

**Minutes of the Regular Meeting of  
the Aromas Water District Board of Directors  
January 25, 2022**

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, January 25, 2022, at 7:00 p.m. in a hybrid setting; attendees were both present in the Board Room and online via Zoom.
- II. **ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also present was General Manager Johnson; Board Secretary Coombes and Counsel Bosso attended via Zoom.
- 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 December 21, 2021, Board Meeting were presented for review and approval. Director Dutra moved for approval of the minutes as presented; Director Smith seconded. Minutes were unanimously approved with all Directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

**VIII. REPORTS/PRESENTATIONS**

- A. **Director's Report(s).** There were no Director's reports.
- B. **Attorney's Report.** Counsel Bosso recommends watching the progress of a new Proposition being added to the next ballot which may make financial decisions at the District more difficult, mandating a 2/3 majority, with everything proposed being "reasonable" and directly related to customer charges.
- C. **Manager's Report**

***OPERATIONS & MAINTENANCE***

***Production & Well Levels***

GM Johnson reported total production in December 2021 was 5,248,230 gallons, with a daily average of 169,298 gallons. Carpenteria Well ran the entire month; San Juan Well was used for thirty days of the month but Pleasant Acres was not used.

There were no new meters installed, so the current total is 969 connected meters. All water testing continues to be both filed on time and represent satisfactory results.

Reporting on well levels; Carpenteria Well is up four feet, San Juan Well is up three feet. Observational wells; Marshall Well is up five feet and Aimee Meadows is up three feet.

***INCIDENTS***

During the recent heavy rain, a small portion of our main line on the way to Oakridge was exposed at a driveway entrance, however, no damage was observed; the area has now been completely repaired.

***ADMINISTRATIVE***

***Staff & Board Recognition***

WUSp Girōn continues to work with the Operations team to utilize tablets for routine recordkeeping to increase efficiency.

ASO Coombes has issued annual reporting paperwork to all staff and Directors.

CO DeAlba returned to work a little ahead of schedule, commencing January 10, 2022.

Operator Smith continues to work with our electricians and XiO on issues with Ballantree communications to include the filter plant and San Juan Well. One of the aims is to be able to remotely run the backwash.

The Ad-Hoc Infrastructure and Finance Committee met in December to review contractor proposals and develop financial solutions. Three municipal financing firms were recommended by the Bond Attorney.

### ***Conservation & Rainfall***

Since the start of the rainfall year on October 1, 2021, at total of 14.48 inches of precipitation have been recorded by the rain gauge at Chittenden pass, with only 0.08 inches falling in January 2022.

### **PROJECTS**

#### **Response to COVID-19 virus**

Monitoring of the current situation continues. Customers continue to use the drop-box to make payments despite the office being open.

#### **Orchard Hill Road proposed annexation progress**

The previous main contact person is stepping down and another resident will be taking their place. There is still interest in receiving District water; GM Johnson will reach out to them again in February 2022.

#### **Cole Road & Rocks Road Project**

GM Johnson presented the annexations of Cole Road and Rocks Road, first to an Ad-Hoc Committee at PVWMA and then at the PVWMA January Board of Directors meeting. The fact that a number of parcels were included was well received and the request was approved. The agreements will need to be signed by the District's counsel and GM of PVWMA prior to presenting an application to San Benito LAFCo.

#### **New Water Source**

GM Johnson elaborated on this project with an update in Action Item X.A later in this meeting.

**Correspondence:** GM Johnson pointed out the email from the Bond Attorney with the three names for a Municipal Finance Advisors and their responses. CSDA have also offered low interest financing for which GM Johnson has also applied. Director Dutra enquired about the email from L Austin; GM Johnson indicated that this email was to ensure we knew of financing opportunities for Water Agencies in the Governor's Budget Proposal.

### **IX. CONSENT CALENDAR**

#### **A. Consider adopting Resolution 2022-01 authorizing the continuation of hybrid/remote teleconferencing meetings pursuant to AB 361**

Vice President Morris moved to adopt Resolution 2022-01 as presented; seconded by Director Smith. The Resolution was unanimously adopted, by roll-call vote, with all Directors present.

### **X ACTION ITEMS**

#### **A. Consider receiving a progress report on the Marshall Well project**

The two proposals previously presented total \$525,087 and research is underway to seek grants as well as financing options. Of the three Municipal Advisors provided by the Bond Attorney, two have provided submittals and one excluded themselves due to current commitments. The submittals need review and discussion resulted in agreement for the Infrastructure and Financing Committee to perform this review, select and engage the consultant. The plan is to implement a funding solution in May 2022.

Director Holman moved to receive the audited financial statements as presented; seconded by Director Dutra. The audited financial statements were unanimously adopted, with all Directors present.

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

The CPP will help staff to identify, evaluate and correct COVID-19 hazards, including steps to take should a case occur at a District facility. The plan also incorporates current CDC guidelines for getting tested and returning to work after a suitable quarantine period, without loss of sick leave bank. This only applies to exposure due to a work-related situation.

Vice President Morris asked if the plan covers non-vaccinated staff; GM Johnson responded that any non-vaccinated staff will be required to take a PCR test on a weekly basis. In addition, there are some rapid tests available at the office for District staff.

Director Smith moved to adopt the Aromas Water District COVID-19 Prevention Plan; seconded by Vice President Morris. To move forward with this project as presented was unanimously adopted with all Directors present.

**C. Financial Reports for the Month of December 2021**

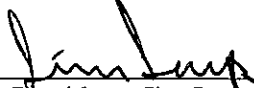
Total Assets / Liabilities & Equity are \$10,975,746.08, of which Total Current Assets are \$4,946,130.54, and Total Fixed Assets are \$5,880,495.54. In Liabilities, the Total Current Liabilities are \$223,855.83 and Total Liabilities are \$4,385,454.51.

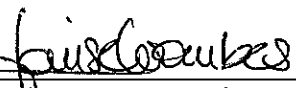
In the P&L Report, Water Revenue for December was \$81,483.85. Total Expenditures were \$91,837.47 between December 15 to January 18, 2022.

On the graphical representation of the Financials, when compared to the current budget there is a +5.6% difference for YTD Revenue and -3.1% difference for YTD Expenditures.

**X. FUTURE MEETINGS & AGENDA ITEMS.** The next meeting date will be on Tuesday, February 22, 2022, and will be the same hybrid format as this meeting. Topics will include a review of the Directors Handbook.

**XI. ADJOURNMENT.** President Leap adjourned the meeting at 8:00pm until Tuesday, February 22, 2022.

Read and approved by:   
President, Jim Leap

Attest:   
Board Secretary, Louise Coombes

Date: 2-22-2022

Date: February 23, 2022

