



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

TUESDAY, March 26, 2019

7:00 PM

President- Richard Smith Vice President-Wayne Holman Director- Marcus Dutra Director- Wayne Norton Director- James Leap General Manager- Robert Johnson Board Secretary-Louise Coombes
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- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Richard Smith, Vice President Wayne Holman, Directors, Marcus Dutra, Wayne Norton and James Leap.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Motion to approve the Minutes of the February 26, 2019 Board Ethics Workshop and Regular Board Meeting p.3-5
- VII. **ORAL COMMUNICATION:** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so during Oral Communications. Please limit your comment to three minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS & REPORTS**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10-11
- IX. **ACTION ITEMS:**
 - A. **Consider Adopting the Updated Resolution 2019-02 for the Identity Theft Prevention Program** p.12-20

Staff will present the updated Resolution 2019-02 for the Identity Theft Prevention Program for discussion and Board action.
 - B. **Consider Adopting a District Legislative Advocacy Policy, and providing direction to Staff** p.21-26

Staff will present a DRAFT District Legislative Advocacy Policy for discussion and Board action.
 - C. **Consider Approving the Water Tank Cleaning recommendation, and providing direction to Staff**

Staff will present findings from the request for Water Tank cleaning bids and provide a recommendation for the Board to consider.
 - D. **Financial Reports for the Month of February 2019** p.27-32

Oakridge & Orchard Acres Assessment Districts are now included in the financial reports. Therefore, the reports show a Total Revenue of \$66,050.20; Total expenditures were \$72,048.98 between February 21, 2019 and March 20, 2019. These financials and monthly expenditures will be presented for discussion and approval.
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó Tuesday, April 23, 2019
- XI. **ADJOURNMENT**

Next Res. # 2019-03

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 Workshop and Regular Meeting of the Board of Directors of the Aromas Water District February 26, 2019

Ethics Workshop

- I. **CALL TO ORDER.** The workshop meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Tuesday, February 26, 2019 at 5:00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.
- II. **ROLL CALL.** President Smith, Vice President Holman and Directors Norton, Leap and Dutra were present. Also in attendance were General Manager Robert Johnson and Counsel Bob Bosso.
- III. **PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
- IV. **WORKSHOP.** The Biennial AB1234 Ethics Training refresher was conducted by Council Bob Bosso, meeting the requirements of the California Government Code Section 53235b. The workshop adjourned at 6:30 pm.

Return to Regular Meeting

- I. **CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Tuesday, February 26, 2019 at 7.00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.
- II. **ROLL CALL.** President Smith, Vice President Holman and Directors Norton, Leap and Dutra were present. Also in attendance were General Manager Robert Johnson, Management Consultant Morris, Counsel Bob Bosso, Board Secretary Louise Coombes and Staff Ester Girōn
- III. **STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- IV. **ADDITIONS AND DELETIONS.** There were no additions or deletions to the Agenda.
- V. **MINUTES.** The minutes of the January 22, 2019 Board Meeting were presented for review and approval; there were no corrections or comments. Director Leap moved for approval of the minutes and Director Holman seconded. Minutes were unanimously approved with all Directors present.
- VI. **REPORT FROM CLOSED SESSION.** On January 22, 2019, the Board gave direction to the General Manager.
- VII. **ORAL COMMUNICATION.** Several members of the public were in attendance, many of whom are members of Preserve Our Rural Community (P.O.R.C.). Individuals who provided comment were; Andy and Mary Hsia-Coron, Gina Paolini, Susan McRae, Tom Harris and Robert Robe. Concern was expressed regarding the impact of the proposed development of four nodes on 101; increased traffic, threat to wildlife habitat and especially the negative impact of hotels/restaurants on an already overdrafted water basin.

VIII. REPORTS/PRESENTATIONS

- A. **Director's Reports.** Director Norton commented that he has noticed one or two recent Bills attempting to create Trusts in order to assist disadvantaged communities with water; Monning and Caballero in particular. In light of this, Director Norton enquired as to whether the District has a policy of taking a position on advocacy of such Bills. He said he had noticed in a recent CSDA publication a suggestion to implement such a policy. He suggested an Ad-Hoc Committee to be created to develop Director Legislative Advocacy and how the District Board should take a position as a collective. GM Johnson suggested that he will look at the new Director Handbook from the CSDA for further information.

President Smith reported that he and Director Leap attended the recent public meeting at the Grange presenting and discussing the proposed development of the commercial nodes along 101.

- B. **Attorney's Report.** Counsel Bosso reported that there are a few new legislations that have only just been introduced, so nothing to currently report. The recent Goleta case did not make a decision on tiered rates, but this case may be going to the Supreme Court for a further hearing.

C. Manager's Report

OPERATIONS

No new meters have been installed this month so the total number of meters remains at 957 on 902 parcels. All water testing continues to be both, filed on time and represent satisfactory results.

Production & Well Levels

GM Johnson reported total production, in January 2019 is just over 4.8 million gallons; the daily average at 211,560 gallons. GM Johnson noted that in order to make sure the graph remains readable, the 2007 data points have now been removed. Carpenteria Well was operational for the whole of January and San Juan Well was operational for all but two days in January. Pleasant Acres Well was only used when needed; during January it was used for five days.

Reporting on the well levels shows that Carpenteria Well is up three feet, San Juan Well is down seven feet, Marshall Well is up seven feet and Aimee Meadows Well is up two feet.

Incidents

There were no incidents to report this month.

ADMINISTRATIVE

Staff & Board Recognition

GM Johnson let the Board know that AC Giron and ASO Coombes continue to go above and beyond to perform three jobs between the two of them, to keep everything running smoothly. GM Johnson was pleased to report that the new Customer Service Representative, Naomi Bowman, has been hired and started yesterday.

GM Johnson also wanted to continue to give credit to CO DeAlba who is working very hard alone since Operator Zelmar is still out on leave. Operator Sanchez is taking some time out to study, but is willing to assist CO DeAlba if need be. With direction from the previous Board Meeting, GM Johnson has hired a temporary, paid intern, Shaun Smith, for three days a week to assist CO DeAlba.

GM Johnson reported that he has initiated some planning for the District's 60th Anniversary, beginning with a banner to be displayed on the front of the office.

GM Johnson reported that he has sent out requests for bids to perform the tri-annual tank cleaning, with a closing date of the end of February 2019.

Conservation & Rainfall

According to the rain gauge at Chittenden, since the beginning of the rain year, October 1, 2018, a total of 18.92" has been recorded, including the reading for today, with 7.4" falling in February.

Projects

Annexation on Cole Road. GM Johnson, along with Mr Capron & Ms Rekedal attended the Pajaro Valley Water Management Agency monthly meeting and requested an exception from their exportation Ordinance which, after some discussion, was granted. This means that the annexation process for the four Cole Road parcels can now continue. Mr Eilert was also in attendance; see further information in Action Item IX.A.

Rate Study Request for Proposal. GM Johnson reported that he has now received four Rate Study proposals. More information in Action Item IX.B.

Fencing at Marshall Yard. The security fencing is now complete. In addition, signs and motion sensitive lighting is in place at the gate.

- D. Correspondence.** GM Johnson noted that there was a surfeit of correspondence this past month. He pointed out the requests and proposals for the rate studies and tank cleaning. Otherwise there were no questions from the Board.

