.

Read and approved by:

  
\_\_\_\_\_  
President, Seth Capron

Date: 12/23/25

Attest:

  
\_\_\_\_\_  
Board Secretary, Robert Johnson

Date: 12/23/25