



REGULAR MEETING OF THE BOARD OF DIRECTORS

President- James Leap
Vice President- Richard Smith
Director- Marcus Dutra
Director- Wayne Holman
Director- Wayne Norton
General Manager- Vicki Morris
Asst General Manager-Mark Dias

AGENDA Tuesday, June 27, 2017 7:00 PM

Meeting held at
District Office:
388 Blohm Ave.,
Aromas CA 95004

- I. **CALL TO ORDER:**
- II. **ROLL CALL OF DIRECTORS:** Pres. James Leap, V. Pres. Richard Smith, Wayne Holman, Marcus Dutra and Wayne Norton
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Motion to approve the Minutes of the May 23, 2017 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 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** p.6-9
 - B. **ATTORNEY'S REPORT**
 - C. **MANAGER'S REPORT**
 - D. **CORRESPONDENCE** p.10
- IX. **ACTION ITEMS:**
 - A. **Resolution 2017-02 for Assessment of 2017-2018 Tax Rolls:** Board to review and adopt resolution for Orchard Acres assessment in the amount of \$36,560.00. p.11-14
 - B. **Resolution 2017-03 for Election of Directors to the Special District Risk Management** p.15-31
Authority: Review candidate qualifications; select up to four candidates; adoption of Resolution and authorize submittal of resolution.
 - C. **Expense Budget for Fiscal Year 2017-18:** Review and consider adoption of Annual Expense Budget of \$1,048,290 as prepared by staff and reviewed by ad hoc Budget Committee. p.32-37
 - D. **Capital Budget for Fiscal Year 2017-18:** Review and consider adoption of Capital Budget p.38-41
 - E. **Financial Reports for the Month of May 2017:** Revenue for May was \$105,510.84; expenditures between May 18 to June 21, 2017 total \$120,011.68. These financials and monthly expenditures will be presented for discussion and approval. p.42-47
 - F. **Adjourn to Closed Session** as permitted by Govt. Code Sec. 54956.9, the Board will adjourn to a closed or executive session to discuss personnel matters.
 - G. **Return to Open Session-** Statement of any action from Closed Session
- X. **FUTURE MEETINGS & AGENDA ITEMS:** Next meeting - Tuesday July 25, 2017
- XI. **ADJOURNMENT**

Next Res. # 2017-04

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.

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**Minutes of the Regular Meeting of
the Board of Directors of the
Aromas Water District
May 23, 2017**

I. CALL TO ORDER:

The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Leap on Tuesday, May 23, 2017 at 7:00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.

II. ROLL CALL:

President Leap, Vice-President Smith, and Directors Holman, Dutra and Norton were all present. Also in attendance were General Counsel Bob Bosso; General Manager Vicki Morris and Asst. General Manager/Board Secretary Mark Dias.

III. PLEDGE OF ALLEGIANCE: Director 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. MINUTES: The minutes of the April 25, 2017 Board Meetings were presented for review and approval. There were no comments or corrections. Director Holman moved for approval of the minutes and Director Norton seconded. Minutes were approved unanimously with all directors present.

VII. ORAL COMMUNICATION: There were no public comments.

VIII. REPORTS/PRESENTATIONS

A. Director's Reports- There were no reports

B. Attorney's Report

Counsel Bosso reported that while AWD does not have chromium IV issues, DWR's standards were successfully challenged based on inadequate economic impact analysis. It may take a couple of years to restudy the issue. Treatment technologies are improving concurrently. Regarding SGMA there are emerging questions regarding groundwater augmentation/banking, along with pending legislation extending water banking time period beyond the current five years.

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

Production:

GM Morris noted production was lower than average for April but mid-May figures are picking up. Well levels were falling in response to irrigation season.

Operations:

Overall system is running well. GM Morris reported that the San Juan and

Carpenteria wells were online.

Regarding the Pleasant Acres well, the swage was installed 5/23/17. While the old motor was operational it was 14 years old so a new motor was installed with the old motor stored as backup. Additional videos were taken. After these repairs, the site essentially has all new equipment.

Chipping program has ended and was very popular this year.

Regarding the damaged Seeley Booster station, AWD was still awaiting initial reimbursement from ACWA JPIA. The initial bid for ceiling repair is very high and other bids were being sought.

Regarding a new shop building, AGM Dias reported that the higher level review by County staff of the septic repair proposal for the Blohm site was positive. However the County would want a deed restriction to limit the septic flows which seemed feasible. The Fire Department had said it would need sprinklers. AGM Dias presented a matrix comparing the Marshall and Blohm Ave sites. The Board discussed several pros and cons including: ability for future expansion; cost unknowns; aesthetics of a building near the center of downtown; practical/daily needs of operators. No decision was needed at this meeting and the item would be discussed again at the next meeting.

The District's request for the contractor to extend the warranty for the Oakridge tank roofline was still under consideration.

Regarding SGMA, AGM Dias gave a brief update that there were no updates regarding the State's review of PVWMA's alternative plan. The State had adopted enforcement fees to recover enforcement efforts starting as early as July. The District should be prepared to revisit the GSA formation issue if PVWMA's alternative was denied.

AGM Dias had represented the District at both the Emergency Preparedness Faire at the Grange Hall and at the Garden Tour. About 100 people came to the District's garden during the day.

E. Correspondence: The monthly correspondence list was reviewed without comments or questions.

IX. ACTION ITEMS

A. Consider Approval of Contract with Fedak & Brown LLP for District Auditor: GM Morris presented the staff report. Fedak & Brown had a number of contracts with local water districts and the cost was competitive with past costs. Following a brief discussion, Director Norton moved to approve the contract as submitted. Motion seconded by Director Smith. The contract was approved unanimously with all Board members present.

B. Expense Budget for Fiscal Year 2017-18: GM Morris presented the draft Annual Expense Budget and highlighted key areas including conservative income estimates and a goal to increase the amount of reserve funding. The solar field continued to decrease power costs by about \$35,000 per year. The draft budget had been reviewed by the ad hoc committee (Directors Leap and Smith). The Board discussed the hourly rate increases for the operators and requested a salary survey for comparable operator positions. No action taken; draft budget continued to regular June meeting.

- C. Financial Reports for the Month of April 2017:** Revenue and expenditures for April were \$72,643.56 and \$182,580.43 respectively. Notable expenses included the biannual capital loan payment; annual State permit fee, and the costs for emergency repairs at the Seely booster station. At 10 months into the fiscal year costs were in-line or below estimates. Director Holman moved to accept the financials as presented and Director Norton seconded. The financials were approved unanimously with all directors present.
- D. Adjourn to Closed Session-** As permitted by Govt. Code Sec. 54956.9, the Board held a closed session to discuss personnel matters.
- E. Return to Open Session-** Upon returning to open session Counsel Bosso stated there were no reportable statements or actions by the Board during closed session.

X. FUTURE MEETINGS & AGENDA ITEMS:

The next meeting would be the regularly scheduled meeting of June 27, 2017.

