

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

TUESDAY, NOVEMBER 25, 2025, 7:00 PM

*The Aromas Water District Board of Directors meetings are held at the District office.
Staff and the public may attend the meeting remotely or in person. Public participation is
encouraged – remote participation instructions are on the following page.*

President- Seth Capron
Vice President- Timothy Powers
Director- Wayne Norton
Director- Vicki Morris
Director- Wayne Holman
General Manager- Robert Johnson

I. CALL TO ORDER

II. ROLL CALL OF THE DIRECTORS

President Seth Capron and Vice President Timothy Powers, Directors Wayne Norton, Vicki Morris, and Wayne Holman.

III. PLEDGE OF ALLEGIANCE

IV. ADDITIONS AND DELETIONS

V. PUBLIC COMMENT

Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.

VI. MINUTES

Review and approve the Minutes of the October 28, 2025, Regular Board Meeting.

p. 3-5

VII. REPORTS

A. DIRECTORS' REPORTS

B. ATTORNEY'S REPORT

C. MANAGER'S REPORT

D. CORRESPONDENCE

p. 6-9

p. 10

VIII. ACTION ITEMS

A. Consider Approval of a Grant of Easement with the San Benito Agricultural Land Trust for Water Facilities (Rancho Larios Subdivision), Adopting Resolution #2025-06, accepting the Easement and providing direction to staff

p. 11-20

(CEQA: Exempt from CEQA under Section 15378)

Clarifying Questions

Public Comment

Motion/Second

Discussion

Vote

B. Consider reviewing requested additions to the Board Policy Manual 2022, and provide direction to staff

p. 21-25

(CEQA: Exempt from CEQA under Section 15378)

Clarifying Questions

Public Comment

Motion/Second

Discussion

Vote

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

p. 26-31

(CEQA: Exempt from CEQA under Section 15378)

Clarifying Questions

Public Comment

Motion/Second

Discussion

Vote

XI. FUTURE MEETINGS & AGENDA ITEMS – December 23, 2025, and January 27, 2026

Annual Board member elections will be held at the December meeting.

XII. ADJOURNMENT

Meeting Attendance Instructions

The public may participate in the District’s Board meeting either in person, or by teleconference / web conference via the instructions provided below. In-person attendees will be subject to current mask and distancing protocols.

The meeting materials will be available for download from the District’s website at:

www.aromaswaterdistrict.org

For those who choose to attend this meeting via Zoom will be muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>),

[click on this text.](#)

If you do not have speakers or a microphone on your computer, you can dial in for audio.

Call **(669) 900.9128** and enter the Webinar ID: [87323948912](#)

If you would like to speak during the public comment portion of the meeting:

1. **Online** – raise your hand or use the Q&A panel to submit written comments.
2. **Phone** – press *9 to raise your hand, *6 to send a request to be unmuted to submit verbal comments.

The meeting officially will start at 7:00pm, though remote access will be open 15 minutes before the start of the meeting.

Public engagement is important to the District.

The complete Board packet including subsequently distributed materials and presentations is available at the Board Meeting, in the Administrative Offices of the District, and posted on the District’s website at www.aromaswaterdistrict.org. All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Any public record distributed to the Board less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the District office. Public records distributed during the meeting, if prepared by the District, will be available for public inspection at the meeting. If the public record is prepared by a third party and distributed at the meeting, it will be made available for public inspection following the meeting at the District office.

Notes: Requests for a disability-related modification or accommodation, including auxiliary aids or services, to attend or participate in a meeting should be made to District Administration during regular business hours at 831-726-3155. Notification received 48 hours before the meeting will enable the District to make reasonable accommodations.

**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.

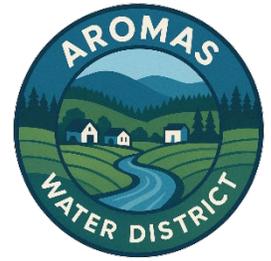
Read and approved by: _____
President, Seth Capron

Attest: _____
Board Secretary, Robert Johnson

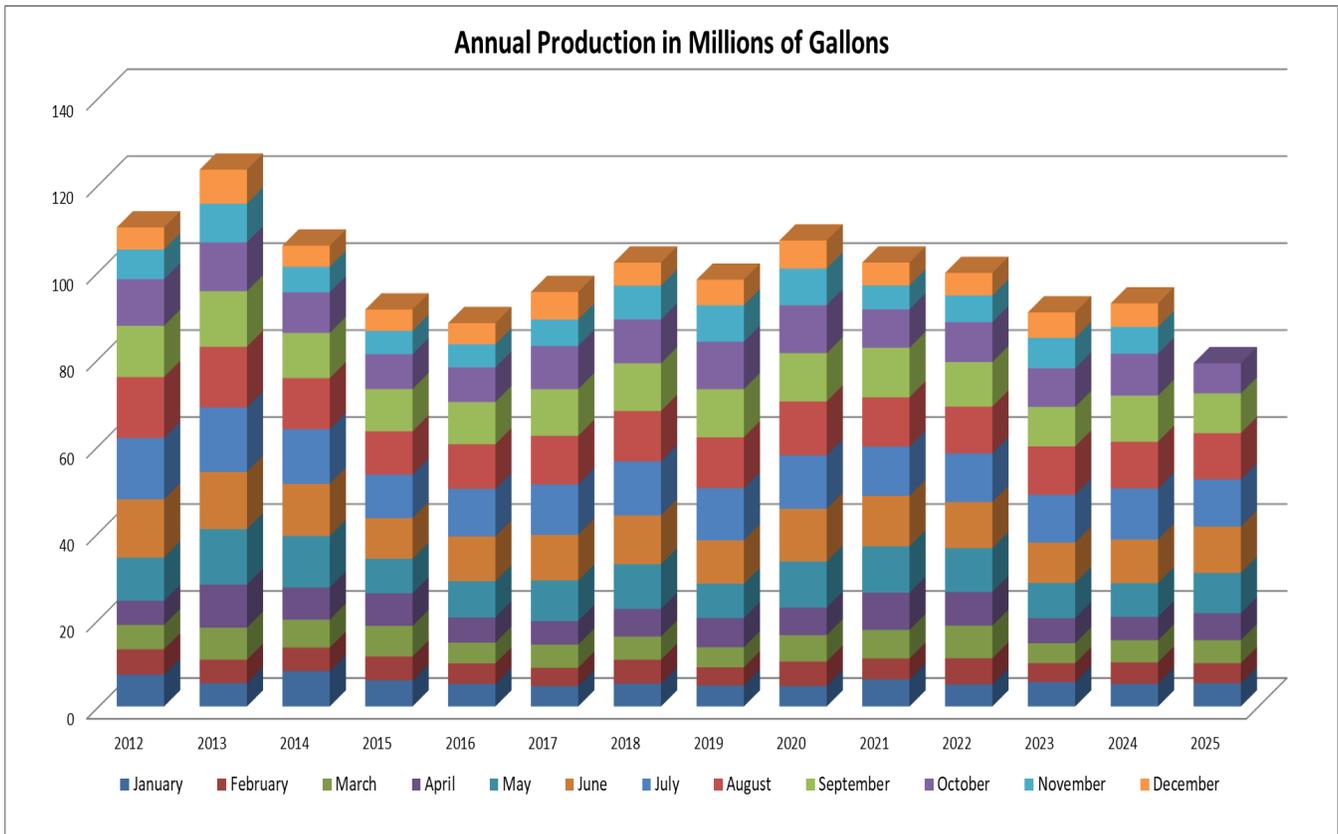
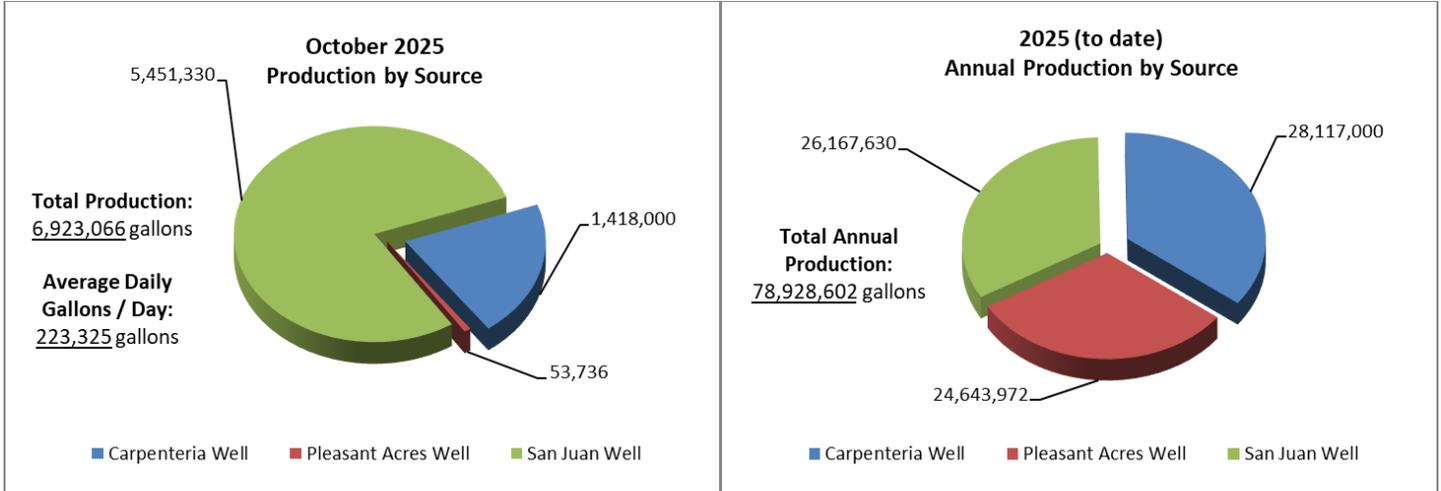
Date: _____

