

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

Tuesday, March 27, 2018
7:00 PM

President- Richard Smith Vice President-Wayne Holman Director- Marcus Dutra Director- Wayne Norton Director- James Leap General Manager- Robert Johnson Board Secretary-Louise Coombes
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- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Richard Smith, Vice President Wayne Holman, Directors, Marcus Dutra, Wayne Norton and James Leap.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES** Motion to approve the Minutes of the February 27, 2018 Board Meeting p.3-6
- 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 minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS:**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.7-10
 - D. CORRESPONDENCE p.11-12
- IX. **ACTION ITEMS:**
 - A. **Community Facilities District 98-1 closeout and release of property liens** p.13-15
Staff will present steps necessary to close out the Community Facilities District 98-1 financial obligations for discussion and Board action.
 - B. **Presentation of current Strategic Plan and Capital Budget** p.16-24
Staff will present the current Strategic Plan and Capital Budget for discussion and Board action.
 - C. **Financial Reports for the Month of February 2018** p.25-30
Total Revenue was \$72,501.66; Total expenditures were \$60,533.08 between February 22, 2018 and March 21, 2018. These financials and monthly expenditures will be presented for discussion and approval.
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó April 24, 2018
- XI. **ADJOURNMENT**

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**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
February 27, 2018**

- I. CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Tuesday, February 27, 2018 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 Norton and Leap were present. Director Dutra was absent. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso and Board Secretary Louise Coombes.
- III. PLEDGE OF ALLEGIANCE.** Vice 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 to the Agenda.
- VI. MINUTES.** The minutes of the January 23, 2018 Board Meeting were presented for review and approval; there were no corrections or comments. Director Leap moved for approval of the minutes and Director Norton seconded. Minutes were approved unanimously with Director Dutra absent.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. Director's Reports.** Director Norton followed up with a report on the LAFCO Ad-Hoc Committee for assessing the need for a Special District Representative to San Benito County LAFCO. Referring to the letter from Bill Nicholson, Executive Director of San Benito County LAFCO, Directors Norton and Leap learned that there would be a financial obligation to the Aromas Water District (AWD) of approximately \$3-4,000, based on a proportional share of LAFCO's budget needs that would be shared with other Special Districts. A potentially negative implication is that should AWD have a LAFCO Representative, we would also share in LAFCO's liabilities. An advantage to AWD is that we would be in a stronger position to protect and assist in defining our sphere of influence under local developmental pressure. At this point in time, Directors Norton and Leap recommend that AWD take a watch position on the Special Districts process at LAFCO and report back if there is anything to report.
- B. Attorney's Report.** Counsel Bosso outlined a case in Ramona Water District where they are appealing against the ruling that an appearance in court, to protest at a Proposition 218 hearing, is not required to file a lawsuit challenging rates, which is contrary to the usual rule. Another recent case in Marin at the Trial Court level went the same way, so they will also probably appeal.

A second issue has recently come to light with regard to Section 218 (not to be confused with Proposition 218) of Social Security. When AWD joined the Social Security Program in 1978, it seems there was an exception for both part-time and elected staff, who would not be part of the program. However, quite the opposite has occurred since the original adoption of the program. Board Secretary Coombes' research revealed no amendment to the original Agreement. Counsel Bosso advised that there is a statute of limitations which means the issue would only date back three years; currently, that includes anything after April 15th, 2014. CalPERS are AWD's Social Security administrators and will be advising and assisting in the process of rectifying the issue over the next twelve to eighteen months. Since the Board, as the "elected legislative positions" do not participate in CalPERS, it is mandatory that they continue to make Social Security contributions and are therefore unaffected. Part-time staff will have the opportunity to vote either way which will result in the position being included or excluded for any future staff changes. Once voting is complete, the Board will have to adopt an "error modification" to realign with Section 218. Counsel Bosso believes that staff who have already retired should not be affected.

Vice President Holman enquired if Counsel Bosso has encountered the recent article from ACWA where a new regulation from the State Water Board may be coming into effect where the public cannot impede or obstruct water utility employees from their duties, particularly in the field. Director Norton commented that he too had seen a regulation where Special District Staff are empowered to define and police where water is being wasted independently of the penal code section. Counsel Bosso indicated that this will likely be reviewed in May, 2018.

The Board briefly discussed the potential ramifications of SB 623; Counsel Bosso reported that there was much division of opinion surrounding this Bill and AWD will continue to watch its progress.

Counsel Bosso mentioned he had noticed an article regarding a recent Bill introduced into legislature which prohibits shutting off water supply in cases of lack of payment. The time factor will stretch to sixty days instead of thirty, payment plans must be offered, and there are many exceptions where water cannot be turned off at all, for example, if an infant is living at the property, or if anyone over 65 who is reliant on a caregiver that lives on the property.

C. Manager's Report. See detailed report in agenda packet. Items highlighted include:

Production & Well Levels

GM Johnson commented that San Juan Well and Pleasant Acres well ran all 31 days in January; Carpenteria was off for only 5 days. Total production was just short of 4.9 million gallons. Well water measurements show Carpenteria well is up 1ft, whereas San Juan Well is down 1ft. Marshall well is down 2ft, and Aimee Meadows was down 4ft on January 18th, but the latest figure from PVWMA on Feb 26th is at 198.9ft, so back to the November level.

Operations

GM Johnson noted recent testing showed good news; no sign of iron and manganese in the water leaving the treatment plant, and no sign of coliform in all well samples.

Maintenance

GM Johnson noted nothing new to report.

Incidents

GM Johnson reported on the leak that occurred at Rose Avenue; a long asphalted driveway had a crack on a sloped section, out of which a stream of water was spurting. The leak was elusive and required a leak detection expert, but it was ultimately found and fixed; it was on AWD's side of the meter. A local outside contractor was utilized to reinstate the driveway to its original state.

Staff & Board Recognition

GM Johnson praised Chief Operator DeAlba on his assistance with sourcing electricians for the portable generator solution. More on this in *Projects-Backup Generator*.

ASO Coombes continues to work with AWD's Accountant to finalize a number of year end financial requirements as well as ensuring Form 700s for all Board, Counsel and relevant staff are completed.

AC Giron deftly balanced her duties whilst continuing to train CSR Gonzales, and work on certain accounting items with ASO Coombes.

During a recent staff meeting GM Johnson introduced the Seven Habits of Highly Effective People to establish the principles into AWD staff work culture.

In light of the recent shooting event, there was a discussion of the actions to take in the event of a threatening situation in the office.

Emergency Preparedness

GM Johnson reported that the research regarding backup generator continues (see further details in *Projects - Backup Generator*).

Drought & Conservation

GM Johnson noted the rain gauge is currently at 6.16", since .24" inches fell on February 26th.

PROJECTS

1. Oakridge Booster Station

The agreement with the customer, on whose property the Oakridge Booster is currently located, has been recorded. Preparations are still being made to make this power source independent of the property owner, but it could be 18 months or so before this plan reaches completion.

2. Backup Generator

GM Johnson reported that there was little consensus of opinion from each of the four electricians regarding the wattage required by the AWD office, so further research is required.

- D. Correspondence.** The monthly correspondence list was reviewed; GM Johnson drew attention to the letter from SWRCB (dated 12.20.17) received after the last Board meeting. The letter details the required testing schedule for 1,2,3 Trichloropropane which should be completed at the end of each quarter, so testing will take place in both March and April to catch up with the quarterly cycle.

IX. ACTION ITEMS

- A. Presentation of the Audited Financials** - Chris Brown, one of the partners of Fedak & Brown, presented a summary of the Audited Financial Statements that will be filed with the State. The Auditor's opinion was that overall the audit went very well; all financial statements are presented fairly in all material regards as at June 30, 2017. Mr Brown reported that there were no material weaknesses found within AWDs' Internal Controls, with the caveat that previous auditing guidance was different, but is satisfactory considering those pronouncements appeared to have been correctly implemented.

