

**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
June 23, 2020**

- I. CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Holman on Tuesday, June 23, 2020 at 7:00 p.m. via Zoom online.
- II. ROLL CALL.** President Holman, Vice President Leap and Directors Dutra, Norton and Smith were present. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso, Board Secretary Louise Coombes and Management Consultant Vicki Morris.
- III. PLEDGE OF ALLEGIANCE.** President Holman led the pledge of allegiance.
- IV. REPORT FROM CLOSED SESSION.** The GM Evaluation took place and direction was given.
- V. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- VI. ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VII. MINUTES.** The minutes of the May 26, 2020 Board Meeting were presented for review and approval; Director Smith moved for approval of the minutes seconded by Vice President Leap. Minutes were unanimously approved, by roll-call vote, with all Directors present.
- VIII. ORAL COMMUNICATION.** There were no public comments.

IX. REPORTS/PRESENTATIONS

- A. Director's Reports.** There were no Director's reports.
- B. Attorney's Report.** Counsel Bosso attended a recent CSDA seminar regarding Prevailing Wage. From July 1, a number of new categories are included; should the District hire certain contractors. This requires the District to have a DIR number (already obtained). He clarified that each contractor should have a DIR number of their own and they should file certified payroll reports, copied to the District; it is not up to the District to police this, simply to report it.
- C. Manager's Report**

OPERATIONS

Production & Well Levels

GM Johnson reported total production in May 2020 was 10,617,395 gallons, with a daily average of 342,497 gallons per day.

All water testing continues to be both, filed on time and represent satisfactory results. In May, the finished water from the treatment plant showed no trace of iron and manganese.

Reporting operational well levels; Carpenteria Well was shut off June 8, 2020 for rehabilitation; the last reading before that showed the level was down four feet; San Juan Well was down ten feet. Observational well levels: Marshall Well was down six feet; and Aimee Meadows Well was down seven feet.

MAINTENANCE

Incidents

No incidents at the time of writing the General Manager's report.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman and AC Girõn continue to work through the Billing process to incorporate changes due to the Governor's executive order regarding late or lack of payment and no shut-off. The amount not being collected continues to be monitored.

GM Johnson mentioned he is working on a strategy to reopen when restrictions lift, including safety for staff, particularly CSR Bowman who needs the most protection due to proximity to visiting customers. Application for financial aid from the state has been requested to install a counter with screen protection.

ASO Coombes has distributed the Water Quality Report ahead of the 2020 deadline.

AC Girōn has been preparing for the end of the fiscal year.

CO DeAlba and Op Smith continue to replace broken or under-reporting meters as deliveries from the manufacturer have been made.

Conservation & Rainfall

Since October 1, 2019, a total of 16.72” of rainfall has been recorded up to June 17, with no rain falling in June so far.

Projects

Ad-Hoc Personnel Committee Meeting

GM Johnson reported that this committee will be meeting near the end of June to review and amend the employee handbook.

Technology Upgrade - SCADA

GM Johnson reported that this project is still on hold until he can get in contact with the Electrician post the COVID delay.

- D. Correspondence:** GM Johnson pointed out the letter sent to local legislators that indicated financial aid is needed by Special Districts as they had been omitted from financial aid plans from the State and Federal sources. There were no questions or discussion from Directors.

X. ACTION ITEMS

A. Carpenteria Well Rehabilitation Project

All has gone well until the zone pumping part of the project. Delays were compounded by health issues, however, work resumes June 29, 2020. In the meantime, the pump, motor and column were evaluated. The column and motor were deemed to be in good condition, however the pump was last replaced in 2014 and has a life expectancy of 7-9 years. The current pump could be close to the end of its “normal” life and it would make sense to replace it whilst the well components are above ground. Staff will also replace the inline check valve at \$1200.

A considerable amount of sediment was present in the gravel pack but was bailed out after the pressure jetting. The perforations in the column were much cleaner than expected, which resulted in a considerable reduction in the time required to jet the well. Management Consultant Morris enquired about the possibility of the sediments’ rapid return; GM Johnson will check with Hydrogeologist Feeny as to the likelihood and anticipated frequency for rehabilitation. Director Norton enquired whether the iron bacteria played a significant role and GM Johnson reported this was actually minimal and not clogging the perforations as initially suspected.

Vice President Leap moved to receive Carpenteria Well Rehabilitation Project Report as presented; seconded by Director Smith. The Report was unanimously adopted by roll-call vote with all Directors present. Further discussion was based on the frequency and cost of this exercise; Director Smith suggested that approximately \$10,000 per year be included in the budget for future cleaning.

B. Proposed Purchase of Solar Panel Array at Carpenteria Well Site

GM Johnson presented a proposal to purchase the solar panel array at the Carpenteria Well site. When the array was initially purchased in Feb 2015, the District was not eligible for Federal solar tax credits, so Solar Technologies and Technology Credit Corporation (TCC) monetized the Federal subsidy through a power purchase agreement (PPA) for \$338,670 with TCC retaining title and the District purchasing a fixed amount of future energy worth approximately \$276,837. Now five years has passed, the proposal offers the District the opportunity to purchase the system at fair market price of \$193,459, receive the Title and terminate the PPA. The energy production to date is valued at \$196,170 which is \$2,711 greater than the purchase price, resulting in a credit to the District, not including June which may add approximately \$100 to the credit.

President Holman raised the question of future maintenance. GM Johnson reported this would be our responsibility, however, there is one more cleaning due to the District which will be performed in July, post the Carpenteria Well rehabilitation. Director Smith suggested that the panels are likely to have a 20

year warranty (Counsel Bosso believes 25 years) but the inverters may have a shorter warranty (10-12 years) according to Director Dutra, who raised the question of not purchasing the array, and not having the responsibility of maintenance – GM Johnson suggested there may be a further opportunity to purchase in 2025, but the District would miss out on the energy credits gained over this period. Director Smith pointed out that the solar panels would pay for 100% of the power required by Carpenteria Well. President Holman would like to be sure of certain facts but can see no disadvantage to owning it other than having to clean it. Director Leap pointed out that we are offsetting \$40,000 per year of energy cost, so it makes sense to own the array. Both President Holman and Vice President Leap would like to know if owning the system increases this saving further. Unfortunately, Counsel Bosso does not believe the District can sell energy off-site, however, GM Johnson, referring to a previous situation, cited it may be possible to sell the power to another entity, for example Monterey Community Power. Director Norton expressed disappointment that the technology is not yet available where any excess power could be diverted for use at the office.

Director Norton moved to receive the report as presented and move ahead with the purchase; seconded by Vice President Leap. There was no further discussion and the Purchase of the Solar Array was approved by roll-call vote, with all Directors present.

C. Financial Reports for the Month of May 2020

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,069,305.21, of which *Total Current Assets* are \$4,456,076.42, and *Total Fixed Assets* are \$6,474,859.79. In *Liabilities*, the *Total Current Liabilities* are \$256,788.15 and *Long-Term Liabilities* are \$4,253,106.20.