XI. ADJOURNMENT - Pres. Leap adjourned the meeting at 9:09 PM until June 27, 2017.

Read and approved by:

Attest:

Board President, Jim Leap

District Secretary, Mark Dias

Date: _____

Date: _____

Aromas Water District General Manager's Report May 2017

PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	6,346,460	204,725	31
Pleasant Acres Well	0	0	0
Carpenteria Well	3,001,000	96,806	31
Total Production	9,347,460	301,531	

ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	5.84	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717
February	6.12	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184
March	5.10	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	5.327
April	5.34	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	5.406
May	11.56	14.57	14.58	12.42	9.77	10.58	9.94	12.74	11.81	7.93	8.332	9.347
June	16.34	14.71	15.77	14.04	14.13	11.32	13.4	13.14	11.99	9.37	10.286	
July	18.07	16.91	16.02	16.31	14.35	13.41	14.1	14.82	12.59	10.01	10.915	
August	16.61	17.13	16.04	16.68	14.67	12.76	14.0	13.96	11.73	9.93	10.295	
September	14.78	14.27	14.34	13.71	13.28	12.02	11.8	12.79	10.39	9.74	9.701	
October	12.48	10.69	12.99	9.98	10.54	8.90	10.69	11.22	9.34	8.02	7.970	
November	8.41	8.06	7.71	8.36	6.62	6.01	6.83	8.91	5.88	5.37	5.299	
December	6.74	7.20	6.35	6.84	5.68	6.88	5.10	7.81	4.86	4.88	4.873	
Totals MG	127.42	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	28.981
Total AcFt	391.1	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	88.926

OPERATIONS:

- There are 953 total meters, on 898 parcels
- Loss Production system wide has maintained below 6% for over eighteen+ months
- Carpenteria Well and San Juan Well are operational, Pleasant Acres was off-line from 3/29/17 to 6/20/17, swage, pump and motor replacement completed
- Water Treatment Plant- Removing Mn & Fe, results show Mn not detected in finished water
- Distribution testing for total Coliform- all samples Negative
- All Coliform, iron and manganese & monthly DWR reports were filed timely
- Backwashing WTP filters approximately every 5 +/- days, or 1.5 mg, all from San Juan Well
- Monthly Generator in house 15 minute testing under load.
- Monthly well-level monitoring (see attached chart)

MAINTENANCE:

- Preventative maintenance as needed, minimal flushing as needed
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance & analyzer maintenance at all wells
- Meter Replacement program is ongoing; nearly 40 manual read meters have recently been converted to radio reads.
- AWD continues to offer mulch to the community, located at our Carpenteria site, Cal-Fire concluded the Chipping Program at our Carpenteria site on May 15th, it was highly successful.
- Warranty repair for Oakridge Tank by MPE's subcontractor Superior Tank is complete, satisfactory solution to extend warranty for an additional five years added on to the existing two years, agreement received.
- The Pleasant Acres Well was taken off line on 3/29 due to a hole in the casing. The pump and motor were removed from the well on 4/13/17, well was videoed, and casing scrubbed, and re-videoed on 4/28 to make certain there were no other holes. The hole was repaired by placing a swage patch on the casing wall; the well was put back on line 6/20. The pump and motor were replaced. This repair is completed, the cost was \$40,141.
- The Seely Pumping Plant had a major event on 4/17. An 8" compression coupler failed, causing major flooding and equipment damage and loss. There was adequate water storage to maintain service to the areas affected. We have received partial insurance reimbursement for the expenses thus far. There will be additional insurance coverage for the carpenter work on ceiling and several pumps that need replacement. Re-construction is scheduled to begin 6/29.
- Production at Carpenteria Well has recently been declining. Despite good static water levels and good recovery levels, the flow of water through the screens is not as robust as it originally was. Well taken off line on 6/9. Salinas Pump will be pulling the pump and motor and videoing the well the week of 6/26. Martin Feeney will be monitoring the video and determine if cleaning the well screens will be adequate, or if additional zone pumping or chemical treatment is required.

STAFF & BOARD RECOGNITION:

- AGM Mark Dias will be attending the General Manager Leadership Conference in Newport 6/25-27/2017.
- The 2016 CCR Water quality report was completed and mailed to all customers on 6/19/17.

- AGM Dias and Accounting Clerk Coombes will be attending a Special District Financial Management class in Vallejo in August.

SAFETY MEETINGS: 5/24/17 & 6/7/17 Emergency Response recap & Heat Stress

DROUGHT & CONSERVATION UPDATE:

Governor Brown declared California in a Drought State of Emergency on Jan. 17th 2014; this drought declaration was rescinded on April 7, 2017 based on the above average rain and snowfall since October 2016. AWD water customers are to be commended for continued excellent conservation.

The rains in water year (10/1/16-9/30/17) have been consistent and significant, recording **35.16** inches at Chittenden Pass through 06/20/2017.

PROJECTS:

1. Shop Building.

The potential construction of a 30ø x 50ø steel shop building at the Marshall site was under consideration in 2016 proved to greatly exceed our budget. All other options are being explored to use the Marshall site. Another option is to enlarge the footprint of the Blohm Avenue garage from existing 24ø x 16ø to a 32ø x 23ø new steel building. This would be adequate for secure parking of two trucks, storage mezzanine and work bench areas, but may not be large enough for future growth needs of District. An estimate of approximately \$140,000 was received by SSB. The fire department indicated a sprinkler system may be required, commercial buildings typically require a 4ø backflow and new installation of a 4ø tap of the main. More research is in process.

2. Ad Hoc GSA committee

Directors Leap and Smith continue to monitor developments around the need to form a GSA in the portion of our District that is located in the Pajaro Valley 3-02 PUMA, outside of PVWMAø GSA. The filing of the Alternative Plan request to DWR by PVWMA on 12/27/2016 may change the necessity of a GSA formation. Pajaro Valley is the only high-priority basin that has filed an Alternative Plan. AWD is awaiting DWR's response before any District action; this may still be six+ months out. AGM Dias continues discussions with PVWMA and DWR as necessary.

Vicki Morris
General Manager
June 21, 2017

Marshall vs. Blohm Ave Site Comparison for Shop Building

FACTOR	Marshall	Blohm	Better site
Building size	<ul style="list-style-type: none"> • Larger shop -- at least twice the size of Blohm site-- is probable. 50'x30' envisioned (1,500 sq ft.). • Larger building could allow for expansion to 3 employees/trucks • Larger work bench area • Room for trailers, generators, vaxcavator 	<ul style="list-style-type: none"> • Smaller building at just 700 sq. ft. • Tight fit for trucks, smaller work bench • Requires stairs/mezzanine to create adequate storage space • No room for larger equipment like trailers, generators, vaxcavator. These would need to be stored at Marshall site 	Marshall
Septic	<ul style="list-style-type: none"> • Required for bathroom • Soil testing needed in winter, outcome unknown • Setbacks from: building, well, property lines, drainage-way • Adds time to conduct studies, septic engineering, septic permit • Adds significant cost (approx \$35,000) 	<ul style="list-style-type: none"> • No plumbing needed in building; operators to use existing bathrooms • Significant cost savings 	Blohm
Fire access	<ul style="list-style-type: none"> • Requires paving from gate to shop plus turn-around or loop • Adds very significant costs 	<ul style="list-style-type: none"> • Good access. No additional paving costs. 	Blohm
Fire standards	<ul style="list-style-type: none"> • Fire wall needed if 5' from property line • No fire wall needed if 10" from property line, but this pushes building towards PG&E easement and limits septic area 	<ul style="list-style-type: none"> • Unlikely • Need to confirm w/ Fire if existing setbacks at alleyway are OK • Need to confirm no fire sprinklers 	Blohm
Security	<ul style="list-style-type: none"> • Isolated site; zero visibility from public roads. • Improved fencing and security features advisable 	<ul style="list-style-type: none"> • High visibility site with close neighbors • Existing ADT security account can be used 	Blohm
Foundation soil testing and engineering	<ul style="list-style-type: none"> • Required w/ engineering/professional costs • Outcome unknown; results may require changes in location or increased foundation costs • Adds time and costs to project 	<ul style="list-style-type: none"> • Possibly no testing needed since vast majority of footprint already paved. • Otherwise same as Marshall site but at smaller scale 	Blohm?
Other constraints	<ul style="list-style-type: none"> • PG&E easement for overhead lines through center of property which limits building location and constrains septic options • Two very large Eucalyptus on adj lot w/ branches overhanging site. Tree trimming required. Damage to building if trees fall. • Existing well creates 100' septic setback • Existing building sits on it's own small lot/parcel creating property line setbacks from shop and future septic system 	<ul style="list-style-type: none"> • Protective bollards advisable along alleyway and front corner • Future septic repair area would require removal of garden, however this would be needed with or without shop. 	Blohm
Permit fees	<ul style="list-style-type: none"> • Modestly higher for larger building with plumbing, bathroom 	<ul style="list-style-type: none"> • Slightly lower 	Blohm
Other	<ul style="list-style-type: none"> • Rural residential zoning (possible zoning conflicts?) • Possible loss of site as long-term option for future replacement well. 	<ul style="list-style-type: none"> • Compatible w/ commercial zoning. Crew can arrive to work at headquarters. Overall lower overhead and operating costs. Allows usage of space taken up by a defunct/moldy garage. 	Blohm
COST \$200,000 budgeted	<ul style="list-style-type: none"> • Approx \$80,000 to \$95,000 over budget <u>without</u> paving • Possibly \$150,000 over budget <u>with</u> paving 	<ul style="list-style-type: none"> • \$60,000 under budget <u>with</u> soil tests, engineering and architectural • Allows for unanticipated costs for unknowns • Remaining budget can be used for other site improvements 	Blohm

