



## REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

TUESDAY, March 28, 2023, 7:00 PM

*The Aromas Water District Board of Directors meeting will be held at the District office.  
Staff and the public may attend the meeting remotely or in person. Public participation is  
encouraged – remote participation instructions are on the following page.*

President- Vicki Morris Vice President- Wayne Holman Director- Wayne Norton Director- Timothy Powers Director- Seth Capron General Manager- Robert Johnson
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- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Vicki Morris and Vice President Wayne Holman.  
Directors Wayne Norton, Timothy Powers and Seth Capron.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Review the Minutes of the February 28, 2023, Regular Board Meeting for Board approval. p.3-5
- VII. **ORAL COMMUNICATION:** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS & REPORTS**
  - A. PRESENTATIONS
  - B. DIRECTORS' REPORTS
  - C. ATTORNEY'S REPORT
  - D. MANAGER'S REPORT p. 6-9
  - E. CORRESPONDENCE p.10
- IX. **ACTION ITEMS:**
  - A. **Consider reviewing the current District Strategic Plan, in preparation for the upcoming budget and rate study processes, and providing direction to staff.** p.11-20  
Staff will introduce this item for discussion and Board action.
  - B. **Consider reviewing the Water System Capital Improvement Plan proposal, in preparation for the upcoming budget and rate study processes, and providing direction to staff.** p.21-27  
Staff will introduce this item for discussion and Board action.
  - C. **Financial Reports for the Month of February 2023** p.28-33  
Including both Assessment Districts, the financial reports show a Total revenue of \$103,165.86; Total expenditures were \$119,923.36 between February 22, 2023, and March 21, 2023. These financials and monthly expenditures will be presented for discussion and Board approval.
- X. **CLOSED SESSION**

Pursuant to California Government Code section 54956.8,  
Concerning real property located at 300 Aromas Road, owned by the Aromas Community Center Foundation (ACCF).  
Provide Robert Johnson, District Negotiator, with direction on price, terms and possible next steps.
- XI. **FUTURE MEETINGS & AGENDA ITEMS** – Next meeting – April 25, 2023
- XII. **ADJOURNMENT**



## **Meeting Attendance Instructions**

The public may participate in the District's Board meeting either in person, or by teleconference / web conference via the instructions provided below. In person attendees will be subject to current mask and distancing protocols.

The meeting materials will be available for download from the District's website at:

[www.aromaswaterdistrict.org](http://www.aromaswaterdistrict.org)

For those who choose to attend this meeting via Zoom will be muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>), click the link on the meeting date and time: <https://us02web.zoom.us/j/84927769967>

If you do not have speakers or a microphone on your computer, you can dial in for audio.

Call **(669) 900.9128** and enter the Webinar ID: 84927769967

If you would like to speak during the public comment portion of the meeting, you have the following options:

1. **Online** – raise your hand or use the Q&A panel to submit written comments.
2. **Phone** – press \*9 to raise your hand, \*6 to send a request to be unmuted to submit verbal comments.

**The meeting officially will start at 7:00pm, though remote access will be open 15 minutes before the start of the meeting.**

Public engagement is important to the District.

**Minutes of the Regular Meeting of  
the Aromas Water District Board of Directors  
February 28, 2023**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Morris on Tuesday, February 28, 2023, at 7:10 p.m. (AB 1234 Ethics Training before the meeting went a few minutes long) in a hybrid setting; attendees were present both in the Board Room and online via Zoom.
- II. ROLL CALL.** President Morris, Vice President Holman, and Directors Norton, Powers and Capron were present; also present was General Manager Johnson. Counsel Bosso attended via Zoom.
- III. PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.**
- VI. MINUTES.** The minutes of the January 24, 2023, Board Meeting were presented for review and approval. Director Powers moved for approval of the minutes as presented; Director Norton seconded. Minutes were unanimously approved with Directors Morris, Holman, Norton, Powers and Capron present.
- VII. ORAL COMMUNICATION.** There were no public comments.

**VIII. PRESENTATIONS & REPORTS**

**A. Attorney's Report.** Counsel Bosso reported there was nothing new in case law this month, as well as providing a concise report detailing Eminent Domain (or Condemnation) procedures for the Board's information.

**B. Manager's Report:**

***OPERATIONS & MAINTENANCE***

***Production & Well Levels***

Total production in January 2023 was 5,602,580 gallons; 7.7% higher than December's production, and 3% lower than January's average production. The daily average production was 180,728 gallons.

The District has 972 total connected meters.

San Juan and Carpenteria wells were used the entire month, while Pleasant Acres well was used only two days. All water testing reports were filed on time and showed satisfactory results.

Operational well levels: Carpenteria and San Juan wells were both up one foot. Observational wells: Marshall Well was down five feet and Aimee Meadows was up two feet.

***INCIDENTS***

None.

***ADMINISTRATIVE***

***Staff & Board Recognition***

WUSup Giron worked with the District accountant on payroll and CalPERS details, and also worked with Intuit personnel on payroll and administrative issues.

Operator Smith and GM Johnson worked with XiO to troubleshoot a couple issues in the system related to communication timings and consistency.

GM Johnson has been in contact with ACCF representatives regarding starting the negotiation for a purchase price for a permanent easement at the Aromas Community Park.

***Conservation & Rainfall***

The beginning of the new rainfall year was on October 1, 2022. Since then 24.56 inches of precipitation has been recorded by the rain gauge at Chittenden Pass, with 0.60 inches falling in February (to date).

***PROJECTS***

**Response to COVID-19**

Governor Newsom is calling for the COVID Emergency to end in February 2023.

**Orchard Hill Road proposed annexation progress**

The group of residents is working to define the area that would be included in the annexation. GM Johnson met with financial advisors to develop a strategy the group could use to move the project forward. There is a probability that a public meeting will take place in 2023 for those residents interested and/or uncertain. Current water delivery provisions will cease October 2023 should no further progress be made.

**Cole and Rocks Road Annexation**

As the annexation process is now complete, customers can start being connected, beginning with those who have been waiting the longest and have already paid their fees. Staff has received a few encroachment permits, however work cannot start until the ground dries a bit.

**New Water Source**

GM Johnson and Director Holman met with representatives of the Aromas Community Center Foundation Park (ACCF) to discuss purchasing a permanent easement for the new well site. The ACCF group met on February 16th and decided not to accept the District's appraisal, and conveyed that they are not interested in providing any land to the District for a well site.

**Salary Restructuring Request**

Staff have requested that a salary survey be conducted to compare salaries for comparable roles at similar Districts, with a view towards salary restructuring. One of the Action Items tonight is to present the work GM Johnson and the Ad-Hoc Committee did for Board discussion and action.

**C. Correspondence:**

GM Johnson went through the monthly correspondence and answered questions regarding specific items. Questions the amount of correspondence related to new connections, especially from one individual. Also, there was some interest in other correspondence related to the building of an ADU and the need for fire protection.

**IX. ACTION ITEMS**

**A. Consider discussing the request for the District to join the San Benito County Business Council, and providing direction to staff.**

The Board continued their tabled discussion from last month. After the discussion, a motion was made by Director Norton to join the San Benito County Business Council on July 1, thus not expending any funds or time this fiscal year. Director Powers seconded the motion. The motion carried 3-2; with Directors Norton, Powers and Morris voting “Aye”, and Directors Holman and Capron voting “Nay”.

**B. Consider approving the Salary and Position revision proposal for the District and providing direction to staff.**

GM Johnson presented the results of the salary and position comparison analysis for the Board to discuss. These results had also been presented to the Ad-Hoc Finance Committee (Committee) for review and input. The Committee had previously approved the proposed changes, though they had not seen the final salary comparison numbers (those were received after the Committee meeting).

The results of the analysis included the reworking of two positions at the District from Administrative Services Officer to Management Analyst and Water Utility Specialist to Bookkeeper. Also presented as a part of the analysis was the disparity in salaries at the District with comparable positions at similar districts.

The matter was discussed by the Board and Director Holman made a motion to accept the RECOMMENDATION portion of the analysis presented, with Director Capron seconding. The motion carried unanimously, with all Directors voting “Aye”.

**C. Financial Reports for the Month of January 2023**

Total Assets / Liabilities & Equity are \$16,289,680.38. In the P&L Report, Revenue for January was \$104,001.06. Total Expenditures were \$261,552.86 between January 18 and February 21, 2023.

On the graphical representation of the Profit and Loss statement, January’s revenue was 8.7% higher than year-to-date budgeted revenue. January’s Expenditures were 2.1% higher than year-to-date budgeted expenditures.