Date: _____

General Manager's Report OCTOBER 2025



PRODUCTION REPORT



Totals	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Million Gal	105.97	91.27	88.152	95.304	102.07	98.141	107.1	102.07	99.69	90.62	92.69	78.92
Acre Ft	325.16	280.05	270.49	292.43	313.18	301.13	328.8	313.19	305.89	278.06	284.41	242.17

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 979 meters installed.
- San Juan and Carpenteria wells were in operation for the majority of the month, Pleasant Acres well operated for one day.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples were negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed.
- WTP filters are backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see chart following this report in Board Packet).

MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed.
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed.
- Additional maintenance tasks are being performed as time allows.

INCIDENTS:

- At the time of this writing, there were no incidents within the system.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- Management Analyst (MA) Girōn, and Accounting Clerk (AC) Hill have prepared the information for the District Financial Audit. The District is on the home stretch with the Audit and will look for the DRAFT Report by early December.
- Chief Operator DeAlba and Operator Smith have been preparing the system for winter.
- GM Johnson and the Board attended the Special District Leadership Academy to learn how to better manage and lead the District.

CONSERVATION UPDATE:

October 2025 water production figures indicated a decrease when compared to September water production: a decrease of 2,220,884 gallons, or roughly 24%.

October 1, 2025, marked the start of a new water year. As of the date of this report (November 19), the rain gauge at Chittenden Pass has recorded 5.84 inches of precipitation for this water year, with 4.40 inches falling so far this month. As a reminder, last year's precipitation total (October 2024 to September 2025) was 17.76 inches.

PROJECTS:

1. 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. Two weeks ago, the full Board and General Manager attended the Special District Leadership Academy in Seaside, CA.

2. Status of Marshall Well Replacement Project

Staff has been in contact with the landowner to discuss purchase terms and agreement. The surveying of the property is close to completion, though the soil borings effort has been rescheduled a few times due to weather.

3. Status of the Operations Shop Construction Project

Bid results are expected to be ready for the Ad-Hoc Committee by the end of the month.

4. Status of Rancho Larios Easement Project

Staff and Counsel have developed a new Rancho Larios Easement document. Since the October Board meeting, there have been additional complications; a newly-revised easement document is being prepared and should be ready for approval at tonight's meeting.