The major change this year was the addition of Assessment District financials to the AWD financials. In prior years, AWD had not been recording the debt associated with the Assessment Districts within its main financial statements. With GASB61, it is necessary to incorporate those entities, essentially because decisions made by the AWD Board of Directors do have influence and control over the Assessment Districts which are part of the overall AWD system. Ultimately, the district is not responsible for the debt, it is simply included on the financial report to show the relationship of the financing source servicing the capital asset. The debt is offset by the corresponding property tax receivable, thereby the overall position does not affect the bottom line of the balance sheet, it just increases the gross on both sides and associated interest expense will also be offset by the interest revenue.

Unrestricted Net Worth needs to be monitored over the long term as it represents assets that the District has available to run its operation. Change in net position shows a negative amount of (\$241,675) and indicates AWD is not completely recouping costs related to the depreciation of assets. Similarly a negative amount (\$23,552) shown under Net decrease in cash and cash equivalents indicates a reduction of cash between last, and this, fiscal year. Smaller districts are commonly in this position and mitigation in the form of a rate increase is usually the solution.

A motion to approve and adopt the Audited Financial Statements as presented was made by Vice President Holman and seconded by Director Norton. The Audited Financial Statements were approved and adopted unanimously with Director Dutra absent.

- B. Presentation of Proposed District Expense Budget Revision.** The expense budget has been revised mid year to reapportion funds based on reality in the first half of the year. Despite customers

continuing to use water conservatively, an increase in both regular and bulk revenue totals \$84,100, thus increasing the total revenue annual projection to \$1,040,000. In Expenses, personnel changes during the year have increased gross payroll and employee costs. The PR Budget, which was expected to have been spent regarding SGMA, has been reduced. In summary, depreciation has been increased from \$175,000 to \$207,000 to follow along with audit recommendations and increase reserves to cover emergencies. Director Norton enquired how much of the increased revenue would be diverted to the Capital Budget? When the new rates were previously adopted, the long term intention was to build reserves to enable instigation of capital projects. He also suggested revisiting the capital budget to reassess the previous vision against reality, plus revise future projects, as the currently planned rate increases are approaching their end in June 2019.

President Smith indicated that this discussion had begun earlier at the Audit Committee meeting and there is a need to begin working on a new rate study in order to have adopted the next batch of rate increases ready for July 2019 onwards. Discussion ensued regarding workshops to brainstorm future strategic planning, budgeting, short and long term capital improvements and goals. The need to hire a consultant, before summer 2018, to perform a rate study was identified, however, this could be challenging considering the issue of the Proposition 218 tiered rates not been resolved.

A motion to approve and adopt the Revised Budget as presented was made by Director Norton and seconded by Director Leap. The Revised Budget was approved and adopted unanimously with Director Dutra absent.

- C. **Financial Reports for the Month of December 2017.** Total Revenue was \$90,526.27; Total expenditures were \$72,558.06 between January 18, 2018 and February 21, 2018. GM Johnson drew the Board's attention to the Balance sheet, specifically the Total Other Current Assets where CFD 98-1 is no longer listed as it has recently closed out. On the Profit & Loss report, the actual figure for Water Revenue is higher than the projected YTD Budget by nearly \$87,000, and similarly bulk water sales are increased by almost \$4,000. Despite the recent incident at Rose Ave, the System Repair and Maintenance costs are still well under budget.

GM Johnson apprised the Board of a future very large bulk water sale to PG&E likely to begin in June probably for hydro-testing gas lines. The Board may wish to make a policy to provide a caveat to such supply, especially in summer when demand is generally high, so that if any well issues occur, the bulk water availability can be curtailed as necessary.

Director Norton proposed a motion to accept the Financial Reports as presented and seconded by Director Leap. The Financial Reports were unanimously approved with Director Dutra absent.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, March 27, 2018.

XI. ADJOURNMENT. Vice President Smith adjourned the meeting at 8:29 pm until March 27, 2018.

Read and approved by: _____
President, Richard Smith

Attest: _____
Board Secretary, Louise Coombes

Date: _____

Date: _____

Aromas Water District General Manager's Report February 2018

PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	2,938,080	108,818	27
Pleasant Acres Well	1,169,542	44,982	26
Carpenteria Well	797,000	30,654	26
Total Production	4,904,622	175,165	

ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717	4.893
February	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184	4.905
March	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	5.327	
April	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	5.406	
May	14.57	14.58	12.42	9.77	10.58	9.94	12.74	11.81	7.93	8.332	9.347	
June	14.71	15.77	14.04	14.13	11.32	13.4	13.14	11.99	9.37	10.286	10.478	
July	16.91	16.02	16.31	14.35	13.41	14.1	14.82	12.59	10.01	10.915	11.608	
August	17.13	16.04	16.68	14.67	12.76	14.0	13.96	11.73	9.93	10.295	11.171	
September	14.27	14.34	13.71	13.28	12.02	11.8	12.79	10.39	9.74	9.701	10.733	
October	10.69	12.99	9.98	10.54	8.90	10.69	11.22	9.34	8.02	7.970	9.923	
November	8.06	7.71	8.36	6.62	6.01	6.83	8.91	5.88	5.37	5.299	5.777	
December	7.20	6.35	6.84	5.68	6.88	5.10	7.81	4.86	4.88	4.873	5.967	
Totals MG	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	94.638	9.798
Total AcFt	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	290.30	30.06

OPERATIONS:

- There are 954 total meters, on 899 parcels.
- Loss Production system wide has maintained below 5% for over 18+ months.
- San Juan, Pleasant Acres and Carpentaria wells were operational for a majority of the month ó aside from one or two days of non-operation due to low demand.
- Water Treatment Plant; the finished water is non-detect for both iron and manganese.
- Distribution testing for total Coliform; all samples negative.
- All Coliform, Mn and Fe, and monthly DWR reports were filed on time.
- Backwashing WTP filters approximately every 5-7+/- days, from San Juan Well and Pleasant Acres Well.
- Monthly Generator in-house 15 minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance as needed, flushing was performed since less water is being used
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance and analyzer maintenance at all wells
- AWD continues to offer mulch to the community, located at our Carpentaria site
- San Juan Well ó started process to replace foot (check) valve ó noticed pump column possibly compromised; awaiting information regarding replacement of column, as well as pump and motor

STAFF & BOARD RECOGNITION:

- Operators DeAlba and Zelmar installed a new service line for a home remodel that needed to increase their service line from ¾ö to 1ö.
- GM Johnson continues to get electrician information regarding the use of a portable generator as a backup power source for the office.
- Administrative Services Officer Coombes worked with the Districtø mapping software to produce a water hydrant map for the Aromas Tri-County Fire Protection District (ATCFPD).
 - A plan is being developed to increase and utilize the Districtø mapping capabilities more effectively in the future.
- Accounts Clerk Giron continues to take on additional tasks. She, along with ASO Coombes and Consulting GM Morris incorporated the revised budget into the -booksø thus allowing this monthø financial reports to reflect the information approved last meeting.
- GM Johnson led a staff meeting that included:
 - A continuation of the öSeven Habits of Highly Effective Peopleö principles
 - Discussion of workflow improvements
- During a different staff meeting this month, staff reviewed the öRed Flag Ruleö (related to protection of identity theft) resolution. No changes were deemed necessary at this time, though staff will be cognizant of possible improvements to the current resolution that could be brought forth in a resolution next year.
- GM Johnson has had discussions with individuals that could possibly lead to two or three new connections coming in the next few months.
- GM Johnson represented AWD at the first Home Energy Expo at the Aromas Grange on March 18, 2018.

