



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

TUESDAY, November 24, 2020, 7:00 PM

Notice of Zoom Meeting

President- Wayne Holman
Vice President- James Leap
Director- Marcus Dutra
Director- Wayne Norton
Director- Richard Smith
General Manager- Robert Johnson
Board Secretary- Louise Coombes

Pursuant to Governor Newsom's March 17, 2020 Executive Order N-29-20 regarding COVID-19, members of the Aromas Water District Board of Directors, staff and public may participate in this meeting via Zoom. Instructions on the following page.

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS: President Wayne Holman, Vice President James Leap, Directors, Marcus Dutra, Wayne Norton and Richard Smith.

III. PLEDGE OF ALLEGIANCE

IV. STATEMENTS OF DISQUALIFICATION

V. ADDITIONS AND DELETIONS

VI. MINUTES: Motion to approve the Minutes of the October 27, 2020 Regular Board Meeting

p.3-5

VII. ORAL COMMUNICATION: *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*

VIII. PRESENTATIONS & REPORTS

A. DIRECTORS' REPORTS

B. ATTORNEY'S REPORT

C. MANAGER'S REPORT

P6-9

D. CORRESPONDENCE

p.10-11

IX. ACTION ITEMS:

A. Consider receiving a report regarding the affect of the Governor's Executive Order N-42-20 on the Aromas Water District's finances, and providing direction to staff.

p.12-14

Staff will present a report depicting the current late fee and shut off conditions, as well as financial effects of the Governor's Executive Order, for discussion and Board action.

B. Consider receiving an update regarding the possible provision of a fire supression connection from the Aromas Water District system to the Red Barn, and providing direction to staff.

p.15

Staff will present an update on the possible provision of a fire suppression connection from the District's water system to the Red Barn, for discussion and Board action.

C. Financial Reports for the Month of October 2020

p.16-21

Including both Assessment Districts, the financial reports show a Total Revenue of \$143,488.54; Total expenditures were \$157,397.45 between October 21, 2020 and November 17, 2020. These financials and monthly expenditures will be presented for discussion and approval.

X. FUTURE MEETINGS & AGENDA ITEMS Next meeting – **To Be Determined - December 2020**

XI. ADJOURNMENT

Next Res. # 2020-10

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of the board. Such records shall be available at the District office located at 388 Blohm Avenue, Aromas, CA.



Zoom Meeting Instructions

In order to protect the health and safety of the public and Aromas Water District employees, the District office located at 388 Blohm Avenue, Aromas, CA 95004 has been closed to the public until further notice. In accordance with EO N-29-20, the public may participate in the District's Board meeting by teleconference or web conference via the instructions provided below.

The meeting materials will be available for download from the District's website at:

www.aromaswaterdistrict.org.

This meeting is being held via Zoom and all attendees are muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>), click the link on the meeting date and time: <https://us02web.zoom.us/j/81885847613>

If you do not have speakers or a microphone on your computer, you can dial in for audio.

Call (669) 900.9128 and enter the Webinar ID: 81885847613

If you would like to speak during the public comment portion of the meeting, you have the following options:

1. **Online** – raise your hand or use the Q&A panel to submit written comments.
2. **Phone** – press *9 to raise your hand, *6 to send a request to be unmuted to submit verbal comments.

The meeting officially will start at 7:00pm, though remote access will be open 15 minutes before the start of the meeting.

Public engagement is important to the District, and meeting remotely is an evolving process.

We appreciate everyone's understanding as we work through this together.

**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
October 27, 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, October 27, 2020 at 7:00 p.m. online via Zoom.
- 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 Director Elect 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 September 22, 2020 Board Meeting were presented for review and approval; Vice President Leap moved for approval of the minutes seconded by Director Smith. Minutes were unanimously approved, by roll-call vote, with all Directors present. Director Smith commented that the Minutes are always high quality.
- 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 mentioned Assembly Bill 992 which is an amendment to the Brown Act, to provide that Board Directors are permitted to answer questions on social media, however, they must abstain from communication or commenting to, or with, one another on Board-related matters as that would constitute a meeting and would therefore violate the Brown Act.
- C. Manager's Report**

OPERATIONS

Production & Well Levels

GM Johnson reported total production in September 2020 was 11,084,570 gallons, with a daily average of 369,486 gallons per day; the majority was produced by San Juan Well. The overall production this year was on a par with the pre-drought year 2014.

There are 965 connected meters. All water testing continues to be both, filed on time and represent satisfactory results. In September, the finished water from the treatment plant showed no trace of iron and manganese.

Reporting on operational well levels, all are currently recharging nicely; Carpenteria Well is up nine feet; San Juan Well was up six feet. Observational well levels; Marshall Well was up four feet; and Aimee Meadows Well was up two feet.

MAINTENANCE

Incidents

No incidents were reported at the time of writing the Manager's Report.

ADMINISTRATIVE

Staff & Board Recognition

ASO Coombes recently upgraded and transferred the emergency phones to a new service with CALNET in line with our existing service, as the old service was becoming obsolete.

AC Girõn completed the annual financial audit with Fedak & Brown and we are awaiting the Audit Report which should arrive before the end of October.

The Operations team continue to replace broken or under-reporting meters as their schedule allows.

GM Johnson thanked the Board for completing their Ethics Training in a timely manner.

The annexation application has been filed for the Cole Road request from Mr Bravo. LAFCo had some issues with certain parts application.

Since the Manager's Report was written, the PVWMA AdHoc SGMPC (Sustainable Groundwater Management Planning Committee) have met once and are planning to meet again in early November to devise ways to achieve sustainable groundwater. How this will affect the District's portion of this basin and what can be done to protect it, remains to be seen.

Conservation & Rainfall

October 1, 2020 marks the beginning of the new rainfall year. Since there has been no rainfall, the current total is zero. It looks likely to be a La Niña winter, and therefore less recharge and more pumping.

Projects

Response to COVID-19 Virus

The District continues not to charge late fees and not to implement shut-offs due to non-payment. In addition, there has been no charge levied for the backflow analysis this year, despite Board approval in May 2020.

Ad-Hoc Personnel Committee Meeting

GM Johnson reported that good progress was being made, however, an opportunity with a short deadline for a grant took precedence. The new handbook is tentatively scheduled to be presented at the December Board Meeting.

Technology Upgrade - SCADA

GM Johnson conveyed that the Oakridge portion of the technological upgrade has now been completed; both boosters and the tank are now included in the XiO system. Remaining installations are Carpenteria Well, Rea Tank (Rea and Seely Boosters) and finally San Juan Well.

