

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
February 23, 2021**

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, February 23, 2021 at 7:00 p.m. online via Zoom.
- II. **ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also in attendance were General Manager Johnson, Counsel Bosso and Board Secretary Coombes.
- III. **PLEDGE OF ALLEGIANCE.** President Leap led the pledge of allegiance.
- IV. **STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. **ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. **MINUTES.** The minutes of the January 26, 2021 Board Meeting were presented for review and approval. Director Smith moved for approval of the minutes seconded by Vice President Morris. Minutes were approved by roll-call vote with all Directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

A. Director's Report(s). None.

B. Attorney's Report. Counsel Bosso mentioned that the process of obtaining well permits could become more difficult in the future due to two recent California Supreme Court cases: Pelihan Hills Water District in which the adjudication of the Antelope Valley Watershed took almost twenty years to decide, nine of which were taken up in just deciding the limits of the aquifer, and then, after almost everyone had agreed, Phelihan Hill appealed the decision so it kept going. The second cases involved Stanislaus County; previously, the appellate courts had held in a San Luis Obispo case that the issuance of a well permit was "ministerial" so that no environmental impact (CEQA) studies were necessary. The California Supreme Court, however, took a similar case from Stanislaus County, and ruled that since some areas of well permits require judgment (e.g. proximity to other water sources, contamination sites, etc.) that they are not totally ministerial and, in some cases, may require an environmental review process and environmental documents.

C. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in January 2021 was 6,203,270 gallons, with a daily average of 200,105 gallons per day. As usual, the majority of this month's pumping came from San Juan Well, however, Carpentaria Well was also in use for all but one day. The stacked graph demonstrates that the level for January 2021 was higher than January 2020.

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

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

MAINTENANCE

Incidents

No incidents in the last month.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman, WUSp Giron and GM Johnson continue to refine the effectiveness of the billing process during the time that the office is closed to the public.

ASO Coombes continues to work on the District mapping; correcting errors and updating information as time allows.

ASO Coombes is preparing the data necessary to complete the annual DRINC report as well as completing the annual CCR report.

WUSp Girón is reviewing Operational processes to see where opportunities for increased efficiency may lie.

CO DeAlba and Op Smith continue to work on replacing broken meters.

Further to the CalOES "Community Power Resiliency Allocation to Special District Program" grant that GM Johnson applied for last month; unfortunately the District has not been awarded this grant and the appeal process was too restrictive (funds were primarily aimed at disadvantaged communities, which Aromas is not).

GM Johnson has scheduled a tour of the District's facilities for SDRMA on March 24, 2021, in which the primary objective is their analysis of risk. President Leap offered to accompany the tour should this be appropriate.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2020, and up to February 16, 2021 there has been a total of 7.44" so far, with 0.6" falling in February.

Projects

Response to COVID-19 Virus

GM Johnson continues to monitor and implement appropriate actions based on the ever-changing situation. The COVID-19 Prevention Plan is complete and will be presented later in this meeting.

Technology Upgrade - SCADA

The electrical installations continue as the availability of the electrician allows. Carr and Cole tanks and Carr Booster are complete. Oakridge Boosters, Carpenteria Well, Rea Tank and Rea Booster components have been installed and tested. Remaining elements are San Juan Well and Cole Booster.

Orchard Hill Road Proposed Annexation

Further to conversations between GM Johnson and a representative for the Orchard Hill residents, the interim solution is proving challenging as Cole Tank has to be at a certain level to provide the necessary pressure to reach that area. The District will continue the temporary supply through the Summer of 2021, but a definitive list of interested parties is expected before Fall; several residents are currently interested and more are probable. Vice President Morris suggested that the homeowners should commit funds to share the cost of a preliminary engineering report to assess project feasibility and cost.

Red Barn Fire Suppression System

Director Dutra enquired as to the progress of this project; GM Johnson informed the Board that despite instructing MPE (the Red Barn appointed Engineering Firm) to provide a weeks' notice for oversight of the connection, they had called on the morning they were planning to connect and no staff were available for oversight, so the connection has not yet occurred. GM Johnson awaits a call from MPE to schedule the connection.