5. Annexation of Driscoll properties into the Aromas Water District boundary

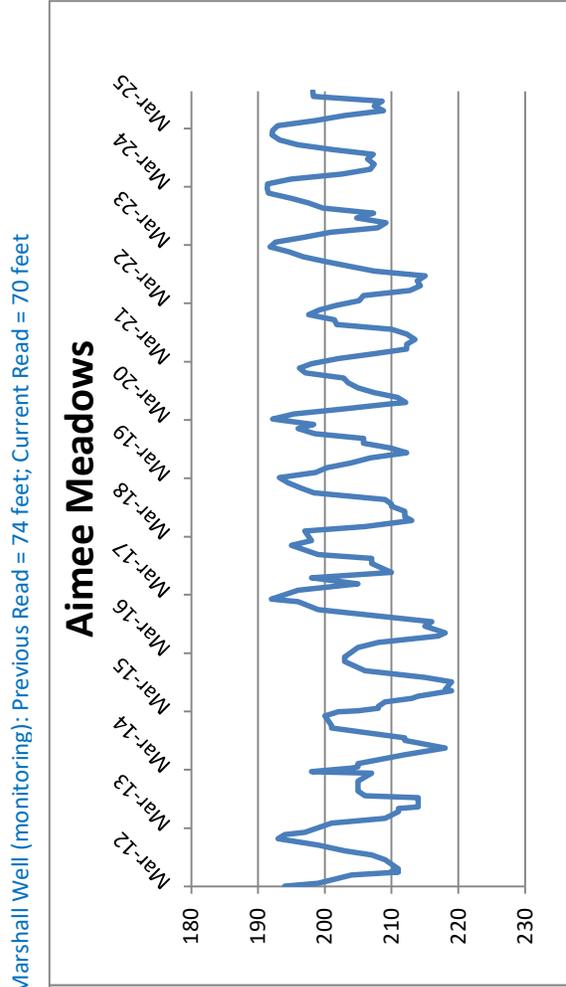
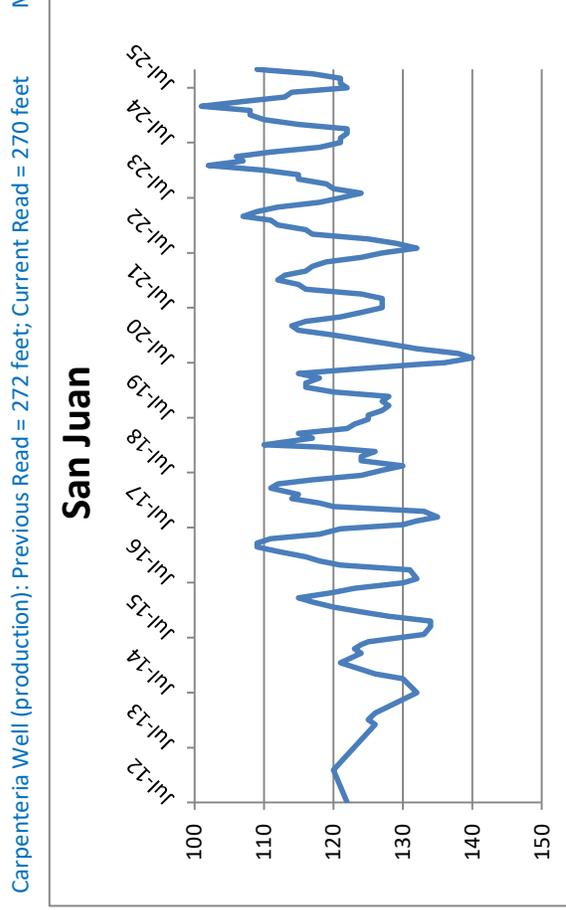
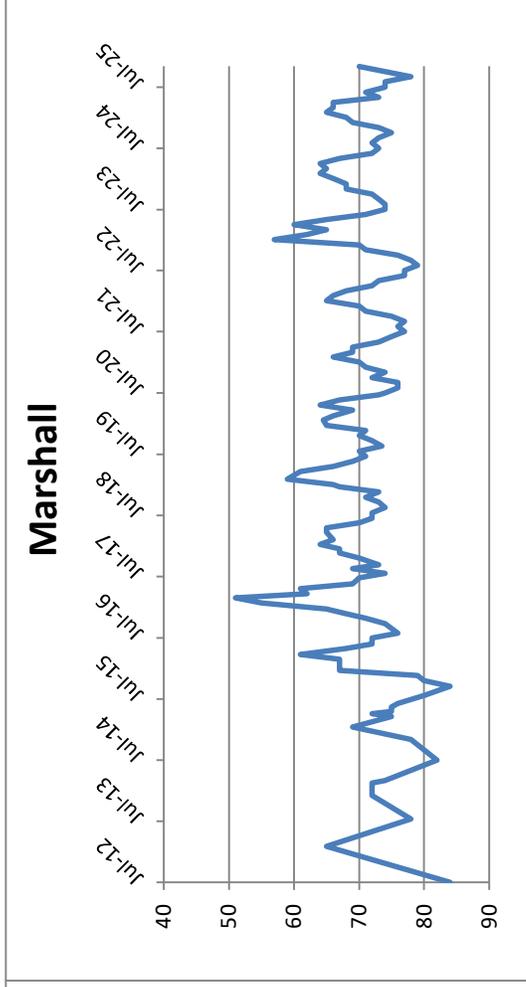
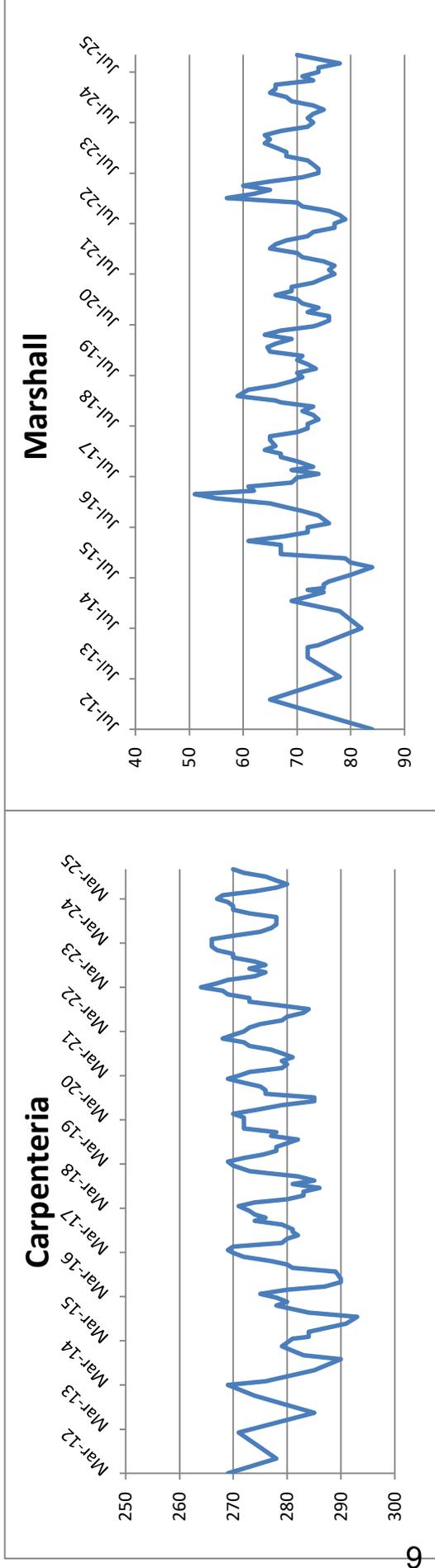
As part of the agreement with Driscoll Berries, the District has agreed to apply to Monterey County LAFCo (MCLAFCo) for an annexation of three small properties into the District boundary. Discussions with MCLAFCo have occurred over the last year and the District is now developing the application for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

6. 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 December.

Robert Johnson
General Manager
November 19, 2025

Well Water Level Monitoring Depth to Water Measurements Date: November 17, 2025



CORRESPONDENCE LIST: 10/18/2025 – 11/19/2025

DATE	TYPE	TO	FROM	SUBJECT
10/29/25	E	B. McCreedy	R. Johnson, AWD	Account Balance Payment Plan Options
11/06/25	E	B. McCreedy	R. Johnson, AWD	Account Balance Payment Plan Options
11/10/25	E	SWRCB DDW	E. Gir6n, AWD	CA3510004-2025- Oct -WTP
11/10/25	E	SWRCB DDW	E. Gir6n, AWD	CA3510004-2025-Nov-TCR
11/12/25	E	B. McCreedy	R. Johnson, AWD	Account Balance Payment Plan Options
11/19/25	E	R. Johnson, AWD	C. Rhodes, CalFIRE	ATCFPD ISO Review



Staff Report

To: Board of Directors

Re: Item VIII.A – Consider Approval of a Grant of Easement with the San Benito Agricultural Land Trust for Water Facilities (Rancho Larios Subdivision), Adopting Resolution #2025-06, accepting the easement and providing direction to staff

Date: November 19, 2025

Summary / Discussion

The Aromas Water District requires a recorded easement from the San Benito Agricultural Land Trust (SBALT) in the Rancho Larios subdivision to utilize water-related facilities to provide water to the subdivision. A previous version of this easement was prepared but not recorded.

District staff has worked collaboratively with the property owner, SBALT, to address the outstanding issues. The revised easement has received full approval from the SBALT Board, who have a vested interest in ensuring that, if there are any additional encumbrances, they are compatible with SBALT's agricultural land preservation objectives.

At the October Board of Directors meeting, concerns were raised about: 1) the lack of a legal description, 2) the survey document did not have the entire lease represented, and 3) why was there a cost included in the easement document. Also, the Board directed staff to find the original engineering firm that performed the survey of the easement and see if the District could acquire any additional supporting information.

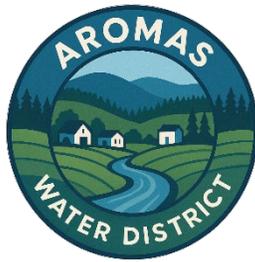
These issues have been researched, and the results will be provided at the November meeting. Once these results are presented, it is recommended that the Board accept this easement and direct staff to execute all necessary documents to complete the transaction and record the easement with the County Recorder's Office.

Staff Recommendation

Staff recommends the Board approve and accept this easement, adopt Resolution #2025-06, as well as authorize the General Manager to execute all necessary documents to complete the transaction and record the easement with the County Recorder's Office.