Orchard Hill Road Proposed Annexation

GM Johnson revealed that the District had not heard from this group within the last six weeks, despite an emailed offer of assistance for a community meeting or reaching out to those who may wish to be included.

GM Johnson is planning to reach out to a few other property owners in that area in the first week of November.

Director Norton questioned if there was a time limit for the temporary water supply? GM Johnson indicated that should the annexation process be under way, the temporary supply would be available through summer 2021, but if there is no interest from the residents, then the supply will be withdrawn within a month.

- D. **Correspondence:** President Holman asked about the emails to and from *R Ely of Willis Construction* and GM Johnson explained that Cole main line runs right in front of Mr Ely's property and he wanted to be sure of clearance for the installation of other utilities.

GM Johnson noted the *Water System Worksheet* for CALFIRE which had been brought up-to-date from the previous version in 2002.

Director Norton queried the *Anzar Bridge Replacement*. GM Johnson needs to do further research to establish whether this bridge is within our sphere of influence. During the meeting, Counsel Bosso checked and the bridge is out of the District's Sphere of Influence.

IX. ACTION ITEMS

- A. **Consider receiving a report regarding the application for grant funds from the CalOES "Community Power Resiliency Allocation for Special Districts Program"**

GM Johnson presented a synopsis of this recent grant offering, due on October 30. GM Johnson has written the grant application to request \$198,500 of the \$300,00 available to obtain a towable generator with custom made cabling to connect to facilities such as wells and booster stations. Updated two-way radio devices and install solar panels with battery backup for the District office. The grant prioritizes disadvantaged communities (DAC), but Aromas is not categorized as such, however, at least 6% of our community (according to 2018 data) live below the poverty level, and they also need to be considered during power outages.

Director Norton moved to receive the report, and the motion was seconded by Director Dutra. With all

Directors present, the motion was unanimously passed by roll-call vote.

B. Consider receiving a report regarding the possible provision of a fire suppression connection from the Aromas Water District system to the Red Barn.

GM Johnson made a presentation regarding the provision of fire suppression for the Red Barn. As the Red Barn is already annexed, they are entitled to a 1” residential connection, however, they are requesting a 6” connection to supply the fire suppression sprinkler system. An engineer has been hired, by the Red Barn owner, to assess the feasibility. Underlying the issue is the fact that the only time water would be in demand would be in the event of a fire, and even then, only for around 5-10 minutes before the Fire Department responds.

Director Norton suggested, and Counsel Bosso agreed, that if this project begins to move forward, the Red Barn owner should notify his nearby neighbors. Secondly the engineering cost would also be borne by the Red Barn owner. Mr Sepulvado, the fire suppression contractor representing the Red Barn, was invited to comment. He clarified that the flow rate is double what is required for the fire suppressant system and throughout California such a connection is specifically for fire suppression and never for domestic use. Typically, a quarterly fee is levied in the region of \$75-\$200 depending on the district. The 1” line is not currently needed for fire purposes as there is sufficient supply through current reserves; this may change in the future.

Director Smith raised the point that once the 6” line is granted, is there any opportunity for the owner to use this water for other purposes, but Counsel Bosso asserted that this type of connection is specifically granted to provide for a standby fire suppressant service only.

Director Dutra moved to receive the report, and the motion was seconded by Director Leap. The motion was unanimously passed by roll-call vote with all Directors present.

C. Financial Reports for the Month of September 2020

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,115,947.90, of which *Total Current Assets* are \$4,585,013.71, and *Total Fixed Assets* are \$6,392,565.19. In *Liabilities*, the *Total Current Liabilities* are \$239,994.35 and *Long-Term Liabilities* are \$4,260,236.84.

In the **P&L Report**, *Water Revenue* for September was \$144,946.06. The total revenue for July to September exceeded the year to date budget by \$61,578.75. Total **Expenditures** were \$209,700.26 between September 16 and October 20, 2020. A new tool for the Kamstrup meters was purchased to register water usage on a daily basis. The Expenditures this month are higher than usual largely due to the PVWMA quarterly charge plus the invoice for the Carpenteria Well rehabilitation coming out of the same month.

Director Dutra 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.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday November 24, 2020.