CONSERVATION UPDATE:

Summer usage 2017 was similar to 2016, though it is still well below the 2013 production numbers. AWD water customers are being conservative with their water use.

October 1, 2017 marked the start of a new water year. As of the date of this report, the rain gauge at Chittenden Pass has recorded 10.96 inches of precipitation this water year, with 4.80 inches falling so far in the month of March.

PROJECTS:

1. Chipper Program will start April 1

The Chipper Program has received funding and will start on April 1 and go until May 12 or 19, 2018. The ATCFPD will begin advertising the program shortly. GM Johnson has provided the requested approval to use the property for the program.

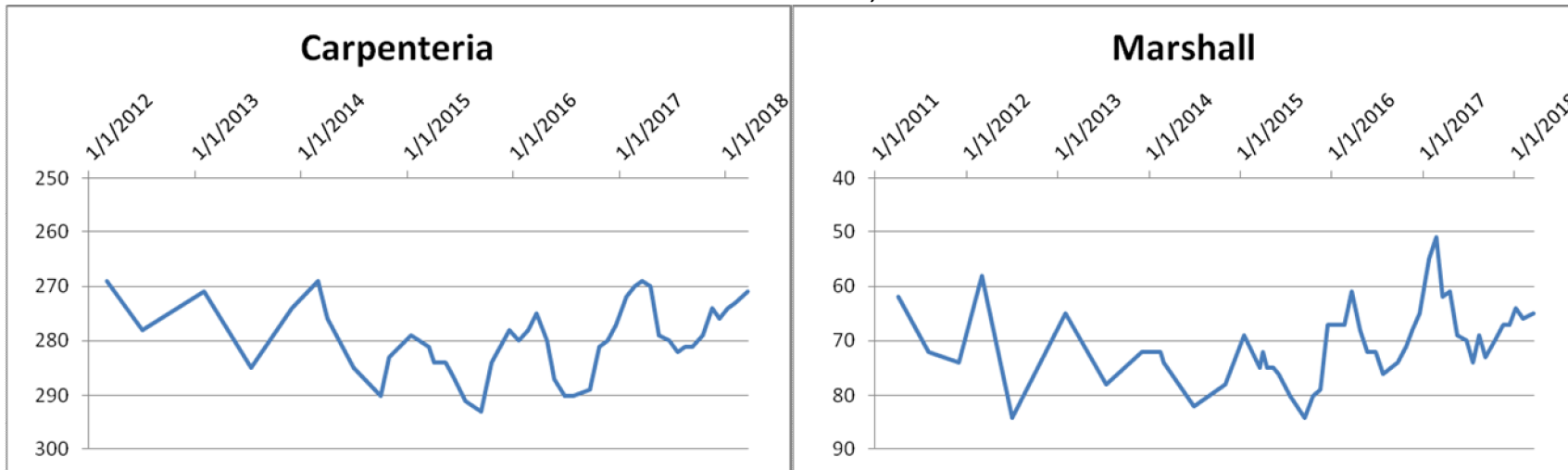
2. Solar Power as an energy source for the AWD office (and backup power solution)

GM Johnson met with a solar company representative to discuss the opportunity of using solar power for the AWD office. The discussion covered solar power for the entire office and apartment, as well as the possibility of utilizing a solar battery for emergency backup power. A proposal is expected within the next few weeks. If the proposal seems reasonable, it will be brought to the Board for discussion and further action (possibly part of the Strategic Planning process).

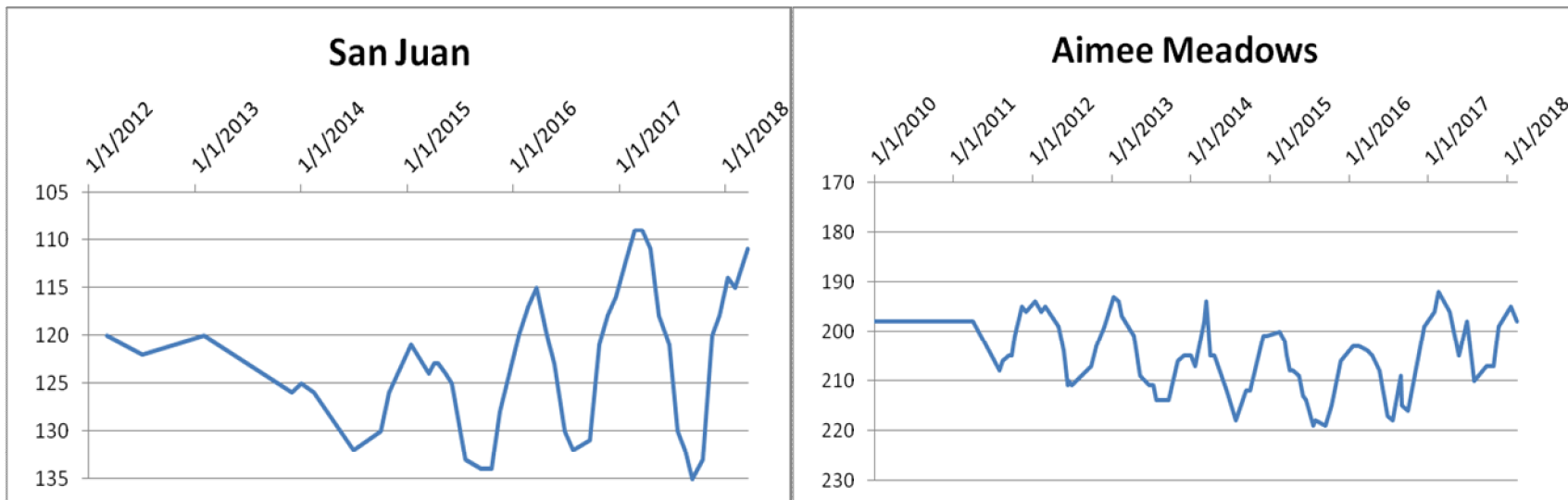
Robert Johnson
General Manager
March 23, 2018

Well Water Level Monitoring Depth to Water Measurements

Date: March 20, 2018



Carpenteria Well (production): Previous Read = 273 feet ; Current Read = 271 feet Marshall Well (monitoring): Previous Read = 66 feet ; Current Read = 65 feet



San Juan Well (production): Previous Read = 115 feet ; Current Read = 111 feet Aimee Meadows Well (monitoring): 1/18/2018 = 195 feet ; 2/16/2018 = 198 feet

