

WORKSHOP and REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

TUESDAY, February 28, 2023, 5:00 PM

NOTE: START TIME CHANGE FOR WORKSHOP

The Aromas Water District Board of Directors meeting will be held at the District office. Staff and the public may attend the meeting remotely or in person. Public participation is encouraged – remote participation instructions are on the following page.

President- Vicki Morris Vice President- Wayne Holman Director- Wayne Norton Director- Timothy Powers Director- Seth Capron General Manager- Robert Johnson

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS: President Vicki Morris and Vice President Wayne Holman. Directors Wayne Norton, Timothy Powers and Seth Capron.

III. PLEDGE OF ALLEGIANCE

IV. WORKSHOP: Board of Directors' Training Session: "Ethics AB 1234 Compliance Training" (required)

7:00 PM – REGULAR SESSION

1. CALL TO ORDER

II. ROLL CALL OF DIRECTORS: President Vicki Morris and Vice President Wayne Holman. Directors Wayne Norton, Timothy Powers and Seth Capron.

III. STATEMENTS OF DISQUALIFICATION

IV. ADDITIONS AND DELETIONS

V. MINUTES: Review the Minutes of the January 24, 2023, Regular Board Meeting for Board approval. p.3-5

VI. 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.*

VII. PRESENTATIONS & REPORTS

- A. PRESENTATIONS
- B. DIRECTORS' REPORTS
- C. ATTORNEY'S REPORT
- D. MANAGER'S REPORT
- E. CORRESPONDENCE

p. 6-9

p.10

VIII. ACTION ITEMS:

A. Consider discussing request for the District to join the San Benito County Business Council, and providing direction to staff p.11-12

Staff will introduce this item for discussion and Board action

B. Consider approving the Salary and Position revision proposal for the District and providing direction to staff. p.13-14

Staff will present the recommendations of the Ad-Hoc Finance Committee related to the Salary and Position revision requested by staff for discussion and Board action.

C. Financial Reports for the Month of January 2023 p.15-20

Including both Assessment Districts, the financial reports show a Total revenue of \$104,001.06; Total expenditures were \$261,552.86 between January 18, 2023, and February 21, 2023. These financials and monthly expenditures will be presented for discussion and Board approval.

IX. FUTURE MEETINGS & AGENDA ITEMS – Next meeting – March 28, 2023

X. ADJOURNMENT

Next Res. # 2023-04

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of the board. Such records shall be available at the District office located at 388 Blohm Avenue, Aromas, CA.



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 current 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/89740921210>

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: 89740921210

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.

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
January 24, 2023**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Morris on Tuesday, January 24, 2023, at 7:00 p.m. in a hybrid setting; attendees were present both in the Board Room and online via Zoom.
- II. ROLL CALL.** President Morris, Vice President Holman, and Directors Norton, Powers and Capron were present; also present was General Manager Johnson. Counsel Bosso attended via Zoom.
- III. PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** GM Johnson indicated that the closed session scheduled for the end of this meeting would not be necessary since there was no new information to present.
- VI. MINUTES.** The minutes of the December 22, 2022, Board Meeting were presented for review and approval. Vice President Holman moved for approval of the minutes as presented; Director Powers seconded. Minutes were unanimously approved with Directors Holman, Morris, Norton, Powers and Capron present.
- VII. ORAL COMMUNICATION.** There were no public comments.
- VIII. CONSENT CALENDAR.** The Consent Calendar consisted of three resolutions (#2023-01, #2023-02, and #2023-03) and was approved via roll call vote.

IX. PRESENTATIONS & REPORTS

- A. Presentation of Board Member Service Awards.** Board Service Awards (Resolutions #2023-01, #2023-02, and #2023-03, were presented to outgoing Board members Richard Smith, Jim Leap, and Marcus Dutra respectively.
- B. Director's Report(s).** There were no official reports from the Directors. However, Director Norton and Director Capron mentioned subjects that they would like to see on future agendas.
- C. Attorney's Report.** Counsel Bosso reported there was nothing new in case law this month, although there may be something new coming soon, though it is for districts with over 1,000 customers.