CORRESPONDENCE LIST: 05/18/2017 - 06/21/17

DATE:	TYPE	TO:	FROM:	SUBJECT:
5/22/17	E	M. Dias, AWD	Mo. County Environmental Health	Review comments on septic reserve area proposal at 388 Blohm
5/22/17	M	V. Morris, AWD	ACWA JPIA	Advance payment for Seely booster station costs and repairs
5/25/17	E	Fedak & Brown, Auditors	V. Morris, AWD	Notice of Board approval of contract
5/30/17	E	AWD Board of Directors	M. Dias, AWD	Need for required Sexual Harassment prevention training
5/30/17	E	C. Evans, Pump Testing Svc	V. Morris, AWD	Arrangements for pump efficiency testing
6/1/17	E	M. Brigham, SCADA consult.	M. Dias, AWD	SCADA system profile and potential bid
6/1/17	E	V. Morris, AWD	B. Linneman construct	Revised bid for Seely building repair
6/1/17	E	CaliforniaOpentheBooks.com	M. Dias, AWD	Response to Public Records Request: transmittal of employee compensation data
6/1/17	M	V. Morris, AWD	Fedak&Brown Auditor	Signed auditing agreement and procedures
6/6/17	E	M. Feeney, consultant	V. Morris, AWD	Conclusion of Pleasant Acres well consult
6/6/17	E	Transparent California	M. Dias, AWD	Response to Public Records Request: transmittal of employee compensation data
6/7/17	E	SWRCB, Drinking Water Prgm	V. Morris, AWD	Submittal: quarterly Disinfection Report
6/7/17	M	V. Morris, AWD	SDRMA	WellComp CA MPN Compliance Form
6/9/17	E	SWRCB, Drinking Water Prgm	M. Dias, AWD	Submittal: monthly Treatment Report- May
6/12/17	E	V. Morris, AWD	NBS Gov	Fund analysis for CFD 98-1 (Ballantree) Fund
6/14/17	E	L. Marquez, Superior Tank; MPE Engineers	V. Morris, AWD	Oakridge Tank: confirmation of 5-year extension of warranty for edges of tank.
6/15/17	E	SWRCB, Drinking Water Prgm	V. Morris, AWD	Submittal: monthly Total Coliform Report-Jun
6/15/17	E	C. Nimr, AWCA JPIA adjuster	V. Morris, AWD	Status update on claim costs for Seely booster station repairs
6/15/17	E	K. Bohlin, District customer	M. Dias, AWD	Response to inquiry re: annual rate increase
6/19/17	E	M. Dias, AWD	J. Nome, customer	Thank you for good service by operators and response by M.Dias
6/20/17	E	V. Morris, AWD	Fedak&Brown Auditor	Requests for Interim Testing information
6/21/17	E	V.Morris, M.Dias; AWD	Craig Evan, Pump Serv	Pump test results for three wells

AROMAS WATER DISTRICT

Staff Report

To: Board of Directors
RE: **Item IX A: Resolution 2017-02 Property Tax Assessment Levy
Orchard Acres Assessment District for the year 2017-2018**
Date: June 27, 2017

History:

The three assessment districts administrated by the AWD: Oakridge/Via Del Sol, Ballantree/Marilyn Lane and Orchard Acres, have their respective annual assessment to the bond payments for the water line extensions placed on their property taxes each year in August for the November and April property taxes. The amount reflects the principal and interest of the amortized loan which will be collected by the respective county through their property taxes.

The Assessment District 2013-01 for Oakridge/Via Del Sol is being calculated by NBS and will be on the July 25, 2017 AWD Agenda.

The Mello-Roos Property Tax Assessment for the Community Facilities District 98-1(CFD98-1) has collected enough funds to pay the bond off with the taxes in Reserve and collected in 2016-17; there will be no more assessments for those property owners. There is a slight overpayment (approx. \$200+ each parcel) that will be refunded to every property owner once the final bond payments have been made.

Current:

The Orchard Acres Assessment was established in 2008 for twenty years, it was for the total of eleven parcels, three have prepaid, eight remain, none are delinquent. The Board of Directors reviews this annual assessment (see attached itemization) and approves by resolution the amount to be placed on the 2017-18 tax rolls for each parcel.

Resolution 2017-02 . Orchard Acres Assessment District for
\$36,016.00

Recommendation:

Board to review and adopt resolution for this assessment district.

Vicki Morris – General Manager
Phone (831) 726-5071
Email- aromaswd@aol.com

**Aromas Water District
Resolution 2017-02
Orchard Acres Assessment District**

RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE
LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY RELATED
FEES AND CHARGES

WHEREAS, the Aromas Water District (Public Agency) requests that the San Benito County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit A on the tax roll for collection and distribution by the San Benito County Treasurer-Tax Collector commencing with the property tax bills for Fiscal Year 2017-2018.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit A, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.
2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of San Benito, its officers, employees, and agents, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of San Benito, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit A and that it shall pay or satisfy any judgment rendered against the County of San Benito, its officer, employees and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of San Benito to correct the tax rolls.