CORRESPONDENCE LIST: 2/22/2018 - 3/21/2018

DATE	TYPE	TO	FROM	SUBJECT
2/9/18	M	T.W.I.M.C., AWD	D. Deemer, Neptune Technology Group	Their brand and future technology evolution
2/14/18	E	All Staff, AWD	ACWA	Request for Members to oppose State Tax on Drinking Water Budget Trailer Bill and SB 623
2/20/18	M	R. Johnson, AWD	J. Bracy, SDRMA	Worker's Comp Longevity Distribution approval
2/21/18	M	W. Norton, AWD	B. Nicholson, LAFCO	Conceptual Share of LAFCO Funding Costs for Special Districts and copy of March Agenda
2/27/18	M	Fedak & Brown, LLP	R. Johnson, AWD	FY 2016/17 Financial Audit representation letter and Schedule of Audit Adjusting Journal Entries
2/27/18	M	Board of Directors, AWD	Fedak & Brown, LLP	FY 2016/17 Financial Audit Management Report
2/27/18	E	R. Johnson, AWD	T & J Wallech	Requesting verification to obtain future connection to Aromas Water at 176 Dunbarton Road
2/28/18	M	T & J Wallech	R. Johnson, AWD	Response to previous inquiry; detailing connection costs and requesting estimated date of connection
3/2/18	M	C Fechter, Fechter & Company	R. Johnson, AWD	Response to his inquiry to conduct AWD's Financial Audits
3/2/18	E	SWRCB	R. Johnson, AWD	Monthly Summary of Coliform Monitoring
3/2/18	E	SWRCB	R. Johnson, AWD	Monthly Fe & Mn Field Test Results
3/2/18	E	R. Johnson, AWD	L Connard, NBS	Dissemination of AWD's Annual Financial and Continuing Disclosure Reports
3/7/18	F	MBUAPCD	L. Coombes, AWD	Annual Report for Carpentaria Emergency Diesel Generator Operation and Fuel Log
3/7/18	E	L. Coombes, AWD	V Silva-Gil, CalPERS SSA	Next steps for the Error Correction of Section 218 Agreement
3/7/18	E	V Silva-Gil, CalPERS SSA	L. Coombes, AWD	Completion of Agency Questionnaire to commence Error Correction of Section 218 Agreement
3/7/18	M	SDLF Scholarship Committee	R. Johnson, AWD	Request for SDLF Educational Allowance Fund for Board Secretary training
3/2/18	E	SWRCB	R. Johnson, AWD	Quarterly Disinfectant Residual Results
3/8/18	M	All Staff, AWD	W Davis, CalPERS	Announcements Circular; Employer News
3/13/18	E	R. Johnson, AWD	R DiTullio, CAL FIRE	Request for AWD hydrant location map

CORRESPONDENCE LIST: 2/22/2018 - 3/21/2018

DATE	TYPE	TO	FROM	SUBJECT
3/14/18	E	R DiTullio, CAL FIRE	R. Johnson, AWD	Response to request for AWD hydrant location map
3/15/18	E	All Staff, AWD	J Sweigert, SWRCB	Reminder for Lead Service Line inventory submittal due by July 1, 2018.

Late receipt of the following:

1/3/18	M	T.W.I.M.C., AWD	C Fechter, Fechter & Company	Interested in performing the District's Financial Audit
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Staff Report



To: Board of Directors

Date: March 14, 2018

Re: Item IX.A ó Community Facilities District 98-1 closeout and release of property liens

Summary / Discussion

The Community Facilities District 98-1 (CFD98-1) was put in place as a financial mechanism to provide water to the Ballantree Estates and Camino Hills. The project costs and related assessment were \$990,000 that was approved unanimously by the 31 property owners that would receive the water. The bonds are now paid off, so the liens on the properties need to be released.

Attached to this report is a Notice of Cessation which essentially releases the affected parcels from the liens related to this assessment. There is a small amount of money that was not expended, though collected, for this project. Those monies, once the final tally is calculated, will be divided up and distributed to the property owners in the form of a check from the Aromas Water District.

So, the process to closeout this financial obligation would be to:

1. Get Board of Director approval
2. Calculate remaining funds and split between the remaining parcels
3. Write checks and an explanatory letter to the parcel owners
4. Record the Notice of Cessation

Staff Recommendation

Approve the CFD98-1 closeout process and approve the recordation of the attached Notice of Cessation for the affected properties (Exhibit A of the notice).

Submitted by:

Robert Johnson
General Manager

Attachments: Notice of Cessation

Recording requested by and
when recorded mail to:
Aromas Water District
c/o Darrylanne Zarate
NBS
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

NO RECORDING FEES PER GOVERNMENT CODE §27383

**NOTICE OF CESSATION OF SPECIAL TAX LIEN
(RELEASE OF LIEN)
COMMUNITY FACILITIES DISTRICT NO. 98-1 OF THE AROMAS WATER DISTRICT**

Pursuant to the provisions of Section 53330.5 of the Government Code of the State of California the Aromas Water District (the "District"), County of Monterey, State of California, with respect to Community Facilities District No. 98-1 of the Aromas Water District ("CFD No. 98-1"), NOTICE IS HEREBY GIVEN that:

1. The Board of Directors finds that no bonded indebtedness has been or will be incurred by CFD No. 98-1 to finance the construction of public facilities and CFD No. 98-1 has no outstanding indebtedness of any kind for which the levy of a special tax may be made consistent with the terms of the rate and method of apportionment of the special tax.
2. The obligation to pay the special tax has ceased and that the lien imposed by the Notice of Special Tax Lien recorded as Document Number 9871008 on October 14, 1998 in the records of the County Recorder of Monterey County, State of California is extinguished.
3. Reference is made to the boundary map of CFD No. 98-1 recorded in Volume 4 of Maps of Assessment and Community Facilities Districts at Page 5 on February 5, 1998, in the office of the County Recorder for the County of Monterey, State of California.

NOTICE IS HEREBY GIVEN that the special tax lien recorded against the parcels identified herein in **Exhibit "A"** have ceased and that the liens against said properties have been fully discharged.

Dated: _____

By _____
District Secretary
Aromas Water District
County of Monterey, State of California

Exhibit "A"
Aromas Water District
Community Facilities District 98-1

<u>APN</u>	<u>Owner Name</u>
141-012-006-000	MEHRABI KARIM ET AL
141-013-015-000	CHAPPEL DOUGLAS D & HELLER M
141-013-016-000	GIDDING CHERYL A & MIKE D
141-013-018-000	SMITH ROBERT L & SHELIA A
141-013-020-000	SPOONER SIMON R & CAROLINE
141-013-021-000	VAUGHAN ANDREW W & JESSICA C
141-013-022-000	USRY WENDY S & DWIGHT
141-013-023-000	LIVING TRUST OF DORIS A SMITH
141-131-003-000	JENSEN DONALD E & BEVERLY A
141-131-004-000	VALENCIA JOSE A
141-131-006-000	KELLEHER SHAWN J & LOUISELLE
141-131-007-000	GARCIA VINCENT SALAS SR & GLORIA RODRIQUEZ GARCIA
141-131-012-000	GONZALEZ FRANCISCO & REBECCA
141-131-013-000	STUCKY ALLEN L JR
141-131-015-000	AUSTIN SANDRA P
141-131-016-000	GLUHAN EDWARD & DENISE
141-131-017-000	STUCKY ALLEN L JR
141-131-020-000	OAKLAND ROAD LLC

Staff Report



To: Board of Directors

Date: March 23, 2018

Re: Item IX.B ó Presentation of the current Strategic Plan and Capital Budget

Summary / Discussion

A Strategic Plan (Plan) creates a road map of projects, actions to be taken, on-going activities, and possible scenarios that support and complement the mission and vision of the entity the Plan is developed for. The Plan should have a time component associated with it to determine priorities and evaluate effectiveness of Plan implementation.

The current Plan was worked on in late 2013, and has been reviewed on occasion. The timing is right to read and review the Plan's contents, rewrite what needs rewriting, and retain what needs to be retained for future years. The current Plan states the Aromas Water District's (District) Mission, Vision and Core Value Statements, as well as a Strategic Work Plan that has six focused categories: 1) Finance; 2) Environmental & Resource Stewardship; 3) Community & Communication; 4) Facilities & Infrastructure; 5) Operations, Personnel & Management Objectives, and 6) Board. The Plan also has three levels of implementation priorities: 1) Immediate; 2) Short-Term, and 3) Long-Term. A copy of the current Plan is attached to this staff report.

The Capital Budget reflects the Plan and the fiscal component in relation to projects and priorities delineated in the Plan. Some projects listed in the current Capital Budget have been completed, while others may need reprioritization, or revamping to keep them current. A copy of the Fiscal Year (FY) 2017-18 Capital Budget as well as the FY 2017-18 Capital Budget with project status information are attached to this staff report.

