

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

TUESDAY, March 22, 2022, 7:00 PM

Notice of HYBRID Meeting

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

The Aromas Water District Board of Directors meeting will be conducted in a hybrid setting. Directors, staff and public may attend the meeting remotely or in person. Public participation is encouraged – participation instructions are on the following page.

- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Jim Leap, Vice President Vicki Morris, Directors, Marcus Dutra, Richard Smith, and Wayne Holman.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Review the Minutes of the February 22, 2022, Regular Board Meeting for Board approval. p.3-5
- VII. **REPORT OUT FROM CLOSED SESSION, FEBRUARY 22, 2022**
- VIII. **ORAL COMMUNICATION:** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- IX. **PRESENTATIONS & REPORTS**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10
- X. **CONSENT CALENDAR:**
 - A. Consider adoption of Resolution #2022-04, extending the need for hybrid meetings, as presented in AB 361. p.11-12
 - B. Consider adoption of Resolution #2022-05, regarding the Identity Theft Prevention Program. p.13-16
- XI. **ACTION ITEMS:**
 - A. Consider receiving a progress report on the Marshall Well project, and providing direction to staff p.17
Staff will present a progress report on the Marshall Well project, for discussion and Board action.
 - B. **Financial Reports for the Month of February 2022** p.18-23
Including both Assessment Districts, the financial reports show a Total revenue of \$95,451.55; Total expenditures were \$159,301.24 between February 17, 2022, and March 15, 2022. These financials and monthly expenditures will be presented for discussion and approval.
 - C. **Adjourn to Closed Session**
As permitted by California Government Code Section §54956.9, the Board will adjourn to Closed Session to discuss personnel matters.
 - a. *Performance Evaluation – General Manager*
 - D. **Return to Open Session**
Statement of any action from Closed Session
- XII. **FUTURE MEETINGS & AGENDA ITEMS** – Next meeting – April 26, 2022
- XIII. **ADJOURNMENT**

Hybrid Meeting Attendance Instructions

The public may participate in the District's Board meeting either in person, or by teleconference / web conference via the instructions provided below. In person attendees will be subject to mask and distancing protocols.

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

www.aromaswaterdistrict.org

For those who choose to attend this meeting via Zoom will be muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>), click the link on the meeting date and time: <https://us02web.zoom.us/j/88914901860>

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

Call **(669) 900.9128** and enter the Webinar ID: 88914901860

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

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

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

Public engagement is important to the District, and hybrid meeting protocols are an evolving process. We appreciate everyone's understanding as we work through this together

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
February 22, 2022**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, February 22, 2022, at 7:00 p.m. in a hybrid setting; attendees were both present in the Board Room and online via Zoom.
- II ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also present was General Manager Johnson; Board Secretary Coombes and Counsel Bosso attended via Zoom.
- III. PLEDGE OF ALLEGIANCE.** President Leap led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. MINUTES.** The minutes of the January 25, 2022, Board Meeting were presented for review and approval. Vice President Morris moved for approval of the minutes as presented; Director Smith seconded. Minutes were unanimously approved with all Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. Director's Report(s).** There were no Director's reports.
- B. Attorney's Report.** Counsel Bosso related a cautionary tale regarding the ownership of water for the city of Weed. Vice President Morris asked about the progress of the initiative that requires a two-thirds vote; Counsel Bosso reported that it currently does not have enough votes to qualify it for the ballot in November.

C. Manager's Report

OPERATIONS & MAINTENANCE

Production & Well Levels

GM Johnson reported total production in January 2022 was 5,073,230 gallons, with a daily average of 163,563 gallons. Both Carpenteria Well and San Juan Well ran the entire month; however, Pleasant Acres was not used at all.

With the recent connection for Mr. Martinez where one new meter installed, the current total increased to 970 connected meters. All water testing continues to be both filed on time and represent satisfactory results.

Reporting on well levels; Carpenteria Well is down two feet, San Juan Well is down one foot. Observational wells; Marshall Well and Aimee Meadows are both down one foot.

INCIDENTS

None to report.

ADMINISTRATIVE

Staff & Board Recognition

WUSp Girōn continues to work with the Operations team to integrate tablets for routine recordkeeping to increase efficiency.

ASO Coombes and WUSp Girōn completed documentation to further progress the Cole and Rocks Road annexation; see Action Item X.C.

Since CO DeAlba returned to work, he has been working hard to catch-up on a number of tasks that were put on hold in previous months.

Operator Smith & GM Johnson continue to work with electricians TH Electric and XiO to be able to find a solution for remotely running the backwash.

GM Johnson has recently purchased a used Kubota in excellent condition and low mileage with many

additional features installed by the previous owner.

He is also working with Allterra Solar to prepare for the solar power and battery backup system installation at the District office.

The Ad-Hoc Infrastructure and Finance Committee met in January to review the financial advisor proposals and unanimously selected one of the three; after Counsel Bosso reviewed the proposal the successful candidate was notified.

Conservation & Rainfall

Since the start of the rainfall year on October 1, 2021, at total of 14.48 inches of precipitation have been recorded by the rain gauge at Chittenden pass, with none falling so far in February 2022.

PROJECTS

Orchard Hill Road proposed annexation progress

GM Johnson met with the new contact for the Orchard Hill group, [Eric Lieu] who had a number of questions, some of which are engineering questions and MNS are currently reviewing these, which may result in additional costs to be passed to the Orchard Hill group.

Cole Road & Rocks Road Annexation Project

A Resolution for the Categorical Exemption is Action Item X.C later in this meeting. Providing this is adopted, the application for LAFCo will begin.

New Water Source – Marshall Well Project

GM Johnson will present an update in Action Item X.B later in this meeting.

Correspondence: GM Johnson responded to Director Dutra's enquiry regarding the email from Mr. Mu of Oakridge Drive regarding erosion that occurs in wet weather when the District trucks are parked off-road there; Mr. Mu has suggested alternate parking locations.

GM Johnson also called the Board's attention to the last letter on the list written to the insurance company of the vehicle which destroyed the Fire Hydrant last October to express the urgency for the recompense of the repair costs in full.

IX. CONSENT CALENDAR

A. Consider adopting Resolution 2022-02 authorizing the continuation of hybrid/remote teleconferencing meetings pursuant to AB 361

Vice President Morris moved to adopt Resolution 2022-02 as presented; seconded by Director Holman. The Resolution was unanimously adopted, by roll-call vote, with all Directors present.