In the **P&L Report**, *Water Revenue* for May was \$115,713.22. The total revenue for May was \$116,816.90. Total expenditures were \$84,420.25 between May 20 and June 16, 2020.

Director Dutra moved to approve the Financial Reports as presented; seconded by Director Smith. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

XIV. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday July 28, 2020.

- Report of late fee payments not being collected.
- Strategy to open up the office at some point.
- Update on Oakridge delinquency payments – GM Johnson will email an update before the next Board meeting.

XV. ADJOURNMENT. President Holman adjourned the meeting at 8:15pm until Tuesday, July 28, 2020.

Read and approved by: _____
President, Wayne Holman

Attest: _____
Board Secretary, Louise Coombes

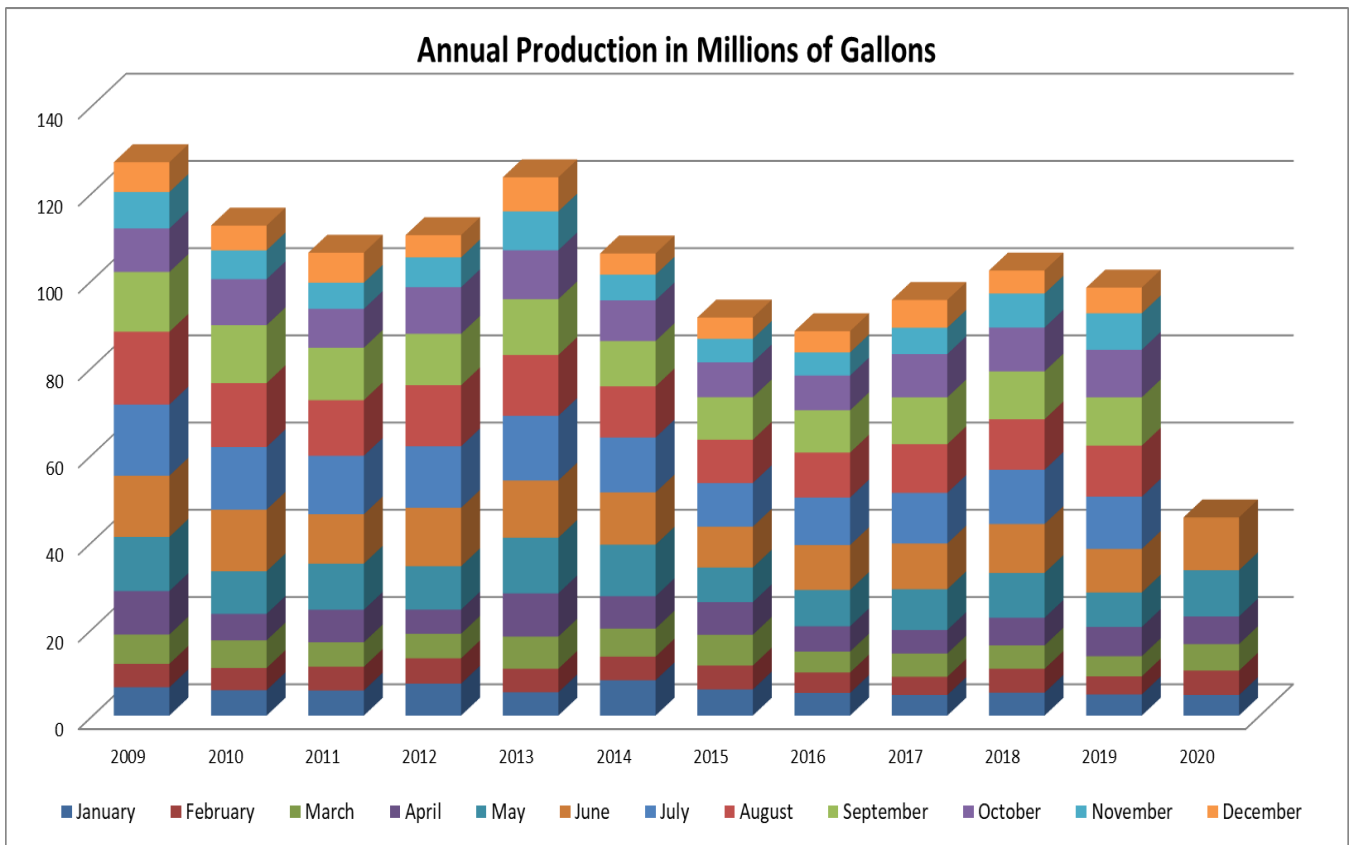
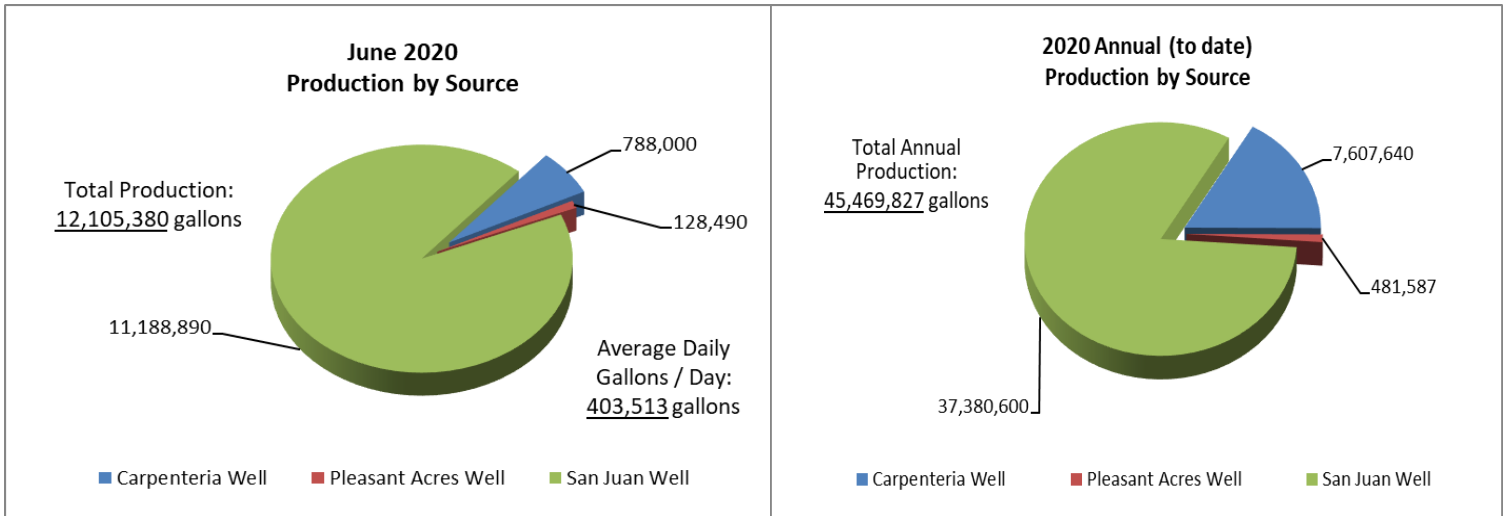
Date: _____

Date: _____

General Manager's Report June 2020



PRODUCTION REPORT



Totals	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Million Gal	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	45.446
Acre Ft	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	139.45

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 965 total meters installed.
- San Juan well operated the entire month, while Pleasant Acres well was utilized 18 days this month. Carpenteria well was used only eight days, due to the rehabilitation project.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see attached chart).

