

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
November 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, November 23, 2021, 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 in attendance were General Manager Johnson and Board Secretary Coombes. 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 October 26, 2021, Board Meeting were presented for review and approval. Director Holman moved for approval of the minutes as presented; Vice President Morris 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).** Vice President Morris mentioned that she and Director Smith, with GM Johnson, had attended another Ad-Hoc Infrastructure & Finance Committee Meeting to be discussed later in the Manager's Report.
 - B. **Attorney's Report.** Counsel Bosso had no legal matters to report that would affect the District.
 - C. **Manager's Report**

OPERATIONS & MAINTENANCE

Production & Well Levels

GM Johnson reported total production in October 2021 was 8,841,191 gallons, with a daily average of 285,200 gallons, representing about 9.7% of total production so far this year. Pleasant Acres was used for eight days, Carpenteria Well ran the entire month; San Juan Well was used for 30 days of the month.

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.

GM Johnson presented several new graphs to represent how monthly production levels compare to a monthly average. Further metrics will be added in coming months to enhance the data with the intention of future planning in times of scarcity.

Reporting on well levels; Carpenteria Well is up four feet and San Juan Well is up eight feet. The levels for observational wells, Marshall Well is up four feet and Aimee Meadows is up eight feet.

INCIDENTS

Early on Saturday October 31, 2021 a vehicle collided with Fire Hydrant #48 on San Juan Road. A boil order had to be issued to approximately 60 affected customers as a result of incorrect valves being shut off by first responders on the scene, causing negative pressure for the Ballantree pressure zone and the Oakridge line up to the first booster. This was lifted the following Monday after lab testing was negative for contaminants. West Valley were called in to affect the repair. Water loss was 51,000 gallons as measured through the Ballantree flow meter. ASO Coombes is currently awaiting a CHP Collision Report to make an insurance claim to cover the cost of damages. A cooperative plan is being developed between District staff and the Fire Department to provide education and increased effectiveness in similar future situations.

ADMINISTRATIVE

Staff & Board Recognition

WUSp Girōn is working to integrate the hard copy backflow information and results into digital format to be utilized in future backflow testing.

ASO Coombes continues to refine and update information in the mapping of the District. Current focus has been adding exact locations of the Dunbarton and Oakridge fire hydrants never previously mapped and providing maps for the Rocks Road annexation.

CO DeAlba continues on medical leave, although available by phone for consultation if there is an emergency situation; likely to continue until January 2022. GM Johnson plans to contact CO DeAlba for an update on prognosis after Thanksgiving.

Operator Smith continues to work hard to maintain a fully operational system.

Conservation & Rainfall

The new rainfall year began on October 1, 2021. Up to and including November 17, the rain gauge at Chittenden pass has recorded 5.36 inches of rain, of which 0.92 fell in November.

Projects

Orchard Hill Road Proposed Annexation

The residents of Orchard Hill are still reviewing the engineering proposal. GM Johnson plans to reach out to them in January for direction. There has recently been a change of ownership of the land that the temporary water line runs through.

Cole Road Outreach Project

GM Johnson plans to approach PVWMA to include the Cole Road annexation proposal on their December agenda.

New Water Source

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

Correspondence: GM Johnson reached out to SSB Construction, who installed the solar field at Carpenteria well, for advice in cleaning the hard water stains from the panel surfaces. These have now been cleaned and the inverters repaired so that the panels are fully functional again.

GM Johnson has been corresponding with the SWRCB regarding Drinking Water Infrastructure Funding. The District seems to fall in the gap of not being a large enough system or not a small, disadvantaged community system in order to be eligible for infrastructure funding from the state. GM Johnson corresponded to find out if there are any possible funding opportunities and late today had a response, so more information on this will be given at the next meeting.

GM Johnson also made mentioned that the Financial Audit Report should be ready to be presented at the December meeting.

IX. CONSENT CALENDAR

A. Consider adopting Resolution 2021-12 authorizing the continuation of hybrid/remote teleconferencing meetings pursuant to AB 361

Director Smith moved to adopt Resolution 2021-12 as presented; seconded by Vice President Morris. The Resolution was unanimously adopted, by roll-call vote, with all Directors present.