X ACTION ITEMS

A. Consider reviewing the Board Policy Manual 2020

The biennial review of the Board Policy Manual was performed and, other than a small correction suggested by Counsel Bosso, there were no other changes.

Vice President Morris moved to adopt the updated Policy Manual with the minor changes requested by Vice President Morris and Counsel Bosso; seconded by Director Smith. The updated Policy Manual was unanimously adopted with all Directors present.

B. Consider receiving a progress report on the Marshall Well project

MNS is still working on the preliminary engineering report, with the help of subcontractors. Luhdorf and Scalmanini objected to some of the wording in the contract, however, with some clarification from GM Johnson, this appears to have been resolved. The two submittals from the Municipal Advisors were reviewed by the Infrastructure and Finance Committee and one was chosen and the engagement contract will shortly be signed.

The update was received by consensus.

C. Consider adopting the Resolution 2022-03 certifying a Categorical Exemption for the annexation of 27 Cole Road and 6 Rocks Road parcels into the Aromas Water District boundary

Since PVWMA approved the application for annexation for these 33 parcels in January, prior to the application to LAFCo, the environmental documentation is the next step in the process. As the District is the applicant, the survey and LAFCo fees will initially be paid by the District; recompense for this will be calculated and may be proportionately charged as Administrative Fees per customer connection, with one connection per parcel.

Vice President Morris asked whether PVWMA had any concerns about any of the undeveloped parcels, to which GM Johnson confirmed there had been no comment. Director Smith asked if the bigger parcels were divided, could each division request a connection; GM Johnson confirmed that they could, but those will be considered individually if/when this occurs in the future.

Director Holman moved to adopt Resolution 2022-03 as presented; seconded by Director Dutra. Adoption of Resolution 2022-03 was unanimously adopted with all Directors present.

D. Financial Reports for the Month of January 2022

Total Assets / Liabilities & Equity are \$10,940,723.13, of which Total Current Assets are \$4,959,084.29, and Total Fixed Assets are \$5,832,518.84. In Liabilities, the Total Current Liabilities are \$234,838.70 and Total Liabilities are \$4,161,598.68.

In the P&L Report, Water Revenue for January was \$83,093.55. Total Expenditures were \$104,326.62 between January 19 to February 16, 2022.

On the graphical representation of the Financials, when compared to the current budget there is a +0.5% difference for YTD Revenue and -3.1% difference for YTD Expenditures.

Director Smith moved to adopt the Financial Reports as presented; seconded by Vice President Morris. The financial reports were unanimously adopted with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting date will be on Tuesday, March 22, 2022 and will be the same hybrid format as this meeting. Topics will include the GM Evaluation.

XI. ADJOURN TO CLOSED SESSION at 8:00pm.
Discussion of the potential acquisition of real property APN: 267-102-003-000 in Monterey County. The reporting out of the closed session will be given at the Board Meeting in March

XII. RETURN TO OPEN SESSION.

XIII. ADJOURNMENT. President Leap adjourned the meeting at 8:40pm until Tuesday, March 22, 2022.

Read and approved by: _____
President, Jim Leap

Attest: _____
Board Secretary, Louise Coombes

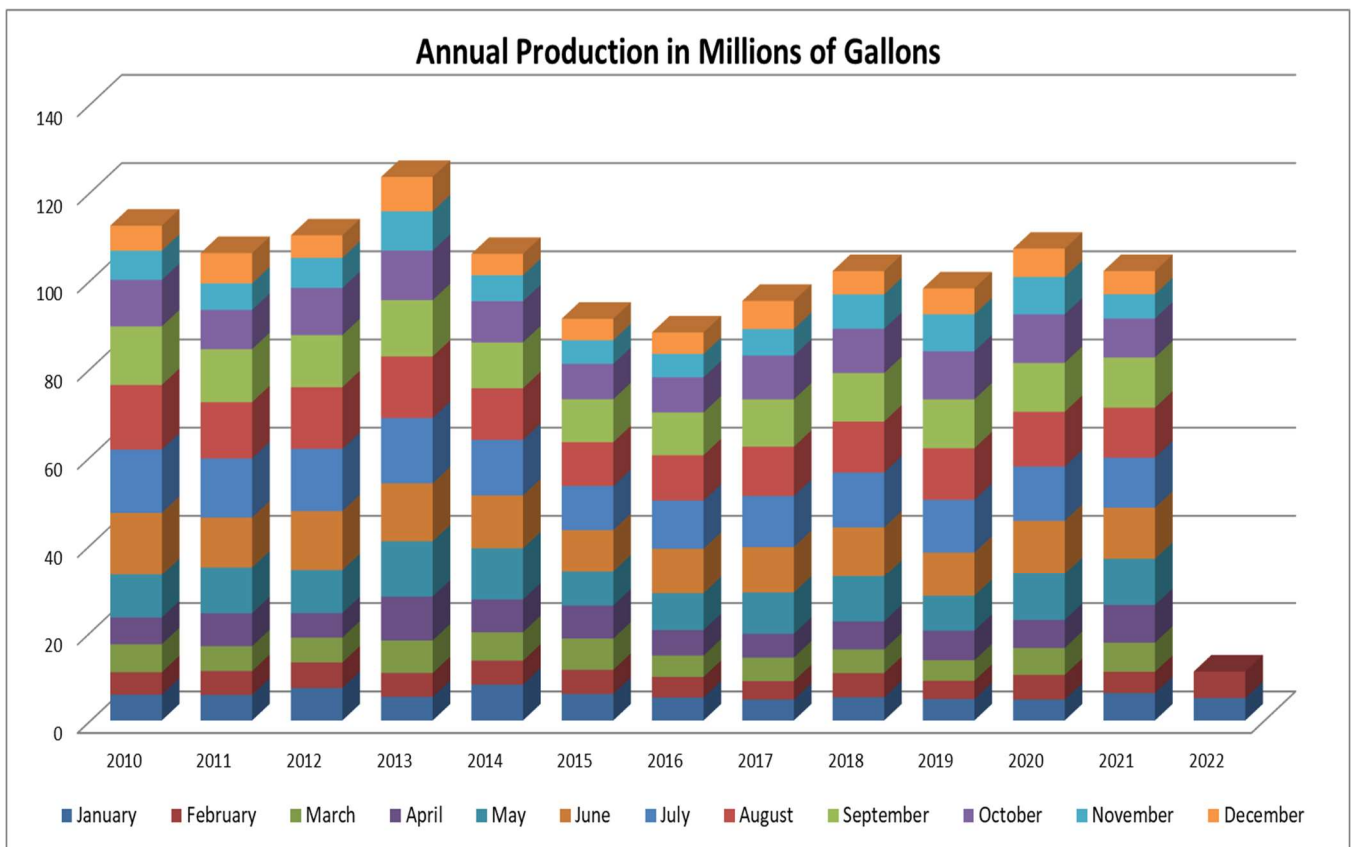
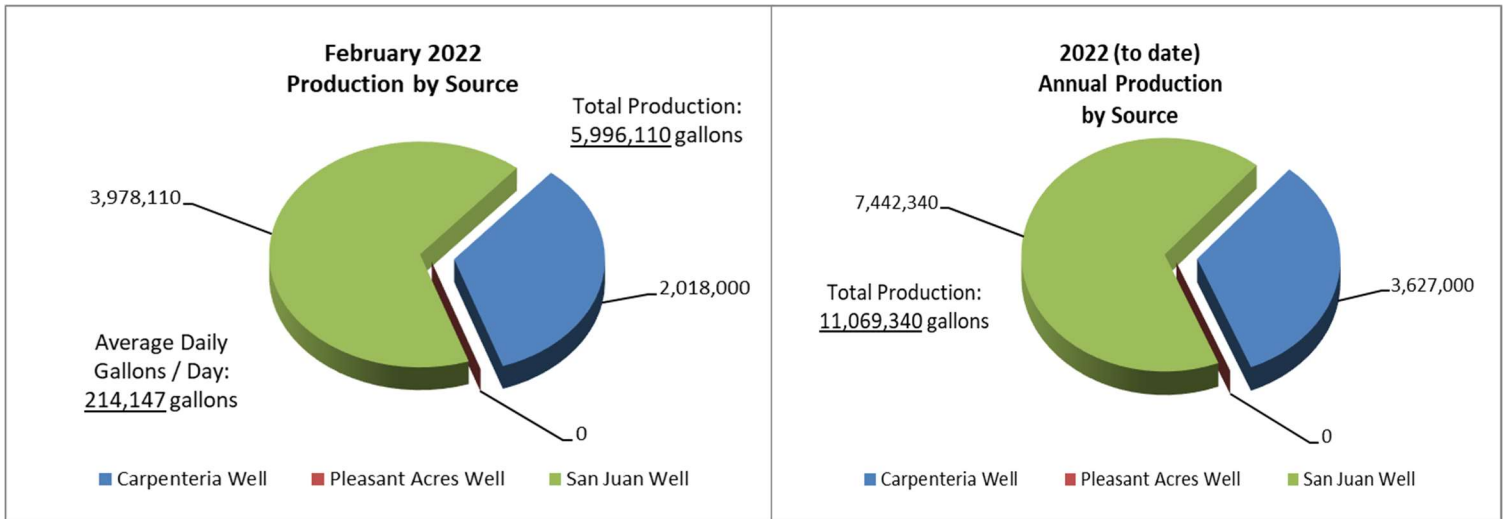
Date: _____

