

**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
July 28, 2020**

- I. **CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Holman on Tuesday, July 28, 2020 at 7:00 p.m. via Zoom online.
- II. **ROLL CALL.** President Holman, Vice President Leap and Directors Dutra, Norton and Smith were present. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso, Board Secretary Louise Coombes and Management Consultant Vicki Morris.
- III. **PLEDGE OF ALLEGIANCE.** President Holman 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 June 23, 2020 Board Meeting were presented for review and approval; Director Smith moved for approval of the minutes seconded by Director Dutra. Minutes were unanimously approved, by roll-call vote, with all Directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. **Director's Reports.** There were no Director's reports.
- B. **Attorney's Report.** Counsel Bosso reported on a recent appellate case which held that initiative measures to raise taxes did not require the 2/3 majority vote normally required. The case involved Prop C in San Francisco which was an initiative.

C. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in June 2020 was 12,105,380 gallons, with a daily average of 403,513 gallons per day. Due to Carpentaria Well going offline on June 8th, San Juan Well provided 11,188,890 gallons of the total production. There is a 53% production increase since May, even with one well offline.

All water testing continues to be both, filed on time and represent satisfactory results. In June, the finished water from the treatment plant showed no trace of iron and manganese.

Reporting operational well levels; Carpentaria Well was down one foot; San Juan Well was down three feet. Observational well levels: Marshall Well was down one foot; and Aimee Meadows Well was down two feet.

MAINTENANCE

Incidents

No incidents were reported.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman and AC Girõn continue to work through the Billing process to incorporate changes due to the Governor's executive order regarding late or lack of payment and no shut-off. The amount not being collected continues to be monitored.

ASO Coombes researched an Easement document which allowed clarification related to an access issue.

CO DeAlba and Op Smith continue to replace meters. New meters were backordered in July, but no news on delivery yet.

GM Johnson and CO DeAlba recently worked with the Hollister Fire Department who requested the use of an AWD site with a cliff for practicing a rope rescue operation, however, due to a chemical fire on the scheduled day, this exercise has been postponed.

GM Johnson reported on the research he has been doing regarding the reopening strategy based on current

legislative orders and reconfiguration of the office – more on this in the Action Items.

Conservation & Rainfall

Since October 1, 2019, the total remains at 16.72” of rainfall recorded up to July 15, with no rain falling in July so far.

Projects

Ad-Hoc Personnel Committee Meeting

GM Johnson reported that this committee has reviewed and proposed changes to the employee handbook. GM Johnson has identified sections that he would like Counsel Bosso to review and comment. This should be ready for presentation to the Board in September.

Technology Upgrade - SCADA

GM Johnson recently discussed the situation with the electrician who will be available to begin work on August 11, 2020 to formulate a plan to install the remainder of the system.

- D. Correspondence:** GM Johnson briefly ran through a number of items on the correspondence list. Director Dutra asked about the Red Barn Connection; GM Johnson explained that the new owner of the property contacted the District as the property can have one residential connection. This connection will be used to augment their fire sprinkler system with the existing well. Director Norton inquired about the 1480 Cole Road email; GM Johnson explained this was the access issue through a gate to our property through an easement; interlocked locks providing access to both parties seems to have resolved the issue. GM Johnson pointed out the three emails regarding Orchard Hill Road; their potential request to be annexed will be a point of discussion/Action Item at the next meeting.

X. ACTION ITEMS

A. Report regarding the possible annexation of one parcel located on Cole Road

GM Johnson presented a request from Mr Bravo, a resident of Cole Road, who is within the District sphere of influence (SoI) but not yet annexed. Their well is pumping sand much earlier than in previous years. The condition of the water is now presenting a health hazard to the resident and his elderly parents. He therefore requests annexation and connection to Aromas Water.

GM Johnson reiterated that should the Board approve moving forward, the subsequent processing of this request through PVWMA and LAFCo will take around one year, however, GM Johnson will do whatever he can to expedite this considering the health and safety issue.

Vice President Leap enquired as to whether an estimate of the costs involved have been discussed with Mr Bravo; GM Johnson confirmed that the capacity fee (connection), the potential cost of consultant/backhoe work that may be required and potential LAFCo fees have been outlined, estimated total of \$15-20,000. Fortunately, the water main lies on the same side of Cole as the residence, so no road cutting is required.