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:

- CSR Bowman and AC Girõn continue to work through the billing process, incorporating changes based on the Governor's Executive Orders regarding late or non-payments, as well as no shutoffs during the COVID-19 pandemic. These changes continue as conditions change.
- ASO Coombes provided updated figures for the Unfunded Accrued Liability payment.
- ASO Coombes researched and provided an easement document due to an access issue that has arisen.
- AC Girõn is working through the necessary yearend financial steps.
- CO DeAlba and Operator Smith continue to replace broken or under-reporting meters as time allows. New meters have been recently ordered.
- GM Johnson and CO DeAlba have been working with the Hollister FD on using a District facility site for a rope-rescue training exercise. The exercise was scheduled for July 1, but an incident in Hollister preempted the training.
- GM Johnson continues to research safe reopening resources (electronic print and webinars), informing and working with the Executive Committee and staff to develop strategies to re-open when it is safe for staff and our customers. Protection of staff and water delivery to customers are the highest priorities during these challenging times.
- GM Johnson is reviewing how to reconfigure the office once the reopening occurs. The options range from converting a front window, to building/purchasing a counter to provide distance protection for staff.

CONSERVATION UPDATE:

May 2020 usage figures are showing the expected increase in water use, with usage going from roughly 6.3 million gallons to 10.6 million gallons (about a 40% increase).

October 1, 2019 marked the start of a new water year. As of the date of this report (July 15), the rain gauge at Chittenden Pass has recorded 16.72 inches of precipitation this water year, with zero inches of rain so far in the month of July. The water year ends in September 2020.

PROJECTS:

1. Response to COVID-19 virus

Staff has been working to keep up with the ever-changing COVID-19 (coronavirus) situation. Staff's focus has been on a variety of strategies to maintain high-quality water delivery to our customers and keeping staff safe from exposure.

2. Carpenteria Well Rehabilitation Project

The project started on June 8, with the pulling of the pump column and motor, as well as videoing and brushing of the well casing. The second phase began on June 15, with super chlorination and jetting, zone-pumping, and swabbing. There have been some mechanical issues on site, which have led to some delays. Airlifting, zone pumping, and swabbing were completed on July 10th. A second videoing of the well (after photos) was completed on July 13. The project was completed on July 15th. A water sample was taken on July 17 (Friday) and the results came back negative for bacteria on Monday, July 20. The well was turned on July 21 and is producing over 330 gpm (up from 160gpm). Staff is ramping the output down due to the operating level being below the beginning of the well perforations.

3. Ad-Hoc Personnel Committee progress

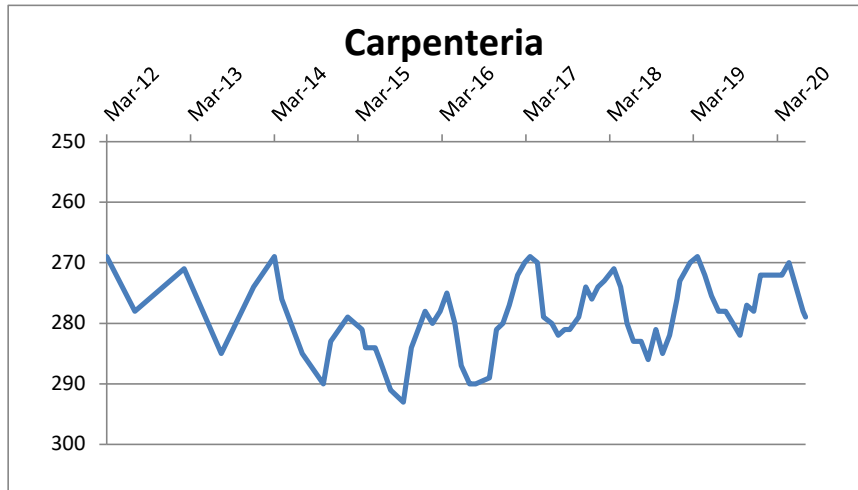
The Ad-Hoc Personnel Committee has produced the Board of Directors' Handbook, and has started work on the Employee's Handbook, though that work has been delayed due to the COVID-19 pandemic. GM Johnson and the Committee have met via Zoom a couple of times and expect to have the Employee Handbook completed in time for the September Board meeting.

4. Technology upgrade – SCADA (delayed due to COVID-19 pandemic)

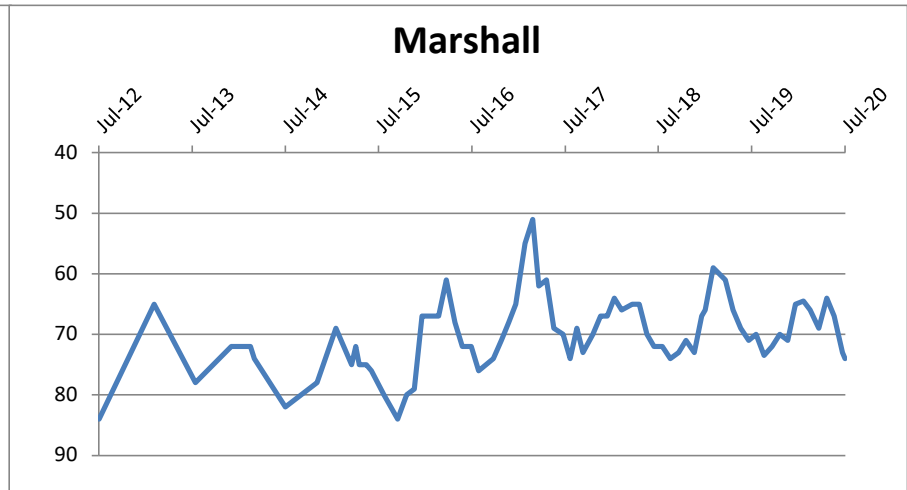
In the Fiscal Year 2019-2020 Budget, Phase 3 of the XiO (SCADA) implementation was budgeted. The configuration for this phase will include the outfitting of the Carr Booster Station and Carr Tank. Additional installs were added due to price reductions in XiO hardware. Additionally, Cole Tank will be placed on the XiO System and a special antenna will be placed on the Oakridge Tank as a data reception device, thus saving the monthly charges related to utilizing additional communication equipment.