Date: _____

General Manager's Report February 2022



PRODUCTION REPORT



Totals	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Million Gal	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	107.1	102.07	11.07
Acre Ft	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	328.8	313.19	15.56

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 970 total meters installed.
- Both Carpentaria and San Juan wells were operated the entire month, while Pleasant Acres well was not used this month.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples were negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see chart following this report in Board Packet).

MAINTENANCE:

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

INCIDENTS:

- On March 10, 2022, CO DeAlba caught an entity stealing water from a District fire hydrant. The individuals came in the next day and paid for the water they had taken.
- On March 12, 2022, the operators were called out to another fire hydrant being hit by a car. This was a hit-and-run incident. Staff is filing the appropriate insurance paperwork.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- WUSp Girõn is working with Operator Smith on a Valve Marking and Exercising Program. This program will establish clear markings for system valves, as well as exercise all the system valves.
- ASO Coombes and WUSp Girõn are working on the next portions of the LAFCo application for the Cole Road/Rocks Road Annexation. Work is being done to secure a surveyor to establish the boundaries of the annexation.
- CO DeAlba has been working on several system issues to prepare for increased summer usage.
- Operator Smith and GM Johnson continue to work with Agee Electricians and XiO to resurrect the Ballantree communication system. The District has been using a loaner system from Agee for about six months since the system failed.
- Operator Smith and GM Johnson are working with TH Electric and XiO to develop a solution to performing a backwash at the water treatment plant. This a specialized component of the XiO System that, when incorporated into the entire system, will be the completion of the XiO System installation.
- GM Johnson and Board VP Morris met with NHA Advisors (Municipal Advisor) regarding financing options. District financial data was provided to NHA for analysis.
- GM Johnson worked with Quinn in Salinas to purchase a tow generator (in the Capital Budget) to run the booster sites, if needed, when there is a loss of power.
- GM Johnson worked with the Allterra Solar representative for the solar power and battery backup system installation at the office. Allterra is applying for the permit, which can take three weeks to be issued.

CONSERVATION UPDATE:

February 2022 usage figures are showing a continued reduction in consumption, as is expected this time of year.

October 1, 2021, marked the start of a new water year. As of the date of this report (March 16), the rain gauge at Chittenden Pass has recorded 14.56 inches of precipitation, with 0.08 inches falling this month. That is roughly a 65% increase (to date) over the precipitation received last year (9.48 inches).

PROJECTS:

1. Response to COVID-19 virus

Staff has been staying current on the ever-changing COVID-19 situation. The office has been reopened, and customers have adjusted to the changes. Staff has implemented the changes presented at the January Board of Directors’ meeting. The mask mandate has been lifted for vaccinated people; however, staff cannot evaluate the vaccination status of those who enter the office, therefore, masks are required for customers to enter.

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

Major component installations are complete – staff, electricians and XiO personnel are working to complete the control of the backwash unit and the Ballantree communications issues.

3. Orchard Hill Road proposed annexation progress

MNS Engineers completed the FINAL Technical Memorandum (TM), and it was released to the main spokespeople of the group. Staff recently met with the original point person, and the new point person on this project; he will be the new spokesperson. Some questions were raised that staff and consultants will be working through soon.

4. Progress on the Cole Road Outreach / Annexation Project

The PVWMA BOD approved the annexation effort, and staff has initiated the work on the LAFCo Application. Staff is working on the timing for the survey work.

