

Minutes of the Regular Meeting of  
The Board of Directors of the  
Aromas Water District  
January 24, 2012

**I. CALL TO ORDER:**

The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Huggins on Tuesday, January 24, 2012 at 7:00 p.m. at the District Office located at 387 Blohm Ave, Aromas, CA.

**II. ROLL CALL:**

Pres. Huggins, Vice President Dutra, Directors Holman, Mahler and Borchard were present. General Manager Vicki Morris, Counsel Bob Bosso, Engineer Mike Freitas, Staff Maureen Cain and Gina Patten were also present.

**III. PLEDGE OF ALLEGIANCE:** Pres. Huggins led the pledge of allegiance.

**IV. STATEMENTS OF DISQUALIFICATION:** There were no disqualification statements

**V. ADDITIONS AND DELETIONS:** There were no additions or deletions.

**VI. MINUTES:** The minutes of the December 22, 2011 Regular Meeting and the December 28, 2011 Special Meeting were presented for acceptance and approval.

Director Holman moved and Director Mahler seconded that the minutes be collectively approved. Approval was unanimous.

**VII. ORAL COMMUNICATION:** Customer Wayne Norton inquired about the discussions concerning real property at the previous Board meetings in closed session, and the process to make a decision. Director Dutra responded with the history on the solution to acquire a new home for the AWD and the direction the Board may now take. Counsel Bosso explained that three options were investigated: Build, buy an existing commercial building, or purchase a modular building. Mr. Norton also commended Staff for an effective informational meeting with Oakridge/Via del Sol residents on January 17<sup>th</sup>.

**X. PRESENTATIONS**

**A. Director's Reports:** Director Holman commented on the Oakridge Via del Sol meeting, which he attended, and was pleased with the number of people and the way it was coordinated by staff. Director Dutra visited the office during the past month and inquired about recordkeeping for staff overtime and cash payments. He was satisfied with his findings.

**B. Attorney's Report:** None

**C. Manager's Report:**

Operations: All lab results have shown non-detect for coliform, iron and manganese. Annual water production was the lowest it has been in the past 10 years. Production is down 5.5% from last year and down 21.6% from 2008 and severely affects revenue. Power costs are down with our more efficient Carr Booster. Staff Development: Gina Patten has now been with the District for ten years. Projects: The *Oakridge and Via del Sol Subdivisions Project* Informational meeting was very well received, and the preliminary poll show that over 60% of property owners are in favor of the property tax assessment to bring service to them. If the Mitigated Declaration is adopted by the Board, staff will begin the annexation application and funding procurement. Don Chapin Company has installed the pump and motor at the *Carpenteria Well*. They are waiting for the flow meter but construction has been delayed by Chapin due to internal issues. *San Juan Interchange Relocation* work is being billed and should be fully reimbursed under a utility agreement with Caltrans.

## XI. ACTION ITEMS

- A. Resolution 2012-01 In Appreciation of Gina Patten for Ten years of Service to the District:** Accounting Supervisor Gina Patten began working for the District ten years ago Jan 28<sup>th</sup>. GM Morris commented on the various duties performed by Gina Patten. The District recognized their appreciation by presenting her with a certificate and applause. Gina stated that it has been her privilege and pleasure to be with the District.

Director Holman moved and Director Huggins seconded that the District resolve to show their appreciation. The resolution passed with the following vote:

Ayes: Huggins, Dutra, Holman, Mahler, Borchard

Noes: None

Absent: None

- B. Presentation by Doug Erickson of Modern Building Systems of West Sacramento:**

Mr. Erickson passed out information including his company's proposed technical package for a modular office building at 490 Carpenteria. Directors Dutra and Holman asked specific questions regarding the foundation, quality of cabinetry, flooring, heating, electrical and more. Mr. Erickson is ready to work with the District to provide a 34' x 60' modular building that complies with the new 2010 Calif. Building Code standards for modular construction and has almost all of the specifications of the original approved plans for standard construction for a cost of \$299,330. The cost includes prevailing wage. The modular building in his scope of work includes a 5/12 hipped roof, porticos on 3 sides, sheetrock walls and ceilings, and the same sized windows as the original plans with cementitious lap siding. He will contact the District with more exact information on taxes to be added to the cost. After Mr. Erickson departed, the Directors again discussed the options available for a new office building.

