

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
September 28, 2021**

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, September 28, 2021, at 7:00 p.m. in a hybrid setting; attendees were both present in the Board Room and online via Zoom.
- II. **ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also in attendance were General Manager Johnson and Board Secretary Coombes. Counsel Bosso attended via Zoom.
- III. **PLEDGE OF ALLEGIANCE.** President Leap 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 August 24, 2021, Board Meeting were presented for review and approval. Vice President Morris moved for approval of the minutes as presented; Director Holman seconded. Minutes were unanimously approved with all Directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. **Director's Report(s).** Vice President Morris raised that she had attended the CSDA Conference and the Ad-Hoc Infrastructure and Financing Committee Meeting to be mentioned later in the Manager's Report. President Leap also attended the CSDA Conference and took the Governance Foundations Class.
- B. **Attorney's Report.** Counsel Bosso reported that Legislature passed AB361 which results in changes to the Brown Act and remote teleconference meetings. The District will be able to continue to conduct hybrid Board meetings for the foreseeable future with the caveat that a new Resolution will need to be passed every month to authorize a meeting, which is solely teleconferencing, should the need arise in the event of a new pandemic surge. This is effective until the end of the calendar year when the current state of emergency may have subsided.
In addition, Counsel Bosso reported that the prohibition against utility shut-off due to non-payment has been extended beyond the end of September until the end of 2021.

C. Manager's Report

OPERATIONS & MAINTENANCE

Production & Well Levels

GM Johnson reported total production in August 2021 was 11,339,778 gallons, with a daily average of 365,799 gallons, representing about 16% of total production so far this year. Pleasant Acres was used for twelve days, San Juan Well and Carpenteria Wells were both used for the entire month.

Customers are conserving; compared with current production, there is 14% less production than 2013 and 19% less than 2009 production – considering there are now more customers, this is significant.

There were two new meters added bringing the current total to 969 meters connected. All water testing continues to be both filed on time and represent satisfactory results.

Reporting on well levels; Carpenteria Well is up two feet and San Juan Well is consistently holding at 127 feet. The observational level for Marshall Well is down one foot and Aimee Meadows Well is up one foot.

INCIDENTS

None to report for August.

ADMINISTRATIVE

Staff & Board Recognition

President Leap attended the CSDA Conference and took the Governance Foundations Class which he

felt was valuable and confirmed how fortunate he felt to have strong Board membership currently in place at the District. GM Johnson passed the Certified Special District Manager exam taken at the CSDA Conference. This completes two more of the requirements for the District of Distinction Award which ASO Coombes is compiling – an email will be sent to the Board soon to detail final requirements.

WUSp Giron spent a week in August undertaking the challenging Backflow Operator Class which she passed, providing the District with a third member of staff qualified to do Backflow testing.

CO DeAlba continues on medical leave, although available by phone for consultation if there is an emergency situation; likely to continue until January 2022. Operator Smith's confidence and knowledge continues to expand with the additional responsibility. Workarounds continue with temporary and part-time coverage from Operator Sanchez, including occasional on-call coverage however, it is likely that he is only available for a further two weeks from now.

Conservation & Rainfall

The new rainfall year begins on October 1, 2021. Up to this meeting on September 28, 2021, there has been a total of 9.44" with no rainfall in August or September.

Projects

MNS have been instructed to determine any grant opportunities available for any of the engineering projects the District is currently working on.

Response to COVID-19 virus

Due to the rapidly changing guidelines, the discussion for the availability of the District Conference room to outside groups is still not yet on the agenda.

Technology Upgrade – SCADA

Installations are complete and the last few adjustments should be completed by the end of 2021. The Ballantree telemetry "Verbatim" is failing so the plan to upgrade this facility, with the possibility to incorporate XiO may be expedited.