President Morris moved to adopt the Financial Reports as presented; seconded by Director Norton. With Directors Holman, Morris, Norton, Powers and Capron present, the Financial Reports were unanimously adopted.

**XI. FUTURE MEETINGS & AGENDA ITEMS.**

The next meeting date will be Tuesday, March 28, 2023, at the District office. Future agenda items will be an overview of the “Strategic Plan” and “Water System Capital Facilities Plan” (development in progress), and a Closed Session related to well site options.

**XIV ADJOURNMENT.** President Morris adjourned this meeting at 8:40pm.

Read and approved by: \_\_\_\_\_  
President, Vicki Morris

Attest: \_\_\_\_\_  
Board Secretary, Robert Johnson

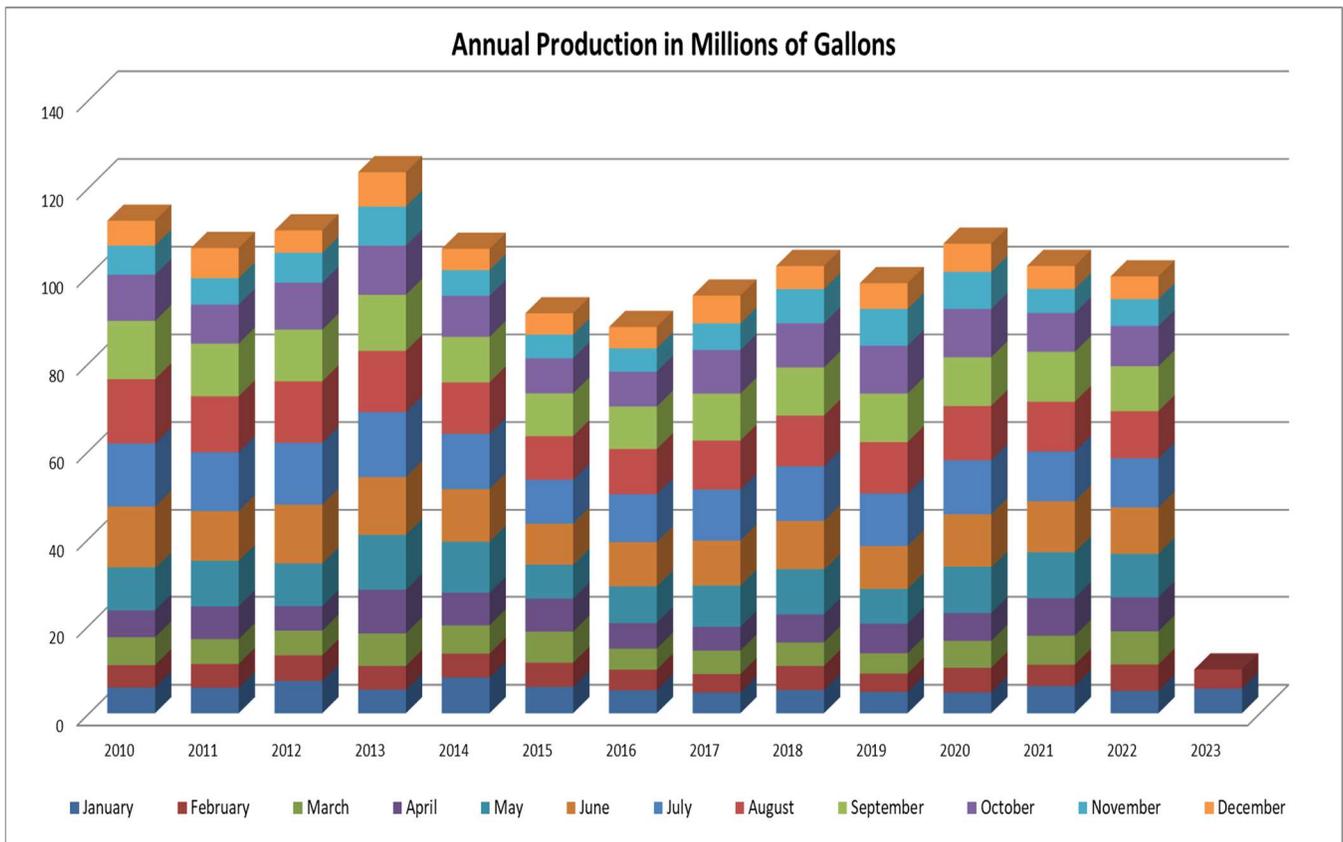
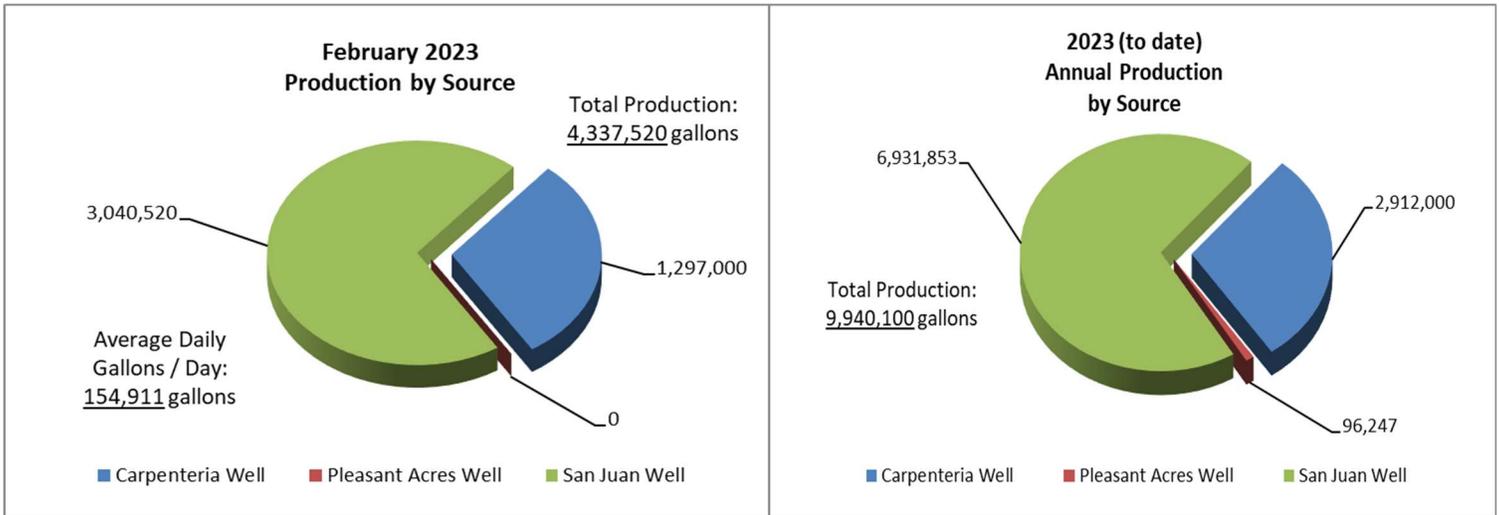
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Date: \_\_\_\_\_

# General Manager's Report February 2023



## PRODUCTION REPORT



Totals	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Million Gal	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	107.1	102.07	99.69	9.94
Acre Ft	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	328.8	313.19	305.89	30.50

# OPERATIONS AND MAINTENANCE REPORT

## OPERATIONS:

- There are 972 total meters installed.
- San Juan and Carpentaria wells were operated all but one day this month, and Pleasant Acres well was not used at all.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples were negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see chart following this report in Board Packet).

## MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed.
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed.
- Additional maintenance tasks are being performed as time allows.

## INCIDENTS:

- None at the time of this writing.

## ADMINISTRATIVE REPORT

### STAFF & BOARD RECOGNITION:

- All staff have been working hard to keep the water flowing and the customers informed and taken care of. It has been a challenging month with the rains and congested road conditions.
- WUSup Girõn has been promoted to the newly formed Management Analyst position.
- MA Girõn is working to get the new staff salary structure into QuickBooks.
- Operator Smith and GM Johnson continue to troubleshoot a couple XiO communication issues in the system, as well as test some new features that have already saved the District time and money.
- GM Johnson met with one property owner about a possible well site, while researching the ownership of another possible property.
- GM Johnson coordinated with the Pajaro/Sunny-Mesa GM regarding possible bulk water being supplied from the District to their area due to the flooding and “DO NOT DRINK” order.