IX. ACTION ITEMS

A. Consider adopting a Resolution (2019-01) certifying a Categorical Exemption for the annexation of the single Eilert parcel in the Rancho Larios area into the Aromas Water District boundary.

The annexation process continues with the next step of adopting the Resolution 2019-1 to find that the Eilert parcel is categorically exempt from the requirements of the California Environmental Quality Act under section 15319 of the California Code of Regulations. This fulfils the list of the items required for the San Benito County LAFCO application.

Vice President Holman moved to adopt the Resolution 2019-1 to find that the Eilert parcel is categorically exempt, under Section 15319 of the California Code of Regulations, from the requirements of the California Environmental Quality Act. The motion was seconded by Director Norton. President Smith called for public comment, but there was none. With a roll call vote, the Resolution was unanimously adopted with all Directors present.

B. Consider approving the Rate Study Consultant recommendation.

GM Johnson summarized and presented the four rate study proposals received, considering the District's budget, proposal price, previous experience with AWD, provision for reserves and funding of new projects. GM Johnson had ranked the four proposals based on these indicators and other details in the proposals.

Director Leap moved to accept the proposal from Municipal Financial Services. The motion was seconded by Director Dutra. The Staff recommendation to accept the proposal from Municipal Financial Services was unanimously adopted with all Directors present.

C. Financial Reports for the month of January 2019.

Including the Oakridge and Orchard Acres Assessment Districts, the total revenue for January was \$71,350.86; Total expenditures were \$64,588.66 between January 17 and February 20, 2019.

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,671,826.01, of which *Total Current Assets* are \$4,390,138.89, and *Total Fixed Assets* are \$7,092,406.32. In *Liabilities*, the *Total Liabilities* are almost \$4.9 million. GM Johnson is in the process of creating letters to both of the customers regarding their connection deposits.

In the **P&L Report**, *Water Revenue* for December was \$69,409.70 as compared to the budgeted \$66,000.00. *Power* expenses, still shows a lump sum payment for the Lower Oakridge Booster in the Fiscal Year column which will no longer be present on the budget for FY 2019/2020. *Payroll* is still under budget for due to staffing vacancies during January.

In the **Monthly Expenditures**. GM Johnson pointed out the cost of replacing the upholstery in the meter reading truck. Vice President Holman enquired whether the XiO system is up and running yet. GM Johnson explained that as XiO do not perform the installations and we have been short staffed, the installations have not yet happened.

Vice President Holman moved to adopt the Financial Reports as presented; seconded by Director Leap. The Financial Reports were unanimously accepted with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, March 26, 2019.

GM Johnson pointed out that in upcoming months there will be a requirement for a Budget Ad Hoc Committee for the Expense and Capital Budgets. President Smith appointed a Committee of himself and Director Leap with the meeting date and time to be determined later.

Director Norton expressed interest in being part of a Legislative Ad Hoc Committee and hoped an item about this would be included in the March Board Meeting.

XI. ADJOURNMENT. President Smith adjourned the meeting at 8:01 pm until Tuesday, March 26, 2019.

Read and approved by: _____
President, Richard Smith

Attest: _____
Board Secretary, Louise Coombes

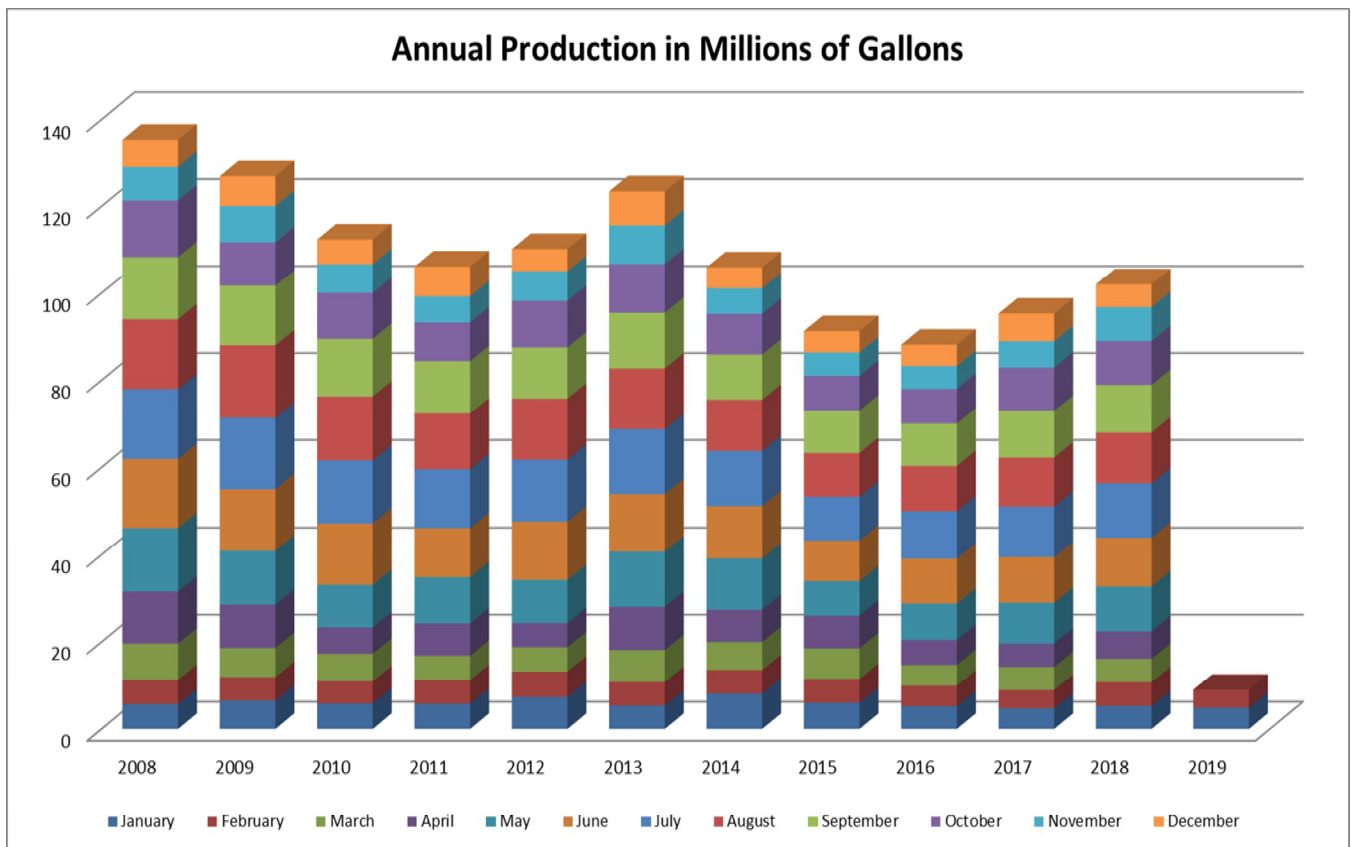
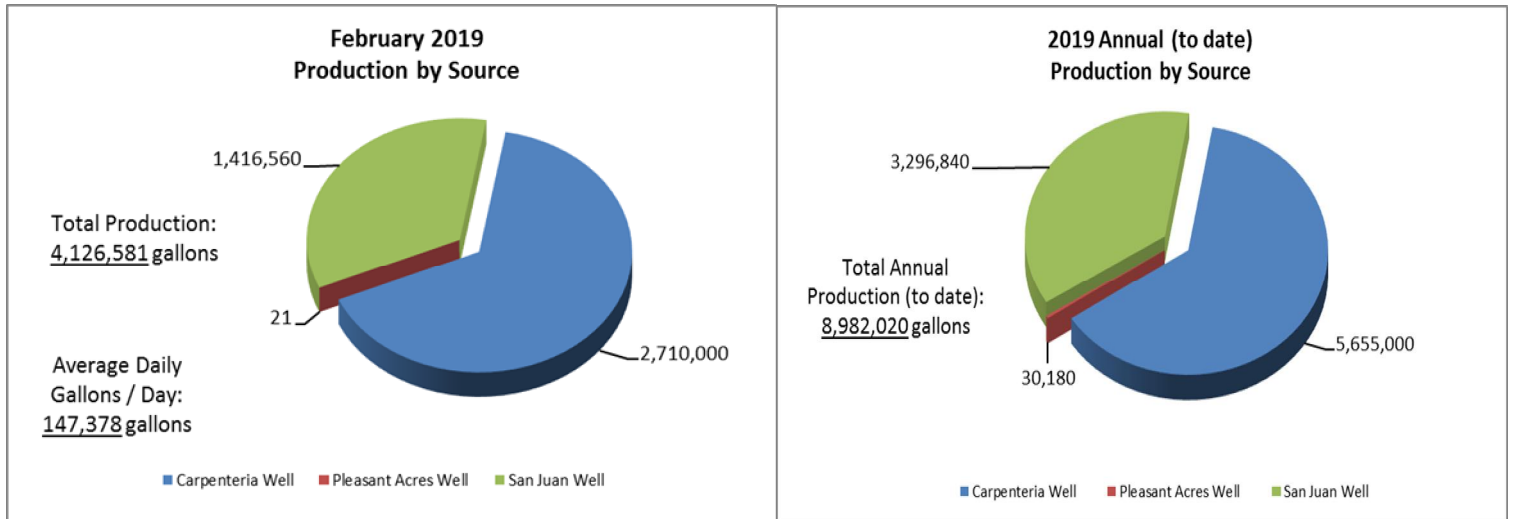
Date: _____ 2019