PASSED AND ADOPTED this **27th** day of **June 2017**, upon motion of:

_____, seconded by _____

and carried by the following vote, to wit:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST: _____
Board President, James Leap District Secretary, Mark Dias

EXHIBIT A

RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE
LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY-RELATED
FEES AND CHARGES

FISCAL YEAR 2017-2018

GENERAL TAXES:

SPECIAL TAXES: \$ _____

ASSESSMENTS: **\$36,016.00**

PROPERTY-RELATED FEES AND CHARGES:

AROMAS WATER DISTRICT
ORCHARD ACRES ASSESSMENT DISTRICT

AUDITOR RECORDS
ANNUAL TAX ROLL ASSESSMENT
FISCAL YEAR 2017-2018

Assmt Number	APN	Individual Assessment	Principal	Percentage	Individual		Total Annual Interest Due	Individual Interest Due	Total		Administration Charge	TOTAL ANNUAL ASSESSMENT LEVY
					Principal Amount	Interest			Principal and Interest	Administration Charge		
1	011-230-006	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
2	011-230-007	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
3	011-230-042	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
4	011-230-043	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
7	011-290-073	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
8	011-290-074	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
10	011-290-076	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
11	011-300-014	\$62,272	\$10,000	0.12500	\$1,250	\$25,220	\$3,153	\$4,403	\$99	\$4,502		
		<u>\$498,176</u>								<u>\$36,016</u>		

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot

August 30, 2017 - Ballots are opened and counted

August 31, 2017 - Election results are announced and candidates notified

September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

November 1-2, 2017 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Aromas Water District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Aromas Water District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
 - JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
 - MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
 - MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
 - DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
 - CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
-
- JEAN BRACY, SDA (INCUMBENT)**
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Aromas Water District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

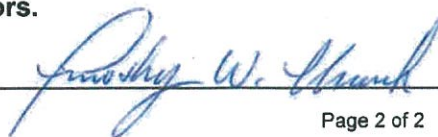
What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)
District/Agency Burney Water & Sewer District
Work Address 20541 Burney Court, Burney, Ca. 96013
Work Phone (530) 335-2040 Home Phone (530) 335-2040

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actual evidence. Being able to set adequate rates for both Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board for 8 years, Burney water Sewer board for three years. I had my own insurance brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M Hamel Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. +

What is your overall vision for SDRMA? (Response Required)

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17980 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff,
as a team is challenging and rewarding.
Over the years of my service on the SDRMA Board
I hope the members have found my input to be
beneficial and it is my desire to continue to look
after the members receiving the best service at a
fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA
Service on SOWCA - I was part of the group that
consolidate two entities into one entity which was
very cost effective
Service on SDLF
Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

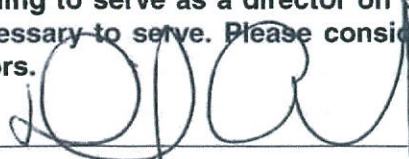
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? **(Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

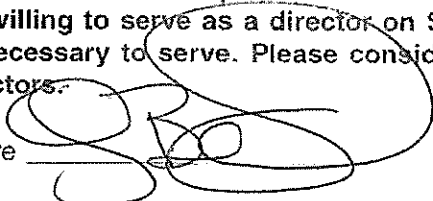
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner, considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 2-27-17

AROMAS WATER DISTRICT

Staff Report

TO: Board of Directors
RE: **Item IX C: 2017-2018 Expense Budget**
DATE: June 27, 2017

History:

The Proposed Expense Budget is adopted annually by the Board of Directors as the financial guide for District expenses. This includes all recurring annual income and expenses.

We remain committed to prudent and frugal expense management; new water rates took effect in November 2014; the fourth year of the five year increase will be implemented July 2017. Due to the drought and the >25% rate of water conservation and subsequent reduction in revenue, the building of the capital reserve has not been as vigorous as planned.

The ad hoc Budget Committee of President Leap and VP Smith met on May 19th and reviewed the proposed budget. At the May 23, 2017 board meeting, all revenue and expense categories were reviewed and discussed. Directors requested to review salaries from local agencies to determine parity.

Current Proposal:

Expense Budget 2017-2018:

This report shows actual revenue and expenses for the years, 2013, 2014, 2015, 2016, the adopted 2016-2017 Budget, the actual for the first 11 months of 2016-17 and the proposed 2017-2018 Expense Budget.

Total Revenue is an estimated, \$1,048,290; this includes the water revenue, one connection, property taxes and miscellaneous interest and grants. The water usage is anticipated to be approximately the same this year; the water rate increase of approximately 4.5% will go into effect on July 1, 2017.

Changes to the Expenses from the 2016-2017 Budget are line item estimated; expenses including a considerable increase in the depreciation reserve savings to \$240,000. The planned changes to personnel will reduce the payroll costs. The itemization of employee costs is also attached. Total expenditures, less the depreciation reserve, are \$58,000 lower than 2016-17.

Additional comparable salary survey information is attached for review.

Recommendation:

Review requested salary surveys to amend or adopt the proposed Expense Budget of \$1,048,290 for the fiscal year 2017-2018.

Vicki Morris – General Manager
Phone (831) 726-5071
Email- aromaswd@aol.com

AROMAS WATER DISTRICT EXPENSE BUDGETS		2012-2013	2013 - 2014	2014 - 2015	2015- 2016	ADOPTED 2016-2017 BUDGET	THROUGH 5.31.2017	PROPOSED 2017- 2018 BUDGET
		Actual	Actual	Actual	Actual		ACTUAL	
REVENUE								
303 · Water Revenue		813,066	837,363	804,767	889,600	925,000	841,504	960,000
307 · Bulk Water		17,793	15,455	17,437	3,282	1,000	1,104	1,000
302 · Connection		-	43,372	576,626	12,790	12,790	-	12,790
301 · Taxes Rcvd		49,103	52,689	62,290	60,805	68,000	63,696	66,000
304 · Misc Income		13,470	4,483	6,995	4,233	2,500	1,200	1,000
306 · Interest		1,829	1,019	1,771	3,465	5,000	5,222	6,000
312 · Grant Revenue		0	4,311	2,014	675	2,000	1,000	1,500
Total Revenue		895,261	958,692	1,471,900	974,850	1,016,290	\$ 913,726	\$ 1,048,290
EXPENSES								
Administrative & General								
467 - Depreciation/Reserve		320,517	353,845	360,462	423,928	150,000	137,500	240,000
405 · Election		5,213	-	550	0	-	400	-
406 · Liability Ins		17,416	12,044	17,109	18,070	19,000	6,928	20,000
417 · Interest Pymt		68,898	62,891	87,432	46,161	41,400	36,033	38,400
420 · Legal Fees		13,200	13,225	14,400	15,000	15,600	13,750	16,000
423 · Litigation Contgncy		0	0	0	0	10,000	-	10,000
422 · Bank Charges		2,395	1,250	1,127	1,594	1,500	1,118	2,000
425 · Audit		6,250	6,475	6,725	11,000	9,000	12,350	11,500
471 · Bad Debts		120	167	66	2	1,500	1,151	400
473 · Memberships		12,775	12,618	12,886	14,140	15,000	15,022	15,000
Total Administrative & General		446,784	462,515	500,757	529,894	263,000	224,253	353,300
Communications								
455 · Phone, Off		3,894	3,290	3,455	3,334	3,700	3,478	3,800
456 · Telemetry		3,535	3,430	3,477	4,183	3,600	3,296	3,600
457 · Answ Serv/Cellular P		2,350	2,554	3,131	2,387	3,500	3,093	3,600
Total Communications		9,779	9,274	10,063	9,905	10,800	9,867	11,000
Payroll								
Gross		315,624	327,434	315,260	314,876	387,000	345,495	350,000
Comp FICA		19,682	20,578	19,465	19,479	24,000	21,596	22,000
Comp MCARE		4,603	4,813	4,552	4,556	5,600	5,051	5,100
Comp SUI & SDI		3,255	3,195	2,737	2,705	3,200	1,820	4,500
Total Payroll		343,164	356,020	342,014	341,615	419,800	373,962	381,600
Employee Costs								
407 · Outside Services		4,516	5,174	6,481	5,145	6,000	4,583	6,000
408 · Uniform Allowance		406	300	1,553	1,277	1,000	721	1,000
409 · Workers Comp		6,660	5,251	6,392	5,922	9,900	6,923	8,500
410 · Health Ins		47,599	50,610	52,948	58,837	73,000	66,631	56,000
474 · Education		2,650	3,615	4,677	4,958	6,000	4,153	6,000
477 · Retirement Contrib		48,347	50,260	43,150	55,731	62,700	57,984	62,000
Total Employee Costs		110,178	115,210	115,201	131,870	158,600	140,995	139,500