### CONSERVATION UPDATE:

February 2023 water usage figures indicated a decrease in water use when compared to January’s water use: a decrease of roughly 1,265,260 gallons, or 22.6%.

October 1, 2022, marked the start of a new water year. As of the date of this report (March 21), the rain gauge at Chittenden Pass has recorded 35.12 inches of precipitation for this water year, with 7.12 inches falling this month. As a reminder, last year’s precipitation total (October 2021 to September 2022) was 16.60 inches.

## **PROJECTS:**

### **1. Response to COVID-19 virus**

Staff has been staying current on the ever-changing COVID-19 situation. Governor Newsom called the COVID Emergency over as of February 28, 2023. Staff will continue to monitor the situation and make adjustments accordingly.

### **2. Orchard Hill Road proposed annexation progress**

MNS Engineers released an updated Technical Memorandum (TM) in 2021 that the interested parties have reviewed. The group has refined the project area into two areas, so costs are broken into two separate figures, depending on the areas that choose to participate. GM Johnson has received information from the financial advisors to help develop the most accurate information regarding the costs of the project. This information has been passed on to the spokesperson for the group's consideration.

### **3. Cole Road / Rocks Road Annexation Effort**

This annexation effort is now complete. Installations will begin in the near future, with priority given to those who have paid their fees already, as well as those who have been waiting the longest. Staff has secured four encroachment permits for some of the connections.

### **4. Finding a New Water Source Project**

The Closed Session item tonight will focus on what are our next steps related to finding a well site. The ACCF group chose not to accept the valuation the District's Appraiser put on the section of land the District was interested in, and have informed the District they are not interested in providing property for a well site. The Closed Session discussion will provide direction on the next steps for staff.

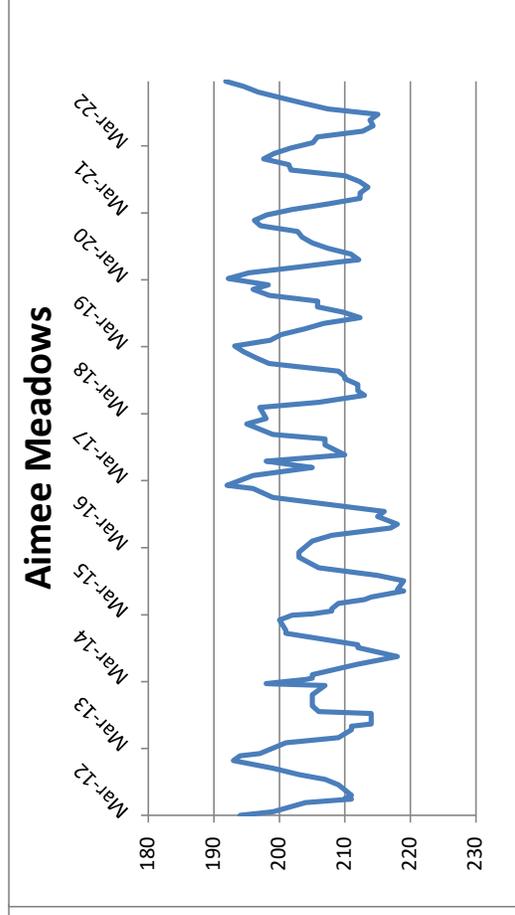
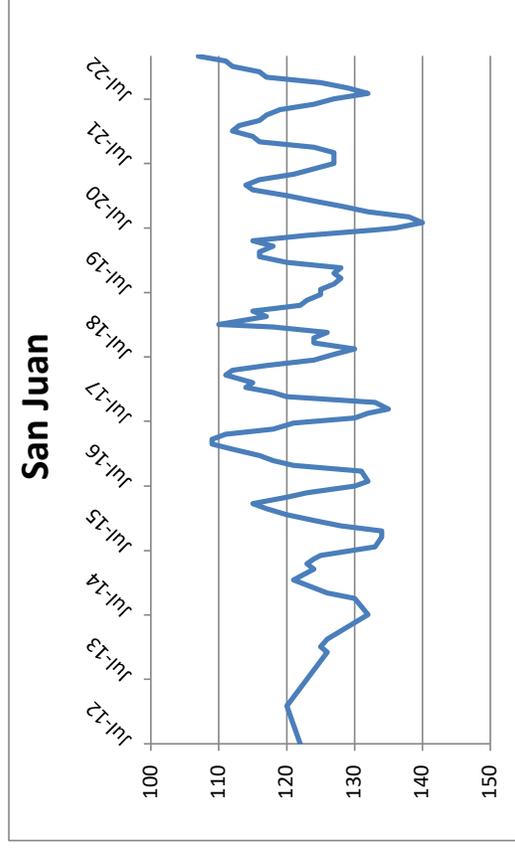
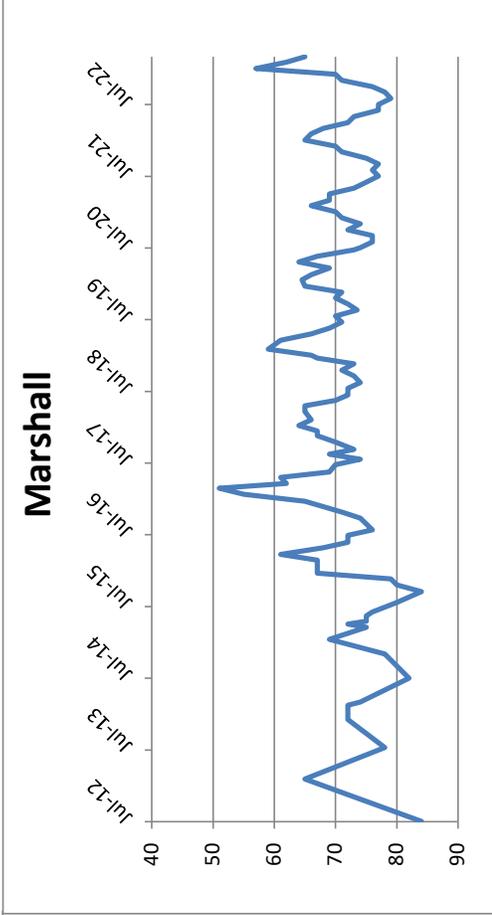
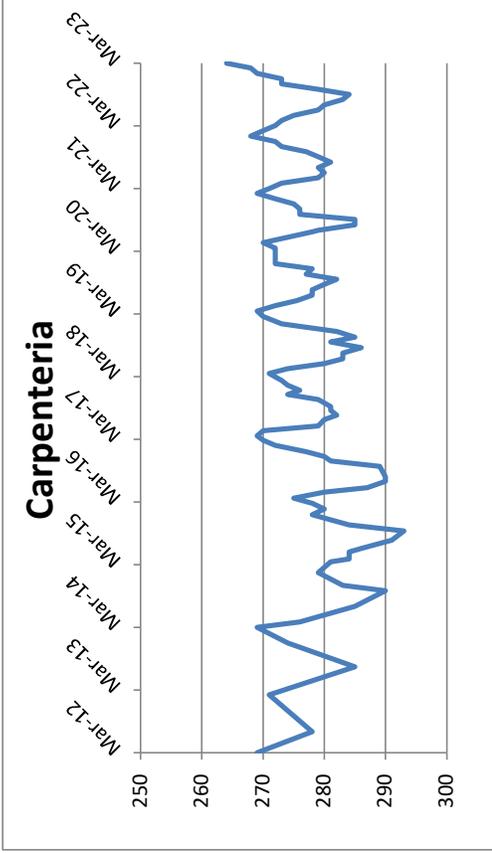
### **5. Follow-up on the Kang Annexation effort**

The Kang Annexation, approved by the District Board in November 2022, went to the PVWMA Board of Directors for approval on March 15. The PVWMA Board tabled the matter, due to some concerns from the Board. PVWMA and District staff will work together to get their questions answered; culminating in a return to the PVWMA Board in April at the earliest.