Submitted by:

Robert Johnson
General Manager



RESOLUTION 2025-06

RESOLUTION APPROVING AND ACCEPTING A GRANT OF EASEMENTS FROM THE SAN BENITO AGRICULTURAL LAND TRUST FOR THE RANCHO LARIOS TANK LOT AND ACCESS ROAD

WHEREAS, the Aromas Water District (District) is a County Water District organized pursuant to California Water Code 30000 et seq.; and

WHEREAS, the District provides public water service within its jurisdiction and requires secure, legal access to water system facilities for their installation, operation, maintenance, improvement, and replacement; and

WHEREAS, the San Benito Agricultural Land Trust (“Grantor”) owns certain real property identified within the Rancho Larios Subdivision, as shown on Tract Map 280, recorded in the Office of the Recorder of San Benito County (County); and

WHEREAS, the District and the Grantor have negotiated the terms for the District’s acquisition of (1) an exclusive easement for the tank lot and water facilities, and (2) a nonexclusive ingress and egress easement, both as shown on Sheet 19 of 25 of Tract Map 280; and

WHEREAS, the proposed “Grant of Easements and Agreement” (“Agreement”) grants the District perpetual easements for the installation, construction, operation, maintenance, repair, and replacement of water facilities and appurtenances, and for all necessary ingress and egress to the tank lot and associated improvements, subject to the terms and conditions set forth in the Agreement; and

WHEREAS, the Board of Directors has reviewed the Agreement, including all rights, restrictions, obligations, and indemnification requirements therein, and finds acquisition of the easements to be in the best interest of the District; and

WHEREAS, the Agreement requires the District to pay consideration in the amount of one thousand dollars (\$1,000.00) to the Grantor, and authorizes recordation of the instrument with the County Recorder upon execution; and

WHEREAS, the District has determined that the Agreement is exempt from the California Environmental Quality Act (CEQA) Guidelines section 15301(b) and 15601(b)(3).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Aromas Water District hereby:

1. The District Board of Directors hereby finds and determines that the foregoing recitals are severally ratified, confirmed, approved and adopted in all respects.
2. Approves the “Grant of Easements and Agreement” between the San Benito Agricultural Land Trust and the Aromas Water District, as shown on Sheet 19 of 25 of Tract Map 280;
3. Authorizes and directs the General Manager to execute the Agreement on behalf of the District, including any minor, non-substantive modifications approved by District Counsel;
4. Authorizes payment of the \$1,000.00 consideration to the Grantor as required under the Agreement;
5. Authorizes the General Manager or designee to take all actions necessary to record the Agreement with the County Recorder;
6. Directs staff to incorporate the easements into District mapping, asset management, and operational planning documents.

PASSED AND ADOPTED this **25th** day of **November, 2025**, upon motion of **Director** _____, seconded by **Director** _____ and carried by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

ATTEST:

Seth Capron, Board President

Robert Johnson, Board Secretary

RECORDING REQUESTED BY:
Aromas Water District

WHEN RECORDED RETURN TO:
Attn: Robert Johnson
Aromas Water District
PO Box 388
Aromas, CA 95004

The undersigned Grantors declare:

DOCUMENTARY TRANSFER TAX IS **\$1.10**

- Unincorporated area of San Benito County or City of _____
 Computed on the consideration or value of property conveyed, or
 Computed on the consideration or value less liens or encumbrances remaining at time of sale

GRANT OF EASEMENTS and AGREEMENT

THIS GRANT OF EASEMENTS AND AGREEMENT (“Agreement”), made this _____ day of _____, 2025, by and between the SAN BENITO AGRICULTURAL LAND TRUST, a California non-profit corporation, hereinafter referred to as “Grantor,” and the AROMAS WATER DISTRICT, a County Water District, hereinafter referred to as “Grantee.”

WHEREAS, Grantor is owner in fee simple of the real property commonly known as Parcel D, Rancho Larios Subdivision (“Grantor’s Property”), as shown and so designated on that certain Tract Map 280, Rancho Larios Sub’d, filed for record on February 6, 1998, in Book 12 of Maps at Page 31, as corrected by a Certificate of Correction, recorded May 21, 1998 as instrument 9806118, San Benito County Records (“Tract Map 280”).

WHEREAS, Grantee desires to acquire certain easements over a portion of Grantor’s Property, more particularly depicted in said Tract Map 280 at Sheet 19 of 25. Said easements are for the purpose of installation and operation of water facilities described below and for ingress and egress to such water facilities and tank lot.

NOW THEREFORE, for valuable consideration, receipt and sufficiency of which is hereby acknowledged, Grantor does hereby grant to Grantee, its successors and assigns, perpetual easements for installation and operation of water facilities and for ingress and egress, more particularly described as follows:

1. Tank Lot Easement. Grantor hereby grants to Grantee an exclusive easement over, under, and across Grantor’s Property in the location shown on Tract Map 280, Sheet 19 of 25, as “Easement I Tank Lot” for all purposes useful or convenient in connection with or incidental to the installation, construction, reconstruction,

operation, maintenance, improvement, repair, and replacement of water facilities and appurtenances and for any other related purpose (“Tank Lot Easement”). The term “water facilities” as used in this Agreement shall not include the construction, installation, development, or other activity for the creation of a new well on Easement I Tank Lot or any other property owned by Grantor.

2. Ingress and Egress Easement. Grantor hereby grants to Grantee a 30-foot wide nonexclusive easement over, under, and across that portion of Grantor’s land in the location as shown on Tract Map 280, Sheet 19 of 25, as “Easement I 30 ft Wide Road Easement for Tank Lot Access” for ingress, egress, and access to Easement I Tank Lot, including, but not limited to, use by all equipment and machinery necessary to construct, install, use, maintain, repair, modify, alter, improve, and replace the improvements located within the tank lot for so long as the Tank Lot Easement is used exclusively for such water facilities and appurtenances (“Ingress and Egress Easement”).
3. The Tank Lot Easement and the Ingress and Egress Easement are collectively referred to as the “Easements.”
4. Grantor shall not erect or construct any building or other structure or improvement within the Easements or otherwise conduct any activity within said areas which may unduly impair, limit, or prevent Grantee’s use of the Easements for the purposes permitted herein.
5. Grantee’s use of the Easements herein granted shall be at the Grantee’s sole cost and expense.
6. The Easements herein granted are subject to all existing covenants, conditions, reservations, contracts, leases, including agricultural licenses, easements, liens, encumbrances, restrictions, and rights-of-way of record and appurtenant thereto, and the use of the word “grant” shall not constitute any warranty on the part of the Grantor.
7. Grantee, at Grantee’s sole cost and expense, shall comply with all regulatory, environmental, and safety requirements as they relate to the Easements and the use thereof.
8. Grantee shall not materially interfere with the normal operation and activities of the Grantor in its use of adjoining lands, and Grantee shall use such routes and procedures on Grantor’s Property with the least practical damage and inconvenience to Grantor.
9. Grantee, at Grantee’s sole cost and expense, shall promptly repair and restore to original condition any of Grantor’s Property, including, but not limited to, roads,

utilities, buildings, and fences that may be damaged or destroyed in connection with the Grantee's exercise of the rights granted to Grantee herein.