Mr Bravo was present and expressed his gratitude and appreciation to all District staff for their support and service to the community. He briefly outlined his problems with the damage iron bacterial growth and sandy water has caused to his well equipment and appliances over the last 50 years, and he is fiscally ready to connect. Director Dutra indicated the necessity for a backflow device to prevent any cross-contamination issues.

Director Dutra moved to receive the report of possible annexation of one parcel on Cole Road as presented; seconded by President Holman. The Report was unanimously adopted by roll-call vote with all Directors present. There was no further discussion.

B. Carpentaria Well Rehabilitation Project

GM Johnson outlined the timeline of activities on the well rehabilitation, including the zone pumping and pictures after the cleaning had taken place. Considerable sediment was removed from the well; the pump and the in-line check valve were replaced. Water sampling confirmed there was no coliform in the well water. The new pump was initially tested at 380 GPM and was equilibrated at 330 GPM with a static well level at 282 feet. Director Leap commented that it will be interesting to see the well's performance over time, and Director Norton was relieved to hear that Carpentaria is now ready to use in terms of the power usage via the

solar field.

Director Smith moved to receive Carpenteria Well Rehabilitation Project Report as presented; seconded by Director Dutra. The Report was unanimously adopted by roll-call vote with all Directors present.

C. Reopening Plan for the Aromas Water District Office

When the pandemic first began, initial discussions of the Executive Committee urgently implemented policies for both operational and office staff and payment options for customers. Further discussion has not yet occurred with the full Board to develop practices beyond those currently in place.

The guiding principles of the reopening plan are to keep staff and customers safe, provide safe water and return to the previous level of service prior to the pandemic. This winter, as influenza season transpires on top of the pandemic, COVID-19 cases could worsen, therefore a flexible plan is important. A plan would have implementation phases in compliance with State and County phases, adjusting as conditions change.

GM Johnson outlined new practices that could include; Daily temperature checks recorded on a log sheet for staff working in the office; reconfiguration of one of the two small windows next to the front door to include a plexiglass screen with a money slot to take cash payments, but no change given (change would be applied as a credit to the next bill). Interestingly, payment by cash has significantly diminished since no customers are admitted to the office. Plans for the office include pushing the desk for CSR Bowman and AC Girón further back from the entrance door as there is barely six feet clearance, thereby potentially putting staff at risk.

Board discussion included; definitely taking daily temperature checks of all staff; staff should feel safe; the office remain closed to the public for the foreseeable future, therefore moving furniture around is not necessary for the moment; staff should only be present at their own behest; providing an outside table for customers when and if necessary.

Counsel Bosso advised that no motion was necessary to accept this report.

D. Biennial Review of current Certified Conflict of Interest Code

Pursuant to the Political Reform Act, a biennial review of the Conflict of Interest Code which determines who should file a Form 700. Staff identified that the Assistant General Manager position should be removed from the list of Designated Positions.

Director Norton moved to approve the amendment as presented; seconded by Director Dutra. The amendment was unanimously adopted by roll-call vote with all Directors present.

E. Financial Reports for the Month of June 2020

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,133,479.96, of which *Total Current Assets* are \$4,557,541.80, and *Total Fixed Assets* are \$6,437,569.16. In *Liabilities*, the *Total Current Liabilities* are \$277,639.13 and *Long-Term Liabilities* are \$4,253,106.20.

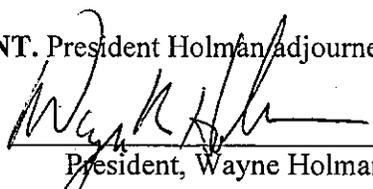
In the **P&L Report**, *Water Revenue* for June was \$131,315.60. The total revenue for June was \$171,694.93. Total expenditures were \$111,493.80 between June 17 and July 21, 2020.

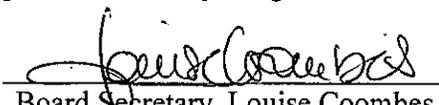
Director Smith moved to approve the Financial Reports as presented; seconded by Vice President Leap. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

XIV. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday August 25, 2020.

- Discuss progress of possible annexations along Cole Road and Orchard Hill Road.

XV. ADJOURNMENT. President Holman adjourned the meeting at 8:38pm until Tuesday, August 25, 2020.

Read and approved by: 
President, Wayne Holman

Attest: 
Board Secretary, Louise Coombes

Date: 26 AUG 2020

Date: August 26, 2020