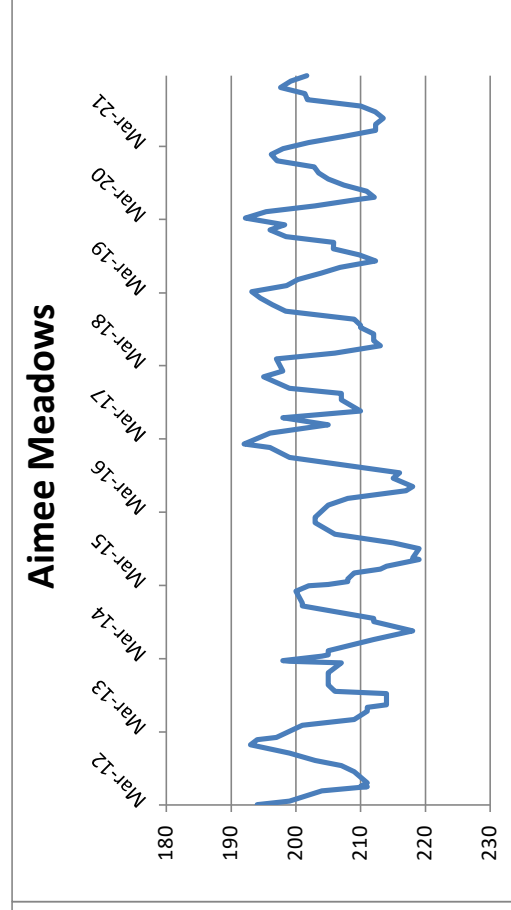
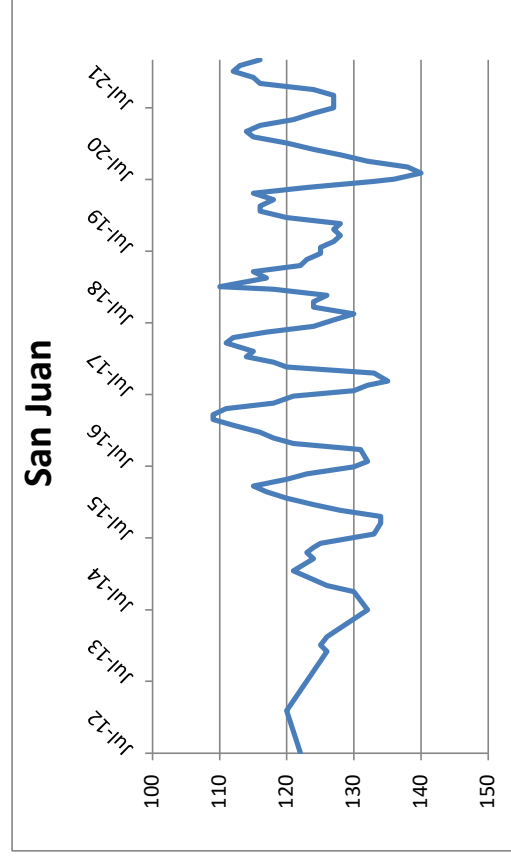
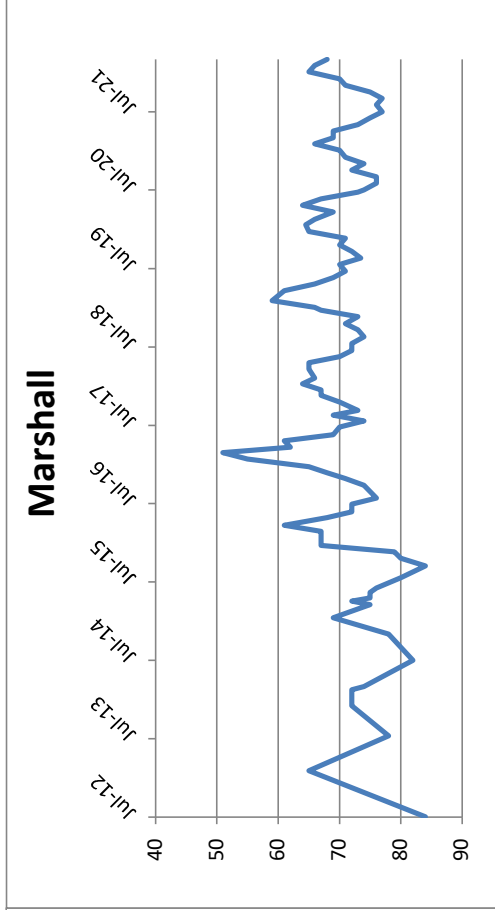
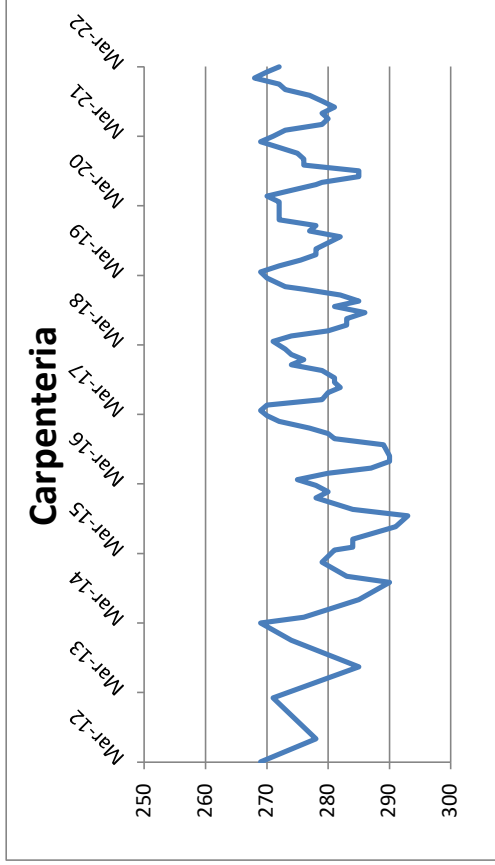
5. Progress on Finding a New Water Source Project

Staff will be presenting an update on this project as part of the Action Items at tonight’s meeting.