Date: _____ 2019

General Manager's Report February 2019



PRODUCTION REPORT



Totals	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Million Gal	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	8.982
Acre Ft	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	27.56

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 957 total meters, on 902 parcels.
- Loss Production system wide has been maintained at below 5% for over 18+ months.
- Carpentaria well was operational the entire month, San Juan was not utilized three days; while Pleasant Acres well was run for a minimal amount of time.
- Water Treatment Plant; finished water was non-detect for both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Mn / Fe were filed on time.
- WTP filters are being backwashed when necessary (less in the winter time).
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance and analyzer maintenance at all wells, as time allows
- Maintenance tasks are being performed as time allows

INCIDENTS:

- None during this reporting period

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- Administrative Services Officer (ASO) Coombes and Account Clerk (AC) Girōn are keeping the running smoothly while training the new Customer Service Representative (CSR).
- The new CSR, Naomi Bowman, started on February 25, and has been catching on quickly to the office procedures as well as being friendly and engaging to the customers during training.
- Chief Operator (CO) DeAlba has been keeping the District's infrastructure functioning single-handedly, since early October, since Operator Zelmar has been out on leave.
- With Operator Zelmar's absence, GM Johnson has hired another operator on a part-time temporary basis to work three days a week, moving to five days a week when his current internship with Santa Clara Valley Water District is completed. He started February 19.
- CO DeAlba continues to work on the back unit when weather dictates, to help refurbish that space so it can be utilized more effectively in the future.
- GM Johnson held a staff meeting on March 6 to welcome the new employees and discuss what lies ahead in the next six months or so; including the planning efforts for the AWD 60th anniversary celebration.

CONSERVATION UPDATE:

January 2019 usage figures are indicative of the reduced water use due to winter rainfall.

October 1, 2018 marked the start of a new water year. As of the date of this report (**March 12**), the rain gauge at Chittenden Pass has recorded 21.68 inches of precipitation this water year, with 2.36 inches falling so far in the month of March.

PROJECTS:

1. Capron et al Annexation – Cole Road area

This project continues to move forward. Staff presented this item to the Pajaro Valley Water Management Agency (PVWMA) Board of Directors on February 20; after PVWMA Board discussion, the annexation was given the green light to move forward. An agreement with PVWMA, as well as environmental documentation similar to the Eilert annexation will be coming to the Board in April.

2. Aromas Water District Rate Study – update

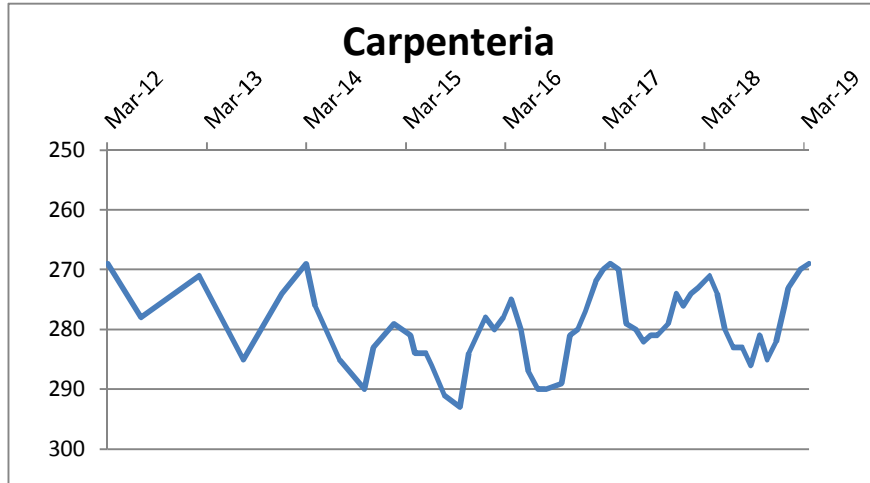
The District Board of Directors selected a consultant to perform the next five-year Rate Study for the District. Staff has been interacting with the consultant and is providing data requested to initiate the project.