		2012-2013	2013 - 2014	2014-2015	2015 - 2016	ADOPTED 2016-2017 BUDGET	THROUGH 5.31.2017	PROPOSED 2017- 2018 BUDGET
Office		Actual	Actual	Actual	Actual		Actual	PROPOSED
	411 · Office Rent	6,300	-	-	-			-
	440 · Misc Exp	2,219	2,900	2,717	3,723	3,000	4,531	4,000
	444 · Postage	4,148	4,755	4,255	4,310	4,500	3,174	4,000
	445 · Office Supplies	3,384	4,811	4,703	4,839	4,500	3,143	4,000
	446 · Office Eqpmt Maint	3,747	9,177	6,541	6,663	5,000	4,014	5,000
	Total Office	19,798	21,643	18,216	19,534	17,000	14,862	17,000
Operations								
	403 · Fuel	9,870	10,500	7,985	7,804	8,000	7,013	8,000
	404 · Truck Maint	2,235	1,972	3,824	4,950	5,000	2,285	4,500
	431 · System Repair & Mai	43,284	59,220	47,583	40,817	58,000	53,315	60,000
	463 · Water Analysis	4,276	3,153	6,075	2,980	6,000	7,285	4,500
	464 · Water Treatment	7,189	9,939	7,821	7,148	8,500	7,109	8,000
	468 · Tools	1,276	2,488	3,895	7,449	5,000	5,011	5,000
	470 · PR/Annex/Conserv	2,268	75	170	-190	5,000	1,845	5,000
	Total Operations	70,398	87,347	77,353	70,958	95,500	83,863	95,000
Power								
	449.75 388 Blohm #C	125	154	53	148	120	191	200
	449.5-388 Blohm A & B	1,274	1,563	1,431	1,637	1,500	1,441	1,600
	447 · Leo Ln Booster	116	242	227	309	375	357	400
	448 · Aimee Mdws Well	117	121	116	124	130	106	120
	449 · Old Office, Pwr	386	-	-	-	-	-	-
	451 · Marshall Corp Yard	487	538	451	360	550	300	400
	452 · Rea Booster @ Seely	859	363	724	598	515	481	500
	454 · Carr Booster	4,573	5,693	4,350	4,423	4,500	4,021	4,600
	458 · Pleasant Acres Well	1,742	1,648	1,986	1,655	4,000	4,200	6,000
	459 · Seely Pump & Carpe	38,700	35,440	27,038	125	300	79	300
	460 · San Juan Well	45,669	55,854	39,382	44,744	39,000	31,006	35,000
	461.5 RLS Tank	220	124	116	124	150	105	120
	461 · Cole Tank	138	145	145	146	150	130	150
	462 · Rea Tank	141	147	147	161	150	132	150
	465 · Lwr Oakridge Bstr	-	-	-	-	-	138	600
	465.5 · Upr Oakridge Bstr	-	-	-	-	-	-	600
	466 · Pine Tree Tank	139	146	156	134	150	130	150
	Total Power	94,686	102,178	76,322	54,688	51,590	\$ 42,816	50,890
	TOTAL EXP	1,094,787	1,154,187	1,139,926	1,158,464	1,016,290	890,618	1,048,290
	NET INCOME	(199,526)	(195,495)	331,974	(183,614)	-	23,108	0
	Add back in Depreciation	320,517	353,845	360,462	423,928	150,000	137,500	240,000
	Net incl. Depreciation	120,991	158,350	692,436	240,314	150,000	160,608	240,000

JobTitle	Yrs w/ AWD	Hrs p/ yr	2016 - 2017 Hourly	Annual 2016-2017	Proposed Hourly 2017-18	PROPOSED 2017-2018	FICA	MCare	SDI 1.0% SUI 6.2%	Health	CalPERS	Workers Comp
							6.20%	1.45%	<7000		8.921%	
Gen Mgr -	25	thru 8/2017 + vacation		\$ 114,526	salary	\$ 33,000	2,046	479	504	5,325	2,944	515
Ex-Gen Mgr VM on-call		150			\$ 55.00	\$ 8,250	512	120	504	0	0	129
Asst Gen Mgr -	1	2080+		\$ 77,000	salary	\$ 83,160	5,156	1,206	504	10,680	7,419	1297
												1.56 WC rate
Spec Projects		175		\$ 6,000	\$ -	\$ -	0	0	0	0	0	0
Administrative Assistant	2	1248	\$ 20.40	\$ 25,459	\$ 22.44	\$ 28,005	1,736	406	504	0	1,830	146
												0.52 W/C rate
Accounting Clerk	1	1248	\$ 15.45	\$ 14,090	\$ 17.00	\$ 21,210	1,315	308	504	0	1,386	110
												0.52 WC rate
Cust Serv -new hire 7/25/17	0	1135			\$ 15.00	\$ 17,025	1,056	247	504	0	1,112	89
Chief Operator I	11	2080	\$ 34.84	\$ 72,467	\$ 37.63	\$ 78,265	4,852	1,135	504	28,800	6,982	3600
o/call & OT		220	\$ 34.84	\$ 7,665		\$ 8,278	513	120			738	381
												4.6 WC rate
Operator II	3	2080	\$ 24.20	\$ 50,336	\$ 25.65	\$ 53,356	3,308	774	504	10,680	3,486	2454
o/call & OT		220	\$ 24.20	\$ 5,324		\$ 5,643	350	82			369	260
												4.6 WC rate
yrs of serv	43											0.52 WC rateDir
Directors (5)	40	72	\$ 225.00	\$ 13,500	\$ 230.00	\$ 13,800	856	200	994	0	0	72
+CalPERS addl unfunded liab											35,624	0
Interns					\$ -						0	100
	83			\$ 386,368		\$ 349,992	21,700	5,075	5,026	55,485	61,889	9,152
						ee contrib	4.20%	1.45%	1.20%	20% co-py	7.00%	

Salary Comparisons of Local Water Districts									
		Manager	Admin	Operator I	Calculated hourly	Operator	Calculated hourly	Fin/Acct **	Clerk **
Aromas Water Dist 2016-2017	Aromas	\$ 114,526	\$ 77,000	\$ 72,467	\$ 34.84	\$ 50,336	\$ 24.20	\$ 25,459	\$ 19,282
Sunnyslope Water District	Hollister	\$ 165,492	\$ 134,907	\$ 103,895	\$ 49.95	\$ 84,134	\$ 40.45	\$ 79,621	\$ 67,679
Castroville CSD 2017	Castroville	\$ 144,889	\$ 101,254	\$ 81,973	\$ 39.41	\$ 49,920	\$ 24.00		\$ 54,309
Pajaro/Sunnymesa CSD	Watsonville	\$ 136,611		\$ 67,217	\$ 32.32			\$ 54,097	\$ 34,515
Soquel Creek WD	Soquel	\$ 221,754	\$ 98,850	\$ 84,809	\$ 40.77	\$ 73,590	\$ 35.38	\$ 76,325	\$ 74,606
Central WD	Santa Cruz	\$ 132,413		\$ 60,812	\$ 28.95			\$ 53,015	
San Lorenzo Valley WD	SLzo/SCz	\$ 155,956	\$ 102,485	\$ 91,684	\$ 44.08	\$ 80,737	\$ 38.82	\$ 68,762	\$ 51,774
Scotts Valley WD	Scotts Valley	\$ 164,250	\$ 68,338	\$ 76,235	\$ 36.65	\$ 66,887	\$ 32.16	\$ 64,477	\$ 37,512
Marina Coast Water District	Marina	\$ 143,762	\$ 121,595	\$ 93,518	\$ 44.96	\$ 75,831	\$ 36.46	\$ 84,828	\$ 67,744
AVERAGE		\$ 153,295	\$ 100,633	\$ 81,401	\$ 39.14	\$ 68,776	\$ 33.07	\$ 63,323	\$ 50,928
*all information taken from 2015 salaries reported to California State Controller's Compensation Report except as noted									
** some positions represent part time wages only									

