

**Minutes of the Special and Regular Meetings of the
Aromas Water District Board of Directors
October 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, October 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.** Director Morris led the pledge of allegiance.
- IV. **ADDITIONS AND DELETIONS.** There were no additions or deletions.
- V. **PUBLIC COMMENT.** There was no public present when this item came up. A public member (who a Board member expected) arrived at 7:11pm to discuss bringing high-speed internet to the area, possibly utilizing District land.
- VI. **MINUTES.** The minutes of the September 23, 2025, Regular Board Meeting were presented for review and approval. Vice-President Powers moved for approval of the minutes; Director Norton seconded. Minutes were unanimously approved by the Directors present.

VII. PRESENTATIONS & REPORTS

A. Director's Report. Directors Holman and Norton, along with President Capron mentioned talking with a customer about the District's Leak Credit policy. Director Norton also received a call from a resident concerned about the District not allowing branches (to be chipped) to stay on our land.

B. Attorney's Report. Counsel Quinn reported about the SB 707, which has allowed significant changes to the Brown Act and the Public Records Act.

C. Manager's Report:

OPERATIONS & MAINTENANCE

Production & Well Levels

Total production in September 2025 was 9,143,950 gallons; roughly 14% lower than August's production, and 20% lower than September's average production. The average daily production was 304,798 gallons.

The District has 979 total connected; 2000 Cole Road was connected within the last month.

San Juan and Carpenteria wells were operated the entire month, while Pleasant Acres well was not used. All water testing reports were filed on time.

Operational well levels: Carpenteria and San Juan wells well water levels increased by four feet each, in comparison to the previous month's reading. **Observational wells:** The Marshall well level also showed an increase of four feet from last month, and the Aimee Meadows well reading showed an increase of 11 feet 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, and Accounting Clerk (AC) Hill have prepared the information for the District Financial Audit. The Audit has been moving forward, 2) Chief Operator DeAlba and Operator Smith have been working to prepare the system for winter, 3) GM Johnson met with Cybersecurity consultants to develop a scope / budget for the needs of the District, and 4) GM Johnson represented the District at the annual Aromas Tri-County Fire Protection District's Open House on October 11.

Conservation & Rainfall

The beginning of the new rainfall year was on October 1, 2025. Since then, 1.36 inches of precipitation has been recorded by the rain gauge at Chittenden Pass.

PROJECTS

Training opportunities for the Board members and General Manager

One of the required trainings for Board members and District Management was completed on April 22. The next required training was assigned and will be (or has been) performed off site based on each Board member's and General Manager's schedule. In November, the full Board and General Manager will be attending the Special District Leadership Academy in Seaside, CA.

Status of Marshall Well Replacement Project

Staff has been in contact with the landowner to discuss purchase terms and agreement. Surveying the property and soil borings are scheduled within the next few weeks.

Status of San Juan Well repair

The San Juan well was out of commission for repairs from mid-February to August. The well is back online though staff continues to work to clean out the filters in the filter plant and the percolation pits.

Status of the Operations Shop Construction Project

Bids related to building costs and foundation work were expected by the meeting date, though verbal estimated overall costs for the concrete pad and steel for the building were discussed.

Status of Rancho Larios Easement Project

Staff and Counsel have worked on the Rancho Larios Easement Project and provided the final draft to the San Benito Agricultural Land Trust (SBALT). Their subcommittee reviewed it, and have passed it on to their full Board where it could be accepted. This was discussed in depth as an action item at this meeting.

Annexation of Driscoll properties into the Aromas Water District boundary

As part of the agreement with Driscoll Berries, the District has agreed to apply to Monterey County LAFCo (MCLAFCo) for an annexation of three small properties into the District boundary. Discussions with MCLAFCo have occurred over the last year and the District is now developing the application for this annexation.

Development of Tabletop Training Exercise (TTX)

As per the General Manager's Performance Evaluation, a tabletop training exercise is to be developed for staff training in October. The initial draft has been completed, so the exercise will most likely be performed in mid-November or December.

D. Correspondence

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

VIII. ACTION ITEMS

A. Consider Approval of a Grant of Easement with the San Benito Agricultural Land Trust for Water Facilities (Rancho Larios Subdivision), and provide direction to staff

Staff presented an updated Grant Easement document for the Rancho Larios Tank on San Benito Agricultural Land Trust (SBALT) property that had been worked on by both entity's staffs and respective counsels. The Board brought forward some concerns that are to be addressed by the next meeting. The item was continued until the next meeting, with the Board providing direction to staff.

B. Consider reviewing the Board Policy Manual 2022, and providing direction to staff

Staff presented the current Board Policy manual (Manual) for review and comment. The Manual is a living document, with a majority of its content online, to allow for changes in State legislation and other parameters. The Board discussion resulted in some suggestions to be incorporated into the Manual: 1) Add an Appeals Process section, 2) Develop a Teleconferencing/Hybrid meeting policy, 3) Develop a policy about Disruptive Meeting behavior, and 4) Add the General Manager Performance Evaluation Process (this item will be covered in an upcoming training). With these considerations, the item was continued until the next meeting, with the Board providing direction to staff.

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

Total Assets / Liabilities & Equity are \$16,111,287.88. In the P&L Report, Revenue for September was \$227,240.03. Total Expenditures were \$130,817.47 between September 16, 2025, and October 20, 2025.

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

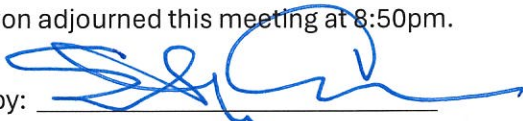
IX. FUTURE MEETINGS & AGENDA ITEMS

The next regular Board meeting date will be November 25, 2025, at the Aromas Water District Board Room.

X. ADJOURNMENT

President Capron adjourned this meeting at 8:50pm.

Read and approved by:



President, Seth Capron

Date: 11/25/25

Attest:



Board Secretary, Robert Johnson

Date: 11/26/25