XI. ADJOURNMENT. President Holman adjourned the meeting at 8:19pm until Tuesday, November 24, 2020.

Read and approved by: _____
President, Wayne Holman

Attest: _____
Board Secretary, Louise Coombes

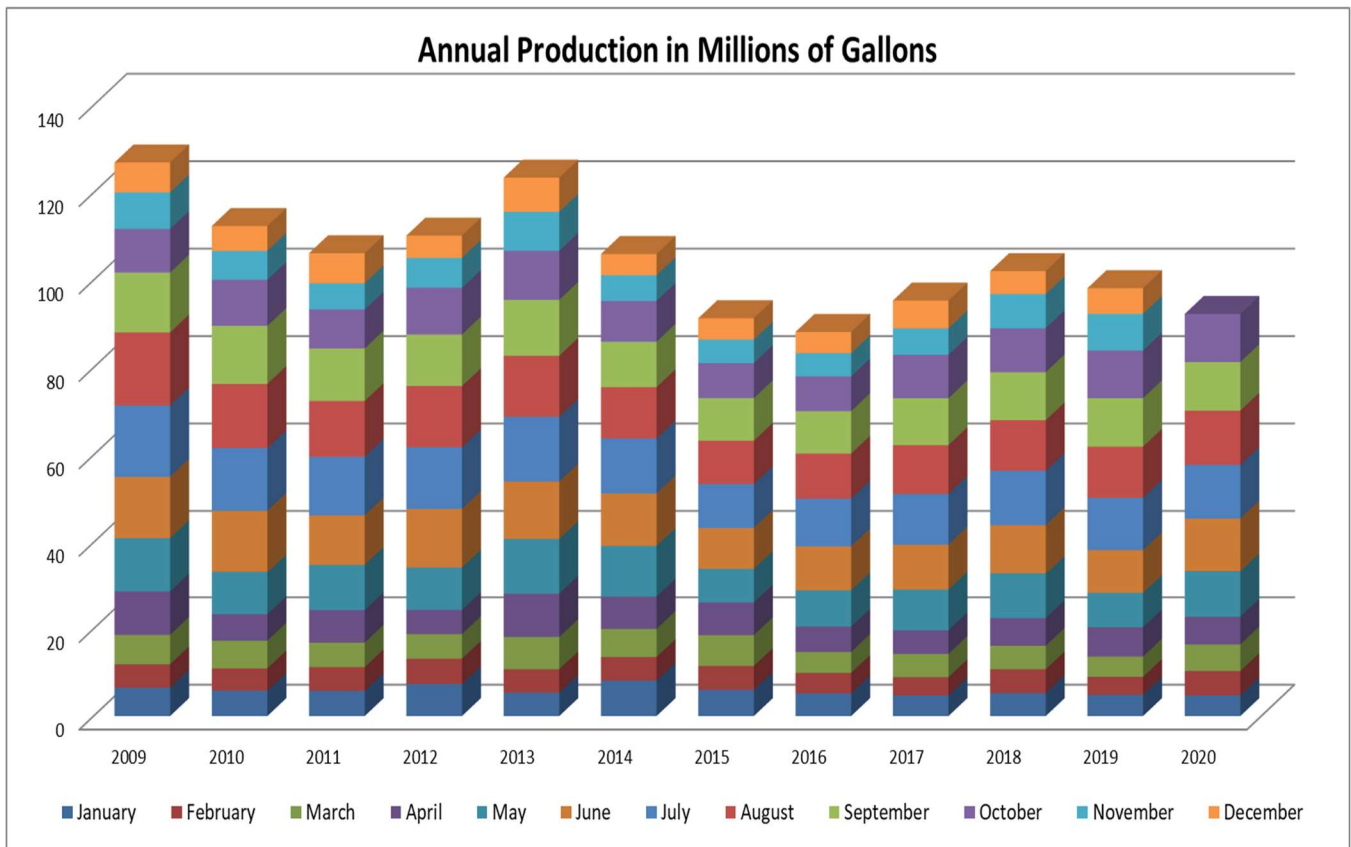
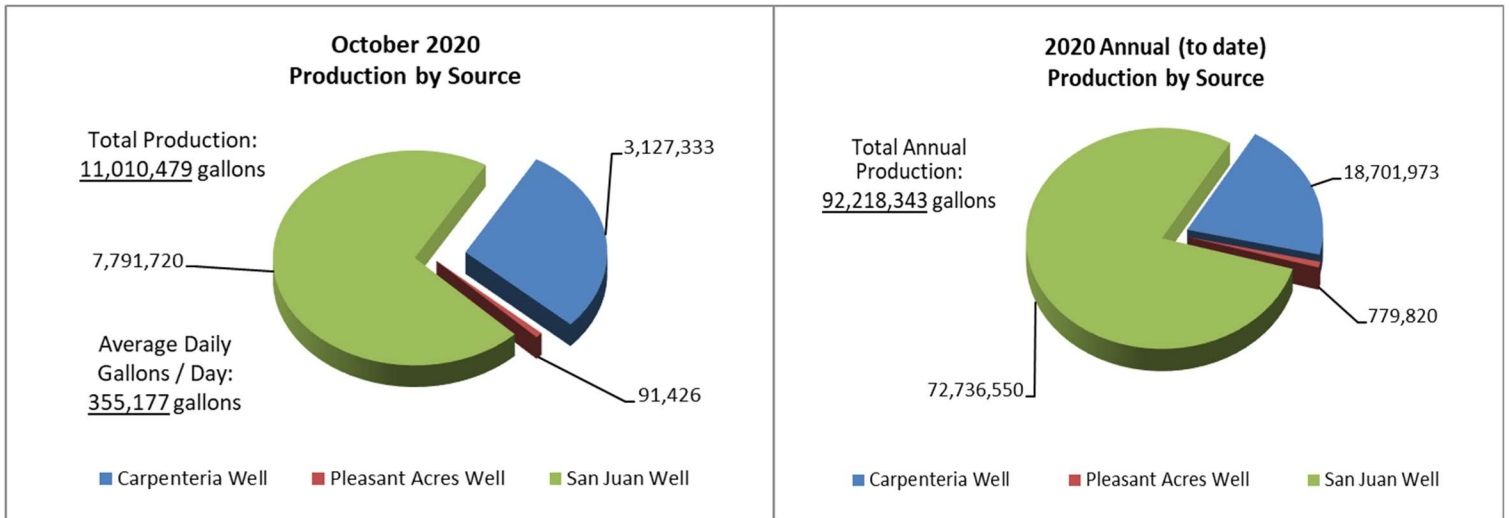
Date: _____

Date: _____

General Manager's Report October 2020



PRODUCTION REPORT



Totals	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Million Gal	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	92.246
Acre Ft	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	283.05

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 965 total meters installed.
- San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was utilized only five days this month.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed
- Additional maintenance tasks are being performed as time allows

INCIDENTS:

- A leak was reported near 3570 Pleasant Acres Lane on Thursday, November 12. Staff evaluated the situation and called in contractor assistance on November 13. Leak was fixed, system was flushed, and a sample was taken. Results of the sample analysis indicated NO PRESENCE of Coliform or E. coli. Four customers were affected.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- CSR Bowman and AC Girõn are working through the billing process, incorporating changes based on the Governor’s Executive Orders regarding late or non-payments, as well as no shutoffs during the COVID-19 pandemic, and seeing where improvements can be made.
- ASO Coombes has been working on the District’s GIS, fixing errors in the data sets and updating information when possible.
- AC Girõn has completed the annual Financial Audit, after meeting with auditor staff. We are waiting for the DRAFT report, which has yet to arrive.
- CO DeAlba and Operator Smith continue to replace broken or under-reporting meters. New meters have arrived and are being installed as time allows.
- GM Johnson filed the BRAVO Annexation Categorical Exemption with San Benito County on 10/08/2020. The application was sent to SBCo LAFCo on 10/12/2020. There was a small issue with the submission (and is being reworked and will be resubmitted). Once the application is deemed complete by LAFCo, the period of 60 to 90 days to be placed on the SBCo LAFCo agenda will commence.
- GM Johnson completed the CalOES “Community Power Resiliency Allocation to Special Districts Program” grant application and submitted it on time. There is currently no information regarding the timeline to hear back from the State.

CONSERVATION UPDATE:

October 2020 usage figures are showing the expected decrease in water use as we move into fall and winter weather patters.

October 1, 2020 marked the start of a new water year. As of the date of this report (November 17), the rain gauge at Chittenden Pass has recorded 0.16 inches of precipitation this water year. The 2019-2020 water year ended with the rainfall at Chittenden at 16.72 inches.