Robert Johnson
General Manager
July 21, 2020

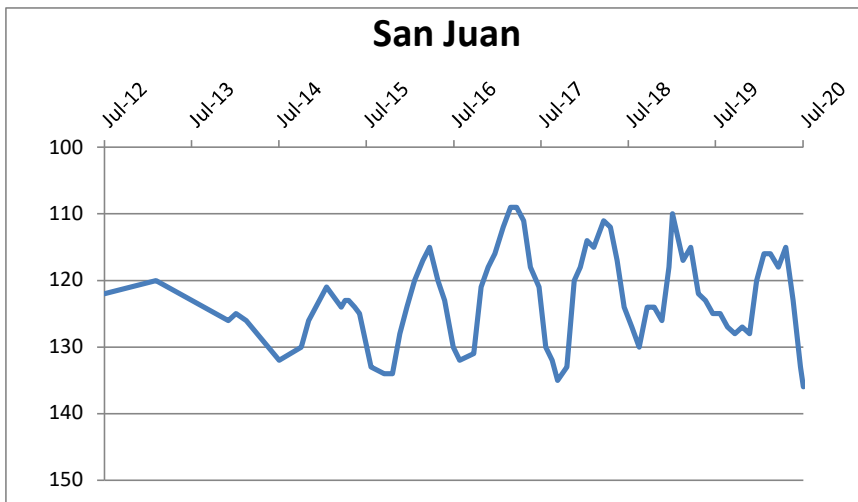
Well Water Level Monitoring
 Depth to Water Measurements
 Date: July 13, 2020



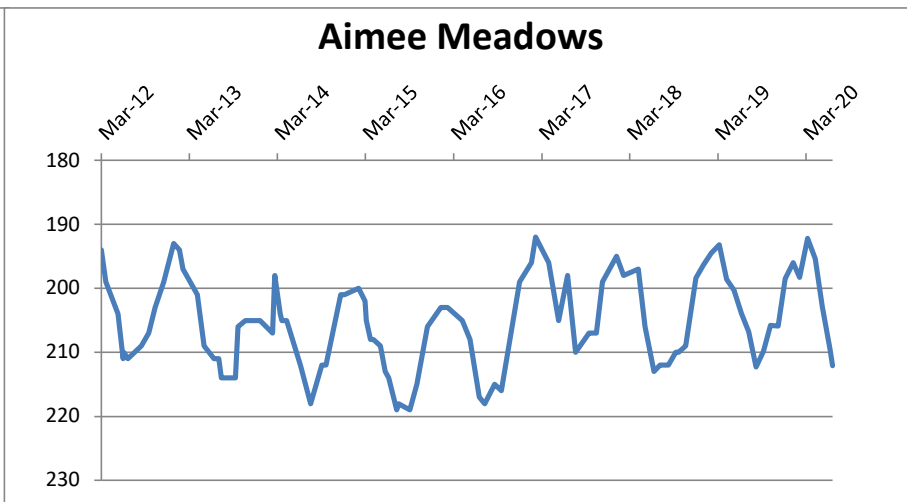
Carpenteria Well (production): Previous Read = 278 feet; Current Read = 279 feet



Marshall Well (monitoring): Previous Read = 73 feet; Current Read = 74 feet



San Juan Well (production): Previous Read = 133 feet; Current Read = 136 feet



Aimee Meadows (monitoring): Previous Read = 210 feet; Current Read = 212 feet

CORRESPONDENCE LIST: 6/16/2020 - 7/21/2020

DATE	TYPE	TO	FROM	SUBJECT
6/16/20	E	R Johnson, AWD	H Renz	Access to Rancho Larios Tank
6/18/20	E	P Eilert	R Johnson, AWD	AWD Connection – installation cost
6/18/20	E	S Capron	R Johnson, AWD	AWD Connection – installation cost
6/23/20	M	E Rosa, Chateau Drive	R Johnson, AWD	Presence of Water Meter on APN 011-290-076-000
6/25/20	E	P Stafford, Mahoney Commercial	R Johnson, AWD	Red Barn Connection
6/26/20	E	D Ambrogio, Credit Corp	R Johnson, AWD	Solar Project – AWD and PPA #1278
6/29/20	E	All AWD Board Members	R Johnson, AWD	Oakridge Delinquencies
7/7/20	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
7/7/20	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
7/8/20	E	R Johnson, AWD	R Ely, Willis Construction	Re: 1480 Cole Road
7/8/20	E	R Ely, Willis Construction	R Johnson, AWD	Re: 1480 Cole Road
7/8/20	E	R Johnson, AWD	D Ambrogio, Credit Corp	Solar Project – AWD and PPA #1278
7/9/20	E	D Ambrogio, Credit Corp	R Johnson, AWD	Solar Project – AWD and PPA #1278
7/9/20	E	R Johnson, AWD	R Bosso, Bosso Law	Prevailing Wage Guidelines
7/9/20	M	AWD	San Benito LAFCo	Regular Meeting Agenda for July
7/15/20	E	L Coombes, AWD	Special Districts Transparent California	Public Records Request – 2019 EE Compensation [+ Response]
7/15/20	E	AWD	J Chilton, SDRMA	2019-20 Worker’s Compensation Annual Payroll Reconciliation
7/17/20	E	R Johnson, AWD	R Bennett, Orchard Hill Rd	Annexation of Orchard Hill Road
7/20/20	E	R Bennett, Orchard Hill Rd	R Johnson, AWD	[Response to] Annexation of Orchard Hill Road
7/20/20	E	SDRMA	L Coombes, AWD	Receipt of WC Payroll Reconciliation Submittal
7/21/20	E	R Bennett, Orchard Hill Rd	R Johnson, AWD	Annexation of Orchard Hill Road

Staff Report



To: Board of Directors

Re: Item IX.A – Consider receiving a report regarding the possible annexation of one parcel located on Cole Road, and providing direction to Staff

Date: July 10, 2020

Summary / Discussion

A request for water service has been received from Mr. Gabriel Bravo, who lives at 530 Cole Road. His parcel is within the District’s Sphere of Influence, though it is not a part of the annexed area. Recently, the well has started pumping sand, which usually occurs in August or September, though this year it has started as early as June. Over the years the owners have had to replace the well pump every two to three years, due to the sanding condition.

A quote from the request letter is as follows; “Our water is very dark and dirty and has resulted in annual costs for damages and repairs to our well, water pumps, boosters, home appliances, showers, sinks, and toilets. This has led to many sanitary and hygiene issues for me and parents. We have developed skin rashes and other allergic reactions due to the condition of the water. My father, who is diabetic, is susceptible to infection and must be very cautious with any cuts to avoid infection.” The full letter (attached to this report) indicates a number of health and sanitary issues when the well is working, along with a myriad of pump, well and other ancillary issues over the years.

