

Minutes of the Regular Meeting of the Aromas Water District Board of Directors October 22, 2024

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Morris on Tuesday, October 24, 2024, at 7:00 p.m. Attendees were present in the Aromas Water District Board Room.
- II. ROLL CALL.** President Morris, Vice-President Holman, Directors Powers, Capron, and Norton were present in the Aromas Water District Board Room along with General Manager Johnson. Counsel Bosso attended via Zoom.
- III. PLEDGE OF ALLEGIANCE.** President Morris led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no statements of disqualification.
- V. ADDITIONS AND DELETIONS.** There were no additions or deletions.
- VI. REPORT OUT FROM CLOSED SESSION ON SEPTEMBER 24, 2024.** GM Johnson was given direction.
- VII. MINUTES.** The minutes of the September 24, 2024, Board Meeting was presented for review and approval. Vice-President Holman presented a correction. Director Powers moved for approval of the minutes; Vice-President Holman seconded. Minutes were unanimously approved by the Directors present.
- VIII. ORAL COMMUNICATION.** There was no public comment.

IX. PRESENTATIONS & REPORTS

- A. Director's Report.** Director Norton reported that he attended the San Benito Business Council lunch. Discussions were focused on the various measures on the November ballot.
- B. Attorney's Report.** Counsel Bosso reported that there was nothing much to report on that affected the District, though he commented on AB 2257 passing, and how that relates to Prop 218 measures.

C. Manager's Report:

OPERATIONS & MAINTENANCE

Production & Well Levels

Total production in September 2024 was 10,609,656 gallons; roughly 1.3% lower than August's production, and 8% lower than September's average production. The average daily production was 353,655 gallons.

The District has 976 total connected meters – no new connections this month.

San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was operated only one day. All water testing reports were filed on time.

Operational well levels: Carpentaria and San Juan wells saw no change from last month's reading.

Observational wells: The Marshall well level showed a decrease of two feet from the previous month, and the Aimee Meadows well reading showed a decrease of one foot from the previous reading.

INCIDENTS

On September 13 (Friday) and 14 (Saturday), there were two breaks on the Carr Avenue water main, within 20 feet of each other. The estimated water loss from both breaks is roughly 300,000 gallons. A Boil Water Notice was issued and rescinded after two days of sampling indicated no coliform was present.

ADMINISTRATIVE

Staff & Board Recognition

GM Johnson reported on the following staff activities: 1) Management Analyst (MA) Girõn and Accounting Clerk (AC) Hill continued to work with our Auditors for the District financial audit, 2) Chief Operator DeAlba and Operator Smith worked tirelessly to complete routine tasks, as well as providing support on the two September water main breaks, 3) GM Johnson participated in the Aromas Tri-County Fire Protection District Open House on October 12, and 4) GM Johnson is working to implement a training program for staff and researching different strategies.

Conservation & Rainfall

The beginning of the new rainfall year was on October 1, 2023. Since then, 21.08 inches of precipitation has been recorded by the rain gauge at Chittenden Pass.

PROJECTS

Finding a New Water Source Project

Staff was given additional direction at the September Closed Session meeting and is moving forward.

Follow-up on the Kang Annexation effort

Staff met with the LAFCo Executive Officer at a May 2024 workshop and discussed matters that need to be finalized for the annexation effort to be completed.

The LAFCo Executive Officer responded, indicating that some issues needed to be resolved, and she is involving LAFCo Counsel, though it should be on the November LAFCo agenda.

School Tanks Abandonment and Replacement

Staff is in contact with a contractor regarding the School Tanks abandonment project; they are waiting for parts to come in that have taken longer than expected to arrive.

San Benito County Issues Ad-Hoc Committee

GM Johnson and Director Norton met with San Benito Supervisor Kosmicki regarding specific issues with San Benito County. GM Johnson has since met with Public Works Director Steve Loupe relating to those issues.

Upcoming changes in utility billing software

Our current billing software company was bought out by a larger firm over a year ago. A new version and fee schedule has been released. Staff is working to find a replacement software program.

Purchase of a new network copier/printer/scanner

The current network copier/printer/scanner unit has been discontinued by Xerox for some time, and no new parts will be manufactured, and support will be discontinued as of Q4 2024.

This purchase may fit within the Cybersecurity Grant, which has been applied for; results will be distributed once all the grant applications are reviewed and scored.

D. Correspondence

GM Johnson went through the monthly correspondence list and provided information on specific items, including; 1) the Cybersecurity Grant application, 2) the Rancho Larios Easement process, 3) updates on the Kang Annexation issue, and 4) the progress on getting the San Benito County invoices paid.

X. ACTION ITEMS

A. Consider adopting Resolution #2024-07, Resolution of Necessity, for the purposes of drilling a test well and possible purchase of land for a production well, and providing direction to staff

Staff presented the progress and next critical steps for the Test Well project, including the adoption of Resolution #2024-07, a Resolution of Necessity. Director Norton moved to adopt the resolution, and Director Capron seconded. The motion carried by a unanimous roll-call vote.

B. Consider approving an agreement with Heidi Quinn of Noland, Hamerly, Etienne & Hoss in the amount of \$21,600.00 (\$1,800.00 per month), and providing direction to staff

Staff presented Ms. Quinn’s contract for the Board’s approval. A motion to approve the agreement was made by Vice-President Holman, and seconded by Director Capron. The motion carried unanimously.

C. Consider reviewing the current General Manager Performance Evaluation Process, and providing direction to staff

Staff presented the current GM Performance Evaluation Process which was discussed by the Board. The result was two-fold: 1) the current process will go forward with all evaluations being sent to Director Powers, to minimize staff involvement, and the evaluation process will be performed over two closed session meetings, and 2) an Ad-Hoc Committee was established to develop a new evaluation process for the following year’s evaluation. No action was necessary for this item.

D. Financial Reports for the Month of September 2024

Total Assets / Liabilities & Equity are \$16,072,368.93. In the P&L Report, Revenue for September was \$189,356.81. Total Expenditures were \$169,871.37 between September 17, 2024, and October 15, 2024.

President Morris moved to adopt the Financial Reports which was seconded by Vice-President Holman. The Financial reports were unanimously approved.

XI. FUTURE MEETINGS & AGENDA ITEMS

The next regular Board meeting date will be Tuesday, November 26, 2024, at the Aromas Water District Board Room. At that meeting, there will be a Closed Session to discuss the General Manager’s Performance Evaluation, with the General Manager not present. Action items proposed include: a discussion regarding the Rancho Larios Tank Easement, the Fiscal Year 2023-24 Financial Audit, progress on the Kang Annexation, and possibly a revisit of the logo change discussion. Also, the December Board meeting will be December 16 (Monday).

XII. ADJOURNMENT

President Morris adjourned this meeting at 8:35pm.

Read and approved by: Vicki Morris
President, Vicki Morris

Date: 11/26/24

Attest: Robert Johnson
Board Secretary, Robert Johnson

Date: 11/26/24