PROJECTS:

1. Response to COVID-19 virus

Staff has been working to keep up with the ever-changing COVID-19 (coronavirus) situation. Staff's focus has been on a variety of strategies to maintain high-quality water delivery to our customers and keeping staff safe from exposure.

2. Ad-Hoc Personnel Committee progress

GM Johnson and the Committee continue to meet via Zoom regarding the Employee Handbook; Counsel Bosso reviewed the latest version and the Committee feels this effort will be completed in time for the January Board meeting (pushed forward from December due to a Budget Adjustment that will be presented in December).

3. Technology upgrade – SCADA (delayed due to COVID-19 pandemic)

Phases 3 and 4 of the XiO (SCADA) implementation are continuing to move forward. The District has outfitted Carr Booster, as well as Carr and Cole Tanks. Phase 4 components are being implemented as time and schedules allow. Currently, Oakridge Boosters, Carpenteria Well, Rea Tank, and Rea Booster are online and being tested. Cole Booster and San Juan Well remain to be completed.

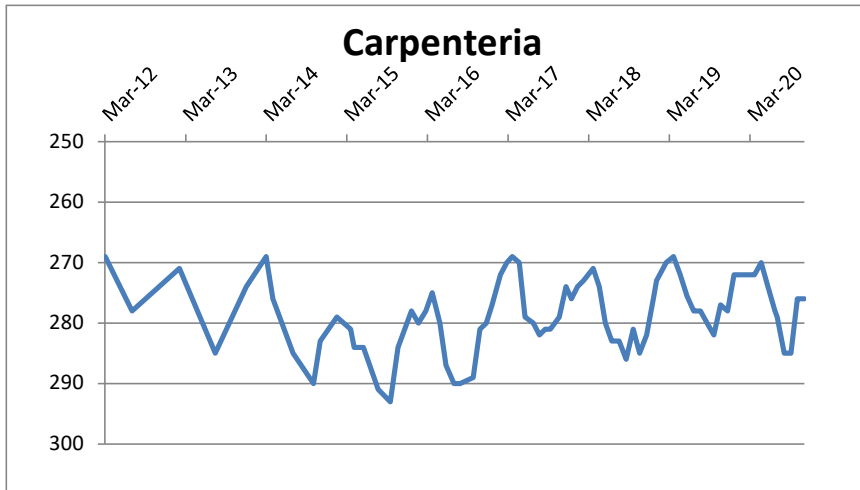
4. Orchard Hill Road proposed annexation progress

As GM Johnson and staff work with the Orchard Hill group, the District has developed an interim solution to provide them water. A temporary meter has been setup (with appropriate backflow protection) to augment the water supplied to their existing system. This temporary setup may be in place until a permanent solution can be developed, funded, and constructed. Options and further discussions will occur this winter.

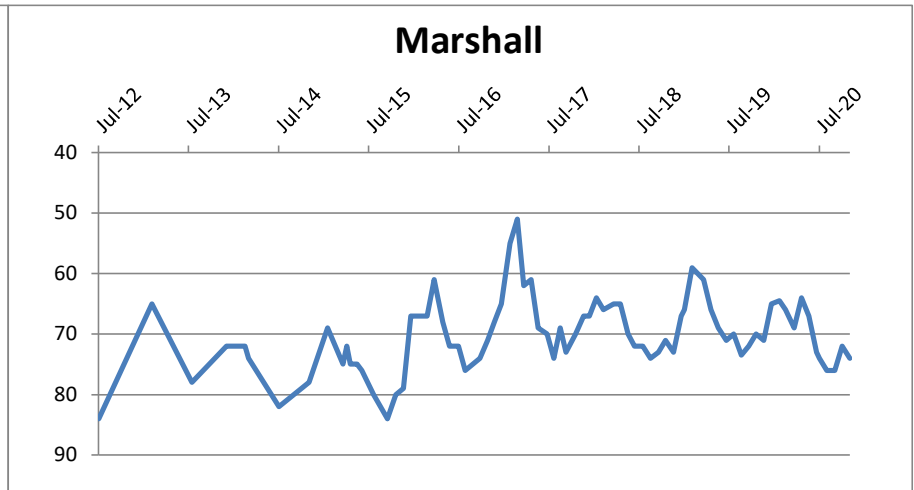
UPDATE – an email was sent on November 17; results (if any) will be reported at the meeting.

Robert Johnson
General Manager
November 17, 2020

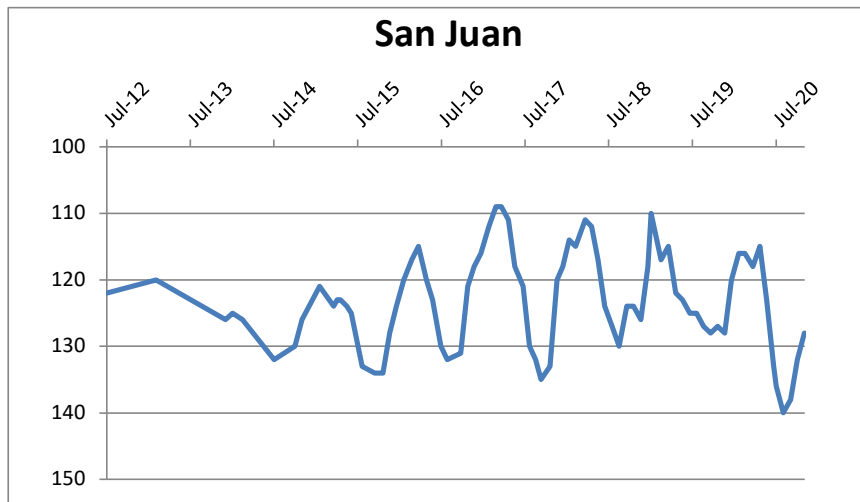
Well Water Level Monitoring
 Depth to Water Measurements
 Date: November 16, 2020