Mr. Bravo has researched the drilling of a new well, which is extremely costly, and there are no guarantees that a new test hole will produce the water needed, given the groundwater conditions in the area.

Mr. Bravo’s parcel is currently within the District’s sphere of influence, though it is not annexed into the District.

Since Mr. Bravo’s parcel is not annexed into the District, this action would initiate the annexation process similar to the ones the District has recently completed for Mr. Eilert and Mr. Capron (et. al.). If the Board of Directors (BOD) approves of this request moving forward, then the process would involve going to the Pajaro Valley Water Management Agency (PVWMA) BOD, and the Local Area Foundation Commission (LAFCO) for specific actions and tasks to be completed. Final approval does rest with the LAFCO Board.

Staff Recommendation

Receive the report and direct staff to go initiate and complete the annexation process with PVWMA and LAFCO, keeping the BOD apprised of the progress.

Submitted by:

Robert Johnson
General Manager

Gabriel Bravo
530 Cole Road
Aromas, CA
July 7, 2020

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

Dear Robert Johnson:

I, Gabriel Bravo, property owner of the above stated address, would like to begin the process of being annexed to the Aromas Water District. I hope the Board Members, as well as the San Benito County, will grant the annexing of our property upon learning of our situation.

I, along with my parents, have lived at this residence for the last 15 years and have struggled with accessing water for human sanitary consumption. Besides the annual costly repairs of damaged water pumps, boosters, and well, we are additionally paying to port water in to our property. We do not own and cannot afford to buy the vehicles, tools, and containment units necessary to transport water from the water district to our home. Purchasing water from Sala Brothers, although very helpful, has proven expensive and impractical.

Over the last few years our water pump has continued to be in disarray despite great expenditures and our best efforts to maintain it as the source of our drinking water. We have worked with the Chappell Pump & Supply to replace, repair, and maintain our well and water pump. Two years ago, we replaced the water pump at a cost of several thousand dollars. We were recently notified that our pump was damaged and that the 5-year warranty would not be upheld due to sediment damage from the poor water quality. This repair requires our pump to be dug out and repaired or replaced. In the best-case scenario, the estimated cost will be \$3,000-\$7,000. The worst-case scenario is in addition to previously stated cost, we would also have to pay for the well to be dug over 600 feet deep with no guarantee of getting sufficient or better quality water. It would be impossible to pay such a large amount of money for a well of that depth. Especially considering our urgency and need to access clean and sanitary water for human use and consumption.

Our water is very dark and dirty and has resulted in annual costs for damages and repairs to our well, water pumps, boosters, home appliances, showers, sinks, and toilets. This has led to many sanitary and hygiene issues for me and parents. We have developed skin rashes and other allergic

Robert Johnson

July 7, 2020

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reactions due to the condition of the water. My father, who is diabetic, is susceptible to infection and must be very cautious with any cuts to avoid infection.

Just recently my mother also had a series of surgeries in her spine and foot. During the recovery time, we lost use of clean water. As a result, our sanitary water for consumption, showering, and daily bathroom use was gone and made it very difficult for my mother to recover. My parents are getting older and I feel that I would like them to have access to clean water as they continue to age without the anxiety looming that their water can go out at any moment.

My family and I are resourceful and self-sufficient, we have managed to make do with the poor water quality over the past 15 years. However, my parents are getting older and we cannot maintain the costs of annual repairs and would rather know that the water will be sanitary well into their later years as two retirees. Digging for a deeper well is not only cost prohibitive, but it also does not guarantee that we will have a better water supply or access to a sanitary source free of the problems. We are simply in need of basic sanitary water to survive and maintain hygiene standards.

I confirmed with the Aromas Water District that their water line runs right along our property. I understand that it currently takes about 12 months to annex a parcel of land into the district and would love to commence this process with the approval of the board members and San Benito County. The issues we are facing has put us in immediate urgency, so we are ready to assist with anything that could help streamline the process. We appreciate and value the time that has been given to us and are grateful for the opportunity to be annexed into the Aromas Water District. Thank you for your consideration.

Sincerely,

Gabriel Bravo

Staff Report



To: Board of Directors
Re: Item IX.B – Consider receiving a report on the Carpenteria Well Rehabilitation Project, and providing direction to staff
Date: July 21, 2020

Summary / Discussion

In early 2017, the Carpenteria Well was treated with a chemical mixture to facilitate the removal of iron bacteria. Due to circumstances beyond staff’s control, the entire volume of treatment solution was not able to be utilized in the well.

Over the last year or so, the Carpenteria Well has had some production challenges that have been discussed at various Board of Directors’(BOD) meetings. In response to these production challenges, a rehabilitation strategy was developed with the help of Martin Feeney, Consulting Hydrogeologist. Initially, the District could not perform any type of cleaning or rehabilitating work since the summer months (summer 2019) were coming when the well was needed most. Using the Carpenteria Well is beneficial to the District’s bottom line with the offset in costs related to the use of solar power.

The Carpenteria Well Rehabilitation Project was initially scheduled to start in February/March 2020. Unfortunately, due to circumstances out of the District’s control (COVID-19 pandemic, subcontractor scheduling conflicts), the rehabilitation project did not get started until June 8. The project has been subject to delays due to equipment breakdowns and medical issues with contractor staff members.

The well work was completed, the new pump and check valve were installed, and the well head was put in place on July 16. The new pump was tested by running it through a series of pumping ranges. The pump and well performed fine, and after being sampled and deemed safe, was put back into production on July 21. At the meeting, a report will be given regarding the effectiveness of the rehabilitation effort.

Staff Recommendation

Receive the Carpenteria Well Rehabilitation report, and provide direction to staff, if any.

Submitted by:

Robert Johnson
General Manager

Staff Report



To: Board of Directors
Re: Item IX.C – Consider discussing options that could be incorporated into a “Reopening” Plan for the Aromas Water District, and providing direction to staff
Date: July 21, 2020

Summary / Discussion

As the Novel Coronavirus (COVID-19) pandemic started to escalate back in late-February and early March, the District took action and closed its doors to the public for the protection of staff and customers. Additional precautions were taken for overall protection – additional cleaning of surfaces (daily), a splitting of the office staff to support physical distancing and customer service, increased utilization of the outside dropbox for payments, operators working in separate trucks, and the closing of the conference room to the public.

Staff has been attending webinars, reading articles, talking with other water districts, and working through alternative measures with the result being the development of a “Reopening” Plan in the near future. While the parameters and rules continue to change, evolve and (as we are seeing now) rollback, it has been challenging to develop a plan that would provide the level of customer access and service the District is known for, while at the same time providing protection to both the staff and customers. This does not mean we cannot get there again; it is more of a realization that there will be a “new normal” as the world moves forward from the effects of this pandemic.