Staff will present both the Plan and the Capital Budget(s), expecting the Board to discuss the Plan and the Capital Budget(s) to determine the direction of the District for the next three to five years. Other possible actions could include: 1) the formation of a Strategic Plan Ad Hoc Committee; 2) the scheduling of a Strategic Planning workshop (at a subsequent Board meeting, or as a special meeting); as well as 3) providing direction to staff to implement the Board's direction.

Staff Recommendation

Staff recommends reviewing the Strategic Plan and Capital Budget(s), and providing direction to staff.

Submitted by:

Robert Johnson
General Manager

Attachments: 1) Current Strategic Plan
2) Capital Budget FY 2017-18
3) Capital Budget FY 2017-18 with project status information



Mission Statement:

"The Aromas Water District is dedicated to providing a reliable supply of high quality water."

Vision:

The Vision should motivate and depict an ideal future. In 20 years AWD will say:

- We remain a strong, independent and locally controlled District.
- There is good stewardship and environmentally sound use of local resources.
- We value the needs and views of our customers.
- We remain financially sound.
- If the need arises, we will consider being a Community Services District.
- We maintain a professional and highly trained workforce which fosters a positive work environment.
- We continue to meet all regulatory requirements for water quality and quantity.
- We maintain strong and up to date policies and procedures.
- Evidence of good planning is demonstrated.
- Our capital facilities and assets continue to be in excellent condition.
- We continue to meet the water needs of our current and future customers.

In support of that long-term Vision, in 5 years AWD will say:

- We are a good partner with regional agencies.
- There is evidence of good stewardship of local resources.
- We meet all regulatory requirements for water.
- We continue to make customer service a priority.
- We are financially sound and have reserves to reach an adequate level.
- We effectively manage infrastructure maintenance.
- We actively explore and assess renewable energy sources.
- Our board is committed to a high level of staff development.
- We are actively exploring and assessing potential new water sources.
- Our capital facilities and assets are in excellent condition and cost-effectively maintained.
- We regularly review and update our emergency response plan.
- We have developed a GIS based mapping system.
- We have improved the corporation yard.
- We are maintaining effective communication with customers and community while utilizing new technology.
- We have achieved our incremental goal toward conserving water in-line with the 20% 2020 reduction goal in accordance with AB32.
- We have innovated and changed as opportunities and needs have arisen.

Core Value Statements

- Provide safe and reliable high-quality water to our customers.
- Promote local control.
- Support our commitment to maintenance of our infrastructure and assets.
- Provide cost effective and practical services.
- Promote environmentally responsible water use and conservation.
- Promote honesty and integrity.
- Be responsive, open and clear in our relationship with our customers.
- Support regional cooperation and partnerships.
- Be proactive and seek opportunities.
- Attain excellence.
- Support employees to be safe, productive and motivated.

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**

- Grant research and availability
 - Build Reserves and bonding ability
 - Capital Emergency Reserve- Approx 2% of total assets –estimate \$200,000
 - Capital Funding Reserve- TBD according to planned capital replacement

2) Environmental & Resource Stewardship

- Achieve a better understanding of our water resources.
- Priority to encourage infill of existing infrastructure
 - Gradual increase of connections to pipeline ratio
 - Growth within current annexed boundaries
 - Growth within current Sphere of Influence boundaries
- Review opportunities for developing new 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, Renew & Increase Transparency

District Transparency Certificate of Excellence (2014 achieved, renewed 2016)

District of Distinction (in progress)

Special District Administrator Certification (in progress)

- Public outreach and education

Maintain open communication with current technologies & build trust, ie: Aromas Day & Update new Website, Nextdoor, etc

4) Facilities & Infrastructure

Immediate:

- Develop Solar system at Carpenteria Well-*completed 6/2015*
- Complete Oakridge/Via Del Sol Water system- *completed 7/2015*
- SCADA upgrades- as needed, PAW *8/2016*
- Fencing around Pleasant Acres Well- replaced after SCADA,VFD & PGE upgrade-*completed 11/2015*
- RLS Tank- sandblast and repaint- *completed 8/15*
- Reseal asphalt – RLS & Cole Tank roads Fog seal-office, SJW & Carpenteria-*completed 11/2015*
- Radio read meter upgrades- annual 40 per year –*in progress*
- Security fencing Carpenteria- front and landscape on street side planned after solar-*completed 8/2015*
- Marshall shop, planning, permits, upgrade of building w/ bathroom –*researched 2016&17 redirected plan to garage at Blohm Ave*
- Study of Marshall Well; pump test, video, study replacement & treatment costs-*completed 7/2016*

Short Term:

- Ballantree tank replacement w/50,000 gallon & road grade/finish
- Remodel bathroom, apartment paint, etc.
- Valve box vacuum & valve exerciser-outside contractor
- Carr Tank- baserock around tank driveway
- Fence rolling gate at SJW- *completed 11/2015*
- Carr Tank valve at Carr Ave valve replacement
- Replace School tanks w/ PRV
- Replace 2004 Service Truck

Long Term:

- Utility Billing software replacement
- Loop major dead end mains
- Replace Aimee Meadows PRV
- Replace Pleasant Acres mainline
- Replace Ballantree Lane mainline

5) Operations, Personnel & Management Objectives

- Maintain water quality to meet and exceed current standards
- Customer Service
- Technology training
- DWR regulations, Safety, Efficiency
- Emergency Preparedness
- Training & Development
- Recruitment
- Internships
- Aging workforce – how to transfer institutional memory
- Employee retention
- Update & Develop Policies - employee and operations

6) Board

Policy & Procedures of District

Board Development

Provide clear guidance to management

Oversight

GM evaluation, GM Recruitment

Aromas Water District		Proposed 2017-2018 Capital Budget						from 7/1/2017>		
CAPITAL PROJECTS		2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-14-15	Actuals 2015-16-17	Proposed Phase I 2017-2018	Phase II
Aimee Meadows Pressure Reducing Upgrade						>	>	>	>	>
Ballantree Tank Road: Grade, drain rock, culvert						2,000		>	15,000	
Ballantree Tank: repair and paint								5,999		
Blohm Ave Office Bldg Purchase & Rehabilitation					224,083	163,178	complete	>		
~20kW Generator-on-site									10,000	
Refurbish apt bathroom								>		10,000
Carpenteria Well Replacmt- Drill/Develop			2,700	9,192	186,134	complete				
Equip w/ pump, meter, elec, SCADA					183,290	complete				
2015 motor, wire & column Replacement								26,078		
2017 Pull motor,video,clean & redevelop									25,000	
Carr Tank & Pump Station Replacement		\$ 3,063	60,467	355,518	8,100	complete				
Distribution System - general										
Pleasant Acres Line Replacement							>	>	>	>
Ballantree Lane Line Replacement							>	>	>	>
Asphalt Reseal-RLS,Cole Tk,SJW,Carp&Office								4,050		
Emergency Generator Seely Pump Plant						>	94,500			
Portable Generator for Carr & Oakridge & transfer switches									20,000	
Leo Booster Station-Replace tanks		\$ 4,160	complete							
Marshall Well Study: hydrologic viability								19,079		
Meters										
Meter Read Software,handhold- Upgrade		\$ 2,553		6,832						
Radio Reads-annual purchase of 36+		\$ 5,510	6,473	6,515	1,247	4,505	28,687	14,727	20,000	~75 mtrs
Office: Xerox machine & phones							9,408			
Pinetree Tank - flex joint upgrade							8,902			
Pleasant Acres Well upgrades:										
Fence & gate replacmt						>	1,850			
PGE Upgrade & VFD								22,792		
Well Casing repair/pump&motor 2017								40,151		
Mag Meter-(replace turbine mtr)									>	10,000
Eng&Construction-Line&Valve from PAW to SJW for Rea line to Ballantree Line(replaces Ballantree Tanks)								>	>	\$200,000
Rancho Larios Tank- blast and re-paint								21,298		
Rea Tank Replacement-229,000 gallons		\$ 97,586	217,477	complete						
San Juan Well Site:										
ATEC Treatment Plant Balance		\$ 13,043	complete					8,000		