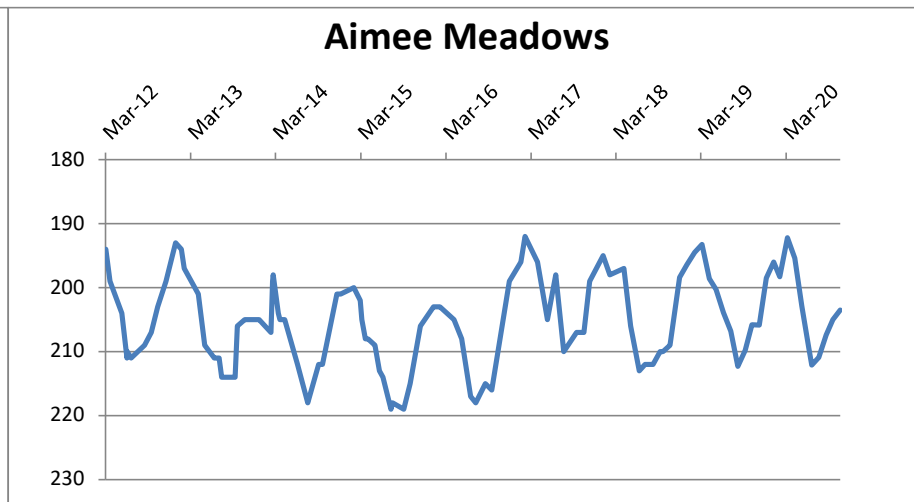
Carpenteria Well (production): Previous Read = 276 feet; Current Read = 276 feet



Marshall Well (monitoring): Previous Read = 72 feet; Current Read = 74 feet



San Juan Well (production): Previous Read = 132 feet; Current Read = 128 feet



Aimee Meadows (monitoring): Previous Read = 205 feet; Current Read = 204 feet

CORRESPONDENCE LIST: 10/20/2020 – 11/18/2020

DATE	TYPE	TO	FROM	SUBJECT
10/21/20	M	F Dean, 786 Seely Ave	R Johnson, AWD	Possible Water Service to 786 Seely Ave
10/21/20	E	R Johnson, AWD	PV Water Ad Hoc Fund Committee	Ad Hoc Funding Committee Meeting – Nov 12, 2020 2-4pm
10/22/20	M	M Trinidad, 540 Knoll Ln	R Johnson, AWD	Why is 540 Knoll Lane Listed as Two Units in AWD Records
10/23/20	E	E Giron, AWD	A Brisendine, Compass Mgmt Group	Rancho Larios HOA – Account #991001
10/23/20	E	R Johnson, AWD	M Freitas, Freitas Engineering & Planning	Selection of MNS as Engineers
10/26/20	E	M Freitas, Freitas Engineering & Planning	R Johnson, AWD	Selection of MNS as Engineers
10/26/20	E	R Johnson, AWD	M Freitas, Freitas Engineering & Planning	Selection of MNS as Engineers
10/27/20	E	M Freitas, Freitas Engineering & Planning	R Johnson, AWD	Selection of MNS as Engineers
10/29/20	E	CalOES PSPS	R Johnson, AWD	Submittal of CalOES Community Power Resiliency Allocation to Special Districts Program Grant Application
10/30/20	E	P Chesbro, DOT/CalTrans	R Johnson, AWD	05-1H690 Verification of Utilities
11/2/20	E	R Johnson, AWD	P Chesbro, DOT/CalTrans	05-1H690 Verification of Utilities
11/3/20	E	S Redman, Image Source	R Johnson, AWD	Image Source Invoices
11/3/20	E	R Johnson, AWD	D Wright, Image Source	Image Source Follow Up
11/4/20	E	L Coombes, AWD	Fiscal Services, CalPERS	Confirmation of Payment of Unfunded Accrued Liability for Classic & PEPPRA
11/5/20	E	B Sepulvado, California Fire Protection, Inc	R Johnson, AWD	Red Barn – AWD Engineers’ Initial Findings
11/5/20		R Johnson, AWD	B Sepulvado, California Fire Protection, Inc	Red Barn – AWD Engineers’ Initial Findings
11/5/20	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
11/5/20	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
11/6/20	E	R Johnson, AWD	J Weininger, DDW, SWRCB	Upcoming COVID-19 Financial Impacts Phone Survey
11/9/20	E	R Johnson, AWD	N Panofsky, MNS Engineers, Inc	Red Barn – AWD Engineers’ Initial Findings

CORRESPONDENCE LIST: 10/20/2020 – 11/18/2020

DATE	TYPE	TO	FROM	SUBJECT
11/10/20	M	D Katana, San Benito Cty Resources Mgmt Agency	R Johnson, AWD	Comments on the Anzar Road Bridge Replacement Project Initial Study/Draft Mitigated Negative Declaration (2020100317)
11/12/20	E	R Johnson, AWD	R Ely, Willis Construction	Marking Water Line
11/12/20	E	R Ely, Willis Construction	R Johnson, AWD	Marking Water Line
11/12/20	E	B Sepulvado, California Fire Protection, Inc	R Johnson, AWD	Red Barn – Fire System Model Runs
11/13/20	E	K Graff, SWRCB	R Johnson, AWD	Water Main Break – Aromas Water District
11/17/20	E	R Johnson, AWD	R Bosso, Bosso Law	Timing Clarification for Swearing in of New Directors
11/17/20	E	R Johnson, AWD	C Holifield, CSDA	Rep. Panetta Round Table 11/19/20

Staff Report



To: Board of Directors

Re: Item IX.A – Consider receiving a report regarding the affect of the Governor’s Executive Order N-42-20 on the Aromas Water District’s finances, and providing direction to staff

Date: November 17, 2020

Summary / Discussion

At a recent (July/August) Aromas Water District (District) Board Meeting, a question was raised regarding late fees, shut offs, and how the COVID-19 pandemic is affecting the District, specifically the District’s finances. Some research and analysis has been done, and this report will indicate: 1) the magnitude of the financial impact, 2) identify actions taken by staff, and 3) propose a future measure that could be implemented by the District Board of Directors (Board).

The magnitude of the COVID-19 pandemic effect on the District’s finances has been noticeable, though not devastating. While the majority of expenditures related to the pandemic have been in the Personal Protective Equipment (PPE) arena (and not covered in this report), the crux of the Board’s question was based on the effect of bill non-payment, and late fees that have been incurred since March, when the (attached) Governor’s Executive Order N-42-20 (ExO) was put into place. The total amount of late fees that are owed at this time are just under \$4,000.00, and that amount has been a cumulative amount, as the customers who are not paying are continuing to not pay.

When the ExO came out, District staff chose to apply late fees, though not charge them to the customer. In most cases, the customers were notified of payments being late, and usually a payment plan was developed to cover the discrepancy. This has been a standard practice, though it has a bit more weight considering the pandemic. This practice has worked well in the past, and as long as folks are paying regularly, late fees are not assessed. As per the ExO parameters, no customer has been shut off for financial reasons. And it is important to note, no one has called to claim that the pandemic is the reason for their nonpayment.