Sunnyslope County Water District

Wage and Benefit Summary

MONTHLY SALARIES BY POSITION AND STEP ⁽¹⁾⁽²⁾:

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Account Technician	\$ 3,561.80	\$ 3,739.89	\$ 3,926.88	\$ 4,123.22	\$ 4,329.38	\$ 4,545.85	\$ 4,773.14	\$ 5,011.80	\$ 5,262.39	\$ 5,525.51
Assistant Engineer *	\$ 4,738.00	\$ 4,974.90	\$ 5,223.65	\$ 5,484.83	\$ 5,759.07	\$ 6,047.02	\$ 6,349.37	\$ 6,666.84		
* OR * Associate Engineer *	\$ 6,489.00	\$ 6,813.45	\$ 7,154.12	\$ 7,511.83	\$ 7,887.42	\$ 8,281.79	\$ 8,695.88	\$ 9,130.67		
Executive Assistant – Confidential *	\$ 4,681.54	\$ 4,915.62	\$ 5,161.40	\$ 5,419.47	\$ 5,690.44	\$ 5,974.96				
Finance & Human Resource Manager *	\$ 7,750.64	\$ 8,138.17	\$ 8,545.08	\$ 8,972.33	\$ 9,420.95	\$ 9,892.00				
Operations & Maint. Crew Chief *	\$ 7,312.15	\$ 7,677.76	\$ 8,061.65	\$ 8,464.73	\$ 8,887.97					
Plant Maint. Electrician/Instrument Tech.	\$ 6,020.41	\$ 6,321.43	\$ 6,637.50	\$ 6,969.38	\$ 7,317.85					
Water/Wastewater Suprcintendent *	\$ 8,809.96	\$ 9,250.46	\$ 9,712.98	\$ 10,198.63	\$ 10,708.56					
Water Treatment Plant Operator	\$ 6,304.39	\$ 6,619.61	\$ 6,950.59	\$ 7,298.12	\$ 7,663.03	\$ 8,046.18				
Water/Wastewater Utility Maint.	\$ 4,672.66	\$ 4,906.29	\$ 5,151.60	\$ 5,409.18	\$ 5,679.64	\$ 5,963.62	\$ 6,261.80	\$ 6,574.89	\$ 6,903.63	\$ 7,248.81

* Management position, exempt from overtime. Eligible for Management Leave.

Adopted: 9/13/16 & 10/18/16

Effective: 7/1/16 & 11/1/16

AROMAS WATER DISTRICT

Staff Report

To: Board of Directors
RE: **Item XI D: 2017-2018 Capital Budget**
Date: June 27, 2017

History:

The Proposed Capital Budget is adopted (bi)annually by the Board of Directors as the financial guide for purchase and construction of new or replacement of District capital assets. Review of the recommended improvements adopted 4/16/2015 Strategic Plan, show the following facility planning:

Facilities & Infrastructure

Immediate:

- Develop Solar system at Carpenteria Well- **Complete**
- Complete Oakridge/Via Del Sol Water system- **Complete**
- SCADA upgrades -**Complete**
- Pleasant Acres Well- VFD & PGE upgrade- **Complete**
- Fencing around Pleasant Acres Well- **Complete**
- Rancho Larios Tank- sandblast and repaint- **Complete**
- Reseal asphalt – RLS & Cole Tank roads, office, SJW & Carpenteria **Complete**
- Radio read meter upgrades- annual 40 per year **averaging 40 p/yr**
- Security fencing Carpenteria&landscape on street side planned after solar-**Complete**
- Marshall Shop: planning, permits, metal building w/ bathroom
- Study of Marshall Well; pump test, video, study replacement & treatment costs **Complete**

Short Term:

- Ballantree tank replacement w/50,000 gallon & road grade/finish **or** abandon & replace with new infrastructure from Pleasant Acres Well to SJ well
- Remodel bathroom in apartment, paint, etc.
- Valve box vacuum (& valve exerciser)
- Carr Tank- baserock around tank driveway
- Fence rolling security gate at San Juan Well-**complete**
- 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

Vicki Morris – General Manager
Phone (831) 726-5071
Email- aromaswd@aol.com

Proposed Capital Budget 2017-2018: The attached chart outlines the projects completed and proposed from 2008 to present. Listed below are the proposed projects for this fiscal year. District cash reserves are shown on the Balance Sheet (in packet under Financials).

Shop/Garage - steel building	\$200,000
Principal payments on loan	\$108,583
Carpenteria Well 2017 clean & redevelop	\$25,000
Portable Generator for Carr & Oakridge Pump	\$20,000
MasterMeter System: ~75 radio-re	\$20,000
Regrade, drainage & base rock Ballantree Tank Rd	\$15,000
Blohm Ave Office On-site Generator	\$10,000

Phase I totals approximately \$398,583

Phase II of budget depending on cost of shop/garage & Reserves

Eng & Const Line & Valve from PAW to SJW WTP	\$200,000
Valve box vacuum pump-Vax-cavator	\$20,000
Blohm Ave refurbish bathroom	\$10,000
Pleasant Acres Mag flow meter	\$10,000

Phase II totals approximately \$240,000

Funds for these projects in Phase I are allocated from cash reserves. These expenditures reduce total reserves (including 2017-18 \$240,000 reserve savings) to approximately \$600,000. Staff does not recommend reducing below this amount; rebuilding reserve cash is essential. At present, Phase II is not recommended due to cash reserves. The 2014 rate study and subsequent rate increases were intended to increase reserves as well as making annual infrastructure improvements. However, with the drought and subsequent conservation efforts, the results are >25% reduction in water production from 2014, to this year. The model has not built the cash reserves as intended.

It is possible to place one or more of the projects into Phase II for later in the year or next fiscal year, depending on completion of higher prioritized projects and the balance available of estimated budget.

Recommendation:

Board to review proposals and prioritize the recommendations. Amend or adopt the proposed Phase I of the Capital Budget of \$398,583 for the fiscal year 2017-2018.