	Landscaping & Misc Permits	\$ 448	complete							
	Fencing & Rolling Gate at entry							2,750		
Proposed Capital Budget 2017-2018										
SBB '06 Loan Principal Pymts-re-fi 2011		\$ 34,333	34,350	37,286	9,605					
	Principal Pymts 2011 SBB Loan Consolid				43,488	64,500	52,073	7.1.15 to 6/30/17	7/1/17-6/30/18	
	Principal Pymts 2015 Refi + Solar							207,937	108,583	
SCADA: Upgrade -RSV program & hardware							34,800			
	Chlorine Analyser	\$ 8,402	complete	-						
	Pleasant Acres Well	\$ 19,265	complete	-						
School Road Tanks -replace w/ PR valve							>	>	>	>
Seely Ave Annexation -18 parcels						5,118	1,650			
	Seely Ave Lot line Adjustmt & Land Purchas	\$ 1,659	complete	-						
	Seely Site Engineering	\$ 10,911		8,494	abandoned					
Shop Metal Bldg@Marshall OR Blohm: plans, eng,grading,CEQA								>	200,000	
	Roof-replace on existing Marshall Shop							>	>	>
Strategic Plan- in house preparation							complete			
	Rate Study- Municipal Financial Services						14,960			
Solar Install @ Carpenteria pumping plant						>	276,837			
	Security fencing and landscaping							7,900		
Tools										
	Pipeline Tracer Locator Instrument	\$ -	3,683	complete						
	Valve box vacuum/sump/gravel/slurry					>	>	>	>	20,000
	Brush mower							2,699		
Truck Purchase 2008 & 2009 Chev		\$ 37,206	complete							
USDA Revenue Bond Payment-princ		\$ 2,000	2,000	2,500	2,375	Paid off				
Total CAPITAL PROJECTS		\$ 240,139	\$ 335,644	\$ 417,843	\$ 658,322	\$ 239,301	\$ 523,667	\$ 383,460	\$ 398,583	\$ 240,000
no capital budget presented or approved for 2016-17- still working on 15/16, see actuals of 15-16-17 on 2017-18 Cap Budget. Include expenditures for 2 years and present new Cap Budget for 17-18. Note from 2015-16 Capital Budget page										

Aromas Water District		Capital Budget 2018 - 2019 (proposed)						Project Status / Time Line			
#	CAPITAL PROJECTS	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-14-15	2015-16-17	Completed Actuals 2017-2018	Approved for 2017-18	Proposed 2018-19
1	Blohm Ave Office Bldg Purchase & Rehabilitation				224,083	163,178	complete	>	complete		
2	Carpenteria Well Replacmt- Drill/Develop		2,700	9,192	186,134	complete			complete		
3	Equip w/ pump, meter, elec, SCADA				183,290	complete			complete		
4	2015 motor, wire & column Replacement							26,078	complete		
5	2017 Pull motor,video,clean & redevelop (Fe Bacteria)								75,139	complete	
6	Carr Tank & Pump Station Replacement	\$ 3,063	60,467	355,518	8,100	complete			complete		
7	Emergency Generator Seely Pump Plant					>	94,500		complete		
8	Leo Booster Station-Replace tanks	\$ 4,160	complete						complete		
9	Marshall Well Study: hydrologic viability							19,079	complete		
10	Office: Xerox machine & phones						9,408		complete		
11	Rea Tank Replacement-229,000 gallons	\$ 97,586	217,477	complete					complete		
12	San Juan Well Site:								-----		
13	ATEC Treatment Plant	\$ 13,043									
14	WTP 4- Backwash valves 5/2017								8,620	complete	
15	Landscaping & Misc Permits	\$ 448	complete						complete		
16	Fencing & Rolling Gate at entry							2,750	complete		
17	VFD replacement 4/2017								5,331	complete	
18	Pull pump, video, replace column, valve,							4/2018			
19	SCADA: Upgrade -RSV program & hardware						34,800		complete		
20	Chlorine Analyser	\$ 8,402	complete	-					complete		
21	Pleasant Acres Well	\$ 19,265	complete	-					complete		
22	Seely Ave Annexation -18 parcels					5,118	1,650		complete		
23	Seely /Carp well site	\$ 1,659	complete	-					complete		
24	Seely Site Engineering (future office)	\$ 10,911	8,494	abandoned					abandoned		
25	Solar Install @ Carpenteria pumping plant					>	276,837		complete		
26	Security fencing and landscaping							7,900	complete		
27	Tools								-----		
28	Pipeline Tracer Locator Instrument	\$ -	3,683	complete					complete		
29	Brush mower							2,699	complete		
30	Truck Purchase 2008 & 2009 Chev	\$ 37,206	complete						complete		
31	USDA Revenue Bond Payment-princ	\$ 2,000	2,000	2,500	2,375	Paid off			Paid off		
32	Ballantree Tank Road: Grade, drain rock, culvert						2,000	>		15,000	
33	Blohm Ave Office Bldg Upgrade									10,000	20,000
34	Refurbish apt bathroom								>		10,000
35	Meters								-----		
36	Meter Read Software,handhold- Upgrade	\$ 2,553		6,832							moving to Kamstrup meters
37	Radio Reads-annual purchase of 36+	\$ 5,510	6,473	6,515	1,247	4,505	28,687	14,727	26,208		
38	Pinetree Tank - flex joint upgrade						8,902				
39	Shop Metal Bldg@Marshall: plans, eng,grading,CEQA							>		200,000	
40	Strategic Plan- in house preparation (Annual review also)								-----		
41	Rate Study- Municipal Financial Services						14,960				20,000
42	Aimee Meadows Pressure Reducing Upgrade					>	>	>	>		>
43	Ballantree Tank: repair and paint							5,999	complete		
44	Distribution System - general								-----		
45	Pleasant Acres Line Replacement						>	>	>		>
46	Ballantree Lane Line Replacement						>	>	>		>
47	Portable Generator for Carr & Oakridge & transfer switches									20,000	
48	Misc Valves & system replacements								3,521		
49	Asphalt Reseal-RLS,Cole Tk,SJW,Carp&Office							4,050			
50	School Road Tanks -replace w/ PR valve							>	>	>	>

Aromas Water District		Capital Budget 2018 - 2019 (proposed)							Project Status / Time Line		
#	CAPITAL PROJECTS	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-14-15	2015-16-17	Completed Actuals 2017-2018	Approved for 2017-18	Proposed 2018-19
51	Pleasant Acres Well:								-----		
52	Fence & gate replacmt					>	1,850		complete		
53	PGE Upgrade & VFD							22,792	complete		
54	Well Casing repair/pump&motor 2017							40,151	complete		
55	Mag Meter-(replace turbine mtr)								3,140	complete	
56	Eng&Construction-Line&Valve from PAW to SJW for Rea line to Ballantree Line(replaces Ballantree Tanks)							>	>		200,000
57	Rancho Larios Tank- blast and re-paint							21,298			
58	SBB '06 Loan Principal Pymts-re-fi 2011	\$ 34,333	34,350	37,286	9,605						
59	Principal Pymts 2011 SBB Loan Consolid				43,488	64,500	52,073	7.1.15 to 6/30/17	7/1/17-6/30/18		
60	Principal Pymts 2015 Refi + Solar							207,937	108,583		110,000
61											
62	Total CAPITAL PROJECTS	\$ 240,139	\$ 335,644	\$ 417,843	\$ 658,322	\$ 239,301	\$ 523,667	\$ 375,460	\$ 230,542	\$ 245,000	\$ 360,000