Other Water Districts are doing a host of things during the pandemic; however, for the District, this is a time where some changes could be made. Staff would like the Board to consider approving the charging of late fees to the customer’s again, starting in January 2021. It is thought that, with the charging of late fees again, more customers will come forward and develop payment plans, which in turn would remove the late fees, and bring the District fiscally whole, related to billing.

Staff Recommendation

Receive the report and approve the reinstatement of charging late fees, beginning January 2021.

Submitted by:

Robert Johnson
General Manager

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-42-20

WHEREAS on March 4, 2020, I proclaimed a state of emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS it is the established policy of the State under Water Code section 106.3 that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes; and

WHEREAS to limit the spread of COVID-19 it is crucial that Californians wash their hands regularly and thoroughly; and

WHEREAS many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of work hours or wages, or layoffs related to COVID-19, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS many small businesses that provide services essential to the health and well-being of Californians have experienced substantial reductions in income, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS the California Public Utilities Commission has directed private water utilities under its jurisdiction to implement customer service protections, including a moratorium on service disconnections, during the COVID-19 emergency; and

WHEREAS more than 100 public and private water systems have voluntarily agreed to halt disconnections as well; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations concerning water shutoffs specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and the statutes of the State of California, and in particular, Government Code sections 8567, 8570, 8571, and 8627, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The authority of urban and community water systems, as defined in Health and Safety Code section 116902, subdivision (d), to discontinue residential service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment under Health and Safety Code sections 116908 and 116910, is suspended.
- 2) Water systems not subject to the requirements of Health and Safety Code sections 116908 and 116910 shall not discontinue residential

service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment.

- 3) Water systems shall restore any residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020.
- 4) Water systems shall not discontinue service to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 C.F.R. § 121.201 of the Small Business Administration's regulations.
- 5) The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduced payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

Nothing in this Order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.

Nothing in this Order modifies the obligations of urban and community waters systems to comply with provisions of the Water Shutoff Protection Act not specifically addressed by this Order or other applicable laws, regulations, and guidelines.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 2nd day of April 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Staff Report



To: Board of Directors

Re: Item IX.B – Consider receiving an update regarding the possible provision of a fire suppression connection from the Aromas Water District system to the Red Barn, and providing direction to staff

Date: November 17, 2020

Summary / Discussion

The Aromas Water District (District) was approached by the new owner of the Red Barn (before the purchase was completed) regarding connecting to the District’s water system. The Red Barn parcel has been annexed into the District for some time; therefore, it is eligible to receive a one-inch connection to our system. Subsequent conversations indicated the need for a larger connection, to augment the fire suppression system. On August 19, 2020 (email), the fire suppression contractor requested, *“We are the fire protection contractor who has been hired by the Red Barn LLC to bring the fire systems to code at this property , At this time we are requesting a 6 inch service tap at this location to provide fire protection to the fire sprinkler system.”* To determine the effect of the requested connection on the District’s system (in the Ballantree area) some engineering work needs to be completed.

There was a question raised at the September Board Meeting as to whether the District is obliged to provide this connection to the Red Barn. Staff asked District Counsel and Counsel’s response (email - September 24) was, *“If the Red Barn is in your District, the only basis for refusal would be that you do not have sufficient water or some similar operational reason.”* So, a large portion of our decision will be determined by the effect the requested connection will have on the District’s system.

UPDATE: Some spreadsheet modeling work has been performed, indicating that the District’s current system cannot provide the requested 815 gpm and leave a residual pressure of 70 psi. This was first modeled with the Ballantree booster off-line.

The Red Barn’s contractor requested the model be run again, with the Ballantree booster (50 gpm) online to see if there was a different result. The answer was the same – the flow and residual pressure parameters cannot be met with the current configuration of the District’s system.

Staff and the contractor’s staff still need to evaluate the flow rate and pressure from the closest fire hydrant for informational purposes. Staff is working to coordinate those information-collection efforts.

Staff Recommendation

Receive the update and direct staff to either: 1) work with the fire suppression consultant to determine other possible solutions, 2) continue the item until next meeting so any additional information can be incorporated, or 3) chose another course of action.

Submitted by:

Robert Johnson
General Manager

Aromas Water District
Balance Sheet Prev Year Comparison

As of October 31, 2020

	Oct 31, 20	Oct 31, 19
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	99,319.87	224,542.25
UB Bk Money Market xxxx7853	481,943.20	299,229.79
LAIF-State of Ca xx-05	833,548.85	821,044.23
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	42,543.08	21,336.39
OAWA Union Bank 101 Redemption	0.18	15.48
OAWA Union Bank 102 Reserve	35,563.20	35,687.69
Oakridge Union Checking 5587	325,179.80	314,898.63
Total Assessment District Banks	403,286.26	371,938.19
Total Checking/Savings	1,818,198.18	1,716,854.46
Other Current Assets		
ACWA Deposit	2,080.80	2,080.80
1292 · Accounts Rec - USDA Loan	2,137,404.20	2,176,644.30
1291 · Accounts Rec - Orchard Acres	323,112.17	323,112.17
Prepaid Insurance	22,425.14	24,066.82
128 · Inventory	49,921.56	49,460.11
1200.1 · Accounts Receivable--UBMax	181,623.58	150,907.92
1201.9 · Less Allowance for doubtful ...	-500.00	-500.00
Total Other Current Assets	2,716,067.45	2,725,772.12
Total Current Assets	4,534,265.63	4,442,626.58
Fixed Assets		
1900 · Water System	12,002,729.23	11,779,332.10
1915 · Office Building & Improvements	398,442.54	398,261.43
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	117,577.39	117,577.39
1990 · Land and Easements	331,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-6,517,180.75	-6,037,593.75
Total Fixed Assets	6,427,231.24	6,683,240.00
Other Assets		
Deferred Outflow of Resources	138,369.00	138,369.00
Total Other Assets	138,369.00	138,369.00
TOTAL ASSETS	11,099,865.87	11,264,235.58