It is foreseen that the overall plan would be implemented in phases, opening slowly to hopefully not have to reel back any progress accomplished; similar to using a dimmer switch to turn on a light, instead of full on or full off. Staff will continue to review options to have the most up to date information possible at the meeting.

Staff Recommendation

Discuss options for a phased Reopening Plan, and provide direction to staff

Submitted by:

Robert Johnson
General Manager



Staff Report

To: Board of Directors

Re: Item IX.D – Biennial Review of the Current Certified Conflict of Interest Code

Date: July 15, 2020

Summary / Discussion

The Political Reform Act requires every local government agency to review its Conflict of Interest Code at least once every two years, or as necessary, to determine which employees (and all elected officials) should file Form 700. We must determine whether or not an amendment is necessary and accordingly submit a notice to the Fair Political Practices Commission (FPPC) by October 1, 2020.

Directors should review the attached marked-up version of the current Certified Conflict of Interest Code for the Aromas Water District and determine if the suggested amendment should be approved. If the amendment is approved, a notice will be filed with the FPPC and a 45-day comment period will be established.

Staff Recommendation

Staff recommends approving the amendment as indicated.

Submitted by:

Louise Coombes

Admin Services Officer / Board Secretary



388 Blohm Ave., PO Box 388, Aromas, CA 95004-0388

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email: admin@aromaswaterdistrict.org

www.aromaswaterdistrict.org

CONFLICT OF INTEREST CODE FOR THE AROMAS WATER DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Sec 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the AROMAS WATER DISTRICT.

Individuals holding designated positions, as shown in Appendix A, shall file their statements of economic interest with the AROMAS WATER DISTRICT who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). Statements for all designated positions will be retained by the AROMAS WATER DISTRICT.

APPENDIX A

Designated Positions

Designated Positions	Disclosure Categories (Appendix B)
General Manager	1,2
Assistant General Manager	1,2
Attorney for the Board	1,2
Consultants (including, but not limited to, employees assigned to special projects)*	1,2

* The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Officials Who Manage Public Investments

It has been determined that the following positions manage public investments and will file a Statement of Economic Interest pursuant to Government code Section 87200 (Statutory Filers):

Members of the Board of Directors

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B

Disclosure Categories Defined

Category 1

Interests in real property located within the current boundaries of the Aromas Water District or within two miles the boundaries of the District or within two miles of any lands owned or used by the District as well as investments and business positions in business entities, and income, including receipt of loans, gifts and travel payment from sources that provide real estate services (e.g. consulting, appraisal, development, construction) of the type used by the District.

Category 2

Investments and business position in business entities, and income, including receipt of loans, gifts, and travel payment, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and environmental consulting firms, water and soil testing companies, products and services contractors, mechanical vendors, farmers, and their agents.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for **Aromas Water District** was approved on 6/22/ 2016. This code will become effective on 7/22/ 2016.

A handwritten signature in black ink, appearing to be "B. Lau", written over a horizontal line.

Brian G. Lau

Senior Commission Counsel

Fair Political Practices Commission

Aromas Water District
Balance Sheet Prev Year Comparison

As of June 30, 2020

	Jun 30, 20	Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	177,555.05	157,923.28
UB Bk Money Market xxxx7853	383,641.42	224,186.47
LAIF-State of Ca xx-05	831,252.51	809,286.78
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	42,536.04	41,030.30
OAWA Union Bank 101 Redemption	0.00	19.41
OAWA Union Bank 102 Reserve	35,770.98	35,838.12
Oakridge Union Checking 5587	409,165.63	452,355.70
Total Assessment District Banks	487,472.65	529,243.53
Total Checking/Savings	1,880,021.63	1,720,740.06
Other Current Assets		
ACWA Deposit	2,080.80	2,080.80
Accrued Interest	0.00	5,171.41
1292 · Accounts Rec - USDA Loan	2,125,884.30	2,176,644.30
1291 · Accounts Rec - Orchard Acres	323,112.17	323,112.17
Prepaid Insurance	15,015.75	5,334.98
128 · Inventory	49,460.11	49,460.11
1200.1 · Accounts Receivable--UBMax	162,467.04	130,231.19
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
1203 · Property Taxes Receivable	0.00	4,343.14
Total Other Current Assets	2,677,520.17	2,695,878.10
Total Current Assets	4,557,541.80	4,416,618.16
Fixed Assets		
1900 · Water System	11,830,989.26	11,780,037.85
1915 · Office Building & Improvements	398,261.43	398,261.43
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	-6,334,921.75	-5,888,933.75
Total Fixed Assets	6,437,569.16	6,832,605.75
Other Assets		
Deferred Outflow of Resources	138,369.00	138,369.00
Total Other Assets	138,369.00	138,369.00
TOTAL ASSETS	11,133,479.96	11,387,592.91

Aromas Water District
Balance Sheet Prev Year Comparison

As of June 30, 2020

	Jun 30, 20	Jun 30, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	39,883.79	64,543.62
Total Accounts Payable	39,883.79	64,543.62
Credit Cards		
Valero Fleet	439.61	0.00
First Bankcard - S Smith #07	21.72	362.79
First Bankcard - E Giron #86	231.12	150.00
First Bankcard - R. Johnson #31	507.14	0.00
First Bankcard - L Coombes #92	0.00	-528.33
Valero - Fuel	0.00	583.38
First Bankcard -- D DeAlba #35	1,056.39	90.77
Total Credit Cards	2,255.98	658.61
Other Current Liabilities		
Current Portion UB OAWA	10,000.00	10,000.00
Current Portion USDA Oakridge	34,000.00	34,000.00
Current Portion City National	115,073.16	115,073.16
2100 · Payroll Liabilities	-4,058.09	575.42
2110 · Direct Deposit Liabilities	-5,379.40	0.00
CUSTOMER DEPOSITS		
Water Customer	7,733.38	8,278.67
Connection Deposits Payable	2,000.00	2,000.00
Total CUSTOMER DEPOSITS	9,733.38	10,278.67
Accrued Vacation Payable	27,815.70	17,907.50
Interest Payable	51,670.74	48,809.53
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SDI	-144.30	0.00
Total State Payroll Taxes Payable	-144.30	0.00
Total Payroll Taxes Payable	-144.30	0.00
PVWMA Payable	-3,211.83	0.00
Total Other Current Liabilities	235,499.36	236,644.28
Total Current Liabilities	277,639.13	301,846.51
Long Term Liabilities		
2392 · Long-term Debt - USDA (Oakrdge)	2,459,480.00	2,595,000.00
2391 · Long-term Debt - Orchard Acres	380,000.00	390,000.00
GASB 68 Pension Liability	544,625.00	544,625.00
City National Bank	869,001.20	982,313.10
Total Long Term Liabilities	4,253,106.20	4,511,938.10
Total Liabilities	4,530,745.33	4,813,784.61
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,791,376.36	2,882,391.61
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	28,926.33	-91,015.25
Total Equity	6,602,734.63	6,573,808.30
TOTAL LIABILITIES & EQUITY	11,133,479.96	11,387,592.91