Robert Johnson  
General Manager  
March 21, 2023

# Well Water Level Monitoring Depth to Water Measurements

Date: March 15, 2023



## CORRESPONDENCE LIST: 02/22/2023 – 03/21/2023

DATE	TYPE	TO	FROM	SUBJECT
02/23/23	E	AWD	D. Serpa-Ostoja, SBCo PW	3 Encroachment Permits and Receipts
02/24/23	E	D. Serpa-Ostoja, SBCo PW	R Johnson, AWD	Re: 3 Encroachment Permits and Receipts
02/28/23	E	AWD	L. Gammons	Inquiring about getting water to property on Cole Road
03/07/23	E	S. Center	R Johnson, AWD	Connection to AWD – if still interested
03/09/23	E	SWRCB	E Girõn, AWD	Monthly Fe & Mn Field Test Results
03/09/23	E	SWRCB	E Girõn, AWD	February Summary of Coliform Monitoring
03/09/23	E	SWRCB	E Girõn, AWD	Chloramines Q1 Report, 2023
03/13/23	E	R Johnson, AWD	SWRCB	2022 eAR is now available to Public Water Systems
03/16/23	E	E. Lieu Orchard Hill	R Johnson, AWD	Orchard Hill Water Project – Information from Financial Analysts
03/20/23	E	B. Lockwood, PV Water	R Johnson, AWD	Requested information from last night's Board meeting (Kang Annexation)

# Staff Report



To: Board of Directors

Re: Item IX.A – Consider reviewing the current District Strategic Plan, in preparation for the upcoming budget and rate study processes, and providing direction to staff

Date: March 21, 2023

## Summary / Discussion

A Strategic Plan (Plan) creates a road map of projects, actions to be taken, on-going activities, and possible scenarios that support and complement the mission and vision of the entity the Plan is developed for. The Plan should have a time component associated with it to determine priorities and evaluate effectiveness of Plan implementation. The current Plan for the Aromas Water District (District) has a horizon of the 2023-24 Fiscal Year.

The District’s Plan was approved in May 2018, and contains the Mission, Vision and Core Value Statements, as well as providing goals and objectives for six areas of focus: 1) Finance; 2) Environmental and Resource Stewardship; 3) Community and Communication; 4) Facilities and Infrastructure; 5) Operations, Personnel and Management Objectives, and 6) Board. The Plan contains three levels of implementation priorities: 1) Immediate; 2) Short-Term, and 3) Long-Term.

The ad hoc Strategic Plan/Capital Budget committee at the time met twice to review, update and modify the Plan into the approved version that is attached to this report. For tonight’s meeting, the full Board will review and discuss the Plan.

The District is scheduled to perform a “Rate Study” next fiscal year to determine if the rates the District charges adequately covers the activities the District provides to our customers. This Plan is a critical document for the development of those rates, now and into the future.

An update to this Plan is set to be performed next fiscal year.

## Staff Recommendation

Review the Strategic Plan for fiscal years 2019-2024 and provide direction to staff, if any.

## Submitted by:

Robert Johnson  
General Manager



# STRATEGIC PLAN

Directing the way forward...

Fiscal Years 2019 - 2024

[www.aromaswaterdistrict.org](http://www.aromaswaterdistrict.org)

# AROMAS WATER DISTRICT

## STRATEGIC PLAN

Fiscal Years 2019 - 2024

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<b>VISION.....</b>	<b>3</b>
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# Aromas Water District Strategic Plan 2019 - 2024



## **Mission Statement:**

*"The Aromas Water District is dedicated to providing a reliable supply of high quality water."*

## **Vision:**

**The Vision should motivate and depict an ideal future. In 20 years AWD will say:**

- We remain a strong, independent and locally controlled District.
- There is good stewardship and environmentally sound use of local resources.
- We value the needs and views of our customers.
- We remain financially sound.
- If the need arises, we will consider being a Community Services District.
- We maintain a professional and highly trained workforce which fosters a positive work environment.
- We continue to meet all regulatory requirements for water quality and quantity.
- We maintain strong and up to date policies and procedures.
- Evidence of good planning is demonstrated.
- Our capital facilities and assets continue to be in excellent condition.
- We continue to meet the water needs of our current and future customers.

**In support of that long-term Vision, in 5 years AWD will say:**

- We are a good partner with regional agencies.
- There is evidence of good stewardship of local resources.
- We meet all regulatory requirements for water.
- We continue to make customer service a priority.
- We are financially sound and have reserves at an adequate level.
- We are effectively managing our infrastructure maintenance.
- We actively explore and assess renewable energy sources.
- Our board is committed to a high level of staff development.
- We are actively exploring and assessing potential new water sources.
- Our capital facilities and assets are in excellent condition and cost-effectively maintained.
- We are regularly reviewing and updating our emergency response plan.
- We continue to enhance our GIS based mapping system.
- We are improving the corporation yard.
- We are maintaining effective communication with customers and the community while utilizing new technology.
- We have achieved our incremental goal toward conserving water in-line with the 20% 2020 reduction goal in accordance with AB32.
- We continue to innovate and progress as opportunities have arisen.

## **Core Value Statements:**

- Provide safe and reliable high-quality water to our customers.
- Promote local control.
- Support our commitment to maintenance of our infrastructure and assets.
- Provide cost effective and practical services.
- Promote environmentally responsible water use and conservation.
- Promote honesty and integrity.
- Be responsive, open and clear in our relationship with our customers.
- Support regional cooperation and partnerships.
- Be proactive and seek opportunities.
- Attain excellence.
- Support employees to be safe, productive and motivated.

# **STRATEGIC WORK PLAN**

## **1) Finance**

- **Maintain and enhance the District's Financial Health**
  - **Maintain a balanced Budget**
    - Maintain a balanced annual Expense Budget
    - Develop and implement an annual Capital Budget
    - Maintain 60 days cash reserve for operating expenses – estimated at \$200,000 (2018)
  - **Enhance Financial Health with additional funding opportunities**
    - Execute and implement a new rate study for 2019 – 2024 in FY 2018-19
    - Build Reserves and bonding ability
      - Capital Emergency Reserve – Approx 2% of total assets – estimated to be \$300,000 (2018)
      - Capital Funding Reserve- TBD according to planned capital replacement
    - Research and evaluate alternative funding opportunities
    - Research and evaluate grant opportunities

## **2) Environmental and Resource Stewardship**

- **Maintain, enhance and increase understanding of the District's water resources**
- **Encourage infill of existing infrastructure**
  - Increase number of connections to pipeline ratio
  - Encourage growth opportunities within current annexed boundaries
- **Research and evaluate opportunities for developing new water sources**
- **Maintain local independent jurisdictional control**
  - Maintain and Develop regional relationships with SBCWD, PVWMA, LAFCO's, etc
  - Expand Board member involvement w/ outside agencies
  - Maintain and preserve current Sphere of influence boundaries
  - Observe, monitor and report on SGMA issues that could affect the District

## **3) Community and Communication**

- **Maintain, enhance and increase Community Awareness of the District**
  - *District Transparency Certificate of Excellence (achieved 2014, renewed 2016 and 2018)*
  - *Achieve District of Distinction status by 2021*
  - *Achieve Special District Administrator Certification (General Manager) by 2021*
- **Maintain and improve Public outreach and education efforts**
  - Develop a social media presence strategy
  - Participate in appropriate community events

#### 4) Facilities and Infrastructure

- **Maintain, enhance and improve District's Facilities and Infrastructure**
  - **Immediate (One to Two years):**
    - Upgrade water meters to radio-read – replace up to 10% per year
    - Remodel apartment (paint, linoleum, bathroom)
    - Design and implement the District Facility Alternative Energy Project
    - Investigate security options for the current Marshall shop area
    - Add baserock to and around the Carr Tank driveway
    - Install transfer switches at Carr and Oakridge Booster Stations for auxiliary power
    - Replace the 2004 Operator Vehicle
    - Incorporate District infrastructure into the Rocks Road Bridge Project (SBC)
    - Incorporate District infrastructure into the Carr Avenue Bridge Project (SBC)
  - **Short Term (Three to Five years):**
    - Design and implement the School Road Tank Replacement Project
    - Upgrade District storage shed
    - Design and implement the Marshall Facility Improvement Project
      - Fencing, new well, Water Treatment Plant, Maintenance Shop, Solar
  - **Long Term (Five-plus years):**
    - Design and implement the Ballantree Tank Replacement Project
    - Develop, design and implement Main Looping Program
    - Design and implement the Pleasant Acres Mainline Replacement Project

#### 5) District Operations, Personnel and Management

- **Maintain and improve delivered water quality to meet and exceed current standards**
- **Maintain and enhance District Customer Service**
- **Maintain and enhance District Technology to increase efficiency and effectiveness**
  - Develop District Technology Utilization Plan
    - Update, replace and augment hardware and software
    - Provide Technology training opportunities
    - Research and replace (if necessary) utility billing software
- **Maintain and enhance District's preparedness for emergencies**
- **Maintain and enhance District employee training opportunities**
- **Maintain and improve District policies for operations and office personnel**
- **Continue to utilize internships to facilitate learning opportunities**

