

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
December 22, 2020**

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Holman on Tuesday, December 22, 2020 at 7:00 p.m. online via Zoom.
- II. **SWEARING IN OF NEW DIRECTORS.** President Holman was re-elected to the Board for his fourth term. Director Morris was elected to begin her first term. Counsel Bosso proceeded to swear in both Directors.
- III. **ROLL CALL.** President Holman, Vice President Leap and Directors Dutra, Morris and Smith were present. Also in attendance were General Manager Johnson, Counsel Bosso and Board Secretary Coombes.
- IV. **PLEDGE OF ALLEGIANCE.** President Holman led the pledge of allegiance.
- 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 November 24, 2020 Board Meeting were presented for review and approval. Vice President Leap expressed his appreciation for the clarity in the minutes especially regarding the Red Barn issue. Director Smith moved for approval of the minutes seconded by Vice President Leap. Minutes were approved by the four Board Members in attendance at that meeting (Dutra, Holman, Leap, Smith), by roll-call vote. Director Morris abstained as she was not a Board Member at that meeting.
- VIII. **ORAL COMMUNICATION.** There were no public comments.

IX. REPORTS/PRESENTATIONS

- A. **Presentation of Resolution 2020-10 in appreciation of outgoing Board Member K Wayne Norton.** GM Johnson read the Aromas Water District Resolution into the record. Supervisor Phillips of Monterey County attended to present a Resolution and express appreciation on behalf of the County of Monterey Board of Supervisors for Mr. Norton's contribution to the District's Board. He commented on how hard it is to find good people with common sense to make level-headed decisions in the best interest of the District.

President Holman also expressed how much he has enjoyed Mr. Norton's contribution to the District's Board. Director Morris also expressed her appreciation of Mr. Norton's contributions during her tenure as General Manager. GM Johnson expressed his appreciation of the work Mr. Norton put in on the various Committees to really get work done and ask inciteful questions. Mr. Norton expressed his enjoyment of working with all the Board Members and has learned from them all, especially so much about the provision of water in a condensed fashion from Director Morris when he first joined the Board. He then thanked all the Board Members for their service.

- B. **Director's Report(s).** Vice President Leap conveyed his interest in the important work that is being done on the mapping by ASO Coombes. He felt it was important for all Directors to see the map of the entire system to take it in and understand weak spots and see where the District is headed into the future.
- C. **Attorney's Report.** Counsel Bosso stated that there has been some questions regarding ADUs since the amended legislation in 2019 to include Water Agencies. He has provided a detailed Memorandum to GM Johnson who will pass it to all Directors after the meeting. For inclusionary dwellings, there can be no separate meter or a connection fee levied. Non-inclusionary dwellings are able to be charged for connection, but the charge must be proportionate to the amount of demand via a fixture count or equivalent analysis. Base rate and usage are charged as normal. Counsel Bosso invited questions to be emailed to him once the Board has read the memo.

D. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in November 2020 was 8,450,795 gallons, with a daily average of 281,693 gallons per day; bringing the annual total to date of 100,776,930 gallons with, as usual, the majority coming from San Juan Well. The stacked graph demonstrates that the level at the end of November is higher than the annual total for 2019.

Director Dutra queried why the Carpentaria Well is not being utilized more, especially since its rehabilitation.

There are 965 connected meters. All water testing continues to be both filed on time and represent satisfactory results. In November, the finished water from the treatment plant showed no trace of iron and manganese.

Reporting on operational well levels, all are currently recharging nicely; Carpenteria Well is up one foot; San Juan Well was up four feet. Observational well levels; Marshall Well was up three feet; and Aimee Meadows Well was up one foot.

MAINTENANCE

Incidents

On the evening of December 17, 2020 a vehicle collided with a Fire Hydrant on Aromas Road, destroying the hydrant and immediate infrastructure. The Fire Department were quickly on the scene to shut off the water, so approximately only 50,000 gallons were lost and the system pressure did not go below 32 PSI.