- C. Resolution 2012-02 to Adopt the Initial Study/Mitigated Negative Declaration for Sphere of Influence Amendment and Annexation of Oakridge/Via Del Sol Area.** This Public Hearing for the proposed Mitigated Negative Declaration, pursuant to CEQA, was held as a necessary step in the efforts to provide service to the area with a severe water shortage. The Initial Study completed a 30-day public review period. Comments were received from LAFCO of Monterey County, Monterey Co. Dept. of Health, Land Watch of Monterey County and Joseph and Delores Rodriguez. All comments were reviewed along with responses. Counsel Bosso prepared a letter of response with PVWMA Counsel Anthony Condotti to address the comments from Land Watch and the legality of serving the area. GM Morris answered concerns of the Rodriguez's. Several Residents from the area were present. Ginny Arguello spoke about the history of problems back to 1995. Andy Zumaran declared his support of the project, despite the cost. Joan Chu thanked the Board for their efforts to see the project through. Rosemary Sarka shared her experiences with the water shortage and expressed her support. Customer W. Norton commended the District for taking on the project to help neighbors.

Director Holman made the motion to pass the resolution which was seconded by Director Mahler. It passed with the following vote:

Ayes: Huggins, Dutra, Holman, Mahler, Borchard

Noes: None

Absent: None

GM Morris outlined the steps to be taken for annexation and SOI amendment application. Reimbursement for this process will again be requested from the County of Monterey. She added that there are excellent funding opportunities available from the USDA Rural Development as well as some other options.

- D. Site Development for the Office Building Project:** The site work bid for 490 Carpenteria site was put out to bid in October 2011. The low bidder was Kurt Nicholson, Inc. for \$141,900. He agreed to extend the bid to January 27, 2012 as the Board requested at the November 22, 2011 meeting. With that date approaching, GM Morris requested that the Board give her direction. There was another detailed discussion about the funds available for the new office and how much would be left in the reserves. GM Morris feels that the District should keep at least \$300,000 in the reserves.

Director Borchard made a motion to request another bid extension. Pres. Huggins seconded and the motion passed unanimously.

Director Borchard made another motion to schedule a Special Meeting for the purpose of expediting a decision on the new office. It was seconded by Pres. Huggins and passed unanimously.

The meeting will be held Wednesday, February 8, 2012 at 7:00 PM. Engineer Freitas will get a more specific estimate on the concrete flatwork and ADA ramp. Staff will gather more information on the modular option. No other direction was specified.

- E. Review of Requirements under the Ralph M. Brown Act:** Counsel Bob Bosso gave a presentation to review the guidelines of the "Brown Act" because some directors have asked questions of him lately. He went over what constitutes a meeting and how board members can violate the Act by communicating outside of the public meeting. He also went over posting of agendas, public comments, copies of documents and closed sessions. The General Manager can communicate with Directors outside of the public meeting as long as conversations are not shared with other Directors.

- F. Financial Report:** GM Morris presented the financials for the month of December 2011. She gave a detailed explanation of the entire financial sheets. Total assets are \$6.8 million. Income for December was \$92,018.46 and includes taxes received and one new connection. The Profit and Loss figures showed that budgeted amounts are very close to actual. President Huggins reviewed the payments from December 16<sup>th</sup> 2011 to January 17<sup>th</sup> 2012 which totaled \$86,922.95.

Director Dutra moved to accept the financials and it was seconded by Director Mahler. They were approved unanimously as presented.

**XII. FUTURE MEETINGS & AGENDA**

A special meeting will be held Wednesday, February 8, 2012 at 7:00 PM to discuss the direction for the new office building.

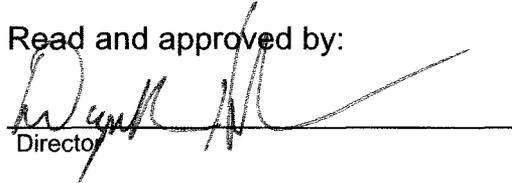
The next Regular Meeting will be Tuesday, February 28<sup>th</sup>, 2012 at 7:00 pm. The location for both meetings will be at the District Office at 387 Blohm Avenue.

**XIII. ADJOURNMENT**

President Huggins adjourned the meeting at 9:58 PM.  
Report submitted by Laurie Goodman, Board Secretary

Date: February 28<sup>th</sup>, 2012

Read and approved by:

  
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Director

Attest:   
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Laurie Goodman, Board Secretary