Vicki Morris – General Manager
 Phone (831) 726-5071
 Email- aromaswd@aol.com

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						>	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- Upg	\$ 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:										
	A TEC 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 Cor				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 P	\$ 1,659	complete	-						
Seely Site Engineering	\$ 10,911	8,494	abandoned						
Shop Metal Bldg@Marshall OR Blohm: plans, eng,grading,CE							>	200,000	
Roof-replace on existing Marshall Shop							>	>	>
Strategic Plan- in house preparation						complete			
Rate Study- Municipal Financial Services						14,960			
Solar Install @ Carpentaria 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

Aromas Water District
 Balance Sheet Prev Year Comparison
 As of May 31, 2017

	May 31, 17	May 31, 16
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	35,496.20	71,046.50
UB Bk Money Market xxxx7853	141,599.10	112,401.93
LAIF-State of Ca xx-05	783,273.95	777,738.49
Petty Cash	100.00	100.00
Total Checking/Savings	960,469.25	961,286.92
Other Current Assets		
Prepaid Insurance	16,615.62	15,842.35
128 · Inventory	21,549.46	25,665.96
1200.1 · Accounts Receivable--UBMax	101,987.85	82,686.46
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	139,652.93	123,694.77
Total Current Assets	1,100,122.18	1,084,981.69
Fixed Assets		
1900 · Water System	11,528,189.58	11,178,679.09
1910 · Construction in Progress	821.50	0.00
1915 · Office Building & Improvements	389,467.80	387,260.80
1970 · Office Equipment & Fixtures	93,652.04	93,467.05
1980 · District Vehicles	75,615.22	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	-4,672,802.75	-4,221,374.75
Total Fixed Assets	7,746,139.17	7,844,577.28
Other Assets		
Deferred Outflow of Resources	87,849.00	21,836.00
LoanBrokerageFees	15,000.00	53,000.00
Accumulated Amortiz-loan fees	-1,625.00	-38,125.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	103,304.80	38,791.80
TOTAL ASSETS	8,949,566.15	8,968,350.77

Aromas Water District
 Balance Sheet Prev Year Comparison
 As of May 31, 2017

	May 31, 17	May 31, 16
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	-745.20	9,017.05
Total Accounts Payable	-745.20	9,017.05
Credit Cards		
First Bankcard -- M Dias #30	50.00	0.00
First Bankcard - L Coombes #92	0.00	-111.87
First Bankcard -- T. Zelmar #67	230.44	0.00
Valero - Fuel	305.22	260.99
First Bankcard -- D DeAlba #35	2,222.16	1,103.57
First Bankcard -- V Morris #24	203.51	0.99
Total Credit Cards	3,011.33	1,253.68
Other Current Liabilities		
2100 - Payroll Liabilities	-5,075.48	0.00
City National Bank - Current	105,477.00	0.00
Deferred Inflows- Actuarial	48,026.00	71,476.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	4,000.00	4,000.00
Hydrant Meter Deposit	150.00	150.00
Total CUSTOMER DEPOSITS	4,150.00	4,150.00
Accrued Vacation Payable	17,011.82	17,274.27
Interest Payable	0.00	3,648.24
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SWHCA	125.85	0.00
Total State Payroll Taxes Payable	125.85	0.00
Total Payroll Taxes Payable	125.85	0.00
PVWMA Payable	13,316.56	12,088.58
Total Other Current Liabilities	183,031.75	108,637.09
Total Current Liabilities	185,297.88	118,907.82
Long Term Liabilities		
GASB 68 Pension Liability	436,183.00	436,144.00
City National Bank	1,212,273.51	1,423,227.52
Total Long Term Liabilities	1,648,456.51	1,859,371.52
Total Liabilities	1,833,754.39	1,978,279.34
Equity		
Investment in Capital Assets	6,396,001.53	6,346,397.53
Unrestricted Net Assets	3,285,112.44	558,909.25
Allocation of Net Assets	-2,588,320.07	0.00
Net Income	23,017.86	84,764.65
Total Equity	7,115,811.76	6,990,071.43
TOTAL LIABILITIES & EQUITY	8,949,566.15	8,968,350.77

Aromas Water District
Profit & Loss Budget Performance
May 2017

	May 17	Budget	Jul '16 - May 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	90,287.43	85,000.00	841,361.18	835,000.00	925,000.00
307 · Bulk Water	120.63	100.00	1,080.93	900.00	1,000.00
302 · Connection	0.00	0.00	0.00	0.00	12,790.00
301 · Taxes Rcvd	14,492.24	16,000.00	63,695.77	66,000.00	68,000.00
304 · Misc Income	0.00	205.00	1,200.00	2,285.00	2,500.00
306 · Interest	610.54	420.00	5,298.01	4,580.00	5,000.00
312 · Grant Revenue	0.00	0.00	1,000.00	1,000.00	2,000.00
Total Income	105,510.84	101,725.00	913,635.89	909,765.00	1,016,290.00
Gross Profit	105,510.84	101,725.00	913,635.89	909,765.00	1,016,290.00
Expense					
Operations					
403 · Fuel	584.21	670.00	7,013.49	7,330.00	8,000.00
404 · Truck Maint	2.68	150.00	2,284.56	4,400.00	5,000.00
431 · System Repair & Maint	2,864.29	5,000.00	53,315.43	53,000.00	58,000.00
463 · Water Analysis	154.00	400.00	7,285.00	5,600.00	6,000.00
464 · Water Treatment	1,214.94	750.00	7,108.60	7,750.00	8,500.00
468 · Tools	848.41	500.00	5,010.62	4,500.00	5,000.00
470 · Annexation/EIR/Planning	50.00	0.00	1,845.00	3,750.00	5,000.00
Total Operations	5,718.53	7,470.00	83,862.70	86,330.00	95,500.00
Power					
449.75 · 388 Blohm, # C	19.58	10.00	190.91	110.00	120.00
449.5 · 388 Blohm, A & B Office	118.06	125.00	1,441.15	1,375.00	1,500.00
461.5 · RLS Tank Booster	9.52	13.00	105.11	137.00	150.00
447 · Leo Ln Booster	34.54	15.00	357.34	160.00	175.00
448 · Aimee Mdws Well	9.53	11.00	105.54	119.00	130.00
451 · Marshall Corp Yard	36.76	60.00	299.87	490.00	550.00
452 · Rea Booster @ Seely	27.40	60.00	480.90	640.00	700.00
454 · Carr Booster	350.34	450.00	4,020.64	4,050.00	4,500.00
458 · Pleasant Acres Well	28.33	500.00	4,199.54	3,500.00	4,000.00
459 · Seely Booster @ Carpent...	19.05	25.00	79.45	275.00	300.00
460 · San Juan Well	4,029.21	3,500.00	31,005.55	35,500.00	39,000.00
461 · Cole Tank	11.99	13.00	129.71	137.00	150.00
462 · Rea Tank	11.91	13.00	131.93	137.00	150.00
465 · Lwr Oakridge Boost	138.32		138.32		
466 · Pine Tree Tank	11.77	13.00	130.13	137.00	150.00
Total Power	4,856.31	4,808.00	42,816.09	46,767.00	51,575.00
Payroll					
Gross	32,824.73	33,000.00	345,494.79	354,000.00	387,000.00
Comp FICA	2,031.54	2,000.00	21,596.40	22,000.00	24,000.00
Comp MCARE	475.11	470.00	5,050.76	5,130.00	5,600.00
Comp SUI	56.90	270.00	1,820.39	2,930.00	3,200.00
Total Payroll	35,388.28	35,740.00	373,962.34	384,060.00	419,800.00
Employee Costs					
407 · Outside Services	559.25	500.00	4,582.55	5,500.00	6,000.00
408 · Uniform Allowance	0.00	85.00	721.35	935.00	1,000.00
409 · Workers Comp	604.00	900.00	6,923.35	9,000.00	9,915.00
410 · Health Ins	6,596.92	6,600.00	66,631.02	66,400.00	73,000.00
474 · Education	830.00	500.00	4,152.98	5,500.00	6,000.00
477 · Retirement	5,175.38	5,300.00	57,984.22	57,500.00	62,700.00
Total Employee Costs	13,765.55	13,885.00	140,995.47	144,835.00	158,615.00