Aromas Water District
 Balance Sheet Prev Year Comparison
 As of February 28, 2018

	Feb 28, 18	Feb 28, 17
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	138,322.16	85,572.52
UB Bk Money Market xxxx7853	105,039.60	179,930.97
LAIF-State of Ca xx-05	790,218.61	781,596.09
Petty Cash	100.00	100.00
Assesment District Banks	545,950.99	0.00
Total Checking/Savings	1,579,631.36	1,047,199.58
Accounts Receivable		
1200 · Accounts Receivable - Other	1,200.00	0.00
Total Accounts Receivable	1,200.00	0.00
Other Current Assets		
1292 · Accounts Rec - USDA Loan	2,329,859.60	0.00
1291 · Accounts Rec - Orchard Acres	339,708.47	0.00
Prepaid Insurance	11,219.30	10,957.19
128 · Inventory	23,913.50	21,549.46
1200.1 · Accounts Receivable--UBMax	85,671.38	66,700.82
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,789,872.25	98,707.47
Total Current Assets	4,370,703.61	1,145,907.05
Fixed Assets		
1900 · Water System	11,646,120.45	11,506,359.12
1915 · Office Building & Improvements	387,260.80	387,260.80
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	75,349.31	75,349.31
1990 · Land and Easements	330,195.78	330,195.78
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	-5,122,460.75	-4,659,307.75
Total Fixed Assets	7,410,932.64	7,734,324.31
Other Assets		
Deferred Outflow of Resources	174,771.00	87,849.00
LoanBrokerageFees	0.00	15,000.00
Accumulated Amortiz-loan fees	0.00	-1,625.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	176,851.80	103,304.80
TOTAL ASSETS	11,958,488.05	8,983,536.16

Aromas Water District
Balance Sheet Prev Year Comparison

As of February 28, 2018

	Feb 28, 18	Feb 28, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	2,704.88	11,017.40
Total Accounts Payable	2,704.88	11,017.40
Credit Cards		
First Bankcard - E Giron #86	141.98	0.00
First Bankcard - R. Johnson #31	125.00	0.00
ACE Hardware	39.85	0.00
First Bankcard - L Coombes #92	243.99	-692.60
First Bankcard -- T. Zelmar #67	-5.34	218.78
Valero - Fuel	372.30	231.14
First Bankcard -- D DeAlba #35	121.10	269.08
First Bankcard -- V Morris #24	0.00	124.22
Total Credit Cards	1,038.88	150.62
Other Current Liabilities		
2100 - Payroll Liabilities	1,394.57	-5,294.95
City National Bank - Current	105,477.00	105,477.00
Deferred Inflows- Actuarial	17,463.00	48,026.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	4,000.00	4,000.00
Hydrant Meter Deposit	1,000.00	150.00
Total CUSTOMER DEPOSITS	5,000.00	4,150.00
Accrued Vacation Payable	22,769.14	17,011.82
Interest Payable	52,480.90	0.00
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SWHCA	0.00	5,967.02
Total State Payroll Taxes Payable	0.00	5,967.02
Total Payroll Taxes Payable	0.00	5,967.02
PVWMA Payable	13,163.26	9,502.23
Total Other Current Liabilities	217,747.87	184,839.12
Total Current Liabilities	221,491.63	196,007.14
Long Term Liabilities		
2590 - Unearned Revenue - CFD 98-1	13,436.52	0.00
2393 - Long-term Debt - CFD 98-1	80,000.00	0.00
2392 - Long-term Debt - USDA	2,693,000.00	0.00
2391 - Long-term Debt - Orchard Acres	420,000.00	0.00
GASB 68 Pension Liability	501,054.00	436,183.00
City National Bank	1,158,375.84	1,265,394.67
Total Long Term Liabilities	4,865,866.36	1,701,577.67
Total Liabilities	5,087,357.99	1,897,584.81
Equity		
Investment in Capital Assets	6,420,006.53	6,396,001.53
Unrestricted Net Assets	3,019,627.85	3,261,281.44
Allocation of Net Assets	-2,637,407.62	-2,588,320.07
Net Income	68,903.30	16,988.45
Total Equity	6,871,130.06	7,085,951.35
TOTAL LIABILITIES & EQUITY	11,958,488.05	8,983,536.16

Aromas Water District
Profit & Loss Budget Performance

February 2018

	Feb 18	Budget	Jul '17 - Feb 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	68,850.65	65,000.00	735,456.20	695,000.00	1,040,000.00
307 · Bulk Water	491.91	400.00	5,036.81	3,200.00	5,000.00
302 · Connection	0.00	0.00	12,790.00	0.00	12,790.00
301 · Taxes Rcvd	1,026.31	0.00	45,086.98	40,000.00	66,000.00
304 · Misc Income	1,200.00	1,200.00	1,650.12	1,400.00	1,600.00
306 · Interest	932.79	800.00	6,409.72	5,800.00	9,000.00
312 · Grant Revenue	0.00	0.00	1,725.00	1,500.00	2,000.00
Total Income	72,501.66	67,400.00	808,154.83	746,900.00	1,136,390.00
Gross Profit	72,501.66	67,400.00	808,154.83	746,900.00	1,136,390.00
Expense					
Operations					
403 · Fuel	589.12	830.00	5,617.46	5,680.00	9,000.00
404 · Truck Maint	0.00	450.00	2,540.39	3,150.00	5,000.00
431 · System Repair & Maint	4,001.33	5,000.00	36,141.14	40,000.00	60,000.00
463 · Water Analysis	154.00	300.00	3,608.00	4,300.00	5,500.00
464 · Water Treatment	226.28	600.00	6,447.65	6,500.00	9,500.00
468 · Tools	0.00	400.00	4,110.38	5,500.00	7,500.00
470 · Annexation/EIR/Planning	102.50	200.00	102.50	1,600.00	2,500.00
Total Operations	5,073.23	7,780.00	58,567.52	66,730.00	99,000.00
Power					
449.75 · 388 Blohm, # C	21.57	15.00	138.24	120.00	200.00
449.5 · 388 Blohm, A & B Office	151.17	130.00	976.96	1,040.00	1,600.00
461.5 · RLS Tank Booster	9.53	10.00	74.26	80.00	120.00
447 · Leo Ln Booster	11.88	35.00	227.08	260.00	400.00
448 · Aimee Mdws Well	9.53	10.00	74.60	80.00	120.00
451 · Marshall Corp Yard	34.37	30.00	299.55	240.00	400.00
452 · Rea Booster @ Seely	25.65	40.00	196.84	320.00	500.00
454 · Carr Booster	289.24	380.00	3,029.18	3,040.00	4,600.00
458 · Pleasant Acres Well	685.74	600.00	7,328.69	7,000.00	10,000.00
459 · Seely Booster @ Carpent...	19.02	25.00	155.39	200.00	300.00
460 · San Juan Well	2,651.08	2,600.00	35,935.03	35,700.00	50,000.00
461 · Cole Tank	11.95	13.00	94.41	98.00	150.00
462 · Rea Tank	28.88	13.00	129.80	98.00	150.00
465 - Lwr Oakridge Boost	63.46	50.00	587.77	400.00	800.00
465.5 - Upper Oakridge Booster	0.00	33.00	0.00	264.00	400.00
466 · Pine Tree Tank	12.00	13.00	94.78	98.00	150.00
Total Power	4,025.07	3,997.00	49,342.58	49,038.00	69,890.00
Payroll					
Gross	29,794.68	33,000.00	283,941.67	286,000.00	417,272.00
Comp FICA	1,844.91	2,000.00	17,576.24	17,457.00	25,157.00
Comp MCARE	431.45	500.00	4,110.59	4,071.00	5,771.00
Comp SUI	242.21	523.00	1,564.80	4,184.00	6,276.00
Total Payroll	32,313.25	36,023.00	307,193.30	311,712.00	454,476.00
Employee / Labor Costs					
407 · Outside Services	725.95	500.00	4,624.22	4,000.00	6,000.00
408 · Uniform Allowance	218.06	0.00	909.80	500.00	1,000.00
409 · Workers Comp	629.74	850.00	5,827.68	6,600.00	10,000.00
410 · Health Ins	5,758.28	6,000.00	50,314.32	47,300.00	71,300.00
474 · Education	0.00	500.00	1,907.73	4,000.00	6,000.00
477 · Retirement	5,107.35	5,600.00	44,394.23	44,600.00	67,000.00
Total Employee / Labor Costs	12,439.38	13,450.00	107,977.98	107,000.00	161,300.00

