

Minutes of the Special Meeting of
The Board of Directors of the
Aromas Water District
November 13th, 2013

I. CALL TO ORDER:

This special meeting was a workshop for continuing the formation of a Strategic Plan. The meeting of the Board of Directors of the Aromas Water District was called to order by President Holman on Wednesday, November 13, 2013 at 7:01 p.m. at the District Office located at 388 Blohm Ave, Aromas, California.

II. ROLL CALL:

President Holman, Vice President Mahler, Directors Dutra, Norton and Leap were present, along with GM 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 or deletions.

VI. ORAL COMMUNICATION: None

VII. STRATEGIC PLANNING WORKSHOP

GM Morris reported the ad hoc Strategic Planning committee comprised of Directors Leap and Norton met twice since the last workshop to continue defining the plan. They used information from a Director's worksheet to prioritize aspects of the plan. They divided the ideas set forth by directors thus far into six categories: 1) Finances, 2) Environmental and Resource Stewardship, 3) Board of Directors, 4) Community & Communication, 5) Facilities & Infrastructure, and 6) Operations, Personnel & Management. The goal is to reach consensus and then form a plan for putting all goals into action.

Directors voiced their opinions on areas of focus for the future. Director Dutra would like to see water pumped to waste utilized for landscaping or other uses. Vice President Mahler hopes the plan will be realistic in its goals. Director Leap wants the Board to consider when a rate increase is needed. He wants the completed Strategic Plan to be on the District website. Director Norton wants to set priorities tonight by determining whether goals are long or short term. President Holman also added that we need to determine the affordability of the projects in the plan and then look at our Capital Reserves and a possible rate increase. GM Morris noted that the last rate increase, implemented in October of 2007, was supposed to build the reserves, but the water sold has declined during the past five years, thus not meeting the planned goals. There was a consensus to begin the process of a rate study. GM Morris cautioned that a rate study is expensive and the process has to meet requirements of Proposition 218.

Directors reviewed each aspect of the proposed plan and revised it into four categories as follows:

STRATEGIC WORK PLAN

1) Finance

- Budget
 - Maintain a balanced annual Expense Budget
 - Develop plan for annual Capital Budget
 - Maintain 60 days cash reserve for operating expenses

- Long Term Financial Health
 - Conduct new study and need for rate increase
 - Grant research and availability
 - Build Reserves and bonding ability
 - Capital Emergency Reserve- Approx 2% of total assets
 - Capital Funding Reserve- TBD according to planned capital replacement

2) Environmental & Resource Stewardship

- Priority to encourage infill of existing infrastructure
 - Complete Seely Ave Annexation 18 parcels
 - Gradual increase of connections to pipeline ratio
 - Growth within current annexed boundaries
 - Growth within current Sphere of Influence boundaries
- Develop water source in SBC
- Maintain local independent jurisdictional control
 - Maintain & Develop regional relationships with SBCWD, PVWMA, etc
 - Board member involvement w/ outside agencies
 - Grant partnerships/ Inter-Regional Water Management Plan (IRWMP)

3) Community & Communication

- Maintain and Increase Transparency
- Public outreach and education
 - Maintain open communication & build trust , i.e.: Aromas Day & Website
 - Develop social media options with current technology

4) Facilities & Infrastructure

Immediate:

Develop Solar system at Carpenteria Well
 Complete Oakridge/Via Del Sol Water system
 Marshall shop re-roof incl. rafters
 SCADA upgrades
 Reseal asphalt – RLS & Cole Tank roads
 Carr Tank- baserock around tank driveway
 Radio read meter upgrades
 Security fencing Carpenteria
 Fencing around Pleasant Acres Well
 Fence rolling gate at SJW

Short Term:

Corporation Yard upgrade-butler building
 Utility Billing software replacement
 Review Ballantree tank replacement
 Valve box vacuum & valve exerciser-outside contractor?
 Study of Marshall Well replacement & treatment

Rose Ave valve replacement
Replace School tanks w/ PRV

Long Term:

Loop major dead end mains
Replace Aimee Meadows PRV
Replace Pleasant Acres mainline
Replace Ballantree Lane mainline

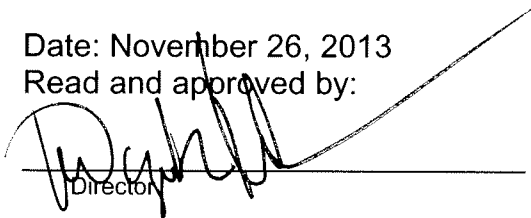
Directors Leap and Norton expressed that they found the process of developing the Strategic Plan to be valuable for Board development. At a future meeting, the plan will be solidified and a timetable set up to define actions required to implement the plan.

VIII. ADJOURNMENT

President Holman adjourned the meeting at 8:50 PM.
Report submitted by Laurie Goodman, District Secretary

Date: November 26, 2013

Read and approved by:



Director

Attest: 
Laurie Goodman, Board Secretary