

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
AGENDA  
TUESDAY, JANUARY 6, 2026, 8:30 AM**

**In Person Only**

*The public may attend the meeting in person. Public participation is encouraged.*

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

**BOARD OF DIRECTORS WORKSHOP**

**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. DISCUSSION ITEM**

**A. Review the 2022 Board Handbook for possible updates and additions, and provide direction to staff {2022 Board Handbook available at the District web site:**

**<https://www.aromaswaterdistrict.org/board-of-directors-handbook#> }**

*p. 3-5*

*(CEQA: Exempt from CEQA under Section 15378)*

Clarifying Questions

Discussion

Direction

**V. PUBLIC COMMENT**

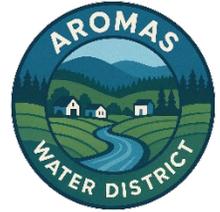
Anyone wishing to address the Board on matters discussed today may do so. Please limit your comment to three (3) minutes.

**VI. ADJOURNMENT**

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](http://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.



# Staff Report

To: Board of Directors  
Re: Item IV.A – Review the 2022 Board Handbook for possible updates and additions, and provide direction to staff  
Date: December 31, 2025

## Summary / Discussion

At the November 2025 Board of Directors (Board) meeting, the Board expressed interest in conducting a series of workshops to incorporate new governance training concepts, update the District's Strategic Plan (Plan) and develop the District's Fiscal Year (FY) 2026-27 Budget. Staff developed a proposed Board Workshop Schedule for the remainder of FY 2025-26 that aligns these objectives with the Board's calendar.

At the December 2025 Board meeting, it was determined that the first Board Workshop would focus on developing new and updated Board policies, with the result being direction to update the Board Handbook (Handbook), which includes a Board Policy Manual. To accomplish this goal, staff is proposing three-plus meetings between January to August 2026 to review the current Handbook, identify policies needed, and revise existing policies. This first Workshop includes the full Board, and follow up meetings would be conducted by an Ad-Hoc Committee comprised of the two Board members and the General Manager.

Attached to this report is a proposed schedule of activities for the **Board Workshop, to be held on January 6, 2026 at 8:30 am at the District office.** In the interest of resource conservation, new versions of the Handbook will not be printed or included with this packet. The 2022 Board Handbook is available on the District's website at:

<https://www.aromaswaterdistrict.org/board-of-directors-handbook#>

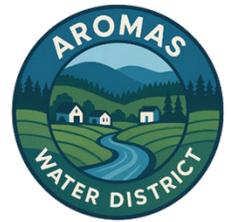
## Staff Recommendation

There is no staff recommendation for the Board workshop, though direction to staff is expected.

## Submitted by:

Robert Johnson  
General Manager

# Aromas Water District Board Workshop Topics



- 1. Welcome and Retreat Objectives** **8:30 – 8:45am**
    - a. Welcome and Introductions (if any needed)
    - b. Review of workshop goals and expected outcomes
  
  - 2. SWOT Analysis (governance focus)** **8:45 – 9:45am**
    - a. Strengths: Board / District practices that are working well
    - b. Weaknesses: Issues / policies that need to be addressed
    - c. Opportunities: Improved governance, compliance, transparency, etc.
    - d. Threats: Regulatory risks, financial constraints, succession issues
    - e. Discussion: Other topics not previously addressed (if time allows)
  
  - 3. Board Handbook and Policy Manual Overview** **9:45 – 10:30am**
    - a. Overview of current Board Handbook and Policy Manual
    - b. Assign Ad-Hoc Committee (AHC)
  
  - 4. BREAK** **10:30 – 10:45am**
  
  - 5. Policy Discussion – Governance and Financial Policies** **10:45 – 12:00pm**
    - a. Governance and Ethics Policies
      - i. Required Training-related policies and attendance
    - b. Financial and Rate-Setting Policies
    - c. Reserve and Investment Policies
      - i. Reserve and Investment Policy alignment potential
  
  - 6. Policy Discussion – Operational / Risk Policies** **12:00 – 12:45pm**
    - a. Capital Planning and asset management
    - b. Emergency Preparedness
    - c. Cybersecurity and AI
    - d. Human Resources Policies and GM Evaluation
- WORKING  
LUNCH**
- 7. Policy Prioritization and Board Direction** **12:45 – 1:30pm**
    - a. Develop Policy Updates and Respective Priority
    - b. Determine which Policies need Board Adoption versus Administrative Acceptance
  
  - 8. Next Steps and Implementation Plan** **1:30 – 2:00pm**
    - a. Assign Tasks and Responsibilities (Board members, GM, Counsel, AHC)
    - b. Establish Timeline for drafts and revisions
    - c. Schedule follow-up presentations to full Board
    - d. Develop Adoption Process