3. Planning Efforts for the 60th Anniversary of Aromas Water District

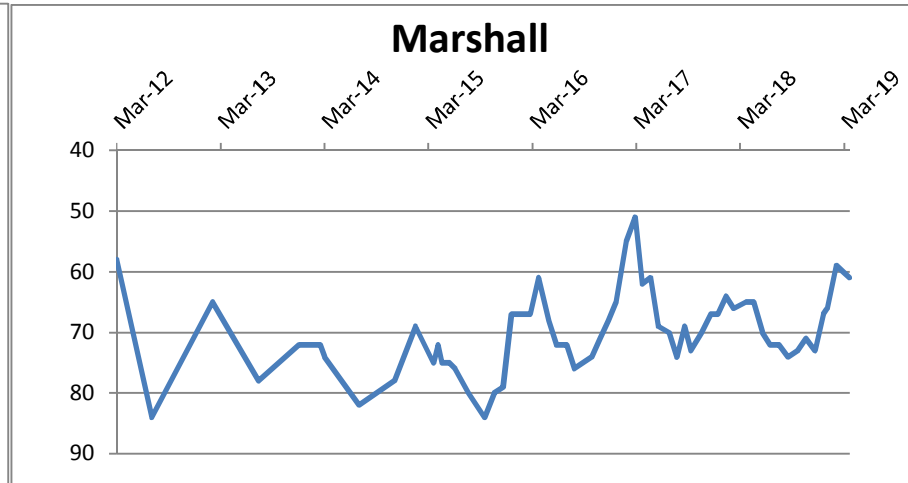
Planning efforts for the Aromas Water District 60th Anniversary celebration have commenced, and staff is working to develop an event worthy of the District's history. Initially, a commemorative banner has been created and installed on the building. The actual celebration is tentatively scheduled for July 2019.

Robert Johnson
General Manager
March 12, 2019

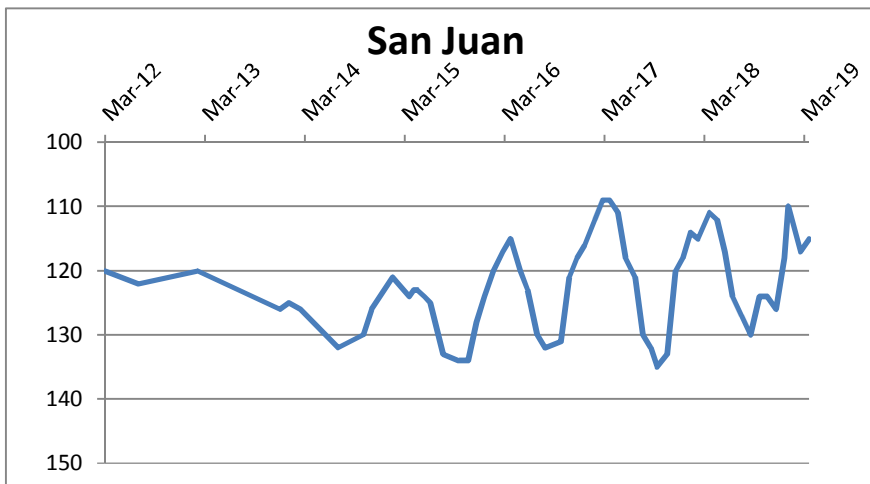
Well Water Level Monitoring
 Depth to Water Measurements
 Date: March 12, 2019



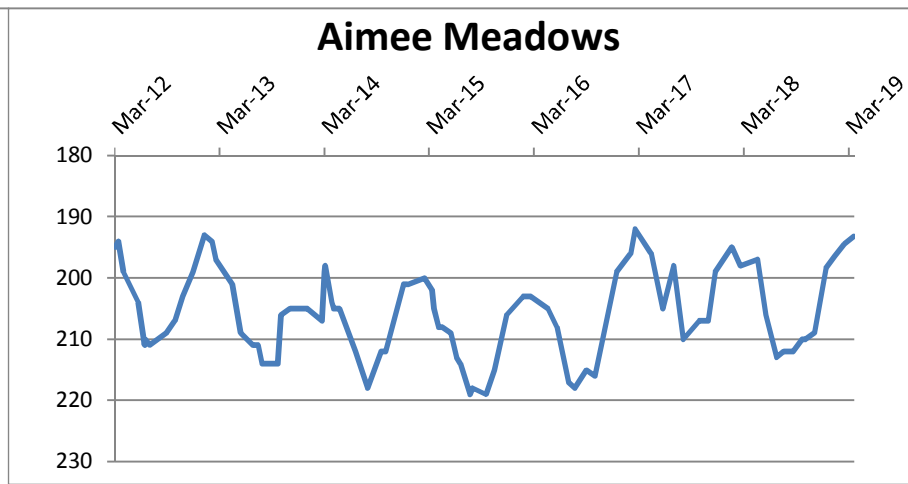
Carpenteria Well (production): Previous Read = 270 feet ; Current Read = 269 feet



Marshall Well (monitoring): Previous Read = 59 feet ; Current Read = 61 feet



San Juan Well (production): Previous Read = 117 feet ; Current Read = 115 feet



Aimee Meadows (monitoring): Previous Read = 194 feet ; Current Read = 193 feet

CORRESPONDENCE LIST: 2/21/2019 - 3/19/2019

DATE	TYPE	TO	FROM	SUBJECT
2.19.19	E	R Johnson, AWD	J Sweigert, SWRCB	Lead Service Line Inventory Status and Next Steps
2.20.19	M	R Johnson, AWD	M. Scheafer, SDRMA	Rate Increase for Worker's Comp. in 2019-20
2.20.19	E	L. Coombes, AWD	SWRCB	Annual DRINC Report due date: 4.19.19
2.22.19	E	AWD	ACWA Outreach Alert	Urge to Support SB 669 - Safe Drinking Water
2.27.19	M	R Johnson, AWD	Law Offices of R. Bosso	Certificates of Completion - Ethics Course
2.27.19	M	R Johnson, AWD	S Capron, Cole Road	LAFCO questionnaire for Cole Road Annexation
2.28.19	E	AWD	T Bisby, Transparent CA	Public Records Req: Compensation Reports 2017
2.28.19	E	T Messier	R Johnson, AWD	Rancho Larios Landscape Water Costs
3.1.19	E	AWD	CalPERS	New Roth Option for SIP 457 Plan
3.1.19	E	T Bisby, Transparent CA	L Coombes, AWD	Response to Pub. Rec. Req: Compensation 2017
3.4.19	E	AWD	ACWA JPIA	2019-20 Property Program Schedule Review
3.5.19	E	AWD	Intuit QuickBooks	Notification to Upgrade to Version 2019 to Continue Payroll Services
3.6.19	E	AWD	Intuit QuickBooks	Order Confirmation of Upgrade to Version 2019
3.6.19	E	SWRCB	R. Johnson, AWD	Quarterly Report for Disinfectant Residuals Compliance
3.6.19	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
3.6.19	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
3.6.19	M	AWD	Cherokee Acquisition	To Purchase Any Bankruptcy Claims Against PG&E
3.6.19	M	R Johnson, AWD	T Paveltic, Municipal Financial Services (MFS)	Requesting Asset Data & PVWMA Augmentation Fees Update For 2019 Rate Study
3.11.19	M	T Paveltic, MFS	R Johnson, AWD	Award of Contract for 2019 Rate Study
3.11.19	M	C Fisher, Willdan Financial Services	R Johnson, AWD	Rejection of Proposal for 2019 Rate Study
3.11.19	M	D Dove, Bartle Wells Associates	R Johnson, AWD	Rejection of Proposal for 2019 Rate Study
3.11.19	M	S Gagnon, Raftelis	R Johnson, AWD	Rejection of Proposal for 2019 Rate Study
3.11.19	E	T Paveltic, MFS	R Johnson, AWD	Response to request for Asset Data & PVWMA Augmentation Fees Update For 2019 Rate Study
3.11.19	E	L. Coombes, AWD	SWRCB	Update of DRINC Report due date to 5.1.19
3.11.19	E	AWD	S Nascimento, CSDA	Call to Action on AB 510 & CSDA Training Opp's
3.12.19	E	R Johnson, AWD	B Sanders, ACWA	Reminder to Support SB 669 - Safe Drinking Water

