

# Minutes of the Regular Meeting of the Aromas Water District Board of Directors January 28, 2025

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Capron on Tuesday, January 28, 2025, at 7:00 p.m. Attendees were present in the Aromas Water District Board Room and on Zoom.
- II. **ROLL CALL.** President Capron, Vice-President Powers, Directors Norton, Morris and Holman were present in the Aromas Water District Board Room along with General Manager Johnson; Counsel Quinn attended via Zoom.
- III. **PLEDGE OF ALLEGIANCE.** Counsel Quinn led the pledge of allegiance.
- IV. **REPORT OUT FROM CLOSED SESSION FROM DECEMBER 16, 2024.** The Board discussed the General Manager's Performance Evaluation.
- V. **STATEMENTS OF DISQUALIFICATION.** There were no statements of disqualification.
- VI. **ADDITIONS AND DELETIONS.** There were no additions or deletions.
- VII. **MINUTES.** The minutes of the December 16, 2024, Board Meeting was presented for review and approval. President Capron indicated that if there were no comments, the minutes are then approved by consensus.
- VIII. **ORAL COMMUNICATION.** There was no public comment.
- IX. **PRESENTATIONS & REPORTS**
  - A. **Director's Report.** There were no Director reports.
  - B. **Attorney's Report.** Counsel Quinn had nothing to report.
  - C. **Manager's Report:**

## ***OPERATIONS & MAINTENANCE***

### ***Production & Well Levels***

Total production in December 2024 was 5,421,928 gallons; roughly 12% lower than November's production, and 8% lower than December's average production. The average daily production was 174,901 gallons.

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

San Juan and Carpenteria wells were operated 30 days, while Pleasant Acres well was operated one day. All water testing reports were filed on time.

**Operational well levels:** Carpenteria well water level showed no change, while San Juan well water level increased two feet. **Observational wells:** The Marshall well level showed an increase of one foot from the previous month, and the Aimee Meadows well reading showed an increase of three feet from the previous reading.

## ***INCIDENTS***

No incidents to report.

## **ADMINISTRATIVE**

### **Staff & Board Recognition**

GM Johnson reported on the following staff activities: 1) Management Analyst (MA) Girōn, Accounting Clerk Hill and CSR Bowman, continued to work on our new billing software, and helping the customers register for the customer portal, 2) MA Girōn received the results from the second round of Household Tap Sampling for Lead & Copper. The District was below the threshold for the second time in a row, allowing us to request a return to the original sampling regime, 3) GM Johnson received the CalOES letter regarding the Cybersecurity Grant denial, and filed an appeal, which was also denied, and 4) GM Johnson met with California Special District Association representatives regarding next year's activities and training opportunities.

### **Conservation & Rainfall**

The beginning of the new rainfall year was on October 1, 2024. Since then, 6.76 inches of precipitation has been recorded by the rain gauge at Chittenden Pass.

## **PROJECTS**

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

Staff worked with our geologic consultant to get the test well project moving forward.

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

The Kang Annexation, approved by the District Board in November 2022, and the PVWMA Board approved the annexation at their April 2023 meeting. The LAFCo Executive Officer has recently been working to find a workaround to provide Mr. Kang water as soon as possible.

### **School Tanks Abandonment and Replacement**

Staff and the contractor are working to complete the School Tanks abandonment project. The construction phase commenced on December 10 and lasted for two days. There are three subsequent phases to complete.

### **San Benito County Issues Ad-Hoc Committee**

GM Johnson and Public Works Director Steve Loupe meetings will resume in February. President Capron was added to the ad-hoc committee that is discussing past issues and hoping to head-off future ones.

### **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.

### **Training opportunities for the Board members and General Manager**

California Special Districts Association (CSDA) provides a plethora of training for staff and Board members throughout the year. A focused effort for the Board to be trained will happen in mid-November in Seaside. More information will be provided when available. Attending will help the District keep its District of Distinction accreditation.

## **D. Correspondence**

GM Johnson went through the monthly correspondence list and provided information on specific items, including; 1) the Cybersecurity Grant process, 2) Kang annexation status, and 3) emails related to the operations shop project.

**X. ACTION ITEMS**

**A. Receive an update on the Marshall Well Replacement Project, approve a project budget amendment of \$153,172.00, and provide direction to staff**

Staff presented the status of the Marshall Well Replacement Project, including a proposed budget adjustment. President Capron made a motion to receive the report, approve a budget amendment of \$153,172.00, and directed staff to move forward with the project recognizing the project is exempt from CEQA based on CEQA Guideline 15306. Vice-President Powers seconded the motion; the motion carried unanimously.

**B. Receive Financial Reports for the Month of December 2024 and Approve Expenditures**

Total Assets / Liabilities & Equity are \$16,165,287.93. In the P&L Report, Revenue for December was \$231,264.34. Total Expenditures were \$139,995.43 between December 7, 2024, and January 22, 2025.

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

**XI. FUTURE MEETINGS & AGENDA ITEMS**

The next regular Board meeting date will be February 25, 2025, at the Aromas Water District Board Room. At that meeting, there will be a continued Closed Session to discuss the General Manager's Performance Evaluation. Other future items included updates on the shop and test well projects (to be included or presented in the Manager's Report), a possible Budget Revision, and a new scope of work from Luhdorff and Scalmanini for the Production Well and appurtenances.

**XII. ADJOURN TO CLOSED SESSION**

Board adjourned to Closed Session to begin the Performance Evaluation process (new method this year) for General Manager Johnson at 8:20pm

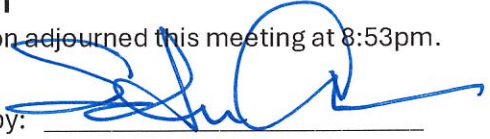
**XIII. RETURN TO OPEN SESSION AND REPORT OUT**

Board returned to Open Session at 8:52pm and reported that their discussion would continue at the next meeting in Closed Session.

**XIV. ADJOURNMENT**

President Capron adjourned this meeting at 8:53pm.

Read and approved by:



President, Seth Capron

Date: 2/25/25

Attest:



Board Secretary, Robert Johnson

Date: 2/25/25