

**Minutes of the Regular Meeting of the
Aromas Water District Board of Directors
March 25, 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, March 25, 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.** Director Holman led the pledge of allegiance.
- IV. **REPORT OUT FROM CLOSED SESSION FROM FEBRUARY 25, 2025.** The Board discussed the General Manager's Performance Evaluation process and status.
- 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 February 25, 2025, Board Meeting was presented for review and approval. Director Powers moved for approval of the minutes; Director Norton seconded. Minutes were unanimously approved by the Directors present.
- VIII. **ORAL COMMUNICATION.** There was no public comment.
- IX. **PRESENTATIONS & REPORTS**
 - A. **Director's Report.** None
 - B. **Attorney's Report.** None
 - C. **Manager's Report:**

OPERATIONS & MAINTENANCE

Production & Well Levels

Total production in February 2025 was 4,586,289 gallons; roughly 14% lower than January's production, and 11% lower than February's average production. The average daily production was 158,148 gallons.

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

Carpenteria well was operated for 28 days, while San Juan and Pleasant Acres wells were operated for 15 days each, with one day of overlap. All water testing reports were filed on time.

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

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 are developing a comprehensive set of instructions for the new billing software, 2) MA Girōn requested the removal of the Corrosion Study requirement, which was initially mandated due to a Lead Exceedance issue, though there has not been a response yet, 3) In case the above study is not removed, MA Girōn will work to complete the Corrosion Study effort before the deadline, and 4) GM Johnson attended the LAFCo meeting via Zoom in support of the Kang Annexation, and met with an ACWA representative to discuss District opportunities for the future.

Conservation & Rainfall

The beginning of the new rainfall year was on October 1, 2024. Since then, 15.68 inches of precipitation has been recorded by the rain gauge at Chittenden Pass.

PROJECTS

Follow-up on the Kang Annexation effort

The Kang Annexation was approved by the San Benito County LAFCo on the March 13, 2025 meeting. The installation has been scheduled since February 11, 2025, though it has had to be postponed (three times so far) due to weather and field conditions.

School Tanks Abandonment and Replacement

Staff and contractor have completed the first phase of the School Tanks abandonment project. The project has three additional phases, one of which should be completed this fiscal year. Staff has been seeking another contractor to build a protective frame around the Pressure Reducing Valve.

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.

Status of Marshall Well Replacement Project

The new test/monitoring well has been constructed, and most of the samples have been collected. It can take up to 10 days to get the samples analyzed. Once they are analyzed (and the water quality data is in), the Summary Report from LSCE can be written and sent to the District. The report should arrive before the April Board meeting.

Status of San Juan Well repair

The San Juan well has been out of commission for repairs since last month. The contractor is working to provide cost estimates for repair work options. At the time of the meeting, costs had not been provided.

Status of the Operations Shop Construction Project

This item will be discussed at tonight's Board meeting.

D. Correspondence

GM Johnson went through the monthly correspondence list and provided information on specific items.

X. ACTION ITEMS

A. Receive an update on the Operations Shop Construction Project, and provide direction to staff

Staff presented the status of the Operations Shop Construction Project, including the quandary of how to move forward. The Board recommended that staff work with Counsel regarding the contractor selection process, while in turn, work to locate a local engineer to utilize for any engineering needs that will be needed to keep this project moving. The update report was approved by consensus.

B. Approve a GM/Staff Training Plan for 2025, and provide direction to staff

Staff presented a training plan for the GM and staff for the current calendar year that included implementation of the Working Genius Training Model into the District’s workflow. Director Powers moved for approval of the plan; Director Holman seconded. The motion carried unanimously.

C. Receive Financial Reports for the Month of February 2025 and Approve Expenditures

Total Assets / Liabilities & Equity are \$16,033,156.66. In the P&L Report, Revenue for February was \$141,004.15. Total Expenditures were \$119,782.22 between February 15, 2025, and March 14, 2025.

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

XI. FUTURE MEETINGS & AGENDA ITEMS

The next regular Board meeting date will be April 22, 2025, at the Aromas Water District Board Room. At that meeting, there will be a Board training session before the meeting.

XII. ADJOURN TO CLOSED SESSION


Board adjourned to Closed Session to continue the Performance Evaluation process (developing new method this year) for General Manager Johnson at 8:50pm

XIII. RETURN TO OPEN SESSION AND REPORT OUT

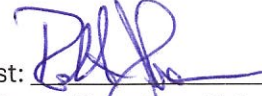
Board returned to Open Session at 9:30pm and reported that General Manager Johnson Performance Evaluation is ready to finalized.

XIV. ADJOURNMENT

President Capron adjourned this meeting at 9:31pm.

Read and approved by: 
President, Seth Capron

Date: 4/22/25

Attest: 
Board Secretary, Robert Johnson

Date: 4/22/25