CORRESPONDENCE LIST: 2/21/2019 - 3/19/2019

DATE	TYPE	TO	FROM	SUBJECT
3.12.19	E	J Lowery, LiquiVision	R Johnson, AWD	Water Storage Tank Clean & Inspection Quote
3.14.19	E	L Lester, Inland Potable Svcs	L Coombes, AWD	Confirming Receipt of Tank Cleaning & Inspection Proposal
3.15.19	E	K Brown, ACWA JPIA	L Coombes, AWD	Response & Update of 2019-20 Property Program Schedule Review + Questions re: Truck category
3.15.19	E	L Coombes, AWD	P Edwards, Butano GeoTech & APWA Monterey Bay	Public Works Week Proclamation - will AWD Adopt a Proclamation in Recognition of National Public Works Week? + Sample Proclamation

Staff Report



To: Board of Directors

Re: Item IX.A ó Consider adopting the updated Resolution 2019-02 for the Identity Theft Prevention Program

Date: March 19, 2019

Summary / Discussion

In 2008, the Federal Trade Commission issued a regulation called the "Identity Theft Red Flags Rule". Our District is included in the type of institution required to develop an Identity Theft Prevention Program and the District's was originally adopted with Resolution 2009-03, which outlined the issues and measures taken to protect our customers and the District against Identity Theft, false information and breaches of security. Resolution 2009-03 was updated with Resolution 2014-04, and now 2019-02 is being presented to bring the Resolution current.

As part of the ongoing program, staff is required to annually review procedures and develop findings and/or suggestions to improve the program. At the previous review, staff had identified changes to internal processes which have been implemented and included in the attached updated Resolution (for reference, a red-line copy of the Resolution is also attached). Since the previous review, there has been wholesale changes in District staff, providing the opportunity to take a fresh look at how the District does business, and provide procedures and measures to protect the identities of our customers and the District.

Staff Recommendation

Staff recommends adopting Resolution 2019-04 to bring the Resolution current.

Submitted by:

Louise Coombes

Admin Services Officer / Board Secretary



RESOLUTION 2019-02

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. Richard Smith, President
2. Wayne Holman, Vice President
3. Marcus Dutra, Director
4. James Leap, Director
5. K. Wayne Norton, Director

Risk Assessment

The Aromas Water District conducts internal risk assessments 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 & Facility 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. When Conference Room is in use by non-District groups after hours, conjoining doors are locked and the office alarm is set to exclude only the conference room and restroom.
7. Keys are issued to non-District groups who must sign the key out and provide contact details. Keys are returned via the District dropbox immediately after the meeting.
8. 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.
9. Access to sensitive information on computers will be controlled using passwords.
10. Passwords only be shared on a need to know basis and not posted near workstations.
11. Anti-virus and anti-spyware programs will be run on individual computers weekly.
12. The use of mobile devices is restricted to those employees who need them to perform their jobs.
13. Mobile devices are stored in a secure place.
14. Mobile devices users will not store sensitive customer information on their laptops.
15. Employees will never leave a mobile device visible in a car, at a hotel luggage stand, or packed in checked luggage.
16. The computer network will have a firewall where your network connects to the Internet.
17. The Water District will check references or do background checks before hiring employees who will have access to sensitive data.
18. New employees will sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.
19. Procedures exist for making sure that workers who leave the District's employ no longer have access to sensitive information:
 - a. The office alarm code should be changed
 - b. Locks for the office doors should be replaced
 - c. New keys should be stamped with "Do Not Duplicate"
20. 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.
21. Paper records with sensitive data will be shredded before being placed into the trash.
22. A paper shredder will be available next to the photocopier.

23. Any data storage media will be disposed of by shredding, punching holes in, or incineration.
24. Employees will not disclose customer contact information to unauthorized individuals.
25. Employees will guarantee that wifi and internet hookups are secure.
26. Employees will stamp all checks received with deposit stamp upon receipt.
27. Employees will store customers checks in a secure location for one month, then shred them before disposal
28. Petty cash and customer checks, not yet deposited, are stored in a locked filing cabinet when office is closed.
29. There will be an automatic log off time period for online customer database.
30. 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 26th day of March 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

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 26th day of March 2019, by the vote indicated above, a majority of the members of said Board being present..

Dated: March 26, 2019

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:

- alterations to 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.



RESOLUTION 2019-02

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. Richard Smith, President
2. Wayne Holman, Vice President
3. Marcus Dutra, Director
4. James Leap, Director
5. K. Wayne Norton, Director

Risk Assessment

The Aromas Water District conducts internal risk assessments 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:

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- 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:

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- 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:

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- 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 & Facility 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. When the Conference Room is in use by non-District groups after hours, conjoining doors are locked and the office alarm is set to exclude only the conference room and restroom.

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7. Keys are issued to non-District groups who must sign the key out and provide contact details. Keys are returned via the District Dropbox immediately after the meeting.

6.8. 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.

7.9. Access to sensitive information on computers will be controlled using passwords.

8.10. Passwords ~~will not only~~ be shared on a need to know basis and not ~~or~~ posted near workstations.

9.11. Anti-virus and anti-spyware programs will be run on individual computers weekly.

10.12. The use of ~~laptops~~ mobile devices is restricted to those employees who need them to perform their jobs.

11.13. Mobile devices ~~Laptops~~ are stored in a secure place.

12.14. Mobile devices ~~Laptop~~ users will not store sensitive customer information on their laptops.

13.15. Employees will never leave a mobile device ~~laptop~~ visible in a car, at a hotel luggage stand, or packed in checked luggage.

14.16. The computer network will have a firewall where your network connects to the Internet.

15.17. The Water District will check references or do background checks before hiring employees who will have access to sensitive data.

16.18. New employees will sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.

19. Procedures exist for making sure that workers who leave the District's employ no longer have access to sensitive information:

a. The office alarm code should be changed.

b. Locks for the office doors should be replaced

c. New keys should be stamped with "Do Not Duplicate"

18.20. 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.

- 19.21. Paper records with sensitive data will be shredded before being placed into the trash.
- 20.22. A paper shredder will be available next to the photocopier.
- 21.23. Any data storage media will be disposed of by shredding, punching holes in, or incineration.
- 22.24. Employees will not disclose customer contact information to unauthorized individuals.
- 23.25. Employees will guarantee that wifi and internet hookups are secure.
- 24.26. Employees will stamp all checks received with deposit stamp upon receipt.
- 27. ~~Employees will store customers checks in a secure location for one month, then shred them before disposal~~
- 28. ~~Petty cash and customer checks, not yet deposited, are stored in a locked filing cabinet when office is closed.~~
- 25.29. There will be an automatic log off time period for online customer database.
- 26.30. 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.

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PASSED AND ADOPTED this 26th day of March 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

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 26th day of March 2019, by the vote indicated above, a majority of the members of said Board being present.