Aromas Water District
Profit & Loss Budget Performance

June 2020

	Jun 20	Budget	Jul '19 - Jun 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	131,315.60	135,000.00	1,224,760.51	1,207,500.00	1,207,500.00
307 · Bulk Water	150.66	800.00	4,370.99	7,000.00	7,000.00
302 · Connection	0.00	14,520.00	27,240.00	41,820.00	41,820.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assess...	20,955.51	0.00	183,463.73	194,200.00	194,200.00
301 · Taxes Rcvd - AWD - Other	18,409.81	9,000.00	73,474.95	66,000.00	66,000.00
Total 301 · Taxes Rcvd - AWD	39,365.32	9,000.00	256,938.68	260,200.00	260,200.00
304 · Other Office Income & Reimbu...	0.00	60.00	501.65	500.00	500.00
306 · Interest	863.35	1,850.00	17,544.01	20,000.00	20,000.00
312 · Grant Revenue	0.00	1,000.00	1,000.00	2,000.00	2,000.00
Total Income	171,694.93	162,230.00	1,532,355.84	1,539,020.00	1,539,020.00
Gross Profit	171,694.93	162,230.00	1,532,355.84	1,539,020.00	1,539,020.00
Expense					
Operations					
403 · Fuel	1,018.95	1,200.00	13,660.14	14,500.00	14,500.00
404 · Truck Maint	204.63	500.00	6,887.92	6,000.00	6,000.00
431 · System Repair & Maint	588.71	5,500.00	56,256.20	65,000.00	65,000.00
463 · Water Analysis	0.00	500.00	4,057.00	6,000.00	6,000.00
464 · Water Treatment	2,108.87	1,200.00	18,224.83	13,000.00	13,000.00
468 · Tools	2,423.45	620.00	7,014.01	7,000.00	7,000.00
470 · Public Outreach / Annexation	1,267.41	300.00	2,512.92	2,500.00	2,500.00
Total Operations	7,612.02	9,820.00	108,613.02	114,000.00	114,000.00
Power					
449.75 · 388 Blohm, # C	3.02	37.00	216.77	400.00	400.00
449.5 · 388 Blohm, A & B Office	103.91	150.00	1,387.36	1,700.00	1,700.00
461.5 · RLS Tank Booster	9.86	12.50	116.31	150.00	150.00
447 · Leo Ln Booster	62.76	32.00	477.30	400.00	400.00
448 · Aimee Mdws Well	9.86	12.50	115.66	150.00	150.00
451 · Marshall Corp Yard	58.55	42.00	490.30	500.00	500.00
452 · Rea Booster @ Seely	68.03	37.50	551.63	450.00	450.00
454 · Carr Booster	851.85	418.00	5,892.72	5,000.00	5,000.00
458 · Pleasant Acres Well	247.79	1,083.00	7,752.88	13,000.00	13,000.00
459 · Seely Booster @ Carpenteria	24.64	42.00	274.56	500.00	500.00
460 · San Juan Well	9,192.94	4,200.00	56,229.16	49,000.00	49,000.00
461 · Cole Tank	18.53	18.00	158.31	200.00	200.00
462 · Rea Tank	18.95	18.00	157.79	200.00	200.00
465 · Lwr Oakridge Boost	196.69	83.00	1,147.63	1,000.00	1,000.00
465.5 · Upper Oakridge Booster	150.00	200.00	600.00	700.00	700.00
466 · Pine Tree Tank	26.27	18.00	165.87	200.00	200.00
Total Power	11,043.65	6,403.50	75,734.25	73,550.00	73,550.00
Payroll					
Gross	40,012.16	33,852.00	394,832.19	406,233.00	406,233.00
Comp FICA	1,866.45	2,108.00	22,824.14	25,186.00	25,186.00
Comp MCARE	436.51	500.00	5,581.39	5,890.00	5,890.00
Comp SUI	36.00	195.00	1,808.63	2,335.00	2,335.00
Total Payroll	42,351.12	36,655.00	425,046.35	439,644.00	439,644.00
Employee / Labor Costs					
407 · Outside Services	221.66	500.00	4,506.76	6,000.00	6,000.00
408 · Uniform Allowance	331.91	750.00	1,623.28	3,000.00	3,000.00
409 · Workers Comp	1,034.27	1,025.00	11,623.46	12,306.00	12,306.00
410 · Health Ins	5,941.44	5,900.00	74,152.89	70,842.00	70,842.00
474 · Education	-375.00	625.00	3,259.06	7,500.00	7,500.00
477 · Retirement	6,459.63	6,174.00	78,416.26	74,090.00	74,090.00
Total Employee / Labor Costs	13,613.91	14,974.00	173,581.71	173,738.00	173,738.00

Aromas Water District
Profit & Loss Budget Performance

June 2020

	Jun 20	Budget	Jul '19 - Jun 20	YTD Budget	Annual Budget
Office					
440 · Misc Exp	391.56	340.00	2,965.60	4,000.00	4,000.00
444 · Postage	623.71	600.00	4,197.13	4,000.00	4,000.00
445 · Office Supplies	175.53	370.00	3,380.05	4,000.00	4,000.00
446 · Office Eqpmt and Maint	695.86	915.00	19,596.02	20,000.00	20,000.00
Total Office	1,886.66	2,225.00	30,138.80	32,000.00	32,000.00
Communications					
455 · Phone, Off	353.41	370.00	4,257.44	4,000.00	4,000.00
456 · Telemetry	675.18	550.00	6,793.16	6,600.00	6,600.00
457 · Answ Serv/Cellular Phone	282.40	300.00	3,193.98	3,600.00	3,600.00
Total Communications	1,310.99	1,220.00	14,244.58	14,200.00	14,200.00
Administrative & General					
4591 · Admin Fee (Bond Admin N...	901.92	900.00	5,123.11	5,000.00	5,000.00
4590 · Bond Interest Exp - Assess...	0.00	0.00	126,300.18	128,000.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	33,670.24	35,000.00	35,000.00
467 · Depreciation Reserve	37,173.00	37,173.00	445,988.00	445,988.00	445,988.00
406 · Liability Ins	1,542.14	1,850.00	16,575.68	20,000.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	15,600.00	16,000.00	16,000.00
422 · Bank Charges	154.60	162.00	2,149.54	1,900.00	1,900.00
423 · Litigation Contingency	0.00	5,000.00	0.00	10,000.00	10,000.00
425 · Audit	1,360.00	1,500.00	11,703.00	12,500.00	12,500.00
471 · Bad Debts	0.00	500.00	15.00	500.00	500.00
473 · Memberships	0.00	0.00	18,946.05	17,000.00	17,000.00
Total Administrative & General	42,431.66	48,385.00	676,070.80	691,888.00	691,888.00
Total Expense	120,250.01	119,682.50	1,503,429.51	1,539,020.00	1,539,020.00
Net Ordinary Income	51,444.92	42,547.50	28,926.33	0.00	0.00
Net Income	51,444.92	42,547.50	28,926.33	0.00	0.00