D. Manager's Report:

OPERATIONS & MAINTENANCE

Production & Well Levels

Total production in December 2022 was 5,199,487 gallons; 12% lower than the December average. This is 19% less than production in 2013 and 21% less than production in 2009. The daily average production was 167,725 gallons.

The District has 972 total connected meters.

San Juan Well was used the entire month, Carpenteria well was used all but one day this month, and Pleasant Acres well was not used at all. All water testing reports were filed on time and showed satisfactory results.

Operational well levels: Carpenteria and San Juan wells were both up four feet. Observational wells: Marshall Well was up 13 feet and Aimee Meadows was up three feet.

INCIDENTS

An incident occurred on January 13th, when a leak was detected off of Seely Avenue. Staff and contractor West Valley remedied the situation within a few hours, though it seems the leak had been ongoing for about 30 hours; the estimated water loss is approximately 93,000 gallons.

ADMINISTRATIVE

Staff & Board Recognition

ASO Coombes left the District as of January 11, 2023.

WUSp Girõn and Operator Smith are working on a Valve Marking and Exercising Program. This program will establish clear markings for system valves, as well as exercise all the system valves. This program has been put on hold due to weather conditions.

CO DeAlba and Operator Smith worked with West Valley to complete the repair off of Seely Avenue. GM Johnson has been in contact with ACCF representatives regarding the negotiation of a purchase price for a permanent easement at the Aromas Community Park. If secured, a test well will be drilled to determine if the site is an acceptable well site.

Conservation & Rainfall

The beginning of the new rainfall year was on October 1, 2022. Since then 23.52 inches of precipitation has been recorded by the rain gauge at Chittenden Pass, with 8.48 inches falling in December.

PROJECTS

Response to COVID-19

Governor Newsom is calling for the COVID Emergency to end in February 2023.

Orchard Hill Road proposed annexation progress

The group of residents is working to define the area that would be included in the annexation. GM Johnson met with financial advisors to develop a strategy the group could use to move the project forward. There is a probability that a public meeting will take place in 2023 for those residents interested and/or uncertain. Water delivery will be stopped in October 2023 should no further progress be made.

Cole and Rocks Road Annexation

As the process is now complete, customers can start being connected, beginning with those who have been waiting the longest and have already paid their fees.

New Water Source

GM Johnson and Director Holman met with representatives of the Aromas Community Center Foundation Park (ACCF) to discuss purchasing a permanent easement for the new well site; there was no new news from the January 19th meeting of the ACCF group.

Salary Restructuring Request

Staff have requested that a salary survey be conducted to compare salaries for comparable roles at similar Districts, with a view towards salary restructuring. GM Johnson and the Ad-Hoc Committee will meet in February to complete the work needed.

- E. Correspondence:** GM Johnson went through the monthly correspondence and answered questions regarding specific items. Questions arose regarding the numerous items related to the ACCF Community Park and their request for fire hydrant statistics.

Also discussed were Cole Road annexation connection timings.

X. ACTION ITEMS

A. Consider receiving an update on the Board Member Training Plan.

GM Johnson presented a summary of the history of the development of the Board Member Training Plan. A listing of required trainings was discussed, along with other training class and conference opportunities that were mentioned for further consideration as the District moves forward.

It was proposed that at the February meeting, training begin with the required “AB 1234” (Ethics) course.

The item was approved by consensus.

B. Consider discussing Director Norton’s request for the District to join the San Benito County Business Council.

The Board discussed this matter, Director Norton proposed a motion which, after not getting a second, was then tabled by Director Powers until next month’s meeting.

C. Financial Reports for the Month of December 2022

Total Assets / Liabilities & Equity are \$16,501,255.01. In the P&L Report, Revenue for December was \$245,869.09. Total Expenditures were \$132,822.40 between December 14 to January 17, 2023.

On the graphical representation of the Profit and Loss statement, December’s revenue was 8.2% higher than year-to-date budgeted revenue. December’s Expenditures were 2.3% higher than year-to-date budgeted expenditures.