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Dated: March 26, 2019

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:

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- ~~the effectiveness of the alterations to~~ 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 IX.B ó Consider adopting a District Legislative Advocacy Policy, and providing direction to Staff

Date: March 8, 2019

Summary / Discussion

Legislative involvement is important for the District, considering the ever-increasing complexity of water-related legislation (for example the recently-passed Sustainable Groundwater Management Act). Legislative Advocacy policies can be guideposts for the District's BOD and Executive Management when it comes to speaking with "one voice" on important legislative matters.

At the last two Board meetings the Board of Directors (BOD) has brought up whether there is an existing policy regarding legislative advocacy for the District. A specific policy handbook for the BOD was not located, though there are templates available that have been developed; so, the recently-purchased California Special District Association (CSDA) Sample Policy Handbook had a Legislative Advocacy Policy template that was used to develop the attached DRAFT Policy document.

The goals of the attached Legislative Advocacy policy are to:

- Advocate the District's legislative interests at the State, County and Federal levels.
- Inform and provide information to the BOD and District staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the CSDA, and local government associations on legislative and regulatory issues that are important to the District and the region.
- See grant and funding assistance for District projects, services, and programs to enhance services to the community.

An additional action that can be taken to strengthen the District's legislative advocacy efforts would be the establishment of an Ad-Hoc Legislative Advocacy Committee. This committee could consist of two BOD members and the General Manager if its formation is desired. The committee's charge would be to work within the guidelines of the attached policy and evaluate legislative advocacy opportunities and provide reports to the full BOD.

Staff Recommendation

Adopt the District's Legislative Advocacy Policy and establish an Ad-Hoc Legislative Advocacy Committee for advocacy for the District

Submitted by:

Robert Johnson
General Manager

POLICY TITLE: Legislative Advocacy Policy
POLICY NUMBER: 1055 (numbering may change as Policy Manual develops)

1055 **Purpose**

The purpose of the policy is to guide the Aromas Water District (District) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff regarding monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Legislative Advocacy Priorities adopted by the District Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager, or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

1055.1 **Policy Goals**

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and District staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

1055.2 **Policy Principles**

The District Board of Directors recognizes the need to protect the District’s interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the District Board of Directors.

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

This policy provides the District General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the District Board of Directors to set Advocacy Priorities to provide policy guidance. The District Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the District Board of Directors at a regularly scheduled board meeting for formal direction from the District Board of Directors. [The Board of Directors may choose to establish a standing committee of two Directors, known as the “Legislative Advocacy Committee”, with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.]

Generally, the District will not address matters that are not pertinent to the District’s local government services, such as social issues or international relations issues.

1055.3 **Legislative Advocacy Procedures**

It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the District Board of Directors. This process involves interaction with local, state, and federal government entities both regarding specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the District Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District’s current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions (e.g. Association of California Water Agencies).
3. If the matter aligns with the approved priorities, the District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.

4. All draft legislative position letters initiated by the General Manager or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. “the funding the district will lose due to this bill could pay for X capital improvements.”
 - a. Support – legislation in this area advances the district’s goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
 - c. The position is approved by the District Board of Directors [or the District’s Legislative Advocacy Committee].
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the District Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the District Board of Directors.

1055.4 **Advocacy Priorities**

Revenue, Finances, and Taxation

Ensure adequate funding for special districts’ safe and reliable core local service delivery. Protect special districts’ resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts’ property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals, standards and priorities.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies using contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

Staff Report



To: Board of Directors

Re: Item IX.C ó Consider Approving the Water Tank Cleaning recommendation, and providing direction to Staff

Date: March 12, 2019

Summary / Discussion

The Aromas Water District (District) utilizes water storage tanks within the water system to deliver water effectively and efficiently to our customers. The State recommends that these water storage tanks be internally inspected and cleaned every three years. The last time the District's tanks were cleaned was 2016.

A request for bids to clean six of the District's tanks: Pine Tree, Rea, Carr, Cole, Rancho Larios, and Oakridge was sent out and four companies responded. After reviewing the proposals for thoroughness, cost, hours estimated, and equipment to be used, staff is recommending Potable Divers, Inc. out of Utah.

Potable Divers, Inc proposal includes inspection and sediment removal at each of the six water storage tanks listed above for a total cost of \$7,200. Potable Divers, Inc. performs this work with the tanks full, utilizing disinfected divers and equipment, thus allowing service to the customers to continue without interruption. Divers performing the cleaning and inspection services also video the process and provide DVD discs and a narrative summary of findings. Any repairs felt necessary will be assessed and charged separately at \$350 per hour upon approval by the General Manager. Prevailing wage determinations meet the requirements of the California Department of Industrial Relations.

Staff Recommendation

Approve the Water Tank Cleaning recommendation and direct the General Manager to enter into an agreement with the Potable Divers, Inc.

Submitted by:

Robert Johnson
General Manager

Aromas Water District
Balance Sheet Prev Year Comparison

As of February 28, 2019

	Feb 28, 19	Feb 28, 18
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	197,647.89	138,078.74
UB Bk Money Market xxxx7853	210,136.76	105,039.60
LAIF-State of Ca xx-05	807,426.50	790,358.49
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	24,668.45	39,290.54
OAWA Union Bank 101 Redemption	12,012.06	9,901.87
OAWA Union Bank 102 Reserve	35,896.70	35,549.40
Oakridge Union Checking 5587	378,847.90	373,804.39
CFD Union Bank CFD98-1	0.00	10,361.54
CFD 02 Provident T Fund Reserve	0.00	-59.62
Total Assessment District Banks	451,425.11	468,848.12
Total Checking/Savings	1,666,736.26	1,502,424.95
Accounts Receivable		
1200 · Accounts Rec - Special Projects	0.00	1,200.00
Total Accounts Receivable	0.00	1,200.00
Other Current Assets		
1292 · Accounts Rec - USDA Loan	2,272,916.60	2,329,859.60
1291 · Accounts Rec - Orchard Acres	335,320.03	339,708.47
Prepaid Insurance	12,875.12	11,219.30
128 · Inventory	22,913.50	23,913.50
1200.1 · Accounts Receivable--UBMax	88,911.65	84,976.79
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,732,436.90	2,789,177.66
Total Current Assets	4,399,173.16	4,292,802.61
Fixed Assets		
1900 · Water System	11,753,061.89	11,646,309.34
1915 · Office Building & Improvements	398,261.43	387,260.80
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	117,577.39	75,349.31
1990 · Land and Easements	340,644.03	330,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-5,636,372.00	-5,122,460.75
Total Fixed Assets	7,067,639.79	7,411,121.53
Other Assets		
Deferred Outflow of Resources	187,200.00	174,771.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	189,280.80	176,851.80
TOTAL ASSETS	11,656,093.75	11,880,775.94