ADMINISTRATIVE

Staff & Board Recognition

ASO Coombes continues to work on the District mapping as well as formatting the Employee Handbook.

AC Girōn completed work related to the annual financial audit and the draft Audit Report was received from Fedak & Brown on December 3, 2020 and will be presented to the Board in early 2021.

GM Johnson filed the Bravo annexation which will be presented to the LAFCo Board on January 14, 2021.

GM Johnson completed and submitted the grant application for "Community Power Resiliency Allocation to Special Districts Program". GM Johnson will call them to establish a timeline on response.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2020, there has been a total of 1.2" of precipitation; 0.72" falling in December so far. It still looks to be a dry winter, and therefore less recharge and more pumping are likely.

Projects

Response to COVID-19 Virus

GM Johnson reported on new CalOSHA Emergency Temporary Standards related to COVID-19. This establishes what should occur in the event of staff testing positive for COVID-19. Vice President Leap suggested CSDA may also have a template for this situation – GM Johnson will check. Director Smith raised the question of vaccination for front-line/essential workers and where the priority status of the District staff may lie. GM Johnson found a report from CSDA regarding this issue and will be looking into it further.

Ad-Hoc Personnel Committee Meeting

GM Johnson reported the Employee Handbook is ready for a further review by the Ad-Hoc Personnel Committee with the intention of completing this project in January 2021.

Technology Upgrade - SCADA

GM Johnson reported that the power drain issues with using both the XiO and Tesco systems has been temporarily resolved with an additional small-scale solar power solution. Long-term solutions are likely to require more solar panels.

Orchard Hill Road Proposed Annexation

GM Johnson has contacted the Orchard Hill group representative and it looks probable that seven households are interested in receiving Aromas Water with the potential of up to fifteen households. The temporary provision of water is challenged when the Cole Tank level is lower than eleven feet, as this results in a lack of pressure to push the water over the ridge; a booster and float switch have become a short-term solution.

Correspondence: GM Johnson mentioned the correspondence from CalTrans requesting maps. CalTrans are recovering highway off/on ramps and are working on the San Juan Road intersection, and the maps were provided.

X. ACTION ITEMS

A. Consider receiving a report regarding the possible provision of a fire suppression connection from the Aromas Water District system to the Red Barn.

GM Johnson recapped the situation so far, as presented in the last two District Board Meetings. It was determined that the building across the street, mentioned in the previous meeting, was connected before the Oakridge development, therefore, the parameters for the Red Barn connection have changed considerably since then and there is no comparison.

An updated request has now been made, by the Red Barn representatives, of 565 gallons per minute (gpm) as opposed to 815gpm. This delivers enough residual pressure to provide the service without detriment to the District's system. In addition, the Red Barn is equipped with an on-site hydrant system including large tanks to make up the difference in the requested flow rate. The main issue now is the size of the connection.

During discussion, Director Dutra pointed out that there is little difference between this request and simply installing a fire hydrant and, in fact, even with all the sprinklers active, the full six-inch capacity would not be drawn. In response to President Holman's query, GM Johnson confirmed that MNS Engineering has performed a model test at 565gpm with residual pressure at 80-85psi. Director Morris wants to ensure that the on-site system at the Red Barn is operable at all times to provide the additional 200+gpm in the event of a fire and avoid taking the entirety of the water available in the six-inch main. In addition, any properties on Dunbarton Road and Oakridge Road that do not currently have backflow devices may need to have one installed to avoid contamination of the District supply in the event of a fire; the question is, at whose expense.

The Red Barn consultant, Mr. Sepulvado clarified that a six-inch "T" tap or connection to the main, would feed into a backflow device to protect the main supply, followed by a meter provided by the Red Barn. The connection then continues as a six-inch transmission line from the District main line to the Red Barn building to reduce friction loss and maintain pressure. At the building, the line is reduced to a four-inch diameter to increase the pressure to supply the fire suppressant system. Everything from the tap of the District line onto the Red Barn property is the responsibility of the Red Barn. Once the system is installed, Monterey County would perform monthly inspections of the water tanks and annual inspections on the hydrants to State Fire Code.