Correspondence: GM Johnson highlighted two letters to R Espinosa and C McKee (San Benito and Monterey County Admin Officers, respectively) expressing interest in participating in the Emergency Rental Assistance Program. This will allow District staff to provide information for potential relief for customers experiencing financial difficulty due to COVID-19. Secondly, letters to the Senate and House of Representatives indicate support of legislation for the COVID-19 relief fund package for Special Districts currently being drafted by Congress. Director Dutra asked about the letter from NV5 regarding the Rocks Road project. GM Johnson said they were redrafting the drawings based on the decision made by the Board at the January meeting and they were yet to be received here at the District.

IX. ACTION ITEMS

A. Consider adopting the Aromas Water District's Employee Handbook, February 2021

The original Employee Handbook was adopted in 2011 and much has changed in 10 years; two iterations have been made in the intervening years and this is a third to include new and updated items such as the District's mission, culture and values; document the District's expectations of employees and inform them of benefits offered by working at the District. The new version also ensures compliance with State and Federal laws as well as clearly communicating key District policies. The details of this iteration are listed in the table at the back of the document. Currently emphasized in red are changes to the Mission Statement section, the addition of a section on Guiding Principles, inclusion of the California Family Rights Act and a definition of the role of the General Manager.

The new version has been reviewed by ACWA JPIA, Counsel Bosso and the District Ad-Hoc Personnel Committee and once Board approval is obtained, it will be distributed to the Employees where there is an acknowledgment of receipt page to be signed and returned for personnel records.

A motion was made by Director Holman to adopt the February 2021, Version 4.0 of the Employee Handbook as presented, seconded by Director Dutra. Both Director Smith and Vice President Morris recognized how much effort had been involved in updating to the new version. The report was unanimously adopted by roll-call vote with all Directors present.

B. Consider adopting the Aromas Water District's COVID-19 Prevention Plan (CPP)

GM Johnson proposed a CPP, which is required by Cal/OSHA, with a focus on prevention of COVID-19 at the workplace (where possible) including protection of an employee's identity and medical information by compliance with ADA and HIPAA laws. The CPP identifies and evaluates potential COVID-19 hazards, then correction and control of those hazards with existing safety measures and further training as well as activities in the event of a case or outbreak at or in the AWD facilities.

A motion was made by Director Dutra to adopt the COVID-19 Prevention Plan as presented, seconded by Director Smith. The report was unanimously adopted by roll-call vote with all Directors present.

C. Financial Reports for the Month of January 2021

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,027,322.78, of which *Total Current Assets* are \$4,591,087.80, and *Total Fixed Assets* are \$6,295,295.98. In *Liabilities*, the *Total Current Liabilities* are \$211,602.43 and *Long-Term Liabilities* are \$4,457,317.32.

In the **P&L Report**, *Water Revenue* for January was \$93,985.87. Total **Expenditures** were \$67,084.94 between January 21 through February 17, 2021.

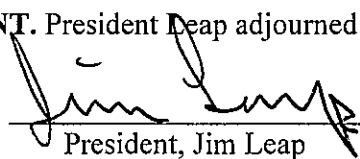
Director Holman moved to approve the Financial Reports as presented; seconded by Director Smith. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, March 23, 2021.

Topics for the next meeting include the GM Evaluation. Ad Hoc Committee meetings are to be arranged for the Expense and Capital Budget as well as a revamp of the GM Evaluation process.

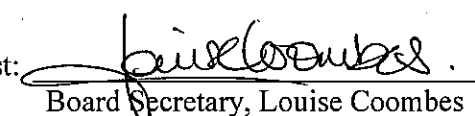
XI. ADJOURNMENT. President Leap adjourned the meeting at 8:30pm until Tuesday, March 23, 2021.

Read and approved by:



President, Jim Leap

Attest:



Board Secretary, Louise Coombes

Date:

3-25-2021

Date:

March 24, 2021