Aromas Water District
Balance Sheet Prev Year Comparison

As of February 28, 2019

	Feb 28, 19	Feb 28, 18
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	13,641.24	2,373.47
Total Accounts Payable	13,641.24	2,373.47
Credit Cards		
First Bankcard - E Giron #86	0.00	149.11
First Bankcard - R. Johnson #31	-1,083.67	0.00
ACE Hardware	0.00	39.85
First Bankcard - L Coombes #92	230.55	243.99
First Bankcard -- T. Zelmar #67	9.99	-5.34
Valero - Fuel	-145.94	372.30
First Bankcard -- D DeAlba #35	1,171.22	121.10
Total Credit Cards	182.15	921.01
Other Current Liabilities		
2100 - Payroll Liabilities	1,222.58	952.57
City National Bank - Current	111,781.03	105,477.00
Deferred Inflows- Actuarial	7,709.00	17,463.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	4,000.00	4,000.00
Hydrant Meter Deposit	150.00	1,000.00
Total CUSTOMER DEPOSITS	4,150.00	5,000.00
Accrued Vacation Payable	19,106.97	22,769.14
Interest Payable	52,477.96	52,480.90
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SDI	1.28	0.00
Payroll-SUI	-112.14	0.00
Total State Payroll Taxes Payable	-110.86	0.00
Total Payroll Taxes Payable	-110.86	0.00
PVWMA Payable	14,063.04	13,163.26
Total Other Current Liabilities	210,399.72	217,305.87
Total Current Liabilities	224,223.11	220,600.35
Long Term Liabilities		
2590 - Unearned Revenue - CFD 98-1	5,545.71	13,436.52
2392 - Long-term Debt - USDA (Oakrdge)	2,629,000.00	2,693,000.00
2391 - Long-term Debt - Orchard Acres	400,000.00	420,000.00
GASB 68 Pension Liability	562,232.00	501,054.00
City National Bank	1,041,901.30	1,158,375.84
Total Long Term Liabilities	4,638,679.01	4,785,866.36
Total Liabilities	4,862,902.12	5,006,466.71
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,876,965.76	3,019,748.84
Allocation of Net Assets	-2,637,574.59	-2,637,407.62
Net Income	133,793.93	71,961.48
Total Equity	6,793,191.63	6,874,309.23
TOTAL LIABILITIES & EQUITY	11,656,093.75	11,880,775.94

Aromas Water District
Profit & Loss Budget Performance

February 2019

	Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	64,020.30	65,000.00	810,867.87	756,000.00	1,150,000.00
307 · Bulk Water	247.48	200.00	14,153.14	12,900.00	15,000.00
302 · Connection	0.00	0.00	0.00	0.00	13,300.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assess...	0.00	0.00	100,116.67	115,000.00	160,140.73
301 · Taxes Rcvd - AWD - Other	97.71	100.00	39,005.26	40,100.00	66,000.00
Total 301 · Taxes Rcvd - AWD	97.71	100.00	139,121.93	155,100.00	226,140.73
304 · Other Office Income & Reimbu...	0.00	0.00	412.13	410.00	2,000.00
306 · Interest	1,684.71	1,600.00	12,922.61	10,300.00	17,000.00
312 · Grant Revenue	0.00	0.00	2,150.00	2,500.00	2,600.00
Total Income	66,050.20	66,900.00	979,627.68	937,210.00	1,426,040.73
Gross Profit	66,050.20	66,900.00	979,627.68	937,210.00	1,426,040.73
Expense					
Operations					
403 · Fuel	836.88	900.00	7,302.96	7,500.00	12,000.00
404 · Truck Maint	286.64	200.00	3,806.49	3,700.00	5,000.00
431 · System Repair & Maint	2,769.45	5,000.00	29,690.04	40,000.00	60,000.00
463 · Water Analysis	154.00	500.00	3,426.00	4,000.00	6,000.00
464 · Water Treatment	997.33	792.00	9,574.41	8,832.00	12,000.00
468 · Tools	594.05	500.00	1,901.23	4,900.00	7,500.00
470 · Public Outreach / Annexation	202.56	330.00	142.56	2,640.00	4,000.00
Total Operations	5,840.91	8,222.00	55,843.69	71,572.00	106,500.00
Power					
449.75 · 388 Blohm, # C	36.45	17.00	116.84	134.00	200.00
449.5 · 388 Blohm, A & B Office	177.70	140.00	1,069.07	1,080.00	1,600.00
461.5 · RLS Tank Booster	10.84	10.00	76.88	84.00	125.00
447 · Leo Ln Booster	33.62	32.00	275.64	271.00	400.00
448 · Aimee Mdws Well	9.86	10.00	75.25	84.00	125.00
451 · Marshall Corp Yard	32.81	41.00	254.92	332.00	500.00
452 · Rea Booster @ Seely	50.13	33.00	304.69	268.00	400.00
454 · Carr Booster	337.86	360.00	3,517.21	3,020.00	4,500.00
458 · Pleasant Acres Well	373.26	900.00	8,562.02	8,800.00	12,000.00
459 · Seely Booster @ Carpenteria	19.71	20.00	151.16	220.00	300.00
460 · San Juan Well	2,217.87	3,750.00	28,528.87	30,500.00	45,000.00
461 · Cole Tank	12.45	14.00	96.12	119.00	175.00
462 · Rea Tank	12.37	14.00	95.37	119.00	175.00
465 · Lwr Oakridge Boost	64.77	70.00	4,724.46	4,680.00	5,000.00
465.5 · Upper Oakridge Booster	0.00	50.00	450.00	400.00	600.00
466 · Pine Tree Tank	12.51	12.50	96.46	100.00	150.00
Total Power	3,402.21	5,473.50	48,394.96	50,211.00	71,250.00
Payroll					
Gross	32,394.63	33,890.00	259,763.31	270,170.00	405,740.00
Comp FICA	2,008.48	2,096.00	15,296.23	16,768.00	25,156.00
Comp MCARE	469.72	490.00	3,766.61	3,920.00	5,883.00
Comp SUI	332.82	195.00	1,518.61	1,555.00	2,335.00
Total Payroll	35,205.65	36,671.00	280,344.76	292,413.00	439,114.00
Employee / Labor Costs					
407 · Outside Services	108.95	500.00	3,776.52	4,000.00	6,000.00
408 · Uniform Allowance	218.21	200.00	686.28	500.00	2,000.00
409 · Workers Comp	935.55	1,059.00	8,244.75	8,466.00	12,702.00
410 · Health Ins	6,046.55	5,852.00	47,212.50	46,816.00	70,224.00
474 · Education	139.19	500.00	1,718.48	4,000.00	6,000.00
477 · Retirement	5,655.21	6,160.00	47,359.38	49,274.00	73,914.00
Total Employee / Labor Costs	13,103.66	14,271.00	108,997.91	113,056.00	170,840.00