Aromas Water District
Profit & Loss Budget Performance

February 2018

	Feb 18	Budget	Jul '17 - Feb 18	YTD Budget	Annual Budget
Office					
440 · Misc Exp	170.00	300.00	2,181.18	2,400.00	4,000.00
444 · Postage	251.60	325.00	2,163.66	2,600.00	4,000.00
445 · Office Supplies	334.54	300.00	1,976.83	2,400.00	4,000.00
446 · Office Eqpmt and Maint	116.65	600.00	6,144.96	5,100.00	7,500.00
Total Office	872.79	1,525.00	12,466.63	12,500.00	19,500.00
Communications					
455 · Phone, Off	323.50	320.00	2,596.87	2,520.00	3,800.00
456 · Telemetry	298.45	300.00	2,387.06	2,400.00	3,600.00
457 · Answ Serv/Cellular Phone	211.98	300.00	1,849.79	2,400.00	3,600.00
Total Communications	833.93	920.00	6,833.72	7,320.00	11,000.00
Administrative & General					
417 · Capital Loan Interest	0.00	0.00	19,593.40	19,200.00	38,400.00
467 · Depreciation Reserve	17,000.00	17,000.00	136,000.00	136,000.00	207,724.00
406 · Liability Ins	1,475.00	1,666.00	4,128.53	13,328.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	10,400.00	10,400.00	16,000.00
422 · Bank Charges	119.40	130.00	356.70	680.00	1,200.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	750.00	0.00	10,723.00	10,500.00	11,500.00
471 · Bad Debts	0.00	0.00	0.00	300.00	400.00
473 · Memberships	60.00	500.00	15,668.17	15,200.00	16,000.00
Total Administrative & General	20,704.40	20,596.00	196,869.80	205,608.00	321,224.00
Total Expense	76,262.05	84,291.00	739,251.53	759,908.00	1,136,390.00
Net Ordinary Income	-3,760.39	-16,891.00	68,903.30	-13,008.00	0.00
Net Income	-3,760.39	-16,891.00	68,903.30	-13,008.00	0.00

Aromas Water District
Monthly Expenditures
 February 22 through March 21, 2018

Date	Num	Name	Amount
UB Checking			
02/23/2018	Paid Online	P G & E	-3,842.84
02/26/2018	E-pay	Employment Development Dept	-550.81
02/26/2018	E-pay	United States Treasury (EFTPS)	-3,309.08
02/27/2018	EFT	QuickBooks Payroll Service	-9,784.61
02/28/2018	DD1181	Coombes (P), Louise P	0.00
02/28/2018	DD1182	DeAlba (P), David	0.00
02/28/2018	DD1183	Giron (P), Ester	0.00
02/28/2018	DD1184	Gonzales (P), Toleen	0.00
02/28/2018	DD1185	Johnson (P), Robert L	0.00
02/28/2018	DD1186	Zelmar (P), Trevor J	0.00
02/28/2018	DD1180	Morris (P), Vicki	0.00
02/28/2018	ACH	CalPERS	-1,930.19
02/28/2018	ACH	CalPERS	-708.30
02/28/2018	16612	A T & T U-verse	-60.00
02/28/2018	16613	ADT Security Services, Inc.	-362.61
02/28/2018	16614	Aromas Water District (Petty Cash)	-170.00
02/28/2018	16615	CALNET3	-298.45
02/28/2018	16616	CSSC	-79.00
02/28/2018	16617	First Bankcard	-2,162.12
02/28/2018	16618	Rob Johnson	-50.00
02/28/2018	16619	Streamline	-100.00
02/28/2018	16620	Trevor J. Zelmar	-10.90
02/28/2018	16621	United Way serving San Benito County	-38.00
02/28/2018	16622	Valero	-509.05
02/28/2018	EFT	Bank Service Fees	-137.40
03/05/2018	16623	USPO	-251.60
03/05/2018	Paid Online	P G & E	-182.27
03/07/2018	16624	ACE Hardware Prunedale	-95.78
03/07/2018	16625	ACWA JPIA, Emp. Ben. Prog.	-6,914.12
03/07/2018	16626	D & G Sanitation	-80.81
03/07/2018	16627	Davis Auto Parts Store	-21.18
03/07/2018	16628	ESRI Inc	-415.50
03/07/2018	16629	Pajaro Valley Lock Shop	-323.13
03/07/2018	16630	R & B Company	-448.78
03/07/2018	16631	Streamline	-100.00
03/09/2018	NSF	Bill Adjustment Report	-244.64
03/14/2018	E-pay	Employment Development Dept	-667.55
03/14/2018	E-pay	United States Treasury (EFTPS)	-3,872.26
03/14/2018	16634	Agee Electric, Inc.	-180.00
03/14/2018	16635	CALNET3	-263.50
03/15/2018	EFT	QuickBooks Payroll Service	-9,793.60
03/16/2018	DD1190	Coombes (P), Louise P	0.00
03/16/2018	DD1191	DeAlba (P), David	0.00
03/16/2018	DD1192	Giron (P), Ester	0.00
03/16/2018	DD1193	Johnson (P), Robert L	0.00
03/16/2018	DD1194	Zelmar (P), Trevor J	0.00
03/16/2018	16633	Gonzales (P), Toleen	-605.52
03/16/2018	16632	Holman (P), Wayne R	-210.10

03/23/18

Aromas Water District
Monthly Expenditures
February 22 through March 21, 2018

Date	Num	Name	Amount
03/16/2018	DD1187	Leap (P), James E	0.00
03/16/2018	DD1188	Norton (P), K W	0.00
03/16/2018	DD1189	Smith (P), Richard	0.00
03/16/2018	16636	Durden Construction	-753.42
03/16/2018	16637	ESRI Inc	-415.50
03/16/2018	16638	Monterey Bay Air Resources District	-402.00
03/16/2018	16639	Recology San Benito County	-34.66
03/16/2018	16640	Robert E. Bosso	-1,300.00
03/16/2018	16641	Xerox Corp	-16.12
03/19/2018	ACH	CalPERS	-2,054.38
03/19/2018	ACH	CalPERS	-926.60
03/19/2018	EFT	CalPERS	-2,969.24
03/21/2018	16642	ACE Hardware Prunedale	-32.27
03/21/2018	16643	Ferguson Waterworks	-218.80
03/21/2018	16644	Kamstrup Water Metering, LLC	-977.44
03/21/2018	16645	R & B Company	-854.65
03/21/2018	16646	Shaun Smith	-62.50
03/21/2018	16647	Softline Data, Inc.	-60.50
03/21/2018	16648	Valero	-598.32
03/21/2018	16649	Verizon Wireless	-82.98
Total UB Checking			-60,533.08
TOTAL			<u>-60,533.08</u>