Aromas Water District
 Profit & Loss Budget Performance
 May 2017

	May 17	Budget	Jul '16 - May 17	YTD Budget	Annual Budget
Office					
440 · Misc Exp	409.68	250.00	4,529.30	2,750.00	3,000.00
444 · Postage	457.46	400.00	3,176.21	4,100.00	4,500.00
445 · Office Supplies	0.00	250.00	3,143.42	3,950.00	4,500.00
446 · Office Eqpmt and Maint	931.75	500.00	4,013.87	4,500.00	5,000.00
Total Office	1,798.89	1,400.00	14,862.80	15,300.00	17,000.00
Communications					
455 · Phone, Off	321.40	310.00	3,478.09	3,390.00	3,700.00
456 · Telemetry	298.36	305.00	3,295.57	3,295.00	3,600.00
457 · Answ Serv/Cellular Phone	276.89	300.00	3,092.85	3,200.00	3,500.00
Total Communications	896.65	915.00	9,866.51	9,885.00	10,800.00
Administrative & General					
417 · Capital Loan Interest	0.00	0.00	36,032.77	41,400.00	41,400.00
467 · Depreciation	12,500.00	12,500.00	137,500.00	137,500.00	150,000.00
405 · Election	0.00	0.00	400.00	0.00	0.00
406 · Liability Ins	1,545.05	1,590.00	6,928.38	17,420.00	19,000.00
420 · Legal Fees	1,250.00	1,300.00	13,750.00	14,300.00	15,600.00
422 · Bank Charges	262.66	125.00	1,117.51	1,375.00	1,500.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	0.00	0.00	12,350.00	9,000.00	9,000.00
471 · Bad Debts	0.00	50.00	1,151.06	1,450.00	1,500.00
473 · Memberships	0.00	0.00	15,022.40	15,000.00	15,000.00
Total Administrative & General	15,557.71	15,565.00	224,252.12	237,445.00	263,000.00
Total Expense	77,981.92	79,783.00	890,618.03	924,622.00	1,016,290.00
Net Ordinary Income	27,528.92	21,942.00	23,017.86	-14,857.00	0.00
Net Income	27,528.92	21,942.00	23,017.86	-14,857.00	0.00

Aromas Water District
Monthly Expenditures
 May 18 through June 21, 2017

Date	Num	Name	Amount
UB Checking			
05/24/2017	ACH	CalPERS	-2,214.84
05/24/2017	ACH	CalPERS	-2,299.68
05/24/2017	16214	ADT Security Services, Inc.	-362.61
05/24/2017	16215	Aromas Water District (Petty Cash)	-100.00
05/24/2017	16216	First Bankcard	-1,570.63
05/24/2017	16217	Green Rubber Kennedy	-151.36
05/24/2017	16218	R & B Company	-19.52
05/24/2017	16219	Softline Data, Inc.	-525.00
05/24/2017	16220	Spec. Districts Risk Management Auth	-7,556.82
05/24/2017	16221	Streamline	-100.00
05/24/2017	16222	USA BlueBook	-333.71
05/24/2017	16223	Valero	-524.04
05/24/2017	16212	VOID	0.00
05/24/2017	Online	P G & E	-4,717.99
05/24/2017	16213	VOID	0.00
05/24/2017	Online	P G & E	-138.32
05/31/2017	DD1061	Coombes (P), Louise P	0.00
05/31/2017	DD1062	DeAlba (P), David	0.00
05/31/2017	DD1063	Dias (P), Mark R	0.00
05/31/2017	DD1064	Giron (P), Ester	0.00
05/31/2017	DD1065	Morris (P), Vicki	0.00
05/31/2017	DD1066	Zelmar (P), Trevor J	0.00
05/31/2017	EFT	QuickBooks Payroll Service	-8,856.45
05/31/2017	E-pay	Employment Development Dept	-559.57
05/31/2017	E-pay	United States Treasury (EFTPS)	-4,098.64
05/31/2017	16224	A T & T U-verse	-60.00
05/31/2017	16225	ATEC Systems, Inc.	-323.25
05/31/2017	16226	CALNET3	-559.76
05/31/2017	16227	CSSC	-79.00
05/31/2017	16228	David DeAlba	-42.80
05/31/2017	16229	Gabriella Bracamonte	-385.00
05/31/2017	16230	Mark Dias	-50.00
05/31/2017	16231	Oppidea, LLC	-100.00
05/31/2017	16232	Trevor J. Zelmar	-8.03
05/31/2017	16233	United Way serving San Benito County	-58.00
05/31/2017	16234	Verizon Wireless	-147.89
05/31/2017	16235	R & B Company	-213.00
05/31/2017	16236	USPO	-257.46
05/31/2017	NSF	Bill Adjustment Report	-130.59
05/31/2017	NSF	Bill Adjustment Report	-254.16
05/31/2017	EFT	Bank Service Fees	-282.86
06/07/2017	16237	CSDA	-300.00
06/07/2017	16238	D & G Sanitation	-80.81
06/07/2017	16239	Martin B. Feeney, PG CHg	-1,072.50
06/07/2017	16240	R & B Company	-823.03
06/07/2017	16241	Recology San Benito County	-34.66
06/07/2017	16242	Sierra Chemical Co.	-1,014.94

Aromas Water District
Monthly Expenditures
 May 18 through June 21, 2017

Date	Num	Name	Amount
06/07/2017	16243	Xerox Corp	-13.78
06/07/2017	16244	Aromas Auto Repair	-147.96
06/07/2017	NSF	Bill Adjustment Report	-250.00
06/14/2017	16247	ACWA JPIA, Emp. Ben. Prog.	-6,596.92
06/14/2017	16248	Green Rubber Kennedy	-275.19
06/14/2017	16249	R & B Company	-289.31
06/14/2017	16250	Robert E. Bosso	-1,250.00
06/14/2017	16251	T & T Valve and Instrument, Inc.	-804.95
06/14/2017	16252	Trevor J. Zelmar	-200.00
06/15/2017	EFT	QuickBooks Payroll Service	-9,539.41
06/16/2017	DD1070	Coombes (P), Louise P	0.00
06/16/2017	DD1071	DeAlba (P), David	0.00
06/16/2017	DD1072	Dias (P), Mark R	0.00
06/16/2017	DD1073	Giron (P), Ester	0.00
06/16/2017	DD1074	Morris (P), Vicki	0.00
06/16/2017	DD1075	Zelmar (P), Trevor J	0.00
06/16/2017	16245	Dutra (P), Marcus	-205.76
06/16/2017	16246	Holman (P), Wayne R	-202.76
06/16/2017	DD1067	Leap (P), James E	0.00
06/16/2017	DD1068	Norton (P), K W	0.00
06/16/2017	DD1069	Smith (P), Richard	0.00
06/16/2017	E-pay	Employment Development Dept	-582.63
06/16/2017	E-pay	United States Treasury (EFTPS)	-4,276.94
06/19/2017	16253	USPO	-412.23
06/19/2017	16254	USPO	-225.00
06/21/2017	ACH	CalPERS	-2,178.11
06/21/2017	ACH	CalPERS	-2,185.44
06/21/2017	ACH	CalPERS	-2,316.98
06/21/2017	ACH	CalPERS	-2,299.68
06/21/2017	EFT	CalPERS	-2,691.32
06/21/2017	16255	ACE Hardware Prunedale	-48.40
06/21/2017	16256	Monterey Bay Analytical Services Inc	-26.00
06/21/2017	16257	Old Firehouse Market	-51.64
06/21/2017	16258	R & B Company	-335.58
06/21/2017	16259	Ryan Ranch Printers	-531.15
06/21/2017	16260	Salinas Pump Company	-39,919.07
06/21/2017	16261	TESCO Controls, Inc.	-1,748.55
Total UB Checking			-120,011.68
TOTAL			-120,011.68