

**Minutes of the Special Meeting of
the Board of Directors of the Aromas Water District
December 18, 2019**

- I. CALL TO ORDER.** The special meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Wednesday, December 18, 2019 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 Dutra, Leap and Norton were present. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso and Board Secretary Louise Coombes.
- III. PLEDGE OF ALLEGIANCE.** Director Dutra 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 November 26, 2019 Board Meeting were presented for review and approval; Vice President Holman moved for approval of the minutes and Director Leap seconded. Minutes were unanimously approved by all Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments. Board Secretary Coombes reminded the Board of upcoming administrative activities for the beginning of the year.

VIII. REPORTS/PRESENTATIONS

- A. Director's Reports.** There were no reports from the Directors.
- B. Attorney's Report.** Counsel Bosso reported on the *Wilde v. City of Dunsmuir* case; this case raises the question of whether an agency's adoption of water rates are subject to referendum which, if qualified, the rate increase can be stopped. In the Amador Water Agency case recently, the Supreme Court ruled that a referendum cannot be used against a Proposition 218 rate increase, which may set the future trend.

C. Manager's Report

OPERATIONS

No new connections were established in November, so the total number of connections remains at 964.

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

Production & Well Levels

GM Johnson reported production in November 2019 has been considerably less than in preceding months, with total production at 8,356,400 gallons, with a daily average of 278,547 (2/3 of an acre foot). Pleasant Acres Well was not utilized at all in November. Total annual production to date is 92,248,715 gallons, with system wide production loss remaining below five percent.

Reporting Operational well levels; Carpenteria Well was up six feet and San Juan Well was up eight feet. Observation well levels; Marshall Well was up six feet and Aimee Meadows Well was up eight feet.

MAINTENANCE

Incidents

A line break on Carr Avenue occurred on December 2, 2019. The Operations Staff worked tirelessly for fourteen hours with the aid of West Valley, whilst the Office Staff kept customers informed and up to date throughout the incident. In conjunction with advisement from the SWRCB DDW, bacterial testing was carried out and a boil order issued to all affected customers. This order was lifted two days later when test results came back negative for coliform.

President Smith was onsite through part of the repair process and was impressed by the knowledge and efficiency displayed by CO DeAlba. Director Norton and Director Leap expressed their appreciation of the dedication and endeavors that all Staff carried out during this and other such incidents.

ADMINISTRATIVE

Staff & Board Recognition

CO DeAlba and Op Smith have been diligently working on the annual backflow device functionality testing. Although this is technically the customer's responsibility, it is within the District's interest to ensure no cross-contamination for approximately ninety connections. However, this is a time-consuming, and therefore costly, exercise normally carried out by a backflow prevention certified technician. Future discussion of options is encouraged at the upcoming Budget Review.

Conservation & Rainfall

Since October 1, 2019, 7.68" has been recorded up to the date of this meeting.

Projects

Carpenteria Well Rehabilitation

GM Johnson will present the draft Bid Package for Board review and approval later in this meeting.

Technology Upgrade for SCADA – XiO Phase III

Phase III will begin shortly as Operations Staff completes their annual backflow schedule. As previously mentioned, this phase includes communication with Carr Booster and Tank, a special antenna on Oakridge Tank which picks up the signal on Cole and Carr Tanks and thereby avoids having to install modems on both tanks and the consequent monthly charges.

- D. Correspondence:** GM Johnson drew the Board's attention to the first letter from the State Board regarding the Sanitary Survey; a plan to implement the required changes and possibly some recommendations will be on the agenda for the January Board meeting.

IX. ACTION ITEMS

A. Consider receiving an update regarding the proposed Carpenteria Well Rehabilitation Project

GM Johnson presented the Draft Notice Inviting Bids for the Carpenteria Well Rehabilitation Project, including bid contract, technical specifications, expected schedule and work plan and has been reviewed by legal counsel to ensure all the correct protections are in place for the District. This will be immediately released to potential contractors and is expected back on or before January 15th in time for review at the next Board Meeting.

Director Leap moved to receive, accept and release the Bid Package as presented; seconded by Director Dutra. The proposed Bid Package for the rehabilitation of Carpenteria Well was unanimously approved with all Directors present.

B. Financial Reports for the Month of November 2019

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,128,632.53, of which *Total Current Assets* are \$4,339,819.49, and *Total Fixed Assets* are \$6,648,363.24. In *Liabilities*, the *Total Current Liabilities* are \$344,648.07 and *Long-Term Liabilities* are \$4,653,947.11.

The total revenue for November was \$114,281.90. Total expenditures were \$78,550.30 between November 19 and December 11, 2019.

In the **P&L Report**, *Water Revenue* for October was \$112,558.55 which is 1.4% greater than budgeted.

In Operations, GM Johnson noted that the cost of chlorine is above budget once again, so this will need adjusting at the half year budget review.

GM Johnson carried out comparative calculations for the power costs. Although the figures, especially for San Juan Well appeared high at the beginning of the fiscal year, comparing July-November with the total annual budget, that five-month period is 42% of the annual total, therefore it is on budget.

Office Equipment is unusually much larger than budget because when the new office computers were installed, the Neptune software was incompatible with the new PCs, so a new version was purchased and installed.

In the **Monthly Expenditures**, GM Johnson drew the Board's attention to the purchase cost of new Kamstrup meters from iFlow. Vice President Holman enquired about the absence of invoices from West Valley for the last few incidents.

Director Norton moved to accept the Financial Reports as presented; seconded by Vice President Holman. The Financial Reports were unanimously approved with all Directors present.

C. Election of Officers for the 2020 Calendar Year

Director Norton nominated, and Director Dutra seconded, Vice President Holman for President and Director Leap for Vice President. Both Vice President Holman and Director Leap assented their willingness; these nominations were unanimously accepted with all Directors present.

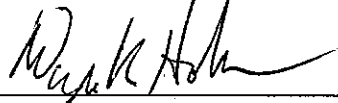
X. FUTURE MEETINGS & AGENDA ITEMS

The next meeting will be on Tuesday January 28th, 2020 at 7:00pm at the District Office; 388 Blohm Ave.

Upcoming agenda items include the responses to the Carpenteria Well Rehabilitation Bid, the Audited Financial Report from Fedak & Brown and a possible Budget Revision.


XI. ADJOURNMENT. President Smith adjourned the meeting at 7:57pm until Tuesday January 28th, 2020.

Read and approved by:



President, Wayne Holman

Attest:



Board Secretary, Louise Coombes

Date: 28 JAN 2020

Date: January 28, 2020

