

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
March 23, 2021**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, March 23, 2021 at 7:00 p.m. online via Zoom.
- II. ROLL CALL.** President Leap, Vice President Morris and Directors Holman and Smith were present. Also in attendance were General Manager Johnson, Counsel Bosso and Board Secretary Coombes. Director Dutra was absent.
- III. PLEDGE OF ALLEGIANCE.** President Leap led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. MINUTES.** The minutes of the February 23, 2021 Board Meeting were presented for review and approval. Director Holman moved for approval of the minutes seconded by Vice President Morris. Minutes were approved by roll-call vote by those Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

A. Director's Report(s). None.

- B. Attorney's Report.** Counsel Bosso reported that there was no new legislation affecting utilities other than being aware that as part of COVID-19 relief, SB 91 prohibits a landlord from interrupting or terminating a utility service furnished to a tenant with the intent to terminate the occupancy of the tenant.

Also mentioned was recent legislature to provide special districts with additional funding. Later GM Johnson explained that this was being disseminated via the counties and in Correspondence, a letter has been sent to each of the two counties in which Aromas Water District is located, requesting such funding.

C. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in February 2021 was 4,818,444 gallons, with a daily average of 172,087 gallons per day. Approximately three quarters of this month's pumping came from San Juan Well, however, Carpentaria Well produced 1,143,000 gallons in February over 27 days of the month. The stacked graph demonstrates that the amount of water pumped for February 2021 was higher than February 2020.

There were 965 connected meters at the time of writing the report, however, during the last week the connection was installed for the Bravo property on Cole Road, thereby increasing the connection count to 966. All water testing continues to be both filed on time and represent satisfactory results.

Reporting on operational well levels, all are currently recharging; Carpentaria Well is down two feet; San Juan Well is up one foot. Observational well levels; Marshall Well is down three feet; and Aimee Meadows Well is down two feet.

MAINTENANCE

Incidents

On March 3, 2021 the Red Barn Suppression line tap was being installed, however, the tap failed and caused a line break. Corrective measures taken by the Operations staff ensured that there was positive pressure in the line at all times to prevent water flowing back into the line and potentially causing contamination. Even so, samples were taken just after the line repair and the following morning and both tests confirmed no bacterial contamination.

To complete the line tap, once the water was shut off, a length of the line was replaced with compression fittings and a T in the middle. However, currently the six inch backflow device is not yet working properly.

The residential (one inch) line was also installed at the same time to avoid future disturbance of the parking lot.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman, WUSp Giron and GM Johnson continue to refine the effectiveness of the billing process during the time that the office is closed to the public. Last week, the focus was on the establishment of new customers going through the annexation process.

ASO Coombes assisted in the revamp of the GM Performance Evaluation Form, as well as completing the annual DRINC report and finalizing the majority of the annual CCR report.

WUSp Giron continues to review and refine Operational processes in assessing forms that were used, for a short time in the past, to see if they are viable for current use.

GM Johnson will be guiding a tour of the District's facilities with a Risk Management Inspector for SDRMA on March 24, 2021.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2020, and up to March 23, 2021 there has been a total of 9.28" so far, with 1.8" falling in March.

Projects

Response to COVID-19 Virus

GM Johnson continues to monitor and implement appropriate actions based on the ever-changing situation.

Technology Upgrade - SCADA

GM Johnson has recently been working with XiO to get SCADA to control the VFD (Variable Frequency Device) at San Juan Well.

Orchard Hill Road Proposed Annexation

GM Johnson has recently been in contact with the residents at Orchard Hill and there seems to be nine residences who are definitely interested but, at this stage, there is uncertainty as to the contiguous location of the properties. GM Johnson discussed with them the necessity of contributing approximately \$500-\$700 each to develop a preliminary engineering study to provide costs, timing and financial options for this project to proceed.

Replacement of Aromas Road Fire Hydrant

GM Johnson reported that the damaged fire hydrant #3 has now been replaced. West Valley did the construction work overseen by the Operations staff.

Correspondence: GM Johnson draw attention to the updated Emergency Notification plan as there is now a new Deputy Director at the SWRCB (State Water Resources Control Board). There was a request from GM Johnson to B Sepulvado of California Fire to send certification of the backflow devices installed on both the six-inch line to the Red Barn fire suppression system as well as the one-inch residential connection as both were problematic.

IX. ACTION ITEMS

A. Consider receiving a report regarding the possible annexation of one parcel located on Cole Road, possibly adopting Resolution #2021-02, initiating the annexation process

GM Johnson presented the annexation of one parcel, for Mr. Center on the east side of Cole Road, for health and safety reasons as their well is producing increasingly limited quantities of water.

A motion was made by Director Holman to adopt Resolution 2021-02 to Annex APN 011-220-008 as presented, seconded by Vice President Morris. The Resolution 2102-02 was unanimously adopted by roll-call vote with those Directors present. Director Dutra was absent.

B. Financial Reports for the Month of February 2021

On the Balance Sheet, Total Assets / Liabilities & Equity are \$10,996,973.20, of which Total Current Assets are \$4,600,943.35, and Total Fixed Assets are \$6,255,090.85. In Liabilities, the Total Current Liabilities are \$213,213.01 and Long-Term Liabilities are \$4,245,714.89.

In the P&L Report, Water Revenue for February was \$79,692.30. Total Expenditures were \$62,877.52 between February 18 through March 16, 2021.

Director Smith moved to approve the Financial Reports as presented; seconded by Vice President Morris. The Financial Reports were unanimously approved by roll-call vote by those Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, April 27, 2021.

Topics for the next meeting will be either the Capital and/or Expense Budget. The first Ad-Hoc Capital Budget meeting with GM Johnson, Vice President Morris and Director Smith was arranged for March 31, 2021.

XI. ADJOURNMENT. President Leap adjourned to closed session, for the Performance Evaluation of the General Manager, at 8:08pm and the Board meeting concluded at 9:10pm until Tuesday, April 27, 2021. A report out of closed session will be given at the beginning of the next meeting of the Board of Directors.

Read and approved by: _____
President, Jim Leap

Attest: _____
Board Secretary, Louise Coombes

Date: _____

Date: _____