

**Minutes of the Regular Meeting of  
the Board of Directors of the Aromas Water District  
April 24, 2018**

- I. CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Tuesday, April 24, 2018 at 7:00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.
- II. ROLL CALL.** President Smith, Vice President Holman and Directors Norton and Leap were present. Director Dutra was absent. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso, Board Secretary Louise Coombes, Management Consultant Vicki Morris and staff Ester Gir6n.
- III. PLEDGE OF ALLEGIANCE.** Director Leap led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions or deletions to the Agenda.
- VI. MINUTES.** The minutes of the March 27, 2018 Board Meeting were presented for review and approval; there were no corrections or comments. Director Leap moved for approval of the minutes and Director Holman seconded. Minutes were unanimously approved with Director Dutra absent.
- VII. ORAL COMMUNICATION.** There were no public comments.

**VIII. REPORTS/PRESENTATIONS**

**A. Presentation.** David Hodgin of ACWA JPIA Executive Committee made a presentation to the Board, of a \$7,708 check. This is a refund of excess insurance premiums paid over the year. When that occurs, JPIA returns the surplus.

**B. Director's Reports.** Director Norton reported on the Ad-Hoc meetings with himself, President Smith, GM Johnson and Consultant Morris regarding the Strategic Plan. From a good foundation document, changes and updates have been progressing well, with the need for just one more meeting to assess the Capital Budget.

Director Norton also pointed out that in 2019, Aromas Water District will have its 60th Anniversary, so an appropriate amount should be included in the Budget for celebrations.

Vice President Holman reported on a meeting he and GM Johnson attended, called by the Aromas Community Center Foundation (ACCF), regarding the Aromas Sports Field, to which Aromas Water supplies water. At that meeting, Steve Snodgrass presented ideas for long term maintenance and upkeep that would potentially involve Aromas Water District. The ACCF group needs to do further research to present acceptable options to the District.

**C. Attorney's Report.** Counsel Bosso has been following SB831, the Additional Dwelling Unit (ADU) Statute, which is still in committee and not yet ready for a vote. Counsel Bosso is keeping track of SB831's progress and will report further developments.

**D. Manager's Report.** See detailed report in agenda packet. Items highlighted include:

***Production & Well Levels***

Because the San Juan well has not been pumped for around half of the month, the level is only down by one foot. Aimee and Marshall well levels have increased a foot.

***Operations***

The Operations Team have been handling numerous Kamstrup meter swaps, as well as a number of interactions with the public as, and when, they enquire about the new meter swap activity.

### ***Maintenance & Repair***

GM Johnson remarked that San Juan Well ran for nineteen days last month and was taken offline on March 20, 2018. There were recent issues with the planned rebuild as some of the replacement pipe parts were incorrect, resulting in a delay in getting the well back online.

### ***Staff & Board Recognition***

GM Johnson commended ASO Coombes on her recent work required for the District to maintain its Transparency Certification of Excellence. The checklist for the criteria is becoming ever more detailed and demanding; considerable effort was focused on the AWD website where an array of information was added, amended or updated in order to meet the required criteria for this award.

GM Johnson highly commended the entire staff for their role in recent efforts to incorporate existing technology to improve the efficiency of the Work Order process flow. The paper documentation has been superseded by use of the iPad tablets receiving and sending the forms via email directly to the office.

In addition, the same attention was paid to the paperwork for Meter Swaps, so that the recording of all the data for such an event now happens electronically which saves resources and time and avoids lost paper notes.

GM Johnson attended a CSDA Special Leadership Academy last week for 2.5 days with copious valuable material regarding being a Board Member, General Management as well as Financing and Human Resources.

GM Johnson applied for, and has been awarded, a grant for attending the GM Leadership Summit in June 2018.

### ***Drought & Conservation***

GM Johnson reported that we have had almost 13" of rain since the beginning of October, with almost 2" of that falling in April. This is still several inches below the average annual rainfall for the year.

## ***PROJECTS***

### ***1. Installation of new water meter technology***

The Operations Team have been swapping out old meters with the new Kamstrup ultrasonic meters. Kamstrup has been present in Holland for several years and testing shows that these meters do not lose their accuracy over a 20 year period. Kamstrup have recently opened a plant in Georgia to streamline the production and support of the USA market.

### ***2. Public Relations / Outreach***

GM Johnson and ASO Coombes have recently been working on new banners to outline the attributes of the AWD drought tolerant garden as well as details for construction of the rain catchment system. These banners are based on the original information and photographs used since 2013, but brought up to date. These banners are low cost and suitable for outside use. They will not only be on display at the upcoming Aromas Garden Tour in May 2018, but can also be used at other community events in which AWD participates, such as Aromas Day and the Cal Fire Department Open House.

### ***3. Chipper Program***

This program is in full swing, and the community is definitely participating, since there is a large pile of mulch available for collection by anyone in the community.

- E. Correspondence.** The monthly correspondence list was reviewed; GM Johnson drew attention to the letter sent to Mr. Scrodin regarding the easement completion and power cost reimbursement, the latter of which will be done on a quarterly basis.

**IX. ACTION ITEMS**

A. **Consider adopting Resolution 2018-01 ordering an election for three seats on the Aromas Water Board of Directors.** During discussion, Director Norton asked for clarification on the reason to generate and send this Resolution. Counsel Bosso advised that this Resolution clarifies the number of words, and who pays for, the Candidate statement. Vice President Holman moved to adopt the Resolution 2018-01; the motion was seconded by Director Leap. Resolution 2018-01 was adopted with the following vote:

AYES: Holman, Norton, Leap, Smith  
NOES: None

ABSENT: Dutra  
ABSTENTION: None

B. **Consider adopting Resolution 2018-02 to initiate the Section 218 Agreement Error Modification process.** ASO Coombes outlined that this Resolution officially begins the six step process of error modification. A brief discussion regarding the cost of this process ensued, but GM Johnson explained that we called Ms. Silva-Gil of CalPERS for clarification and there is funding for cases processed sooner rather than later which means that the District may not have to pay for this process. Director Norton moved to adopt the Resolution 2018-02; the motion was seconded by Vice President Holman. Resolution 2018-02 was adopted with the following vote:

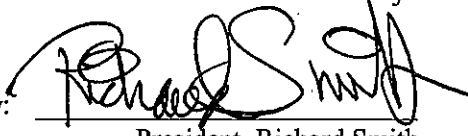
AYES: Holman, Norton, Leap, Smith  
NOES: None

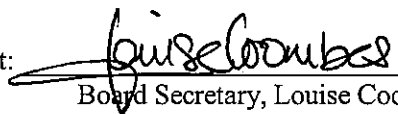
ABSENT: Dutra  
ABSTENTION: None

C. **Financial Reports for the month of March 2018.** Total revenue for March was \$70,250.79; Total expenditures were \$87,845.78 between March 22, 2018 and April 18, 2018. Vice President Holman moved to adopt the Financials as presented; seconded by Director Norton. The financial reports were unanimously accepted with Director Dutra absent.

**X. FUTURE MEETINGS & AGENDA ITEMS.** The next meeting will be on Tuesday, May 22, 2018.

**XI. ADJOURNMENT.** Vice President Smith adjourned the meeting at 7.48pm until May 22, 2018.

Read and approved by:   
President, Richard Smith

Attest:   
Board Secretary, Louise Coombes

Date: 5/22/18

Date: 5/22/2018