07/22/20

Aromas Water District
Monthly Expenditures
 June 17 through July 21, 2020

Date	Num	Name	Amount
UB Checking			
06/17/2020	E-pay	Employment Development Dept	-633.54
06/17/2020	E-pay	United States Treasury (EFTPS)	-3,717.24
06/18/2020	EFT	QuickBooks Payroll Service	-5,942.47
06/19/2020	DD1524	Bowman (P), Naomi	0.00
06/19/2020	DD1525	Coombes (P), Louise P	0.00
06/19/2020	17802	DeAlba (P), David	-2,739.26
06/19/2020	DD1526	Giron (P), Ester	0.00
06/19/2020	DD1527	Johnson (P), Robert L	0.00
06/19/2020	17803	Smith (P), Shaun	-1,337.34
06/19/2020	17804	Dutra (P), Marcus	-219.24
06/19/2020	17805	Holman (P), Wayne R	-219.24
06/19/2020	DD1528	Leap (P), James E	0.00
06/19/2020	DD1529	Norton (P), K W	0.00
06/19/2020	DD1530	Smith (P), Richard	0.00
06/19/2020	EFT	CalPERS	-892.67
06/24/2020	EFT	CalPERS	-2,266.72
06/24/2020	EFT	CalPERS	-331.91
06/25/2020	17806	A.L. Lease Co.	-139.82
06/25/2020	17807	ACE Hardware Prunedale	-114.52
06/25/2020	17808	All American Gasket	-292.83
06/25/2020	17809	CSSC	-108.58
06/25/2020	17810	Grainger Inc	-258.12
06/25/2020	17811	Mid Valley Supply	-2,108.87
06/25/2020	17812	Verizon Wireless	-123.82
06/25/2020	17813	XIO, INC.	-376.00
06/29/2020	E-pay	Employment Development Dept	-625.64
06/29/2020	E-pay	United States Treasury (EFTPS)	-3,571.76
06/29/2020	E-pay	Employment Development Dept	-128.67
06/29/2020	17816	Aromas Water District (Petty Cash)	-105.00
06/29/2020	NSF	Bill Adjustment Report	-305.97
06/30/2020	EFT	QuickBooks Payroll Service	-5,379.40
06/30/2020	EFT	Bank Service Fees	-163.60
06/30/2020	17841	Dan Scrodin	-150.00
07/01/2020	DD1531	Bowman (P), Naomi	0.00
07/01/2020	DD1532	Coombes (P), Louise P	0.00
07/01/2020	17814	DeAlba (P), David	-2,739.25
07/01/2020	DD1533	Giron (P), Ester	0.00
07/01/2020	DD1534	Johnson (P), Robert L	0.00
07/01/2020	17815	Smith (P), Shaun	-1,347.51
07/01/2020	EFT	CalPERS	-892.86
07/01/2020	EFT	CalPERS	-2,232.81
07/01/2020	17817	USPO	-55.00
07/01/2020	17818	USPO	-202.35
07/02/2020	EFT	CalPERS	-4,236.27
07/02/2020	Paid Online	P G & E	-6,627.46
07/02/2020		P G & E	0.00
07/02/2020	Paid Online	Valero Fleet	-937.59
07/02/2020	Paid Online	First Bankcard	-4,046.03
07/02/2020	17819	Rob Johnson	-50.00
07/02/2020	17820	Shaun Smith	-30.25
07/02/2020	17821	United Way serving San Benito County	-32.00
07/05/2020	EFT	Google	-18.00
07/08/2020	EFT	CalPERS	-300.00
07/09/2020	17822	A.L. Lease Co.	-427.79

07/22/20

Aromas Water District
Monthly Expenditures
 June 17 through July 21, 2020

Date	Num	Name	Amount
07/09/2020	17823	ACE Hardware Prunedale	-18.30
07/09/2020	17824	ACWA JPIA	-903.00
07/09/2020	17825	ACWA JPIA, Emp. Ben. Prog.	-5,941.44
07/09/2020	17826	C & N Tractors	-144.12
07/09/2020	17827	CALNET3	-588.39
07/09/2020	17828	Fedak & Brown LLP	-1,360.00
07/09/2020	17829	Green Rubber Kennedy	-89.35
07/09/2020	17830	Mid Valley Supply	-776.95
07/09/2020	17831	Osuna Auto Electric	-180.67
07/09/2020	17832	P G & E	0.00
07/09/2020	17833	PVWMA	-17,397.12
07/09/2020	17834	Recology San Benito County	-53.21
07/09/2020	17835	Streamline	-100.00
07/09/2020	17836	Viking Septic	-425.00
07/09/2020	Paid online	P G & E	-24.64
07/10/2020	EFT	A T & T U-verse	-64.20
07/14/2020	EFT	Intuit	-53.66
07/15/2020	E-pay	Employment Development Dept	-673.08
07/15/2020	E-pay	United States Treasury (EFTPS)	-3,855.18
07/16/2020	EFT	QuickBooks Payroll Service	-5,990.43
07/17/2020	DD1535	Bowman (P), Naomi	0.00
07/17/2020	DD1536	Coombes (P), Louise P	0.00
07/17/2020	17837	DeAlba (P), David	-2,888.14
07/17/2020	DD1537	Giron (P), Ester	0.00
07/17/2020	DD1538	Johnson (P), Robert L	0.00
07/17/2020	17838	Smith (P), Shaun	-1,370.53
07/17/2020	17839	Dutra (P), Marcus	-230.21
07/17/2020	17840	Holman (P), Wayne R	-230.21
07/17/2020	DD1539	Leap (P), James E	0.00
07/17/2020	DD1540	Norton (P), K W	0.00
07/17/2020	DD1541	Smith (P), Richard	0.00
07/17/2020	EFT	CalPERS	-773.70
07/17/2020	EFT	CalPERS	-2,345.82
07/21/2020	17842	A.L. Lease Co.	-251.47
07/21/2020	17843	ACE Hardware Prunedale	-600.36
07/21/2020	17844	ACWA JPIA	-4,137.97
07/21/2020	17845	Grainger Inc	-484.06
07/21/2020	17846	Mid Valley Supply	-221.99
07/21/2020	17847	R & B Company	-1,096.61
07/21/2020	17848	Robert E. Bosso	-1,300.00
07/21/2020	17849	Verizon Wireless	-106.23
07/21/2020	17850	Xerox Corp	-14.36
07/21/2020	17851	XIO, INC.	-376.00
Total UB Checking			-111,493.80
TOTAL			-111,493.80