Robert Johnson
General Manager
March 16, 2022

Well Water Level Monitoring Depth to Water Measurements

Date: March 10, 2022



CORRESPONDENCE LIST: 2/17/2022 – 3/16/2022

DATE	TYPE	TO	FROM	SUBJECT
2/23/22	M	AWD	Monterey County Board of Supervisors	Regional Water Forum, March 15 th , 2022
2/23/22	E	R Johnson, AWD	SWRCB	Funding for County-wide and Regional Funding Programs Available from State Water Board
2/23/22	E	R Johnson, AWD	J Quenemoen, Allterra Solar	Panel Layout and Meter Tie In
2/24/22	E	C Hill, NHA Advisors	R Johnson, AWD	Aromas Water District Proposal
2/24/22	E	R Johnson, AWD	N Panofsky, MNS Eng.	[Forwarded] WaterSMART Drought Contingency Planning Grants Now Available
2/25/22	E	R Johnson, AWD	D Barrientos, Via Del Sol	[Potential for] Water Supply
2/26/22	E	R Johnson, AWD	C Heath, Pine Tree Ave	[Connection for] Parcel on Pine Tree Ave
2/28/22	E	R Rivas, Assembly Memb.	R Johnson, AWD	Introduction email after CSDA event last Friday
2/28/22	E	R Johnson, AWD	J Leap, Board President	Adopted Budget Request [forwarded]
3/1/22	E	K MacIsaac, COSB	R Johnson, AWD	Adopted Budget Request
3/2/22	E	D Barrientos, Via Del Sol	R Johnson, AWD	[Potential for] AWD Water Supply
3/3/22	E	O Figueroa, iFlow, Inc.	R Johnson, AWD	Meter Prices
3/3/22	M	D Davis, SoftLine Data	R Johnson, AWD	AWD's experience related to UBMax software customer service/support
3/11/22	E	SWRCB	E Girõn, AWD	Monthly Fe & Mn Field Test Results
3/11/22	E	SWRCB	E Girõn, AWD	Monthly Summary of Coliform Monitoring
3/11/22	E	SWRCB	E Girõn, AWD	Q1-2022 Chlorine of Chloramines
3/12/22	E	R Johnson, AWD	L Austin, Constituent/Customer	2022 San Benito County Multi-Jurisdictional Hazard Mitigation Plan
3/13/22	E	J Quenemoen, Allterra Solar	R Johnson, AWD	Battery Layout and Detail
3/14/22	E	R Johnson, AWD	E Lieu, Orchard Hill	Orchard Hill Report Update Costs
3/16/22	E	C Heath, Pine Tree Ave	R Johnson, AWD	[Connection for] Parcel on Pine Tree Ave



RESOLUTION 2022-04

RESOLUTION AUTHORIZING THE CONTINUATION OF HYBRID/REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

WHEREAS, the Aromas Water District (District) Board of Directors (BOD) is committed to preserving public access and participation in BOD's meetings; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, the proclaimed state of emergency remains in effect; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act providing the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the BOD deems it necessary to find a requirement to meet in person for meetings of the District could present imminent risks to the health and safety of attendees, and thus, intends to invoke the provisions of AB 361 related to teleconferencing; and

WHEREAS, the BOD has considered all information related to this matter, as presented at the public meetings of the BOD, including but not limited to the current circumstances related to the state of emergency, which continues to remain active; and

WHEREAS, the BOD further finds that the state of emergency continues to directly impact the ability of the members to meet safely in person.

(continued on next page)

NOW, THEREFORE BE IT RESOLVED, the Aromas Water District Board of Directors hereby resolves, and order as follows:

- 1. The BOD finds that the facts set forth in the recitals to the Resolution are true and correct.**
- 2. The above findings and this resolution apply to all meeting of the Aromas Water District subject to the Brown Act for the period of March 27, 2022, to April 26, 2022 (Resolution 2022-02 covers until March 26, 2022).**
- 3. As long as the State Emergency remains in effect or until directed otherwise by the BOD, staff shall present to the BOD at every meeting necessary, an item to continue the findings required by AB 361.**
- 4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of thirty (30) days from adoption of the Resolution or such time the BOD adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the BOD may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953; and**
- 5. The General Manager and District Counsel are directed to take such other necessary actions to implement the intent and purposes of the Resolution.**

PASSED AND ADOPTED by the Board of Directors of the Aromas Water District, Aromas, Monterey and San Benito Counties, California, at a Regular meeting duly held on this 22nd day of MARCH 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

ATTEST:

James Leap, Board President

Board Secretary, Louise Coombes



RESOLUTION 2022-05

Identity Theft Prevention Program

THIS PROGRAM IS INTENDED TO IDENTIFY RED FLAGS THAT WILL ALERT OUR EMPLOYEES WHEN NEW OR EXISTING ACCOUNTS ARE OPENED USING FALSE INFORMATION, PROTECT AGAINST THE ESTABLISHMENT OF FALSE ACCOUNTS, METHODS TO ENSURE EXISTING ACCOUNTS WERE NOT OPENED USING FALSE INFORMATION, AND MEASURES TO RESPOND TO SUCH EVENTS.

Contact Information

The Senior Management Person responsible for this program is Robert Johnson, General Manager.
Phone number: 831-726-5071

Board Members

1. James Leap, President
2. Vicki Morris, Vice President
3. Marcus Dutra, Director
4. Wayne Holman, Director
5. Richard Smith, Director

Risk Assessment

The Aromas Water District conducts internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information, the utility was able to identify red flags that were appropriate to prevent identity theft. The following situations were evaluated:

- New accounts opened In Person
- New accounts opened via Telephone
- New accounts opened via Fax
- New accounts opened via Email
- Account information accessed In Person
- Account information accessed via Telephone (Person)
- Identity theft occurred in the past from someone falsely opening a utility account

Detection (Red Flags)

The Aromas Water District adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary. The following are possibilities and will be monitored if necessary:

- Identification documents appear to be altered
- Photo and physical description do not match appearance of applicant
- Other information is inconsistent with information provided by applicant
- Other information provided by applicant is inconsistent with information on file.
- Personal information provided by applicant does not match other sources of information
- Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application)
- Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
- SS#, address, or telephone # is the same as that of other customer at utility
- Customer fails to provide all information requested
- Personal information provided is inconsistent with information on file for a customer
- Identity theft is reported or discovered

Response

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official. The following actions will be taken:

- Ask applicant for additional documentation
- Notify the General Manager: Any District employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify management
- Notify law enforcement: The District will notify Monterey or San Benito County Sheriffs of any attempted or actual identity theft.
- Do not open the account involved, or
- Close the account

Personal Information Security Procedures

The Aromas Water District adopts the following security procedures:

1. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
2. Employees will store customer files when leaving their work areas.
3. Access to offsite storage facilities is limited to employees with a legitimate business need.
4. Visitors who must enter areas where sensitive files are kept must be escorted by an employee of the Water District.
5. No visitor will be given any entry codes or allowed unescorted access to the office.
6. No District employee will give customer contact and/or account information to any non-employee requesting such information, except as necessary to government or law enforcement agencies or to bill collections services.
7. Access to sensitive information on computers will be controlled using passwords.
8. Passwords will not be shared or posted near workstations.
9. Anti-virus and anti-spyware programs will be run on individual computers weekly.
10. The use of laptops is restricted to those employees who need them to perform their jobs.
11. Laptops are stored in a secure place.
12. Laptop users will not store sensitive customer information on their laptops.
13. Employees will never leave a laptop visible in a car, at a hotel luggage stand, or packed in checked luggage.
14. The computer network will have a firewall where your network connects to the Internet.
15. The Water District will check references or do background checks before hiring employees who will have access to sensitive data.
16. New employees will sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.
17. Procedures exist for making sure that workers who leave the District's employ no longer have access to sensitive information.
18. Employees will notify District management of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
19. Paper records with sensitive data will be shredded before being placed into the trash.
20. A paper shredder will be available next to the photocopier.
21. Any data storage media will be disposed of by shredding, punching holes in, or incineration.
22. Employees will not disclose customer contact information to unauthorized individuals.
23. Employees will guarantee that Wi-Fi and internet hookups are secure.
24. Employees will stamp all checks received with deposit stamp upon receipt.
25. There will be a log off time period for online customer database.
26. Employees that access customer database from home will have secure access via password.

Identity Theft Prevention Program Review and Approval

This plan has been reviewed and adopted by the Aromas Water District Board of Directors. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

PASSED AND ADOPTED this 22nd day of March 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

James Leap, Board President

I, the undersigned District Secretary, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors of the Aromas Water District, California, at a regular meeting thereof, on the 22nd day of March 2022, by the vote indicated above, a majority of the members of said Board being present.

Dated: March 23rd, 2022

Louise Coombes - District Secretary

A report will be prepared annually and submitted to the above governing body to include matters related to the program including:

- the effectiveness of the policies and procedures,
- a summary of any identity theft incidents and
- the response to any such incidents and recommendations for necessary changes to the program, if any.

Staff Report



To: Board of Directors

Re: Item XI.A – Consider receiving a progress report on the Marshall Well project, and providing direction to Staff

Date: March 15, 2022

Summary / Discussion

The District’s Strategic Plan identified a number of projects to be completed within its five-year horizon. Some of those projects were identified in the 2019 Rate Study and were a basis for determining the water rates that were ultimately established. A non-exhaustive list of those projects includes: 1) Ballantree Tank Project, 2) School Road Tank Project, 3) Aimee Meadows Pressure-Reducing Station, 4) building an Operations Shop, and 5) installing solar power for the 388 Blohm Avenue facility. Also, identified for Fiscal Years 2024-2025 to 2026-2027 was a new water source (well) project. That project was moved up by Board decision due to current (and forecasted) hydrologic conditions.

Progress on the Marshall Well Project is as follows:

- 1) Staff has been engaging in bi-weekly progress meeting with MNS Engineers to make sure project tasks continue to move forward and identify issues. This bi-weekly forum has been invaluable in keeping the project on schedule.
- 2) Staff also had a kickoff meeting with Luhdorff and Scalmanini Consulting Engineers (LSCE) to begin discussing the timing of pre-drilling tasks, as well as the timing for the test well drilling. LSCE will begin working on the well permit as well as start participating in the bi-weekly progress meetings with AWD and MNS. LSCE staff will perform a site survey in the next couple of weeks to evaluate where ancillary facilities can be provisionally placed.
- 3) GM Johnson and Board VP Morris have met a couple times with the Municipal Advisor (NHA) to discuss and strategize project financing options. The last meeting was on March 14, and NHA provided some interesting information that shows a promising way forward to get this project completed. Up to date information will be presented at the Board meeting.

So, in short, the engineering is moving ahead, the geologists and drillers are preparing, and the financing is being worked out – all good news for this critical District project.

Staff Recommendation

Receive the progress report and provide direction to staff, if any.

Submitted by:

Robert Johnson
General Manager

Aromas Water District
Balance Sheet Prev Year Comparison
As of February 28, 2022

	Feb 28, 22	Feb 28, 21
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	58,254.72	166,729.92
UB Bk Money Market xxxx7853	1,022,376.79	512,589.96
LAIF-State of Ca xx-05	837,343.65	835,043.42
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA US Bank 102 Reserve	38,201.33	0.00
OAWA Union Bank Checking 7741	36,125.52	45,796.88
OAWA Union Bank 101 Redemption	0.00	11,761.10
OAWA Union Bank 102 Reserve	0.00	35,566.01
Oakridge Union Checking 5587	427,681.51	409,672.22
Total Assessment District Banks	502,008.36	502,796.21
Total Checking/Savings	2,420,083.52	2,017,259.51
Other Current Assets		
ACWA Deposit	0.00	2,080.80
1292 · Accounts Rec - USDA Loan	2,040,446.37	2,095,834.27
1291 · Accounts Rec - Orchard Acres	289,594.03	311,692.98
Prepaid Insurance	12,088.24	13,604.78
128 · Inventory	63,177.31	49,921.56
1200.1 · Accounts Receivable--UBMax	110,362.61	110,915.08
1201.9 · Less Allowance for doubtful ...	-500.00	-500.00
Total Other Current Assets	2,515,168.56	2,583,549.47
Total Current Assets	4,935,252.08	4,600,808.98
Fixed Assets		
1900 · Water System	12,127,023.40	11,996,024.67
1915 · Office Building & Improvements	398,261.43	398,261.43
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	117,577.39	117,577.39
1990 · Land and Easements	331,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-7,249,465.75	-6,683,196.75
Total Fixed Assets	5,819,059.30	6,254,329.57
Other Assets		
Deferred Outflow of Resources	149,120.00	140,939.00
Total Other Assets	149,120.00	140,939.00
TOTAL ASSETS	10,903,431.38	10,996,077.55