Orchard Hill Road Proposed Annexation

MNS prepared a Technical Memorandum (TM) with some editing by GM Johnson. Once complete, it will be sent to the residents at Orchard Hill. Currently there are nine residents definitely interested, with additional interest along Merrill Road. A date for a public meeting will be set to encourage other nearby residents to be included, thus reducing the cost for all. President Leap asked how further residents would be informed about a public meeting and GM Johnson plans to rely on the residents to inform the local community. The current, temporary supply line will remain in place until the TM has been reviewed and the plan to install the permanent line is either abandoned or actioned. Vice President Morris queried, and GM Johnson confirmed, that the TM included a cost breakdown.

Cole Road Outreach Project

A meeting is scheduled at 7pm at the Aromas Grange on October 20th and the residents of Cole Road have been invited, via letter, to attend to ask questions regarding the planned annexation of multiple parcels. Board members are welcome to attend as members of the audience, but only two Board members can officially participate as this is *not* a scheduled Board meeting. Bill Nicholson of LAFCo will also be in attendance to answer questions specific to the LAFCo aspects of this annexation process.

New Water Source

MNS Engineering have been working on a timeline and have provided a draft report which will soon be reviewed by the Ad-Hoc Infrastructure and Financing Committee to establish next steps. Although a grant will ultimately be beneficial to this project, once costs are known, the District is able to reduce the timeline and move forward without the grant, incorporating any grant money awarded at a later date. There is a Small Community Drought Relief (SCDR) Grant Program available until the end of December 2023. Vice President Morris suggested it may be prudent to establish how much of this grant money still remains.

Correspondence: Discussion regarding the “Can and Will Serve letter” occurred; the District provided a letter with a sunset clause on September 2022.

IX. ACTION ITEMS

A. Consider receiving a report regarding District volunteers receiving Worker’s Compensation Insurance and adopting Resolution 2021-10 to establish that policy.

As part of the recent risk assessment, it was strongly suggested to have this Resolution in place to make sure that any volunteers (Interns) working for the District have insurance coverage in the event of a working injury. This arrangement *has* previously been in place (In Resolution 2011-02), in line with Section 3363.5 of the CA. Labor Code, but periodically updating the Resolution ensures the policy remains current and in force to avoid escalating legal action in the event of an uninsured injury.

Director Smith moved to adopt Resolution 2021-10 as presented; seconded by Director Dutra. The Resolution was unanimously adopted, by roll-call vote, with all Directors present.

B. Financial Reports for the Month of August 2021

On the Balance Sheet, GM Johnson pointed out two “new” accounts with a zero balance for last year; this is because Union Bank have recently been taken over by US Bank therefore it is simply a name change.

Total Assets / Liabilities & Equity are \$11,098,692.85, of which Total Current Assets are \$4,926,350.35, and Total Fixed Assets are \$6,031,403.50. In Liabilities, the Total Current Liabilities are \$304,598.53 and Total Liabilities are \$4,133,641.68.

In the P&L Report, Water Revenue for August was \$173,988.15. Total Expenditures were \$72,247.31 between August 18 through September 22, 2021.

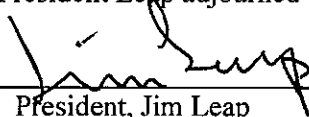
On the graphical representation of the Financials, there is a +9% difference for YTD Revenue and -4.4% difference for YTD Expenditures.

Director Dutra moved to approve the Financial Reports as presented; seconded by Director Smith. The Financial Reports were unanimously approved, with all Directors present.


X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, October 26, 2021. The next meeting is likely to be the same hybrid format as this meeting. Topics will include the Teleconferencing Resolution; an update on the progress of items needed for the District of Distinction; confirmation of Board meeting dates for November and December 2021.

XI. ADJOURNMENT. President Leap adjourned the meeting at 8:03pm until Tuesday, October 26, 2021.

Read and approved by:


President, Jim Leap

Attest:


Board Secretary, Louise Coombes

Date: 10.26.21

Date: 10/26/2021.