Aromas Water District
Balance Sheet Prev Year Comparison

As of October 31, 2020

	Oct 31, 20	Oct 31, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	7,656.28	48,865.31
Total Accounts Payable	7,656.28	48,865.31
Credit Cards		
First Bankcard - S Smith #0239	2,303.48	0.00
First Bankcard - E Giron #1086	394.70	32.80
First Bankcard -R.Johnson #9031	10.29	122.66
First Bankcard - L Coombes #92	19.19	124.90
First Bankcard - D DeAlba #2486	1,524.02	1,494.88
Valero Fleet	544.29	0.00
Valero - Fuel	0.00	999.39
Total Credit Cards	4,795.97	2,774.63
Other Current Liabilities		
Current Portion City National	118,462.42	115,073.16
2100 · Payroll Liabilities	48.81	35.52
CUSTOMER DEPOSITS		
Connection Deposits Payable	2,000.00	3,350.00
Hydrant Meter Deposit	800.00	800.00
Total CUSTOMER DEPOSITS	2,800.00	4,150.00
Accrued Vacation Payable	27,815.70	17,907.50
Interest Payable	20,153.44	20,153.44
PVWMA Payable	17,609.40	6,938.12
Total Other Current Liabilities	186,889.77	164,257.74
Total Current Liabilities	199,342.02	215,897.68
Long Term Liabilities		
2392 · Long-term Debt - USDA (Oakr...	2,469,999.90	2,544,240.00
2391 · Long-term Debt - Orchard Acres	380,000.00	390,000.00
GASB 68 Pension Liability	544,625.00	544,625.00
City National Bank	865,611.94	982,313.10
Total Long Term Liabilities	4,260,236.84	4,461,178.10
Total Liabilities	4,459,578.86	4,677,075.78
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,817,080.05	2,791,376.36
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	40,775.02	13,351.50
Total Equity	6,640,287.01	6,587,159.80
TOTAL LIABILITIES & EQUITY	11,099,865.87	11,264,235.58

Aromas Water District
Profit & Loss Budget Performance

October 2020

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	142,105.94	127,500.00	587,491.35	510,500.00	1,279,950.00
307 · Bulk Water	921.63	500.00	3,644.04	2,000.00	7,000.00
302 · Connection	0.00	0.00	0.00	0.00	41,820.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assess...	0.00	0.00	0.00	0.00	194,200.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	0.00	0.00	66,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	0.00	0.00	260,200.00
304 · Other Office Income & Reimbu...	7.25	40.00	1,925.95	160.00	500.00
306 · Interest	453.72	1,650.00	2,557.17	6,600.00	20,000.00
312 · Grant Revenue	0.00	0.00	0.00	1,000.00	2,000.00
Total Income	143,488.54	129,690.00	595,618.51	520,260.00	1,611,470.00
Gross Profit	143,488.54	129,690.00	595,618.51	520,260.00	1,611,470.00
Expense					
Operations					
403 · Fuel	1,017.75	1,208.00	4,092.14	4,832.00	14,500.00
404 · Truck Maint	1,998.77	540.00	3,414.07	2,160.00	6,500.00
431 · System Repair & Maint	5,346.82	5,400.00	26,592.55	21,600.00	65,000.00
463 · Water Analysis	332.00	400.00	2,350.00	1,600.00	6,000.00
464 · Water Treatment	2,624.85	1,500.00	9,084.56	8,000.00	19,000.00
468 · Tools	219.98	625.00	2,680.99	2,500.00	7,500.00
470 · Public Outreach / Annexation	0.00	300.00	0.00	1,200.00	3,500.00
Total Operations	11,540.17	9,973.00	48,214.31	41,892.00	122,000.00
Power					
449.75 · 388 Blohm, # C	28.01	33.00	102.70	132.00	400.00
449.5 · 388 Blohm, A & B Office	85.97	140.00	284.66	560.00	1,700.00
461.5 · RLS Tank Booster	10.51	12.50	36.45	50.00	150.00
447 · Leo Ln Booster	71.23	37.50	197.47	150.00	450.00
448 · Aimee Mdws Well	9.86	12.50	35.14	50.00	150.00
451 · Marshall Corp Yard	39.19	41.50	141.47	166.00	500.00
452 · Rea Booster @ Seely	50.68	41.50	177.13	166.00	500.00
454 · Carr Booster	666.62	460.00	2,395.05	2,205.00	5,500.00
458 · Pleasant Acres Well	156.94	1,500.00	414.39	6,600.00	13,000.00
459 · Seely Booster @ Carpenteria	24.64	41.50	104.86	166.00	500.00
460 · San Juan Well	6,233.56	6,000.00	24,229.16	21,000.00	51,000.00
461 · Cole Tank	14.89	16.00	49.04	64.00	200.00
462 · Rea Tank	13.29	16.00	47.23	64.00	200.00
465 · Lwr Oakridge Boost	180.55	150.00	505.72	600.00	1,500.00
465.5 · Upper Oakridge Booster	0.00	0.00	150.00	175.00	700.00
466 · Pine Tree Tank	14.52	16.00	47.69	64.00	200.00
Total Power	7,600.46	8,518.00	28,918.16	32,212.00	76,650.00
Payroll					
Gross	30,877.86	34,175.00	138,436.86	136,700.00	410,101.00
Comp FICA	1,914.47	2,118.00	8,583.11	8,472.00	25,426.00
Comp MCARE	447.74	495.00	2,007.34	1,980.00	5,946.00
Comp SUI	37.80	205.00	151.20	820.00	2,461.00
Total Payroll	33,277.87	36,993.00	149,178.51	147,972.00	443,934.00
Employee / Labor Costs					
407 · Outside Services	71.66	500.00	1,754.64	2,000.00	6,000.00
408 · Uniform Allowance	0.00	250.00	644.58	1,000.00	3,000.00
409 · Workers Comp	887.96	1,043.00	2,515.49	4,172.00	12,520.00
410 · Health Ins	5,941.44	5,949.00	23,765.76	23,796.00	71,387.00
474 · Education	50.00	625.00	-325.00	2,500.00	7,500.00
477 · Retirement	7,077.42	7,094.00	29,561.88	28,376.00	85,126.00
Total Employee / Labor Costs	14,028.48	15,461.00	57,917.35	61,844.00	185,533.00