Aromas Water District
Balance Sheet Prev Year Comparison
As of February 28, 2022

	Feb 28, 22	Feb 28, 21
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	28,856.98	7,315.16
Total Accounts Payable	28,856.98	7,315.16
Credit Cards		
First Bankcard - S Smith #0239	1,732.79	185.91
First Bankcard - E Giron #1086	405.28	0.00
First Bankcard -R.Johnson #9031	457.37	40.00
First Bankcard-L Coombes #3294	119.97	0.00
First Bankcard - D DeAlba #2486	2,212.32	-3,207.49
Valero Fleet	369.20	131.49
Total Credit Cards	5,296.93	-2,850.09
Other Current Liabilities		
Accrued Sick Payable	3,177.04	0.00
Accrued Wages Payable	19,565.97	0.00
Current Portion City National	72,912.25	59,661.05
2100 · Payroll Liabilities	749.27	957.54
Deferred Inflows- Actuarial	4,337.00	10,090.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	2,000.00	2,000.00
Hydrant Meter Deposit	800.00	800.00
Total CUSTOMER DEPOSITS	2,800.00	2,800.00
Accrued Vacation Payable	34,129.54	27,815.70
Interest Payable	44,306.83	20,153.44
PVWMA Payable	14,664.90	14,493.98
Total Other Current Liabilities	196,642.80	135,971.71
Total Current Liabilities	230,796.71	140,436.78
Long Term Liabilities		
2392 · Long-term Debt - USDA (Oakr...	2,432,999.90	2,469,999.90
2391 · Long-term Debt - Orchard Acres	370,000.00	380,000.00
GASB 68 Pension Liability	608,060.00	577,103.00
City National Bank	750,538.78	865,611.94
Total Long Term Liabilities	4,161,598.68	4,292,714.84
Total Liabilities	4,392,395.39	4,433,151.62
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,751,025.55	2,687,889.75
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	-22,421.50	92,604.24
Total Equity	6,511,035.99	6,562,925.93
TOTAL LIABILITIES & EQUITY	10,903,431.38	10,996,077.55

Aromas Water District
Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	93,467.42	95,000.00	922,414.51	961,500.00	1,495,000.00
307 · Bulk Water	781.95	660.00	9,030.98	5,280.00	8,000.00
302 · Connection	0.00	0.00	43,920.00	14,460.00	30,800.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assessme...	0.00	0.00	102,838.93	97,000.00	195,000.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	47,969.08	42,000.00	76,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	150,808.01	139,000.00	271,000.00
304 · Other Office Income & Reimburse	0.00	125.00	0.25	1,000.00	1,500.00
306 · Interest	202.18	400.00	1,613.56	3,200.00	4,800.00
312 · Grant Revenue	1,000.00	0.00	1,000.00	1,500.00	1,500.00
Total Income	95,451.55	96,185.00	1,128,787.31	1,125,940.00	1,812,600.00
Gross Profit	95,451.55	96,185.00	1,128,787.31	1,125,940.00	1,812,600.00
Expense					
Operations					
403 · Fuel	1,538.18	1,250.00	9,185.11	10,000.00	15,000.00
404 · Truck Maint	275.74	625.00	5,694.85	5,000.00	7,500.00
431 · System Repair & Maint	7,753.69	5,830.00	60,036.95	46,640.00	70,000.00
463 · Water Analysis	664.00	540.00	3,381.00	4,320.00	6,500.00
464 · Water Treatment	1,997.88	1,200.00	15,127.21	12,500.00	20,000.00
468 · Tools	2,418.82	625.00	3,891.16	5,000.00	7,500.00
470 · Public Outreach / Annexation	180.00	400.00	3,754.67	3,200.00	30,000.00
Total Operations	14,828.31	10,470.00	101,070.95	86,660.00	156,500.00
Power					
449.75 · 388 Blohm, # C	37.78	33.00	231.43	264.00	400.00
449.5 · 388 Blohm, A & B Office	177.04	200.00	939.31	1,210.00	1,700.00
461.5 · RLS Tank Booster	9.53	12.50	75.88	100.00	150.00
447 · Leo Ln Booster	66.96	50.00	489.89	400.00	600.00
448 · Aimee Mdws Well	10.51	12.50	75.10	100.00	150.00
451 · Marshall Corp Yard	45.47	41.00	296.50	328.00	500.00
452 · Rea Booster @ Seely	74.29	52.00	444.09	416.00	625.00
454 · Carr Booster	475.83	575.00	4,094.57	4,600.00	6,900.00
458 · Pleasant Acres Well	78.71	330.00	859.86	2,640.00	4,000.00
459 · Seely Booster @ Carpenteria	86.13	41.00	5,211.76	328.00	500.00
460 · San Juan Well	4,815.78	3,400.00	41,170.43	41,500.00	63,000.00
461 · Cole Tank	15.95	16.00	115.36	128.00	200.00
462 · Rea Tank	16.24	16.00	116.41	128.00	200.00
465 - Lwr Oakridge Boost	95.68	125.00	794.53	1,000.00	1,500.00
465.5 - Upper Oakridge Booster	0.00	0.00	300.00	350.00	700.00
466 · Pine Tree Tank	15.68	16.00	108.56	128.00	200.00
Total Power	6,021.58	4,920.00	55,323.68	53,620.00	81,325.00
Payroll					
Covid Sick Supp.	0.00		302.96		
Gross	33,223.98	35,414.00	246,077.46	283,312.00	424,969.00
Comp FICA	2,053.40	2,195.00	14,181.44	17,560.00	26,348.00
Comp MCARE	483.91	513.50	3,591.99	4,108.00	6,162.00
Comp SUI	267.45	182.00	1,016.39	1,456.00	2,188.00
Total Payroll	36,028.74	38,304.50	265,170.24	306,436.00	459,667.00
Employee / Labor Costs					
407 · Outside Services	610.41	500.00	5,747.29	4,000.00	6,000.00
408 · Uniform Allowance	218.28	330.00	739.28	2,640.00	4,000.00
409 · Workers Comp	408.34	1,057.00	3,851.06	8,456.00	12,691.00
410 · Health Ins	5,803.08	5,948.00	53,898.00	47,584.00	71,387.00
474 · Education	175.00	625.00	4,798.53	5,000.00	7,500.00
477 · Retirement	2,955.42	2,433.00	76,364.87	76,714.00	86,446.00
Total Employee / Labor Costs	10,170.53	10,893.00	145,399.03	144,394.00	188,024.00