## 6) Board of Directors

- **Maintain and enhance District Board of Directors culture**
  - Develop new Board of Director member training materials
  - Complete required Board of Director training
    - Ethics (every two years)
    - Prevention of Sexual Harassment (every two years)
  - Research and evaluate opportunities for Board of Director professional development
  - Attend Board professional development opportunities
- **Provide clear guidance to management**
  - Review and update District Policy and Procedures as necessary
  - Continue to provide oversight of District activities
  - Continue to provide an annual evaluation of the General Manager

## AWD Strategic Plan for FY 2019 - 2024

#	Category / Goal / Project	Immed (1 - 2 years)	STerm (3 - 5 years)	LTerm (5 + years)
1	<b>Finance</b>			
2	Maintain a balanced annual Expense Budget	X	X	X
3	Enhance Financial Health with additional funding opportunities	X	X	X
4	Execute and implement Rate Study - FY 2019 - 2024	X		X
5				
6	<b>Environmental and Resource Stewardship</b>			
7	Maintain, enhance and increase understanding of District's water resources	X	X	X
8	Encourage infill of existing infrastructure	X	X	X
9	Research and evaluate opportunities for developing new water sources	X	X	X
10	Maintain local independent jurisdictional control	X	X	X
11				
12	<b>Community and Communication</b>			
13	Achieve District of Distinction by 2021	X	X	
14	Achieve Special District Administrator (GM) by 2021	X	X	
15	Develop a social media presence strategy	X		
16	Participate in appropriate community events	X	X	X
17				
18	<b>Facilities and Infrastructure</b>			
19	Purchase RR meters annually (2018 - up to 10% of system)	X	X	X
20	Remodel apartment	X		
21	Design and implement the District Facility Alternative Energy Project	X		
22	Investigate security options for Marshall Shop area	X		
23	Add baserock to and around Carr Tank driveway	X		
24	Install transfer switches at Carr and Oakridge Booster Stations	X		
25	Replace 2004 Operator Vehicle	X		
26	Incorporate AWD infrastructure into Rocks Road Bridge Project (SBC)	X		
27	Incorporate AWD infrastructure info Carr Avenue Bridge Project (SBC)	X		
28	Design and implement the School Road Tank Replacement Project		X	
29	Upgrade District Storage Shed		X	
30	Design and implement the Marshall Facility Improvement Project	X	X	X
31	Security Fencing, new well, WTP, Maintenance Shop, Solar power			
32	Design and implement Ballantree Tank Replacement Project			X
33	Develop, design and implement Water Main Looping Program			X
34	Design and implement Pleasant Acres Mainline Replacement Project			X
35				
36	<b>District Operations, Personnel and Management</b>			
37	Maintain and improve delivered water quality to meet and exceed current standards	X	X	X
38	Maintain and enhance District Customer Service	X	X	X
39	Maintain and enhance District Technology	X	X	X
40	Develop District Technology Utilization Plan	X		
41	Maintain and enhance District's preparedness for emergencies	X	X	X
42	Maintain and enhance District employee training opportunities	X	X	X
43	Maintain and improve District policies for operations and office personnel	X	X	X
44	Continue to utilize internships or facilitate learning opportunities	X	X	X
45				
46	<b>Board of Directors</b>			
47	Maintain and enhance District Board of Directors culture	X	X	X
48	Provide clear guidance to management	X	X	X

# APPENDIX A

This Appendix was added to track the completion of projects that are identified in the Strategic Plan from FY 2013 forward.

The District’s Strategic Plan is a living document, and that includes this Appendix. As the Plan is updated through the years, this section will also be updated, memorializing the projects that are completed within the life of the Plan.

<b>COMPLETED TASKS</b>	
Develop Solar Energy System at Carpenteria Well	6/2015
Oakridge / Via del Sol Water System	7/2015
Rancho Larias Water Tank – sandblast and repaint	8/2015
Security fencing at Carpenteria / front and landscape on street side	8/2015
Fencing around Pleasant Acres Well – replaced after SCADA, VFD, and PG&E upgrade	11/2015
Fencing and rolling gate at San Juan Well	11/2015
Reseal asphalt at Rancho Larios and Cole Tank roads	11/2015
Fog seal asphalt at District office, Carpenteria Well and San Juan Well	11/2015
Marshall Well study – pump test, video, study replacement and treatment costs	7/2016
Upgrades to SCADA, as needed at Pleasant Acres Well	8/2016
Rebuilt Carpenteria Well	7/2016
Pleasant Acres Well – replaced pump and motor, and repaired well casing	6/2017
San Juan Well – replaced pump, motor, check valve and pump column	4/2018

# Staff Report



To: Board of Directors

Re: Item IX.B – Consider reviewing the Water System Capital Improvement Plan proposal, in preparation for the upcoming budget and rate study processes, and providing direction to staff

Date: March 21, 2023

## Summary / Discussion

The District utilizes groundwater to supply its customers. The water is distributed through complex infrastructure using a series of wells, water treatment facilities, storage tanks, booster stations and many miles of transmission and distribution lines. This infrastructure is aging, and needs replacing; and that replacement needs to be evaluated, documented and strategically implemented over time. The use of a “Water System Capital Improvement Plan” (Plan) can provide direction and priority to the maintenance and replacement of the District’s infrastructure. The Plan would also be used as foundational information to support the need for future effective water rate evaluations and grant fund applications.

MNS Engineers, Inc. provided a proposal to develop this type of plan back in October 2022. The resulting Plan would provide the following elements, which are necessary to establish the Plan as a reliable document for the District into the future:

- Water System Overview including a system map, a pressure zone map, and hydraulic profiles
- An Existing Water Demand Summary
- An Existing Water Supply Conditions Analysis
- An Existing Water Storage Conditions Analysis
- Summary of Capital Improvement Recommendations

The proposal is attached for Board review since the Plan is being worked on currently. The District is scheduled to perform a “Rate Study” next fiscal year to determine if the rates the District charges adequately covers the activities the District provides to our customers. This Plan will be a key document in the development of those rates, now and into the future.

Funding for this effort is in the Fiscal Year 2022-2023 Capital Budget. This matter came before the Board of Directors in October 2022, and was approved to move forward and develop the Plan.

## Staff Recommendation

Review the Water System Capital Improvement Plan proposal and provide direction to staff, if any.

## Submitted by:

Robert Johnson  
General Manager

October 6, 2022

**Robert Johnson**  
**General Manager, Aromas Water District**  
**388 Blohm Avenue**  
**Aromas, CA 95004**

**SUBJECT: Proposal for Professional Engineering Services - Water System Capital Improvement Plan Development**

Dear Mr. Johnson,

MNS Engineers, Inc. (MNS) appreciates the opportunity to submit this proposal for Professional Engineering Services to Prepare a Water System Capital Improvement Plan (Project) for the Aromas Water District (District). We offer our highly qualified team to provide services for this Project.

## Project Understanding

The District was formed in 1959, and provides potable water supplies to approximately 972 connections in eastern Monterey and western San Benito Counties. The District is proactively working to maintain and upgrade infrastructure to reliably serve high quality potable water to its customers.

The District utilizes local groundwater as its potable water supply, and is working to maintain sufficient and long term reliable supplies. Due to the rural nature and varied topography of the District's service area, the potable water distribution system is more complex, and includes more miles of pipeline and pressure zones than water systems with similar numbers of connections which are more densely located and less geographically diverse.

Like many water systems in the United States, a history of underinvestment has resulted in aging and deteriorating water system infrastructure. In addition, a lack of holistic planning has limited the District's ability to effectively plan and budget for future water system upgrades. The District has requested MNS prepare this proposal to prepare a water system capital plan as a first step in developing and implementing a long term capital improvement program to improve water system condition, operation, reliability, supply security, and fire protection for the community.

The proposed Water System Capital Plan is anticipated to include the following elements:

- Water System Overview including system map, pressure zone map, and hydraulic profiles
- Existing Water Demand Summary
- Existing Conditions Water Supply Analysis
- Existing Conditions Water Storage Analysis
- Capital Plan Development

### MNS DETAILS

**LEGAL NAME**

MNS Engineers, Inc.