10. This Grant of Easements is made on the express condition that Grantor is to be free from all liability by reason of injury or death to persons or injury to property, from whatever cause, arising out of use by Grantee, its contractors, agents, office, members, employees, invitees or licensees of the Easements herein granted or of the improvements of personal property thereto or thereon, including any liability for injury or death to the person or property of grantee, its contractors, agents, officers, members, employees, invitees, or licensees. Grantee hereby covenants and agrees to and shall defend and indemnify Grantor, its officers, employees, and agents and save them harmless from any liability, loss, costs, or obligations on account of, or arising out of, any such injury or losses caused or claimed to be caused by the exercise of these Easements by Grantee, however occurring, other than those caused solely by the willful or negligent acts or omissions of Grantor.
11. Grantee shall assume all risk of injury or death of persons or damage to any and all property under the control or custody of Grantee upon said Easements or damage or loss of any property maintained on the Easements by Grantee.
12. Grantee shall be responsible for any damage to the adjoining lands and Grantor's Property or third parties resulting from the exercise of the rights herein granted and/or the installation, operation, and maintenance of the facilities described herein, including, but not limited to, crop damage or loss and soil erosion or damage resulting therefrom. Grantee shall promptly repair and restore to original condition Grantor's Property or third parties, including, but not limited to, roads, utilities, buildings, and fences that may be damaged or destroyed in connection with the exercise of the Easements herein granted.
13. Grantee alone shall pay any taxes, assessments, or use fee(s) levied against the Easements or against Grantee's interest by any governmental agency relating to the Easements herein granted and any other associated with this grant of Easements. Grantee shall not cause liens of any kind to be placed against the Grantor's Property.
14. Grantee shall pay escrow and recording fees incurred in the transaction and if title insurance is required by the Grantee, the premium charge, therefore.
15. In consideration for the granting of these Easements, Grantee shall pay to the Grantor the sum of one thousand dollars (\$1,000.00) upon execution of this Agreement.
16. The Easements shall inure to the benefit of Grantee and their respective successors-in-interest to Grantee's Property. The covenants, obligations and

agreements contained in this easement deed shall be construed as covenants running with the land burdening the Grantor's Property and benefiting Grantee's Property.

- 17. The term of this Agreement shall commence on recordation hereof by one or more of the parties and terminate on the sooner to occur of: (a) the Grantee's abandonment of the Easements; (b) the execution and recordation of a quitclaim deed by Grantee quitclaiming all right, title, and interest in and to this Agreement and the Easements and rights conveyed herein; or (c) order by a court of competent jurisdiction terminating Grantee's right, title, and interest in and to this Agreement and the Easements and rights conveyed herein.
- 18. This Agreement contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral presentations or modifications concerning this Agreement shall be of no force or effect except in a subsequent modification in writing, signed by both parties.
- 19. Grantor and Grantee acknowledge that this Agreement is the product of negotiations by both parties and that both parties have had the opportunity for access to legal counsel concerning it. The parties agree that any ambiguities or uncertainties shall be resolved by giving effect to the ascertained intent of the parties without any presumption against either by reason of any rule of construction.
- 20. This Agreement shall be recorded in the Office of the Recorder for the County of San Benito, California, and may be amended only by a written agreement signed by Grantor and Grantee, and their respective successors-in-interest to Grantor's Property and Grantee's Property and recorded in the Office of the Recorder for the County of San Benito, California.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

GRANTOR: SAN BENITO AGRICULTURAL LAND TRUST

By: _____
Title

GRANTEE: AROMAS WATER DISTRICT

By: _____
Title

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____) ss

On _____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public (Seal)
Commission No.: _____
Commission Expiration: _____
Commission County: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____) ss

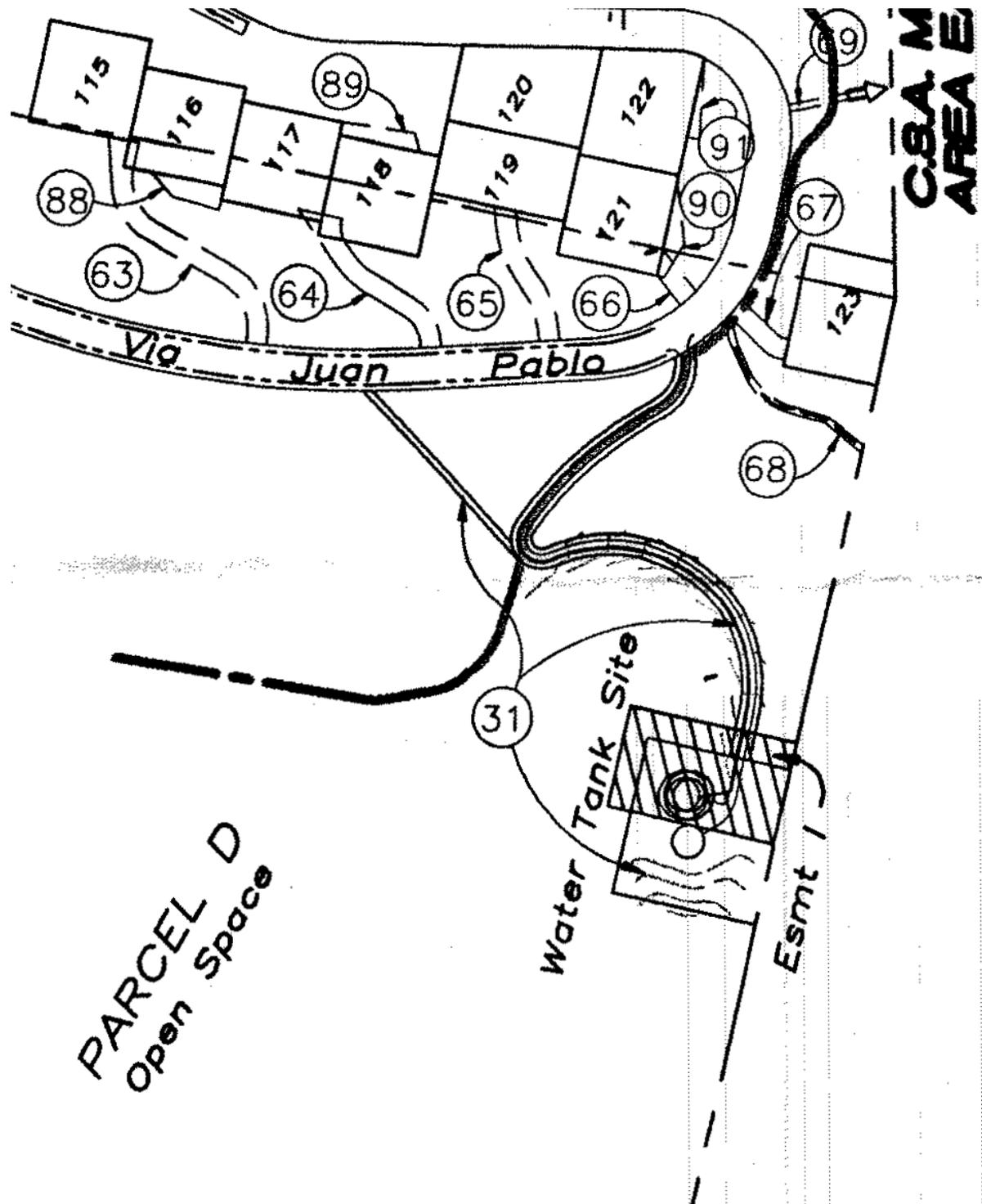
On _____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public (Seal)
Commission No.: _____
Commission Expiration: _____
Commission County: _____

Cropped Image of Rancho Larios Easement Map (from original sent by SBALT)



Legend for Easement Map – cropped (from original sent by SBALT)

25. Storm drain easement in Lot 78.
26. Storm drain easement over Lots 73 and 74.
27. Storm drain easement over Lots 69 thru 72.
28. Storm drain easement at sides of Lots 74.
29. Storm drain easement at west side of Lot 75 along Via Vaquero Sur.
30. Storm drain easement for twin 42" culvert crossing Avenida Del Piero and adjacent to existing property.
31. Easement for water tank site and access road and storm easement in open space between tank access road and Via Juan Pablo.
32. Public utility easement between Avenida Del Piero and waste water reclamation storage pond, and easement extending to easterly boundary for P.G.&E. ingress/egress purposes.
33. Storm drain easement for outfall in open space north of Lot 45.
34. Storm drainage easement at rear of Lot 47.
35. Storm drain easement for outfall at rear of Lot 48.
36. Storm drain easement for outfall at rear of Lot 62.
37. Deleted
38. Existing easement "E" to remain for Waste Water Reclamation Storage Pond. (P-#40-C)



Staff Report

To: Board of Directors

Re: Item VIII.B – Consider reviewing requested additions to the Board Policy Manual 2022, and providing direction to staff

Date: November 21, 2025

Summary / Discussion

In October 2019, the Board established an Ad-Hoc Committee (Committee) with a dual mandate: to develop a comprehensive Board of Directors (Board) Handbook and to update the existing Employee Handbook.

