

**Minutes of the Special Meeting (Board Workshop)
of the Aromas Water District Board of Directors
January 6, 2026**

- I. **CALL TO ORDER.** The SPECIAL meeting (Board Workshop) of the Aromas Water District Board of Directors was called to order by Vice-President Powers on Tuesday, January 6, 2026, at 8:30 a.m. All attendees were present in the Aromas Water District Board Room.
- II. **ROLL CALL.** Vice-President Powers, Directors Norton, Morris and Holman were present in the Aromas Water District Board Room along with General Manager Johnson; President Capron was absent and Counsel was not present.
- III. **PLEDGE OF ALLEGIANCE.** Vice-President Powers led the pledge of allegiance.
- IV. **DISCUSSION ITEM.**

A. Review the 2022 Board Handbook for possible updates and additions, and provide direction to staff

Staff presented the workshop objectives and expected outcomes, then took the Board members present through a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.

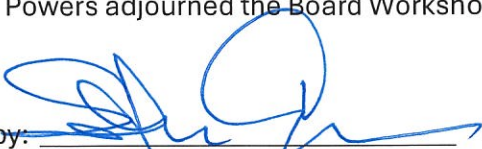
The majority of the remainder of the workshop centered upon identifying policies that needed to be updated or added, and how that process would occur. The procedure that was agreed upon was that staff would:

- Develop a list of policies for updating or adding
- Collect policy examples from other entities
- Reword policies so they are applicable to the District
- Bring that "Policy Packet" to the Ad-Hoc Committee (to be formed at the January 27, 2026, Board meeting) for comments and development
- When completed, bring Policy Packet to the full Board for approval and incorporation into the Board Policy Manual.

A short discussion ensued regarding the updating of the Employee Handbook. A meeting was tentatively set for the GM and staff to begin discussions.

V. PUBLIC COMMENT.
None

VI. ADJOURNMENT.
Vice-President Powers adjourned the Board Workshop at 11:00am.

Read and approved by: 
President, Seth Capron

Date: 1/27/2026

Attest: 
Board Secretary, Robert Johnson

Date: 1/27/26