Aromas Water District
Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	Jul '21 - Feb 22	YTD Budget	Annual Budget
Office					
440 · Misc Exp	264.00	330.00	2,800.48	2,640.00	4,000.00
444 · Postage	232.49	330.00	2,505.46	2,640.00	4,000.00
445 · Office Supplies	40.00	330.00	1,662.52	2,640.00	4,000.00
446 · Office Eqpmt and Maint	134.24	150.00	4,769.30	3,110.00	15,000.00
Total Office	670.73	1,140.00	11,737.76	11,030.00	27,000.00
Communications					
455 · Phone, Off	454.21	350.00	3,841.24	2,800.00	4,200.00
456 · Telemetry	779.03	677.00	6,115.82	5,416.00	8,124.00
457 · Answ Serv/Cellular Phone	374.84	330.00	2,667.04	2,640.00	4,000.00
Total Communications	1,608.08	1,357.00	12,624.10	10,856.00	16,324.00
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,900.16	2,600.00	5,200.00
4590 · Bond Interest Exp - Assess D...	0.00	0.00	60,429.99	64,000.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	12,957.76	13,000.00	26,000.00
467 - Depreciation Reserve	53,503.00	53,503.00	428,024.00	428,024.00	642,035.00
406 · Liability Ins	1,702.06	1,660.00	13,558.26	13,280.00	20,000.00
420 · Legal Fees	1,400.00	1,400.00	11,200.00	11,200.00	17,000.00
422 · Bank Charges	114.72	158.00	1,004.02	1,264.00	1,900.00
423 · Litigation Contingency	0.00	830.00	0.00	6,640.00	10,000.00
425 · Audit	0.00	1,093.00	8,825.00	8,744.00	13,125.00
471 · Bad Debts	0.00	40.00	0.00	320.00	500.00
473 · Memberships	119.97	120.00	21,983.86	19,910.00	20,000.00
Total Administrative & General	56,839.75	58,804.00	559,883.05	568,982.00	883,760.00
Total Expense	126,167.72	125,888.50	1,151,208.81	1,181,978.00	1,812,600.00
Net Ordinary Income	-30,716.17	-29,703.50	-22,421.50	-56,038.00	0.00
Net Income	-30,716.17	-29,703.50	-22,421.50	-56,038.00	0.00

Aromas Water District
Monthly Expenditures
 February 17 through March 15, 2022

Date	Num	Name	Amount
UB Checking			
02/22/2022	18617	Quinn Rental	-10,925.00
02/23/2022	E-pay	Employment Development Dept	-714.92
02/23/2022	E-pay	United States Treasury (EFTPS)	-4,088.88
02/24/2022	EFT	QuickBooks Payroll Service	-6,268.72
02/25/2022	DD1776	Bowman (P), Naomi	0.00
02/25/2022	DD1777	Coombes (P), Louise P	0.00
02/25/2022	18619	DeAlba (P), David	-2,990.99
02/25/2022	DD1778	Giron (P), Ester	0.00
02/25/2022	DD1779	Johnson (P), Robert L	0.00
02/25/2022	18620	Smith (P), Shaun	-1,425.86
02/25/2022	EFT	CalPERS	-2,532.24
02/25/2022	EFT	CalPERS	-853.80
02/25/2022	EFT	Bank Service Fees	-119.72
03/01/2022	18618	Aromas Water District (Petty Cash)	-180.00
03/01/2022	18621	A.L. Lease Co.	-259.38
03/01/2022	18622	ACE Hardware Prunedale	-98.96
03/01/2022	18623	ADT Security Services, Inc.	-400.67
03/01/2022	18624	C & N Tractors	-382.36
03/01/2022	18625	CALNET3	-705.26
03/01/2022	18626	Core & Main (Formerly HD Supply)	-25.38
03/01/2022	18627	Grainger Inc	-585.14
03/01/2022	18628	Mid Valley Supply	-1,997.88
03/01/2022	18629	Osuna Auto Electric	-208.88
03/01/2022	18630	Rob Johnson	-50.00
03/01/2022	18631	United Way serving San Benito County	-32.00
03/01/2022	18632	USA BlueBook	-955.65
03/01/2022	18633	Viking Septic	-660.00
03/01/2022	18634	XIO, INC.	-474.00
03/01/2022	Pd Online	P G & E	-5,935.45
03/01/2022	Pd Online	First Bankcard	-3,461.42
03/04/2022	18635	USPO	-116.00
03/04/2022	18636	USPO	-232.49
03/04/2022	NSF	Bill Adjustment Report	-67.19
03/09/2022	E-pay	Employment Development Dept	-700.53
03/09/2022	E-pay	United States Treasury (EFTPS)	-4,125.20
03/09/2022	Pd Online	Charter Communications - Spectrum	-72.98
03/10/2022	EFT	QuickBooks Payroll Service	-7,016.53
03/10/2022	18641	Quinn Rental	-83,548.81
03/10/2022	18642	ACE Hardware Prunedale	-25.75
03/10/2022	18643	CSSC	-107.00
03/10/2022	18644	Howard E. Hutching Company Inc.	-241.25
03/10/2022	18645	MNS Engineers Inc.	-698.75
03/10/2022	18646	Monterey Bay Solutions, LLC	-225.00
03/10/2022	18647	Old Firehouse Market	-579.12
03/10/2022	18648	Osuna Auto Electric	-41.86
03/10/2022	18649	Streamline	-100.00
03/10/2022	Pd Online	P G & E	-86.13
03/10/2022	Pd Online	Valero Fleet	-249.20
03/10/2022	Pd Online	Intuit	-700.68
03/11/2022	DD1780	Bowman (P), Naomi	0.00
03/11/2022	DD1781	Coombes (P), Louise P	0.00

03/17/22

Aromas Water District
Monthly Expenditures
 February 17 through March 15, 2022

Date	Num	Name	Amount
03/11/2022	18637	DeAlba (P), David	-2,823.12
03/11/2022	DD1782	Giron (P), Ester	0.00
03/11/2022	DD1783	Johnson (P), Robert L	0.00
03/11/2022	18638	Smith (P), Shaun	-1,374.86
03/11/2022	18639	Dutra (P), Marcus	-234.51
03/11/2022	18640	Holman (P), Wayne R	-234.51
03/11/2022	DD1784	Leap (P), James E	0.00
03/11/2022	DD1785	Morris (P), Vicki	0.00
03/11/2022	DD1786	Smith (P), Richard	0.00
03/11/2022	EFT	CalPERS	-2,533.56
03/11/2022	EFT	CalPERS	-825.07
03/15/2022	18650	David DeAlba	-25.74
03/15/2022	18651	Mid Valley Supply	-1,334.12
03/15/2022	18652	Monterey Bay Analytical Services Inc	-664.00
03/15/2022	18653	Pelmar Engineering Ltd.	-1,184.00
03/15/2022	18654	R & B Company	-1,113.80
03/15/2022	18655	Recology San Benito County	-58.08
03/15/2022	18656	Robert E. Bosso	-1,400.00
03/15/2022	18657	Shaun Smith	-11.00
03/15/2022	Pd Online	Verizon Wireless	-217.84
Total UB Checking			-159,301.24
TOTAL			-159,301.24