The Committee undertook a thorough review of governance documents from comparable agencies, including the sample manual provided by the California Special Districts Association (CSDA). Through careful analysis and integration of best practices, the Committee developed a comprehensive Board Policy Manual (Manual) that was formally adopted by the Board in January 2020.

The Board approved some minor changes to the Manual upon review in 2022, along with the addition of a Debt Management Policy. A copy of the 2022 Manual was included in October's packet. **It is on the website for viewing purposes, so it is not replicated in this month's packet.**

The Manual is a living document that requires periodic review to maintain its relevance and effectiveness. Some additions that were requested at the October meeting included: 1) an Appeals Process (for leak credits and shutoff challenges), 2) a Teleconferencing/Hybrid meeting Policy, 3) a Disruptive Behavior Policy (including Zoom meetings), and 4) a General Manager Performance Evaluation process (to be developed after Board training in mid-November).

Attached to this report are suggested update text in response to the suggested additions, as well as suggestions for Manual inclusion for Board review and comment. If approved, the text will be incorporated into the existing manual for approval and adoption.

Staff Recommendation

Receive the report, review the current suggested additions to the BOD Policy Manual and provide direction to staff, if any.

Submitted by:

Robert Johnson
General Manager

PROPOSED REVISIONS

50-01: REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each calendar month at 7:00pm in the District Conference Room located at 388 Blohm Ave, Aromas, CA 95004. [Staff and the public may attend remotely or in person.](#) The date, time and place of regular Board meetings may be reconsidered at such other time as the Board may determine due to a change in District needs and circumstances.

70-13: REMOTE MEETINGS

[Directors may participate in a meeting from a remote location pursuant to the Brown Act, as may be amended, provided the quorum requirements are met.](#)

[If the broadcast of the meeting to the public by phone or by Internet is disrupted, the Board is prohibited from taking further action on agenda items until public access is restored. Actions taken on agenda items during a disruption are subject to challenge.](#)

70-80 DISRUPTIVE CONDUCT

No disruptive conduct shall be permitted at any Board meeting. [Actual disruption is defined as "behavior that disrupts, disturbs, impedes or renders infeasible the orderly conduct of the meeting, including public outbursts." It includes engaging behavior that constitutes the use of force, or the threat of force.](#)

- a. Proper decorum must be observed by Directors, staff, speakers and the audience.
- b. The President or presiding officer shall preserve order and decorum, discourage personal attacks, and confine debate to the question under discussion. [The Board cannot prohibit criticism of policies, programs, or services but can address actual disruption.](#)
- c. Persistence in disruptive conduct shall be grounds for ~~summary termination, by~~ the Board President, ~~of that person's privilege of address to take the following actions:~~

[1\) issue a warning with consequences;](#)

[2\) call for a brief recess;](#)

d. If the meeting cannot be conducted due to continued disruptive conduct, and the person has been warned of the consequences, ~~t~~The President or presiding officer, or a majority of the Board, may eject from a meeting any person ~~who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey a ruling of the President regarding a matter of order or procedure.~~ [or group that disrupts the meeting.](#)

e. If order cannot be restored after ejecting the disruptive persons, the Board may clear the meeting room. Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The Board may establish a procedure to admit other individuals not responsible for the disturbance.

f. e-No cell phone operation or audible pager use is allowed in the Board of Directors chambers.

90-00: REVIEW OF ADMINISTRATIVE DECISIONS

90-01 BOARD OF DIRECTORS

Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure § 1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of § 1094.5 of said code. The provisions of § 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

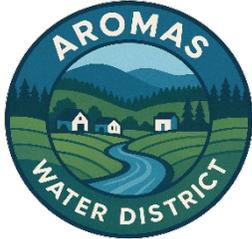
1. In accordance with § 1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board's decision becomes final.
2. No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.
3. No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

90-02 GENERAL MANAGER

- Determinations of the General Manager may be appealed to the Board, in writing, within (14) days after any such determination.
- Such appeal shall specify in writing the grounds upon which it is taken, and shall reference the provision of District law or rules alleged to have been violated.
- Within thirty (30) days of receipt of such appeal, the General Manager shall set a hearing on the appeal before the Board and notify the appellant in writing of the time and place of the hearing at least ten (10) days prior to the hearing and give public notice of the hearing date.
- At the Board hearing, the appellant may present evidence concerning the appeal. The Board may deny, approve, or continue any appeal.
- The General Manager shall notify the appellant within ten (10) days in writing by mail of the Board action taken; namely continuance, approval, conditional approval, or denial. Notice of the action taken shall be deemed to have been given when the written notification has been deposited in the mail, postpaid, addressed to the address shown on the application.

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MEMORANDUM



www.aromaswaterdistrict.org

Date: November 21, 2025

To: Board of Directors
From: Robert Johnson, CSDM
Subject: Minor changes to Board Policy Manual

Aromas Water District (District) Counsel reviewed the Board of Directors Policy Manual, and suggested the following edits, in addition to the textual additions requested by the Board of Directors at the October 28, 2025 meeting:

- Page: 5
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 6:27:52 PM
Since this is the acronym and it appears here, you can use throughout. You have the full name in some places, or references to the District.

- Page 6
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 6:28:13 PM
Here, you refer to it as the District
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 6:28:35 PM
Here you have the full name

- Page 7
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:02:45 PM
This is not the correct section
 - Author: Heidi Quinn Subject: Sticky Note Date: 11/19/2025 5:03:39 PM
can provide that it is California Water Code section 30000 et seq, County Water District Law

- Page 8
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:07:14 PM
This is the first reference of the Brown Act so should have its full name, Ralph M. Brown Act (Brown Act). You could do a global search and make sure all subsequent references are just to the Brown Act, because the full citation appears again later.
 - Author: Heidi Quinn Subject: Sticky Note Date: 11/19/2025 5:04:45 PM
Meetings involving a quorum of the Board
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:05:30 PM
“ . . . involving less than a quorum of the Board do . . . ”

The Aromas Water District is dedicated to providing a reliable supply of high quality water.

- Page 9
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:05:56 PM
“... to the County”

- Page 16
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:09:31 PM
This is an unusual provision

- Page 20
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:32:48 PM
 - Probably better titled Election of Officers

- Page 21
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 5:49:20 PM
 - This should align with 70-80.