**FIRM OWNERSHIP TYPE**

C-Corporation

**YEAR FIRM ESTABLISHED**

1962

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS**

DIR No. 1000003564

**CORPORATE OFFICE**

201 N. Calle Cesar Chavez,  
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax

[mnsengineers.com](http://mnsengineers.com)

**LOCAL OFFICE**

811 El Capitan Way, Suite 130

San Luis Obispo, CA 93401

(805) 787-0326

**PROJECT CONTACT**

Nick Panofsky, PE

Lead Engineer

(805) 722-2734

[npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

**AUTHORIZED SIGNATURE**

James Salvito

President and CEO

(805) 692-6921

[jsalvito@mnsengineers.com](mailto:jsalvito@mnsengineers.com)

## Scope of Work

MNS staff will support the District to prepare a water system capital improvement plan per the following tasks.

### **Task 1 – Project Management, Quality Assurance/Quality Control, and Meetings**

MNS will take a comprehensive approach to the Project by actively managing the individual tasks, minimizing the District's effort to move the Project forward. We have developed the following scope of work specifically for the Project.

#### **Subtask 1.1 – Project Management**

The Project Manager, Paul Greenway, PE, will provide ongoing coordination between the District and the internal team throughout the Project. Paul will be supported by Nick Panofsky, PE as the technical lead. Paul will monitor the budget and serve as the main point of contact with the District. Regular phone calls and e-mail updates will be sent from Paul to the District's Project Manager to keep lines of communication open and up to date. He will submit monthly invoices with required supporting documentation in a format acceptable to the District and manage contract terms. He will also provide updated Project schedules as requested by the District.

Paul will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of the District.

#### **Subtask 1.2 – Quality Assurance/Quality Control**

In accordance with MNS company policy for QA/QC, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the Project, prior to submittal to the District. Documents will be reviewed to ensure technical excellence, the goals, and expectations of the District are being met, and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring QA/QC reviews will be reviewed by Tyler Hunt, PE.

#### **Subtask 1.3 – Meetings**

Over the duration of the Project, MNS will lead meetings and conference calls as required to move the Project forward and ensure the District is informed and in concurrence with the progress of the Project. Meetings with the District will be held at key times to obtain data and to develop alternatives as needed for progress updates, discussion, clarifications, and direction.

We have budgeted for the following meetings over the course of the Project:

- Project Kick-off Meeting
- Capital Project Development and Prioritization Review Meeting
- Draft Capital Plan Review Meetings

We assume all meetings will be held virtually. The Project Manager will attend all meetings with additional support staff as appropriate.

### **Task 2 – Data Collection and Review**

MNS will coordinate with the District to collect information needed to prepare the Capital Improvement Plan. Upon Project initiation, MNS will prepare a detailed information request for items to be provided by the District. MNS will work with the District to collect existing water system data including, but not limited to, facility mapping, as-built drawings, reports, studies, calculations, and operational data for each site included in the Project for incorporation into the Capital Plan. No site visits are planned as part of the Project. MNS will review the provided information for completeness, and to gain an understanding of existing assets and conditions.

Results of the data collection effort will be documented by a data collection log that will be provided to the District and will be used by MNS in support of the Capital Plan.

### **Task 3 – Water System Capital Plan**

MNS will use the information collected under Tasks 2 and 3 to prepare a Water System Capital Improvement Plan for the District's conveyance and treatment infrastructure. The Master Plan will include the following sections and appendices:

- Executive Summary
- System Description
- Existing Water Demand Summary
- Existing Water Supply Analysis
- Existing Water Storage Analysis
- Existing Water Distribution System Analysis
- Summary of Capital Improvement Recommendations
- Appendix A – Capital Project Summary Sheets
- Appendix B – Capital Project Cost Opinions

#### **Subtask 3.1 – Document Existing Facilities**

MNS will document the District's existing facilities based on information provided by the District. Distribution system assets will be tabulated by age, pipe size, and material type.

#### **Subtask 3.2 – Water Supply/Demand Analysis**

MNS will develop a summary of current water supplies based on pumping capacity of existing wells. Supplies will be compared to current water system demands based on the District provided water meter data. The need for additional supplies will be identified to maintain reliable sources of water for the District.

#### **Subtask 3.3 – Water Storage Analysis**

MNS will document available distribution storage volumes for each pressure zone in the distribution system. We will conduct a storage volume sufficiency analysis for each storage tank based on maximum daily demand and required fire demand for zones served. Recommendations for storage volumes will be developed.

#### **Subtask 3.4 – Capital Project Development**

Based on the information collected and developed in previous tasks, MNS will review the District's assets holistically to develop recommended capital projects to address known condition issues, supply and storage deficiencies, improve system operation, or otherwise modify the water system for the benefit of the District and its customers. In addition, we will identify projects which will enhance the District's understanding and ability to manage the system such as development of a water system hydraulic model, preparation of a rate study, a comprehensive condition assessment of existing facilities, etc.

For each capital project, MNS will develop a project summary sheet which includes a brief project description, project budget, a project goal/benefit statement, and a project prioritization. A project timeline will be developed to provide an annual capital budget projection over a 10-year period.

For the purpose of this proposal, we assume 20 capital projects will be identified and documented.

**Subtask 3.5 – Draft Capital Plan**

MNS will prepare a Draft Water System Capital Plan for review and comment by the District. Following submittal, we will schedule a review meeting as discussed in Task 1.3.

**Subtask 3.6 – Final Capital Plan**

MNS will revise the Draft Water System Capital Plan to Final, based on discussion and comments received from the District. Comments received on the Draft Document will be formalized in a spread sheet log and provided to the District with responses. The Final Plan will be stamped and signed by a professional civil engineer, registered in California.

**TASK 3 DELIVERABLES:**

- Draft Master Plan
- Response to Review Comments Log
- Data Collection Log
- Final Master Plan

**Project Team**

MNS has assembled a qualified team with the skills and expertise to bring this Project to successful completion. Our team will be led by Nick Panofsky, PE, as Project Manager. Nick will be supported by Nick Boswell, PE, as Senior Project Engineer, and Tyler Hunt, PE, will provide quality assurance/quality control (QA/QC) reviews of each deliverable prior to submittal.

Resumes for staff are available upon request.

**Schedule**

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of November 1, 2022.

Kick-off Meeting and Data Request	November 3, 2022
Capital Project Development and Prioritization Review Meeting	6 Weeks Following Notice to Proceed
Draft Master Plan	3 Weeks Following Capital Project Development and Prioritization Review Meeting
Draft Capital Improvement Plan Review Meeting	Upon Receipt of Comment on Draft
Final Master Plan	2 Weeks Following Draft Review Meeting

**Compensation**

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$45,003**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS standard fee schedule, also provided as an attachment.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$6,715
Task 2 – Data Collection and Review	\$2,907
Task 3 – Water System Capital Plan	\$35,381
<b>Total</b>	<b>\$45,003</b>

## Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact Paul Greenway at 831.400.8964 or Paul@G7ei.com or, or me at 805.592.2074 or npanofsky@mnsengineers.com with any questions you may have about our proposal. Thank you for your consideration.

Sincerely,

**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments: Fee Estimate Spreadsheet

# Aromas Water District Water System Capital Improvement Plan



	ENGINEERING						Total Resource Hours	Total Hours* Rates	Total Subcontractant Costs & All Reimbursable Expenses	Total MNS Resource Costs	Total
	PM	Lead Engineer - NEP	Lead Engineer - TNH	Senior Project Engineer	Project Engineer	Assistant Engineer					
<b>1 – Project Management, QA/QC, Meetings</b>											
1.1 Project Management	8	8					16	\$3,522	\$0	\$3,522	\$3,522
1.2 QA/QC			8				8	\$1,825	\$0	\$1,825	\$1,825
1.3 Meetings		6					6	\$1,369	\$0	\$1,369	\$1,369
<b>Task 1 Subtotal</b>	<b>8</b>	<b>14</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>\$6,715</b>	<b>Task 1 Subtotal</b>	<b>\$6,715</b>	<b>\$6,715</b>
<b>2 – Data Collection and Review</b>											
2.1 Data Collection and Review	2	4		8			14	\$2,907	\$0	\$2,907	\$2,907
<b>Task 2 Subtotal</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>2,907</b>	<b>Task 2 Subtotal</b>	<b>\$2,907</b>	<b>\$2,907</b>
<b>3 – Water System Capital Plan</b>											
3.1 Document Existing Facilities	2	2		4	8		16	\$2,854	\$0	\$2,854	\$2,854
3.2 Water Supply/Demand Analysis		4		4	4		12	\$2,292	\$0	\$2,292	\$2,292
3.3 Water Storage Analysis		4		4			8	\$1,697	\$0	\$1,697	\$1,697
3.4 Capital Project Development		24		40			64	\$13,325	\$0	\$13,325	\$13,325
3.5 Draft Capital Plan	4	24		20			48	\$10,248	\$0	\$10,248	\$10,248
3.6 Final Capital Plan		8		16			24	\$4,965	\$0	\$4,965	\$4,965
<b>Task 3 Subtotal</b>	<b>6</b>	<b>66</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>12</b>	<b>172</b>	<b>\$35,381</b>	<b>Task 3 Subtotal</b>	<b>\$35,381</b>	<b>\$35,381</b>
<b>Sub-Total</b>	<b>\$3,395</b>	<b>\$19,160</b>	<b>\$1,825</b>	<b>\$18,842</b>	<b>\$0</b>	<b>\$1,782</b>	<b>216</b>	<b>\$ 45,003</b>	<b>\$45,003</b>	<b>\$45,003</b>	<b>\$45,003</b>