Aromas Water District
Profit & Loss Budget Performance

October 2020

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Office					
440 · Misc Exp	131.96	330.00	483.60	1,320.00	4,000.00
444 · Postage	211.92	330.00	1,138.83	1,320.00	4,000.00
445 · Office Supplies	140.30	330.00	1,000.45	1,320.00	4,000.00
446 · Office Eqpmt and Maint	1,367.08	1,500.00	2,448.77	2,650.00	15,000.00
Total Office	1,851.26	2,490.00	5,071.65	6,610.00	27,000.00
Communications					
455 · Phone, Off	362.46	330.00	1,446.35	1,320.00	4,000.00
456 · Telemetry	675.69	700.00	2,701.23	2,800.00	5,600.00
457 · Answ Serv/Cellular Phone	409.95	300.00	1,498.99	1,200.00	3,600.00
Total Communications	1,448.10	1,330.00	5,646.57	5,320.00	13,200.00
Administrative & General					
4591 · Admin Fee (Bond Admin N...	0.00	0.00	916.34	950.00	5,200.00
4590 · Bond Interest Exp - Assess...	0.00	0.00	62,164.99	64,000.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	0.00	0.00	30,000.00
467 · Depreciation Reserve	41,504.00	41,504.00	166,016.00	166,016.00	498,053.00
405 · Election	0.00	0.00	0.00	0.00	1,000.00
406 · Liability Ins	1,616.16	1,665.00	7,529.74	6,660.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	5,200.00	5,200.00	16,000.00
422 · Bank Charges	108.00	158.00	562.48	632.00	1,900.00
423 · Litigation Contingency	0.00	800.00	0.00	3,200.00	10,000.00
425 · Audit	310.00	1,040.00	5,250.00	6,120.00	12,500.00
471 · Bad Debts	210.69	40.00	210.69	160.00	500.00
473 · Memberships	3,861.00	4,000.00	12,046.70	12,375.00	20,000.00
Total Administrative & General	48,909.85	50,507.00	259,896.94	265,313.00	743,153.00
Total Expense	118,656.19	125,272.00	554,843.49	561,163.00	1,611,470.00
Net Ordinary Income	24,832.35	4,418.00	40,775.02	-40,903.00	0.00
Net Income	24,832.35	4,418.00	40,775.02	-40,903.00	0.00

11/19/20

Aromas Water District
Monthly Expenditures
 October 21 through November 17, 2020

Date	Num	Name	Amount
UB Checking			
10/21/2020	E-pay	Employment Development Dept	-601.34
10/21/2020	E-pay	United States Treasury (EFTPS)	-3,859.36
10/22/2020	EFT	QuickBooks Payroll Service	-6,266.85
10/22/2020	Paid Online	P G & E	-7,451.33
10/23/2020	DD1573	Coombes (P), Louise P	0.00
10/23/2020	17984	DeAlba (P), David	-2,749.74
10/23/2020	DD1574	Giron (P), Ester	0.00
10/23/2020	DD1575	Johnson (P), Robert L	0.00
10/23/2020	17985	Smith (P), Shaun	-1,356.45
10/23/2020	DD1572	Bowman (P), Naomi	0.00
10/23/2020	17986	Dutra (P), Marcus	-230.19
10/23/2020	17987	Holman (P), Wayne R	-230.19
10/23/2020	DD1576	Leap (P), James E	0.00
10/23/2020	DD1577	Norton (P), K W	0.00
10/23/2020	DD1578	Smith (P), Richard	0.00
10/23/2020	EFT	CalPERS	-2,412.75
10/23/2020	EFT	CalPERS	-918.30
10/23/2020	17988	Aromas Water District (Petty Cash)	-103.55
10/29/2020	17989	Josh Armer	-800.00
10/29/2020	17990	A & F Plastering	-800.00
10/29/2020	17991	ACWA JPIA, Emp. Ben. Prog.	-5,941.44
10/29/2020	17992	California Special Districts Assoc	-3,861.00
10/29/2020	17993	CALNET3	-299.69
10/29/2020	17994	Grainger Inc	-383.48
10/29/2020	17995	Green Rubber Kennedy	-828.34
10/29/2020	17996	Mid Valley Supply	-1,551.05
10/29/2020	17997	Powers Electric Products Co	-105.72
10/29/2020	17998	R & B Company	-58.17
10/29/2020	17999	Rob Johnson	-50.00
10/29/2020	18000	United Way serving San Benito County	-32.00
10/31/2020	EFT	Bank Service Fees	-108.00
11/04/2020	18001	USPO	-198.08
11/04/2020	E-pay	Employment Development Dept	-599.31
11/04/2020	E-pay	United States Treasury (EFTPS)	-3,720.32
11/04/2020	EFT	CalPERS	-4,236.27
11/05/2020	EFT	QuickBooks Payroll Service	-5,563.74
11/05/2020	Paid Online	First Bankcard	-3,727.57
11/05/2020	Paid Online	Valero Fleet	-965.34
11/05/2020	Paid Online	P G & E	-149.13
11/05/2020	18004	ACE Hardware Prunedale	-80.96
11/05/2020	18005	BAVCO	-444.07
11/05/2020	18006	CALNET3	-298.26
11/05/2020	18007	City National Bank	-73,491.07
11/05/2020	18008	CSSC	-93.58
11/05/2020	18009	David DeAlba	-46.00
11/05/2020	18010	Fedak & Brown LLP	-310.00
11/05/2020	18011	Mid Valley Supply	-357.93
11/05/2020	18012	San Benito County Mosq Abatement Prog	-30.87

11/19/20

Aromas Water District
Monthly Expenditures
 October 21 through November 17, 2020

Date	Num	Name	Amount
11/05/2020	18013	Shaun Smith	-15.81
11/05/2020	18014	Streamline	-100.00
11/05/2020	18015	USA BlueBook	-228.44
11/05/2020	18016	XIO, INC.	-376.00
11/06/2020	DD1579	Bowman (P), Naomi	0.00
11/06/2020	DD1580	Coombes (P), Louise P	0.00
11/06/2020	18002	DeAlba (P), David	-2,806.00
11/06/2020	DD1581	Giron (P), Ester	0.00
11/06/2020	DD1582	Johnson (P), Robert L	0.00
11/06/2020	18003	Smith (P), Shaun	-1,389.64
11/06/2020	EFT	CalPERS	-2,415.40
11/06/2020	EFT	CalPERS	-950.66
11/13/2020	Paid Online	Google	-18.00
11/17/2020	18017	A.L. Lease Co.	-207.24
11/17/2020	18018	ACWA JPIA, Emp. Ben. Prog.	-5,941.44
11/17/2020	18019	Armer Grading & Paving	-1,065.00
11/17/2020	18020	Monterey Bay Analytical Services Inc	-1,204.00
11/17/2020	18021	R & B Company	-1,243.91
11/17/2020	18022	Recology San Benito County	-53.21
11/17/2020	18023	Robert E. Bosso	-1,300.00
11/17/2020	18024	TESCO Controls, Inc.	-2,752.30
11/17/2020	18025	Xerox Corp	-18.96
Total UB Checking			-157,397.45
TOTAL			-157,397.45