- Page 28
 - Author: Heidi Quinn Subject: Comment on Text Date: 11/19/2025 6:28:54 PM
 - Here you have the full name

Aromas Water District
Balance Sheet Prev Year Comparison
As of October 31, 2025

	<u>Oct 31, 25</u>	<u>Oct 31, 24</u>
ASSETS		
Current Assets		
Checking/Savings		
1715 · US Bank Checking 1715	220,563.95	186,869.77
US Bank Money Market 1842	234,851.05	252,842.64
LAIF-State of CA 7005	7,016,522.66	7,058,061.55
Assessment District Banks		
OAWA US Bank 102 Reserve	37,365.24	36,646.89
OAWA US Bank 101 Redemption	2,617.77	49,715.43
OAWA US Bank Checking 0664	10,548.40	17,352.47
Oakridge US BANK Checking 0701	345,194.51	347,504.55
Total Assessment District Banks	395,725.92	451,219.34
Petty Cash	100.00	100.00
Total Checking/Savings	7,867,763.58	7,949,093.30
Accounts Receivable		
1200 · Accounts Rec - Spec Proj/Taxes	40,939.29	43,432.66
Total Accounts Receivable	40,939.29	43,432.66
Other Current Assets		
1292 · Accounts Rec - USDA Loan	1,918,637.58	1,918,637.58
1291 · Accounts Rec - Orchard Acres	221,587.25	221,587.25
Prepaid Insurance	37,435.54	36,842.53
128 · Inventory	113,090.51	79,478.29
1200.1 · Accounts Receivable - El Dor...	227,013.99	219,216.41
1201.9 · Less Allowance for Doubtful ...	-500.00	-500.00
Total Other Current Assets	2,517,264.87	2,475,262.06
Total Current Assets	10,425,967.74	10,467,788.02
Fixed Assets		
1900 · Water System	12,607,673.32	12,426,897.55
1910 · Construction in Progress	592,673.92	305,846.08
1915 · Office Building & Improvements	440,291.33	440,291.33
1970 · Office Equipment & Fixtures	103,472.05	93,467.05
1980 · District Vehicles	246,989.85	246,989.85
1990 · Land and Easements	332,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-8,942,774.75	-8,427,074.75
Total Fixed Assets	5,381,521.50	5,418,612.89
Other Assets		
Deferred Outflow of Resources	327,084.00	327,084.00
Total Other Assets	327,084.00	327,084.00
TOTAL ASSETS	<u>16,134,573.24</u>	<u>16,213,484.91</u>

Aromas Water District
Balance Sheet Prev Year Comparison
As of October 31, 2025

	Oct 31, 25	Oct 31, 24
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	122,411.43	38,568.07
Total Accounts Payable	122,411.43	38,568.07
Credit Cards		
FNBO - S Smith x0239	1,415.52	289.39
FNBO - R Johnson x8178	1,203.93	488.67
FNBO - D DeAlba x2486	324.90	458.75
Total Credit Cards	2,944.35	1,236.81
Other Current Liabilities		
306.5 · Unrealized FMV	100,412.72	100,412.72
2020 · Accrued Sick Payable	4,953.17	5,871.67
2024 · Accrued Vacation Payable	39,255.06	34,541.71
Current Portion City National	50,141.69	92,892.63
Current Portion Truist	84,287.00	81,790.00
2100 · Payroll Liabilities	29.75	150.92
Deferred Inflows- Actuarial	43,394.00	43,394.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	4,000.00	8,000.00
Hydrant Meter Deposit	20,000.00	15,000.00
Total CUSTOMER DEPOSITS	24,000.00	23,000.00
Interest Payable	216,235.01	110,851.65
PVWMA Payable	16,536.76	17,962.03
Total Other Current Liabilities	579,245.16	510,867.33
Total Current Liabilities	704,600.94	550,672.21
Long Term Liabilities		
Truist Bank	5,071,165.00	5,238,481.00
2392 · Long-term Debt - USDA (Oakrd...	2,274,939.90	2,317,089.90
2391 · Long-term Debt - Orchard Acres	270,000.00	335,000.00
GASB 68 Pension Liability	716,436.00	716,436.00
City National Bank	414,375.48	512,011.12
Total Long Term Liabilities	8,746,916.38	9,119,018.02
Total Liabilities	9,451,517.32	9,669,690.23
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	212,951.33	2,642,798.61
Allocation of Net Assets	0.00	-2,637,574.59
Net Income	50,098.06	118,564.13
Total Equity	6,683,055.92	6,543,794.68
TOTAL LIABILITIES & EQUITY	16,134,573.24	16,213,484.91

Aromas Water District Profit & Loss Budget Performance

October 2025

	Oct 25	Budget	Jul - Oct 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	162,846.93	160,000.00	765,198.81	700,000.00	1,792,000.00
307 · Bulk Water	2,062.08	1,000.00	9,247.13	5,700.00	12,500.00
302 · Connection	0.00	0.00	17,140.00	17,140.00	51,420.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assessments	0.00	0.00	0.00	0.00	170,000.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	0.00	0.00	97,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	0.00	0.00	267,000.00
304 · Other Office Income & Reimburse	469.84	133.00	469.84	532.00	1,600.00
306 · Interest	24,337.75	24,000.00	100,871.63	96,000.00	190,000.00
312 · Grant Revenue	0.00	0.00	0.00	0.00	1,000.00
Total Income	189,716.60	185,133.00	892,927.41	819,372.00	2,315,520.00
Gross Profit	189,716.60	185,133.00	892,927.41	819,372.00	2,315,520.00
Expense					
Operations					
403 · Fuel	1,939.66	2,200.00	7,389.41	8,800.00	26,500.00
404 · Truck Maint	519.52	1,000.00	3,065.60	4,000.00	12,000.00
431 · System Repair & Maint	5,935.63	13,000.00	26,574.00	46,000.00	150,000.00
463 · Water Analysis	368.00	500.00	1,696.00	3,000.00	8,000.00
464 · Water Treatment	1,774.97	2,500.00	14,732.26	15,500.00	30,000.00
468 · Tools	0.00	0.00	2,019.10	2,500.00	7,600.00
470 · Public Outreach / Annexation	450.00	900.00	2,810.92	3,600.00	27,000.00
Total Operations	10,987.78	20,100.00	58,287.29	83,400.00	261,100.00
Power					
449.75 · 388 Blohm, # C	137.18	135.00	561.07	685.00	2,100.00
449.5 · 388 Blohm, A & B Office	0.00	100.00	198.42	390.00	1,180.00
461.5 · RLS Tank Booster	-48.37	10.00	-22.74	40.00	120.00
447 · Leo Ln Booster	42.83	80.00	321.30	300.00	880.00
448 · Aimee Mdws Well	-48.37	5.00	-23.40	20.00	80.00
451 · Marshall Corp Yard	22.45	150.00	698.13	700.00	2,600.00
452 · Rea Booster @ Seely	30.18	70.00	264.15	220.00	820.00
454 · Carr Booster	769.97	700.00	3,611.49	2,800.00	8,000.00
458 · Pleasant Acres Well	108.08	100.00	5,416.76	500.00	1,300.00
459 · Seely Booster @ Carpenteria	66.76	100.00	8,596.85	6,400.00	7,800.00
460 · San Juan Well	8,570.21	10,000.00	28,896.39	32,000.00	76,000.00
461 · Cole Tank	-42.65	10.00	-2.91	40.00	120.00
462 · Rea Tank	-41.69	10.00	0.60	40.00	130.00
465 · Lwr Oakridge Boost	141.22	125.00	621.44	425.00	1,500.00
465.5 · Upper Oakridge Booster	0.00	0.00	150.00	150.00	650.00
466 · Pine Tree Tank	-42.63	10.00	-9.07	40.00	130.00
Total Power	9,665.17	11,605.00	49,278.48	44,750.00	103,410.00
Payroll					
Gross	59,708.97	45,000.00	170,225.53	174,000.00	529,352.00
Comp FICA	3,730.27	2,586.08	10,342.20	10,427.64	32,820.00
Comp MCARE	872.38	614.74	2,418.75	2,472.97	7,676.00
Comp SUI	17.72	158.87	70.93	501.87	2,188.00
Payroll Expenses	456.36		456.36		
Total Payroll	64,785.70	48,359.69	183,513.77	187,402.48	572,036.00
Employee / Labor Costs					
407 · Outside Services	332.27	2,000.00	3,488.72	8,000.00	30,000.00
408 · Uniform Allowance	883.83	0.00	2,126.55	1,000.00	4,000.00
409 · Workers Comp	967.74	1,250.00	3,870.96	4,750.00	16,304.00
410 · Health Ins	9,151.09	8,700.00	45,755.45	34,800.00	104,751.00
474 · Education	3,650.00	3,000.00	5,413.37	5,900.00	8,000.00
477 · Retirement	6,061.58	3,800.00	96,106.67	93,608.00	124,207.00
Total Employee / Labor Costs	21,046.51	18,750.00	156,761.72	148,058.00	287,262.00
Office					
440 · Misc Exp	33.86	500.00	3,697.58	2,000.00	6,000.00
444 · Postage	312.16	460.00	1,267.56	1,820.00	5,500.00
445 · Office Supplies	519.23	465.00	1,706.08	1,860.00	5,600.00
446 · Office Eqpmt and Maint	2,075.49	2,000.00	6,048.65	5,000.00	12,000.00
Total Office	2,940.74	3,425.00	12,719.87	10,680.00	29,100.00