Aromas Water District  
Balance Sheet Prev Year Comparison  
As of February 28, 2023

	Feb 28, 23	Feb 28, 22
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
UB Checking	121,833.66	58,327.70
UB Bk Money Market xxxx7853	559,397.55	1,022,376.79
LAIF-State of Ca xx-05	6,601,890.49	837,459.72
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA US Bank 102 Reserve	38,915.34	38,201.33
OAWA Union Bank Checking 7741	24,403.46	36,125.52
Oakridge Union Checking 5587	431,749.75	427,681.51
Total Assessment District Banks	495,068.55	502,008.36
Total Checking/Savings	7,778,290.25	2,420,272.57
Accounts Receivable		
1200 · Accounts Rec - Spec Proj/Taxes	9,088.76	0.00
Total Accounts Receivable	9,088.76	0.00
Other Current Assets		
1292 · Accounts Rec - USDA Loan	1,988,523.73	2,040,446.37
1291 · Accounts Rec - Orchard Acres	296,431.41	289,594.03
Prepaid Insurance	14,381.55	12,088.24
128 · Inventory	77,997.68	63,177.31
1200.1 · Accounts Receivable--UBMax	104,952.16	109,301.20
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,481,786.53	2,514,107.15
Total Current Assets	10,269,165.54	4,934,379.72
Fixed Assets		
1900 · Water System	12,300,233.94	12,110,039.60
1910 · Construction in Progress	283,105.86	24,315.25
1915 · Office Building & Improvements	440,291.33	400,261.43
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	117,577.39	117,577.39
1990 · Land and Easements	331,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-7,680,246.75	-7,249,465.75
Total Fixed Assets	5,886,624.60	5,828,390.75
Other Assets		
Deferred Outflow of Resources	136,914.00	149,120.00
Total Other Assets	136,914.00	149,120.00
<b>TOTAL ASSETS</b>	<b>16,292,704.14</b>	<b>10,911,890.47</b>

Aromas Water District  
Balance Sheet Prev Year Comparison  
As of February 28, 2023

	Feb 28, 23	Feb 28, 22
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	37,791.13	42,815.11
Total Accounts Payable	37,791.13	42,815.11
Credit Cards		
First Bankcard - S Smith #0239	188.26	1,510.14
First Bankcard - E Giron #1086	85.80	432.13
First Bankcard -R.Johnson #9031	164.15	457.37
First Bankcard-L Coombes #3294	0.00	119.97
First Bankcard - D DeAlba #2486	1,179.96	2,212.32
Valero Fleet	160.02	369.20
Total Credit Cards	1,778.19	5,101.13
Other Current Liabilities		
Accrued Sick Payable	5,016.44	3,177.04
Accrued Wages Payable	19,565.97	19,565.97
Current Portion City National	44,727.68	72,912.25
2100 · Payroll Liabilities	695.11	749.27
Deferred Inflows- Actuarial	335,224.00	4,337.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	29,000.00	2,000.00
Hydrant Meter Deposit	4,300.00	800.00
Total CUSTOMER DEPOSITS	33,300.00	2,800.00
Accrued Vacation Payable	44,338.03	34,129.54
Interest Payable	68,516.73	0.00
PVWMA Payable	12,672.26	1,496.49
Total Other Current Liabilities	564,056.22	139,167.56
Total Current Liabilities	603,625.54	187,083.80
Long Term Liabilities		
Truist Bank	5,558,389.00	0.00
2392 · Long-term Debt - USDA (Oakrdge)	2,396,489.90	2,433,739.90
2391 · Long-term Debt - Orchard Acres	365,000.00	370,000.00
GASB 68 Pension Liability	384,014.00	608,060.00
City National Bank	693,136.71	750,538.78
Total Long Term Liabilities	9,397,029.61	4,162,338.68
Total Liabilities	10,000,655.15	4,349,422.48
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,618,538.53	2,751,025.55
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	-108,921.48	29,010.50
Total Equity	6,292,048.99	6,562,467.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,292,704.14</b>	<b>10,911,890.47</b>

Aromas Water District  
Profit & Loss Budget Performance

Accrual Basis

February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	87,966.69	98,000.00	948,068.21	977,500.00	1,584,700.00
307 · Bulk Water	637.70	750.00	18,750.47	6,000.00	9,000.00
302 · Connection	0.00	0.00	30,800.00	32,340.00	80,850.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assessments	0.00	0.00	97,959.22	89,200.00	178,400.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	52,799.78	38,000.00	76,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	150,759.00	127,200.00	254,400.00
304 · Other Office Income & Reimburse	0.00	125.00	12,336.97	1,000.00	1,500.00
306 · Interest	14,561.47	400.00	79,145.64	3,200.00	4,800.00
312 · Grant Revenue	0.00	0.00	1,200.00	1,000.00	1,000.00
Total Income	103,165.86	99,275.00	1,241,060.29	1,148,240.00	1,936,250.00
Gross Profit	103,165.86	99,275.00	1,241,060.29	1,148,240.00	1,936,250.00
Expense					
Operations					
403 · Fuel	1,791.05	825.00	16,209.85	10,725.00	16,500.00
404 · Truck Maint	79.50	688.00	4,812.89	5,498.00	8,250.00
431 · System Repair & Maint	27,879.70	6,416.00	82,399.17	51,328.00	77,000.00
463 · Water Analysis	164.00	596.00	3,735.00	4,766.00	7,150.00
464 · Water Treatment	0.00	1,100.00	18,868.25	14,300.00	22,000.00
468 · Tools	179.00	688.00	2,177.97	5,504.00	8,250.00
470 · Public Outreach / Annexation	0.00	350.00	17,317.16	2,800.00	33,000.00
Total Operations	30,093.25	10,663.00	145,520.29	94,921.00	172,150.00
Power					
449.75 · 388 Blohm, # C	40.49	22.00	355.55	286.00	440.00
449.5 · 388 Blohm, A & B Office	111.49	94.00	647.42	1,216.00	1,870.00
461.5 · RLS Tank Booster	9.53	8.00	-2.74	107.00	165.00
447 · Leo Ln Booster	55.42	33.00	428.40	429.00	660.00
448 · Aimee Mdws Well	9.53	8.00	-3.34	107.00	165.00
451 · Marshall Corp Yard	43.08	28.00	264.55	356.00	550.00
452 · Rea Booster @ Seely	102.22	34.00	535.97	447.00	688.00
454 · Carr Booster	519.92	380.00	5,333.61	4,934.00	7,590.00
458 · Pleasant Acres Well	112.34	100.00	778.43	1,300.00	2,000.00
459 · Seely Booster @ Carpenteria	192.02	275.00	2,016.28	3,575.00	5,500.00
460 · San Juan Well	4,322.94	3,465.00	44,935.83	45,045.00	69,300.00
461 · Cole Tank	13.78	11.00	31.79	144.00	220.00
462 · Rea Tank	13.29	11.00	35.10	144.00	220.00
465 - Lwr Oakridge Boost	88.15	83.00	753.81	1,071.00	1,650.00
465.5 - Upper Oakridge Booster	0.00	0.00	300.00	300.00	770.00
466 · Pine Tree Tank	13.31	11.00	24.23	144.00	220.00
Total Power	5,647.51	4,563.00	56,434.89	59,605.00	92,008.00
Payroll					
Gross	31,547.70	37,080.00	303,928.47	296,638.00	444,958.00
Comp FICA	1,939.43	2,299.00	17,816.94	18,391.00	27,587.00
Comp MCARE	457.44	538.00	4,448.44	4,300.00	6,452.00
Comp SUI	145.87	182.00	721.89	1,460.00	2,188.00
Payroll Expenses	0.00		1,770.64		
Total Payroll	34,090.44	40,099.00	328,686.38	320,789.00	481,185.00
Employee / Labor Costs					
407 · Outside Services	107.22	340.00	4,370.03	5,640.00	7,000.00
408 · Uniform Allowance	292.72	400.00	582.16	700.00	4,000.00
409 · Workers Comp	419.63	1,109.00	3,357.04	8,870.00	13,306.00
410 · Health Ins	7,528.77	5,949.00	57,583.84	47,591.00	71,387.00
474 · Education	0.00	667.00	1,901.97	5,332.00	8,000.00
477 · Retirement	2,885.44	3,500.00	91,167.41	90,000.00	104,015.00
Total Employee / Labor Costs	11,233.78	11,965.00	158,962.45	158,133.00	207,708.00
Office					
440 · Misc Exp	1,265.60	367.00	8,659.51	2,932.00	4,400.00
444 · Postage	382.04	315.00	2,601.51	2,520.00	4,400.00
445 · Office Supplies	69.04	367.00	1,153.85	2,936.00	4,400.00
446 · Office Eqpmt and Maint	133.51	900.00	4,567.03	9,800.00	16,500.00
Total Office	1,850.19	1,949.00	16,981.90	18,188.00	29,700.00