The owner, Sal Jimenez, indicated that Director Dutra's point about the similarity to the installation of a hydrant is accurate and respectfully requested that a decision be made sooner rather than later on the basis that the cost is becoming extensive plus deadlines, set by the county, are slipping the longer the connection is delayed. He feels that both sets of engineers have provided considerable data that favors the project installation. He thanked everyone for their hard work in progressing this project and is looking forward to providing a local community service.

A motion was made by Director Smith to approve the connection as presented and seconded by Vice President Leap. There was no further discussion and the connection was unanimously approved by roll-call vote with all Directors present.

B. Consider adopting a revision to the Fiscal Year 2020-2021 Expense Budget.

GM Johnson presented a mid-fiscal year update to the Expense Budget. An increase in expected revenue has afforded some adjustments in several categories, primarily; Admin & General to increase the Depreciation Reserve; Operations to cover increasing costs of water treatment, truck maintenance, system maintenance and improvement; and the modification of one staff position. The latter involves the Accounts Clerk position altering to become a Water Utility Specialist with an increase to 32 hours per week and a corresponding increase in office duties including utilizing existing Water Operator D1 certified knowledge to perform additional Operations tasks. This relieves some tasks the GM is currently performing to concentrate on other projects.

A motion was made by Vice President Leap to adopt the proposed revision to the Expense Budget for FY2020-2021 as presented and seconded by Director Morris. There was no further discussion other than a commendation to GM Johnson for his thorough presentation. The revised Expense Budget was unanimously adopted by roll-call vote with all Directors present.

C. Financial Reports for the Month of November 2020

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,036,515.78, of which *Total Current Assets* are \$4,508,410.59, and *Total Fixed Assets* are \$6,389,736.19. In *Liabilities*, the *Total Current Liabilities* are \$159,478.60 and *Long-Term Liabilities* are \$4,260,236.84.

In the **P&L Report**, *Water Revenue* for November was \$104,919.82. Total **Expenditures** were \$71,409.71 between November 18, and December 15, 2020.

Director Dutra moved to approve the Financial Reports as presented; seconded by Director Morris. Director Dutra suggested taking greater advantage of the solar power at Carpenteria Well to reduce the power costs. GM Johnson mentioned that he is already in discussion with CO DeAlba on this possibility. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

D. Election of New Board Officers

There was discussion regarding the length of term for the Vice President and President positions. A consensus was reached that the term should be one year, not two as is detailed in the Board Policy Manual. This will be amended by the Board Secretary.

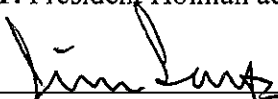
Director Smith nominated Vice President Leap for President and was accepted by Vice President Leap. Director Dutra nominated Director Smith for Vice President, who declined. Director Smith then nominated Director Morris for Vice President. She hesitated since this was her first meeting, however, in light of her past experience and continued attendance at the Board meetings, President Holman gave special dispensation with confirmation from Counsel Bosso that this is appropriate.

Board nominations of Vice President Leap becoming President Leap and Director Morris becoming Vice President Morris were voted on. The nominations were unanimously adopted, by roll-call vote, with all Directors present.

XI. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, January 26, 2021.

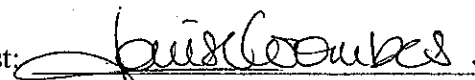
XII. ADJOURNMENT. President Holman adjourned the meeting at 9.10pm pm until Tuesday, January 26, 2021.

Read and approved by:



President, Jim Leap

Attest:



Board Secretary, Louise Coombes

Date: 2-18-2021

Date: January 27, 2021