Aromas Water District Profit & Loss Budget Performance

October 2025

	Oct 25	Budget	Jul - Oct 25	YTD Budget	Annual Budget
Communications					
455 · Phone, Off	245.49	667.00	811.92	2,668.00	8,000.00
456 · Telemetry	0.00	0.00	0.00	0.00	23,000.00
457 · Answ Serv/Cellular Phone	298.92	433.00	1,307.25	1,732.00	5,200.00
Total Communications	544.41	1,100.00	2,119.17	4,400.00	36,200.00
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,081.86	1,300.00	5,200.00
4590 · Bond Interest Exp - Assess Dist	0.00	0.00	56,445.08	61,000.00	121,000.00
417 · Capital Loan Interest	7,624.72	10,000.00	86,987.71	90,000.00	190,000.00
467 · Depreciation Reserve	48,726.00	48,726.00	194,904.00	194,904.00	584,712.00
406 · Liability Ins	2,943.31	2,500.00	11,465.54	10,000.00	30,000.00
420 · Legal Fees	1,800.00	2,000.00	7,200.00	8,000.00	24,000.00
422 · Bank Charges	338.92	208.00	1,046.38	832.00	2,500.00
423 · Litigation Contingency	0.00	1,500.00	0.00	5,000.00	20,000.00
425 · Audit	0.00	500.00	0.00	5,000.00	16,000.00
471 · Bad Debts	0.00	83.33	0.00	333.32	1,000.00
473 · Memberships	9,414.32	9,000.00	21,018.48	21,500.00	32,000.00
Total Administrative & General	70,847.27	74,517.33	380,149.05	397,869.32	1,026,412.00
Total Expense	180,817.58	177,857.02	842,829.35	876,559.80	2,315,520.00
Net Ordinary Income	8,899.02	7,275.98	50,098.06	-57,187.80	0.00
Net Income	8,899.02	7,275.98	50,098.06	-57,187.80	0.00

Aromas Water District
Monthly Expenditures
 October 21 through November 17, 2025

Date	Num	Name	Amount
1715 · US Bank Checking 1715			
10/21/2025	NSF	Bill Adjustment Report	-200.00
10/23/2025	EFT	PG&E	-141.22
10/23/2025	EFT	PG&E	-65.45
10/29/2025	NSF	Bill Adjustment Report	-243.43
10/29/2025	NSF	Bill Adjustment Report	-101.17
10/30/2025	EFT	QuickBooks Payroll Service	-7,428.67
10/31/2025	CC64-1	DeAlba (P), David	-3,892.88
10/31/2025	DD2307	Giron (P), Ester	0.00
10/31/2025	CC64-2	Smith (P), Shaun	-2,052.25
10/31/2025	DD2309	Johnson (P), Robert L	0.00
10/31/2025	DD2308	Hill (P), Travis S	0.00
10/31/2025	DD2306	Bowman (P), Naomi	0.00
10/31/2025	E-pay	Employment Development Dept	-926.62
10/31/2025	E-pay	United States Treasury (EFTPS)	-4,747.78
10/31/2025	EFT	CalPERS	-1,205.45
10/31/2025	EFT	CalPERS	-3,451.79
10/31/2025	CC64-3	PVWMA(Pajaro Valley Water Mgmt Agency)	-31,863.95
11/03/2025	EFT	PG&E	-1.14
11/03/2025	EFT	PG&E	-9,297.53
11/03/2025	EFT	PG&E	-22.45
11/03/2025	EFT	PG&E	-30.18
11/03/2025	EFT	Recology San Benito County	-69.57
11/03/2025	CC64-4	USPO	-312.16
11/03/2025	EFT	PG&E	0.00
11/05/2025	NSF	Bill Adjustment Report	-248.66
11/05/2025	EFT	PG&E	0.00
11/05/2025	EFT	Google	-46.37
11/06/2025	EFT	Creative Technologies Inc.	-2,700.00
11/07/2025	EFT	PG&E	-66.76
11/07/2025	EFT	PG&E	-137.18
11/08/2025	EFT	First Bankcard	-7,678.68
11/08/2025	EFT	Verizon Wireless	-88.94
11/12/2025	20406	Ace Hardware East Lake	-31.79
11/12/2025	20407	ACWA JPIA	-24,587.59
11/12/2025	20408	ACWA JPIA, Emp. Ben. Prog.	-9,151.09
11/12/2025	20409	Armer Grading & Paving	-2,020.00
11/12/2025	20410	Aromas Water District (Petty Cash)	-450.00
11/12/2025	20411	AWWA	-539.00
11/12/2025	20412	BAVCO	-1,715.94
11/12/2025	20413	Brigantino Irrigation	-16.44
11/12/2025	20414	California Special Districts Assoc	-8,637.00
11/12/2025	20415	CALNET3	-134.24
11/12/2025	20417	Mid Valley Supply	-1,774.97
11/12/2025	20418	Monterey Bay Analytical Services Inc	-368.00
11/12/2025	20419	Monterey Bay Solutions, LLC	-225.00
11/12/2025	20420	Noland Hamerly Etienne and Hoss	-1,800.00
11/12/2025	20421	Old Firehouse Market	-1,282.36
11/12/2025	20422	Rob Johnson	-50.00
11/12/2025	20423	SCAS	-154.00
11/12/2025	20424	Streamline	-418.00
11/12/2025	20425	USA BlueBook	-521.61
11/12/2025	20426	Visual Edge IT	-170.87
11/12/2025	20427	Wright Bros Industrial Supply	-86.60
11/12/2025	20416	VOID	0.00

Aromas Water District
Monthly Expenditures
October 21 through November 17, 2025

Date	Num	Name	Amount
11/13/2025	EFT	QuickBooks Payroll Service	-8,283.26
11/14/2025	20403	DeAlba (P), David	-3,812.62
11/14/2025	DD2311	Giron (P), Ester	0.00
11/14/2025	20404	Smith (P), Shaun	-1,967.55
11/14/2025	DD2313	Johnson (P), Robert L	0.00
11/14/2025	DD2312	Hill (P), Travis S	0.00
11/14/2025	DD2310	Bowman (P), Naomi	0.00
11/14/2025	DD2314	Capron (P), Seth	0.00
11/14/2025	20405	Holman (P), Wayne R	-252.49
11/14/2025	DD2315	Morris (C), Vicki	0.00
11/14/2025	DD2316	Norton (P), K W	0.00
11/14/2025	DD2317	Powers (P), Timothy W	0.00
11/14/2025	EFT	CalPERS	-1,203.67
11/14/2025	EFT	CalPERS	-3,485.56
11/14/2025	E-pay	Employment Development Dept	-908.04
11/14/2025	E-pay	United States Treasury (EFTPS)	-4,802.68
11/14/2025	WIRE	City National Bank	-55,118.67
Total 1715 · US Bank Checking 1715			-210,989.32
TOTAL			-210,989.32