Aromas Water District  
Profit & Loss Budget Performance

February 2023

Accrual Basis

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
Communications					
455 · Phone, Off	551.64	417.00	4,257.00	3,332.00	5,000.00
456 · Telemetry	781.39	625.00	6,247.28	5,000.00	7,500.00
457 · Answ Serv/Cellular Phone	413.96	350.00	2,906.33	2,800.00	4,200.00
<b>Total Communications</b>	<b>1,746.99</b>	<b>1,392.00</b>	<b>13,410.61</b>	<b>11,132.00</b>	<b>16,700.00</b>
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,970.48	2,000.00	5,200.00
4590 · Bond Interest Exp - Assess Dist	0.00	0.00	60,149.79	64,600.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	123,672.25	137,850.00	149,700.00
467 · Depreciation Reserve	47,017.00	47,017.00	376,132.00	376,132.00	564,199.00
405 · Election	0.00	0.00	400.00	5,000.00	5,000.00
406 · Liability Ins	2,129.02	1,667.00	16,491.92	13,332.00	20,000.00
420 · Legal Fees	1,400.00	1,417.00	12,024.26	11,332.00	17,000.00
422 · Bank Charges	153.64	167.00	1,188.96	1,332.00	2,000.00
423 · Litigation Contingency	0.00	833.00	0.00	6,668.00	10,000.00
425 · Audit	0.00	1,100.00	12,630.00	8,800.00	13,200.00
471 · Bad Debts	0.00	42.00	0.00	332.00	500.00
473 · Memberships	0.00	0.00	25,325.59	21,775.00	22,000.00
<b>Total Administrative &amp; General</b>	<b>50,699.66</b>	<b>52,243.00</b>	<b>629,985.25</b>	<b>649,153.00</b>	<b>936,799.00</b>
<b>Total Expense</b>	<b>135,361.82</b>	<b>122,874.00</b>	<b>1,349,981.77</b>	<b>1,311,921.00</b>	<b>1,936,250.00</b>
<b>Net Ordinary Income</b>	<b>-32,195.96</b>	<b>-23,599.00</b>	<b>-108,921.48</b>	<b>-163,681.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-32,195.96</b>	<b>-23,599.00</b>	<b>-108,921.48</b>	<b>-163,681.00</b>	<b>0.00</b>

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Aromas Water District  
**Monthly Expenditures**  
 February 22 through March 21, 2023

Date	Num	Name	Amount
UB Checking			
02/23/2023	EFT	QuickBooks Payroll Service	-6,344.15
02/24/2023	DD1918	Bowman (P), Naomi	0.00
02/24/2023	DD1919	Giron (P), Ester	0.00
02/24/2023	DD1920	Johnson (P), Robert L	0.00
02/24/2023	19162	Smith (P), Shaun	-1,499.65
02/24/2023	19163	DeAlba (P), David	-3,104.06
02/24/2023	E-pay	Employment Development Dept	-661.98
02/24/2023	E-pay	United States Treasury (EFTPS)	-3,568.60
02/24/2023	EFT	CalPERS	-50.46
02/24/2023	EFT	CalPERS	-2,449.51
02/27/2023	Wired	U.S. Bank St. Paul	-11,032.50
02/28/2023	EFT	Intuit	-89.22
02/28/2023	EFT	Bank Service Fees	-166.08
03/02/2023	Pd Online	ADT Security Services, Inc.	-192.87
03/02/2023	Pd Online	ADT Security Services, Inc.	-211.02
03/02/2023	Pd Online	P G & E	-5,111.14
03/02/2023	Pd Online	Valero Fleet	-358.21
03/02/2023	19164	Armer Grading & Paving	-1,350.00
03/02/2023	19165	CALNET3	-307.39
03/02/2023	19166	Core & Main (Formerly HD Supply)	-2,823.02
03/02/2023	19167	Iflow Energy Solutions Inc.	-12,618.56
03/02/2023	19168	Monterey Bay Solutions, LLC	-225.00
03/02/2023	19169	Rob Johnson	-50.00
03/02/2023	19170	Streamline	-100.00
03/02/2023	19171	United Way serving San Benito County	-20.00
03/02/2023	19172	USA BlueBook	-699.41
03/02/2023	19173	West Valley Construction	-18,701.63
03/02/2023	19174	Xerox Corp	-17.01
03/03/2023	NSF	Bill Adjustment Report	-189.21
03/03/2023	NSF	Bill Adjustment Report	-80.81
03/03/2023	NSF	Bill Adjustment Report	-79.97
03/03/2023	NSF	Bill Adjustment Report	-120.95
03/06/2023	19175	USPO	-126.00
03/06/2023	19176	USPO	-273.44
03/06/2023	NSF	Bill Adjustment Report	-240.00
03/07/2023	Pd Online	Verizon Wireless	-99.96
03/09/2023	EFT	QuickBooks Payroll Service	-5,621.96
03/10/2023	DD1921	Bowman (P), Naomi	0.00
03/10/2023	19177	DeAlba (P), David	-3,105.70
03/10/2023	DD1922	Giron (P), Ester	0.00
03/10/2023	DD1923	Johnson (P), Robert L	0.00
03/10/2023	19178	Smith (P), Shaun	-1,561.44
03/10/2023	E-pay	Employment Development Dept	-659.68
03/10/2023	E-pay	United States Treasury (EFTPS)	-3,594.00
03/10/2023	EFT	CalPERS	-2,447.03
03/10/2023	EFT	CalPERS	-795.70
03/16/2023	19179	ACWA JPIA, Emp. Ben. Prog.	-7,528.77
03/16/2023	19180	Aromas Auto Repair	-6,600.00

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Aromas Water District  
**Monthly Expenditures**  
 February 22 through March 21, 2023

Date	Num	Name	Amount
03/16/2023	19181	BAVCO	-1,060.95
03/16/2023	19182	CALNET3	-453.66
03/16/2023	19183	Core & Main (Formerly HD Supply)	-894.59
03/16/2023	19184	CSSC	-115.00
03/16/2023	19185	gWorks	-144.40
03/16/2023	19186	Kamstrup Water Metering, LLC	-1,302.96
03/16/2023	19187	Mid Valley Supply	-1,707.62
03/16/2023	19188	Monterey Bay Air Resources District	-503.00
03/16/2023	19189	Recology San Benito County	-60.58
03/16/2023	19190	Robert E. Bosso	-1,400.00
03/16/2023	19191	Viking Septic	-460.00
03/16/2023	Pd Online	P G & E	-303.51
03/16/2023	19192	Old Firehouse Market	-911.44
03/20/2023	Pd Online	Charter Communications - Spectrum	-97.98
03/21/2023	19193	Core & Main (Formerly HD Supply)	-771.92
03/21/2023	19194	ESRI Inc	-440.00
03/21/2023	19195	Green Rubber Kennedy	-4.29
03/21/2023	19196	USA BlueBook	-925.04
03/21/2023	19197	Xerox Corp	-15.65
03/21/2023	Pd Online	First Bankcard	-3,391.21
03/21/2023	Pd online	P G & E	-83.47
Total UB Checking			-119,923.36
TOTAL			-119,923.36