Aromas Water District
Profit & Loss Budget Performance

February 2019

	Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
Office					
440 · Misc Exp	100.00	330.00	2,015.23	2,640.00	4,000.00
444 · Postage	254.36	280.00	2,117.03	2,240.00	4,000.00
445 · Office Supplies	473.44	330.00	1,656.14	2,640.00	4,000.00
446 · Office Eqpmt and Maint	523.89	780.00	4,855.15	6,460.00	10,000.00
Total Office	1,351.69	1,720.00	10,643.55	13,980.00	22,000.00
Communications					
455 · Phone, Off	337.67	335.00	2,697.12	2,410.00	4,000.00
456 · Telemetry	299.15	300.00	2,394.88	2,400.00	3,600.00
457 · Answ Serv/Cellular Phone	233.93	300.00	1,928.58	2,400.00	3,600.00
Total Communications	870.75	935.00	7,020.58	7,210.00	11,200.00
Administrative & General					
4593 · Bond Issue Cost	0.00	0.00	0.00	0.00	11,875.00
4592 · Professional Fees	0.00	0.00	0.00	0.00	2,215.80
4591 · Admin Fee (Bond Admin N...	0.00	0.00	2,574.09	1,680.00	8,423.16
4590 · Bond Interest Exp - Assess...	0.00	0.00	67,704.52	80,588.00	137,176.42
Int Pymts LoansCapital Projects	0.00	0.00	0.00	0.00	3,393.35
417 · Capital Loan Interest	0.00	0.00	18,006.11	18,410.00	36,820.00
467.5 · Amortization Exp	0.00	0.00	0.00	0.00	1,500.00
467 - Depreciation Reserve	32,000.00	32,000.00	196,000.00	196,000.00	327,608.00
405 · Election	0.00	0.00	0.00	0.00	1,000.00
406 · Liability Ins	1,556.24	1,700.00	12,287.92	13,200.00	20,000.00
420 · Legal Fees	1,300.00	1,340.00	10,400.00	10,640.00	16,000.00
422 · Bank Charges	81.61	85.00	1,297.33	660.00	1,000.00
423 · Litigation Contingency	0.00	0.00	0.00	5,000.00	10,000.00
425 · Audit	0.00	0.00	10,136.00	8,000.00	11,625.00
471 · Bad Debts	0.00	0.00	15.00	15.00	500.00
473 · Memberships	240.16	500.00	16,167.33	16,000.00	16,000.00
Total Administrative & General	35,178.01	35,625.00	334,588.30	350,193.00	605,136.73
Total Expense	94,952.88	102,917.50	845,833.75	898,635.00	1,426,040.73
Net Ordinary Income	-28,902.68	-36,017.50	133,793.93	38,575.00	0.00
Net Income	-28,902.68	-36,017.50	133,793.93	38,575.00	0.00

Aromas Water District
Monthly Expenditures
 February 21 through March 20, 2019

Date	Num	Name	Amount
UB Checking			
02/27/2019	E-pay	Employment Development Dept	-549.95
02/27/2019	E-pay	United States Treasury (EFTPS)	-3,407.80
02/27/2019	17104	ACWA JPIA, Emp. Ben. Prog.	-6,046.55
02/27/2019	17105	ADT Security Services, Inc.	-178.11
02/27/2019	17106	David DeAlba	-23.20
02/27/2019	17107	Fastenal Company	-190.72
02/27/2019	17108	Ferguson Waterworks	-161.96
02/27/2019	17109	First Bankcard	-1,400.14
02/27/2019	17110	Grainger Inc	-536.86
02/27/2019	17111	Monterey Bay Analytical Services Inc	-154.00
02/27/2019	17112	R & B Company	-210.94
02/27/2019	17113	Rob Johnson	-50.00
02/27/2019	17114	TESCO Controls, Inc.	-595.00
02/27/2019	17115	Underground Service Alert (811)	-240.16
02/27/2019	17116	United Way serving San Benito County	-38.00
02/27/2019	17117	Valero	-678.08
02/27/2019	17118	Xerox Corp	-18.15
02/27/2019	Paid Online	P G & E	-691.59
02/28/2019	DD1336	Bowman (P), Naomi	0.00
02/28/2019	DD1337	Coombes (P), Louise P	0.00
02/28/2019	17102	DeAlba (P), David	-2,510.29
02/28/2019	DD1338	Giron (P), Ester	0.00
02/28/2019	DD1339	Johnson (P), Robert L	0.00
02/28/2019	17103	Smith (P), Shaun	-570.36
02/28/2019	DD1335	Morris (P), Vicki	0.00
02/28/2019	DD1340	Zelmar (P), Trevor J	0.00
02/28/2019	EFT	QuickBooks Payroll Service	-6,041.90
02/28/2019	EFT	CalPERS	-1,897.53
02/28/2019	EFT	CalPERS	-730.78
02/28/2019	17119	USPO	-199.36
02/28/2019	17123	Aromas Water District (Petty Cash)	-100.00
02/28/2019	EFT	Bank Service Fees	-140.20
02/28/2019	17144	Recology San Benito County	-51.00
02/28/2019	17145	Robert E. Bosso	-1,300.00
03/01/2019	EFT	CalPERS	-3,495.42
03/07/2019	17120	ACE Hardware Prunedale	-86.15
03/07/2019	17121	ACWA JPIA, Emp. Ben. Prog.	-6,046.55
03/07/2019	17122	ADT Security Services, Inc.	-192.87
03/07/2019	17124	CALNET3	-576.82
03/07/2019	17125	CSSC	-90.85
03/07/2019	17126	J. A. Fencing	-6,750.00
03/07/2019	17127	Maravilla Plumbing	-483.47
03/07/2019	17128	Mid Valley Supply	-997.33
03/07/2019	17129	Monterey Bay Air Resources District	-454.00
03/07/2019	17130	San Benito County	-400.00
03/07/2019	17131	Streamline	-200.00
03/07/2019	17132	Xerox Corp	-18.43
03/07/2019	Paid Online	P G & E	-3,402.21
03/13/2019	E-pay	Employment Development Dept	-631.28
03/13/2019	E-pay	United States Treasury (EFTPS)	-4,084.36
03/13/2019	NSF	Bill Adjustment Report	-94.72

03/20/19

Aromas Water District
Monthly Expenditures
 February 21 through March 20, 2019

Date	Num	Name	Amount
03/13/2019	NSF	Bill Adjustment Report	-61.14
03/14/2019	EFT	QuickBooks Payroll Service	-6,550.36
03/15/2019	DD1344	Bowman (P), Naomi	0.00
03/15/2019	DD1345	Coombes (P), Louise P	0.00
03/15/2019	17135	DeAlba (P), David	-2,211.68
03/15/2019	DD1346	Giron (P), Ester	0.00
03/15/2019	DD1347	Johnson (P), Robert L	0.00
03/15/2019	17136	Sanchez, Jesus L	-185.65
03/15/2019	17137	Smith (P), Shaun	-674.02
03/15/2019	17133	Dutra (P), Marcus	-214.68
03/15/2019	17134	Holman (P), Wayne R	-214.68
03/15/2019	DD1341	Leap (P), James E	0.00
03/15/2019	DD1342	Norton (P), K W	0.00
03/15/2019	DD1343	Smith (P), Richard	0.00
03/15/2019	DD1348	Zelmar (P), Trevor J	0.00
03/15/2019	EFT	CalPERS	-967.45
03/15/2019	EFT	CalPERS	-1,995.75
03/15/2019	17138	David DeAlba	-640.00
03/15/2019	EFT	Intuit	-455.65
03/19/2019	Paid Online	Verizon Wireless	-93.08
03/19/2019	17139	A T & T U-verse	-60.00
03/19/2019	17140	A.L. Lease Co.	-146.09
03/19/2019	17141	M & M Backflow & Meter Maintenance	-32.85
03/19/2019	17142	Monterey Bay Analytical Services Inc	-154.00
03/19/2019	17143	Pajaro Valley Lock Shop	-13.37
03/19/2019	17146	USA BlueBook	-249.11
03/19/2019	17147	Valero	-412.33
Total UB Checking			-72,048.98
TOTAL			<u>-72,048.98</u>