X ACTION ITEMS

A. Consider adopting Resolution 2021-13 initiating proceedings for the annexation of six parcels into the Aromas Water District

The proposed six parcels, along Rocks Road, totaling 28.58 acres, each have a single family residence. One homeowner is already using a District hydrant meter to fill his domestic water tanks and another has repeatedly requested annexation and connection to the District in the past. There were a variety of reasons why it was not previously annexed; not within the sphere of influence, expense of connection, previously health and safety was not an issue. However, now it has become a matter of health and safety as, according to a well expert, one parcel's well has dried up, so the family have been purchasing water for their basic household needs. Since the main line supplying Ranch Larios is located right beside these parcels, there is no additional cost to the District for installation of infrastructure. It seems likely that the other four homes nearby will experience the same issues, therefore it seems prudent to include them in this annexation effort, presenting these parcels at the same time as the Cole Road annexation. Assuming the annexation is approved, each parcel will only get one connection.

Director Holman moved to adopt Resolution 2021-12 as presented; seconded by Director Dutra. The Resolution was unanimously adopted, by roll-call vote, with all Directors present.

B. Consider receiving an update report on two District projects; Solar Power for the Office and New Water Source

The 2019 Rate Study identified a subset of capital projects in the strategic plan as priority; Ballantree Tank Project, School Road Project, Operations Shop and Solar power for the office. A new water source was also identified for a time period outside the Rate Study horizon. The Board of Directors has brought that project forward as critical. The District stands ready to move forward but is looking to infrastructure grant funding to help with financing.

Office Solar Power

A proposal within budget was supplied by Allterra to provide solar power to the District Office. The project was divided into two parts, each below the \$25,000 threshold for prevailing wage regulations. However, Counsel Bosso advised GM Johnson that prevailing wage should be included. GM Johnson has instructed Allterra to revise and provide a new quote.

New Water Source

Martin Feeney will oversee the new well water source project without travelling, but in heavy consultation with a suitable hydrogeologist contractor. Proposals are expected by December 1, 2021. There will also be a preliminary engineering report coming in soon for CEQA, permits and grant financing; whatever has come in will be presented at the December Board meeting. A proposal for the test well part of the project may also be coming in next week, which is earlier than expected. The next action is to book a drilling company for late summer; this is in progress. The test well could be used in future as an observational well. The completed site design of the project includes; the well; a treatment plant to deal with the probable presence of iron and manganese; an Operations maintenance shop; a solar field and a backup generator.

Vice President Morris expressed her gratification that these projects are quickly moving forward whilst Mr. Feeney is still available and the relationship with the new hydrogeologist is being established. The presentation reflected what was discussed and agreed at the Ad-Hoc Infrastructure & Finance Committee meeting. Seeking grants or other funding, whilst interest rates are currently so low, is prudent.

Board direction was to receive regular updates on the project progress.

C. Financial Reports for the Month of October 2021

Total Assets / Liabilities & Equity are \$10,951,854.07, of which Total Current Assets are \$4,852,731.76, and Total Fixed Assets are \$5,982,183.31. In Liabilities, the Total Current Liabilities are \$283,682.15 and Total Liabilities are \$4,414,323.83.

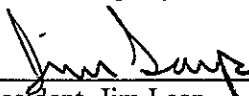
In the P&L Report, Water Revenue for October was \$140,850.50. Total Expenditures were \$142,204.20 between October 21 to November 15, 2021.

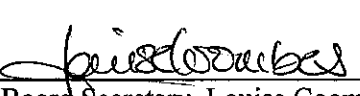
On the graphical representation of the Financials, there is a +13.4% difference for YTD Revenue and -2.7% difference for YTD Expenditures.

Vice President Morris moved to approve the Financial Reports as presented; seconded by Director Holman. The Financial Reports were unanimously approved, with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting date was revised and will be on Tuesday, December 21, 2021, and will be the same hybrid format as this meeting. Topics will include the Audit Report and Project Updates.

XI. ADJOURNMENT. President Leap adjourned the meeting at 8:35pm until Tuesday, December 21, 2021.

Read and approved by: 
President, Jim Leap

Attest: 
Board Secretary, Louise Coombes

Date: 12 - 21 - 2021

Date: December, 21st, 2021