

Minutes of the Special Meeting of  
The Board of Directors of the  
Aromas Water District  
April 16, 2015

**I. CALL TO ORDER:**

This special meeting was a workshop for continuing the formation of a Strategic Plan. The meeting of the Board of Directors of the Aromas Water District was called to order by President Norton on Thursday, April 16, 2015 at 5:40 p.m. at the District Office located at 388 Blohm Ave, Aromas, California.

**II. ROLL CALL:**

President Norton, Vice President Leap, Directors Dutra, Holman and Smith were present, along with GM Vicki Morris and District Secretary Lisa Dobbins.

**III. PLEDGE OF ALLEGIANCE:** President Norton 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. ORAL COMMUNICATION:** None

**VII. STRATEGIC PLANNING WORKSHOP**

GM Morris reported the ad hoc Strategic Planning committee comprised of Directors Leap and Norton met on 3/20/15 to review the current plan and discuss the next steps. The goal of the full board workshop is to possibly revise, adopt the plan and direct staff on priority capital improvements.

Directors began by refining the current Mission Statement. The revised statement is included in the Strategic Plan document attached.

Directors discussed the Vision statements that pertained to "being prepared" for wastewater and/or parks and recreation services. Directors decided it was best to revise to add "if the need arises". See document attached.

Directors discussed the concept of sustainability and decided language regarding having a better understanding of our resources would be added to the section on Environmental & Resource Stewardship. See document attached.

Directors discussed pursuing the viability of our existing water source at the inactive well at the Marshall location. It could be treated or used as a source of non-potable water.

Directors discussed seeking tools to further the goals related to Board development. Staff shared that the effort of achieving the District of Distinction requires the Board members participate in activities that assist in that goal. Information about the District of Distinction will be provided to the Board members.

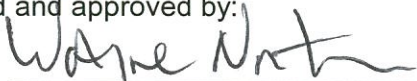
GM Morris presented the proposed 2014-2016 Capital Budget for the Board to review. It provided financial information related to some of the immediate needs. The Board concurred with most of the immediate needs as presented. It was emphasized that improving the Marshall Operator shop was more of a priority than remodeling the office second unit bathroom.

The meeting was adjourned at 7:35pm.

Attachment: Strategic Plan as of 4/20/15

Date: April 28, 2015

Read and approved by:



Board President, Wayne Norton

Attest:   
Lisa Dobbins, District Secretary



**Mission Statement:**

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

**Vision:**

**The Vision should motivate and depict an ideal future. In 20 years AWD will say:**

- We remain a strong, independent and locally controlled District.
- There is good stewardship and environmentally sound use of local resources.
- We value the needs and views of our customers.
- We remain financially sound.
- If the need arises, we will consider forming a Community Services District.
- We maintain a professional and highly trained workforce which fosters a positive work environment.
- We continue to meet all regulatory requirements for water quality and quantity.
- We maintain strong and up to date policies and procedures.
- Evidence of good planning is demonstrated.
- Our capital facilities and assets continue to be in excellent condition.
- We continue to meet the water needs of our current and future customers.

**In support of that long-term Vision, in 5 years AWD will say:**

- We are a good partner with regional agencies.
- There is evidence of good stewardship of local resources.
- We meet all regulatory requirements for water.
- We continue to make customer service a priority.
- We are financially sound and have reserves to reach an adequate level.
- We effectively manage infrastructure maintenance.
- We actively explore and assess renewable energy sources.
- Our board is committed to a high level of staff development.
- We are actively exploring and assessing potential new water sources.
- Our capital facilities and assets are in excellent condition and cost-effectively maintained.
- We regularly review and update our emergency response plan.
- We have developed a GIS based mapping system.
- We have improved the corporation yard.
- We are maintaining effective communication with customers and community while utilizing new technology.
- We have achieved our incremental goal toward conserving water in-line with the 20% 2020 reduction goal in accordance with AB32.
- We have innovated and changed as opportunities and needs have arisen.

## Core Value Statements

- Provide safe and reliable high-quality water to our customers.
- Promote local control.
- Support our commitment to maintenance of our infrastructure and assets.
- Provide cost effective and practical services.
- Promote environmentally responsible water use and conservation.
- Promote honesty and integrity.
- Be responsive, open and clear in our relationship with our customers.
- Support regional cooperation and partnerships.
- Be proactive and seek opportunities.
- Attain excellence.
- Support employees to be safe, productive and motivated.

## STRATEGIC WORK PLAN

### 1) Finance

- **Budget**
  - Maintain a balanced annual Expense Budget-
  - Develop plan for annual Capital Budget
  - Maintain 60 days cash reserve for operating expenses
- **Long Term Financial Health**
  - Grant research and availability
  - Build Reserves and bonding ability
    - Capital Emergency Reserve- Approx 2% of total assets –estimate \$200,000
    - Capital Funding Reserve- TBD according to planned capital replacement

### 2) Environmental & Resource Stewardship

- Achieve a better understanding of our water resources.
- Priority to encourage infill of existing infrastructure
  - Gradual increase of connections to pipeline ratio
  - Growth within current annexed boundaries
  - Growth within current Sphere of Influence boundaries
- Review opportunities for developing new water source in SBC
- Maintain local independent jurisdictional control
  - Maintain & Develop regional relationships with SBCWD, PVWMA, etc
  - Board member involvement w/ outside agencies
  - Grant partnerships- Inter-regional-water-management-plan IRWMP

### 3) Community & Communication

- Maintain, Renew & Increase Transparency

*District Transparency Certificate of Excellence (2014 achieved)*

*District of Distinction (in progress)*

*Special District Administrator Certification (in progress)*

- Public outreach and education

Maintain open communication with current technologies & build trust, ie: Aromas Day & Website, etc

#### **4) Facilities & Infrastructure**

##### Immediate:

- Develop Solar system at Carpenteria Well
- Complete Oakridge/Via Del Sol Water system
- SCADA upgrades
- Fencing around Pleasant Acres Well- replaced after SCADA,VFD & PGE upgrade
- RLS Tank- sandblast and repaint
- Reseal asphalt – RLS & Cole Tank roads Fog seal-office, SJW & Carpenteria
- Radio read meter upgrades- annual 40 per year
- Security fencing Carpenteria- front and landscape on street side planned after solar
- Marshall shop, planning, permits, upgrade of building w/ bathroom
- Study of Marshall Well; pump test, video, study replacement & treatment costs

##### Short Term:

- Ballantree tank replacement w/50,000 gallon & road grade/finish
- Remodel bathroom, apartment paint, etc.
- Valve box vacuum & valve exerciser-outside contractor
- Carr Tank- baserock around tank driveway
- Fence rolling gate at SJW
- Carr Tank valve at Carr Ave valve replacement
- Replace School tanks w/ PRV
- Replace 2004 Service Truck

##### Long Term:

- Utility Billing software replacement
- Loop major dead end mains
- Replace Aimee Meadows PRV
- Replace Pleasant Acres mainline
- Replace Ballantree Lane mainline

#### **5) Operations, Personnel & Management Objectives**

- Maintain water quality to meet and exceed current standards
- Customer Service
- Technology training
- CDPH regulations, Safety, Efficiency
- Emergency Preparedness
- Training & Development
- Recruitment
- Internships
- Aging workforce – how to transfer institutional memory
- Employee retention
- Update & Develop Policies - employee and operations

#### **6) Board**

- Policy & Procedures of District
- Board Development
- Provide clear guidance to management
- Oversight
- GM evaluation, GM Recruitment