Director Norton moved to adopt the Financial Reports as presented; seconded by Director Holman. With Directors Holman, Morris, Norton, Powers and Capron present, the Financial Reports were unanimously adopted.

XI. FUTURE MEETINGS & AGENDA ITEMS.

The next meeting date will be Tuesday, February 28, 2023, at the District office. Future agenda items will possibly include a revisit of the tabled item regarding the District joining the San Benito County Business Council, a Budget Revision, and the first training session of this new Board lineup.

Also, Director Capron (in the Director’s Report section) mentioned a desire to, at some point, discuss the philosophy of how the District adds customers. This could be part of an upcoming Strategic Plan discussion.

Lastly, Director Norton restated his desire to look into the benefits of electrification of the District fleet.

XIV ADJOURNMENT. President Morris adjourned this meeting at 8:17pm.

Read and approved by: _____
President, Vicki Morris

Attest: _____
Board Secretary, Robert Johnson

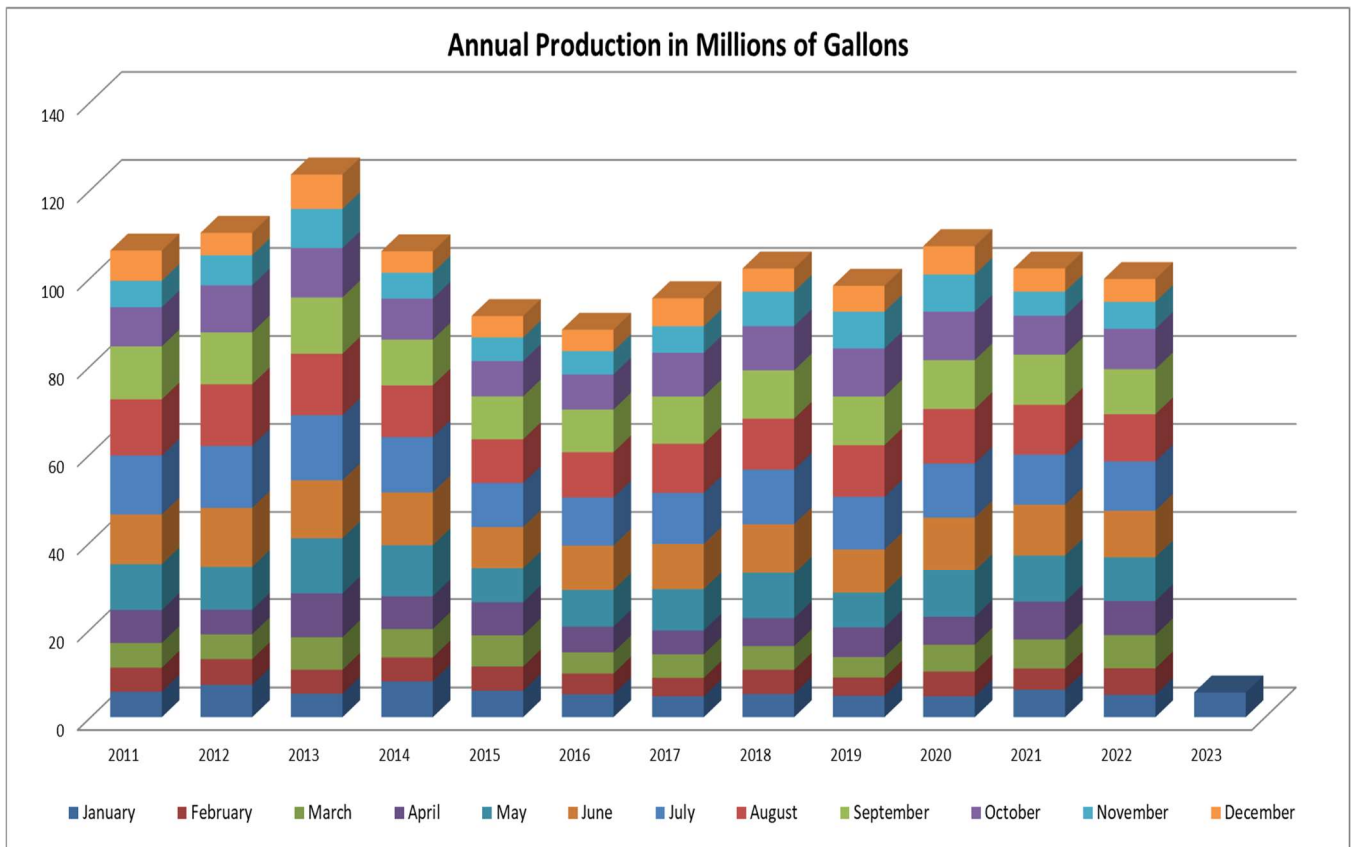
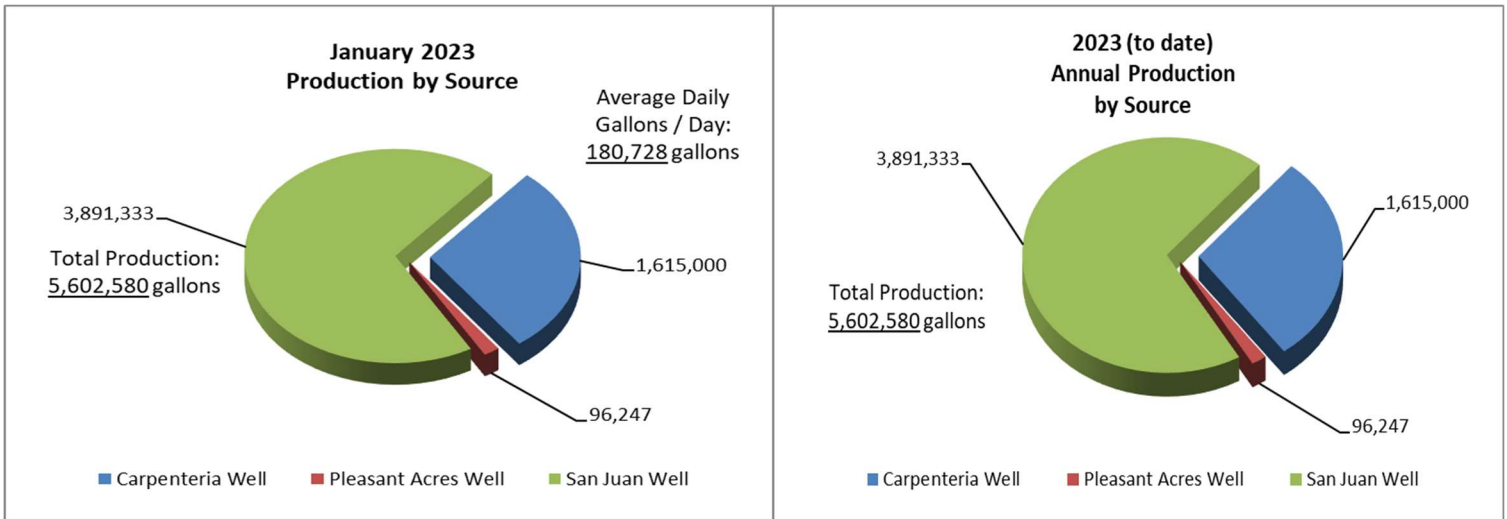
Date: _____

Date: _____

General Manager's Report January 2023



PRODUCTION REPORT



Totals	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Million Gal	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	107.1	102.07	99.69	5.60
Acre Ft	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	328.8	313.19	305.89	17.18

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 972 total meters installed.
- San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was used two days.
- 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 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:

- None at the time of this writing.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- WUSp Girõn and Operator Smith are working on a Valve Marking and Exercising Program. This program will establish clear markings for system valves, as well as exercise all the system valves. This program has been put on hold due to weather conditions.
- WUSup Giron worked with the District accountant on some payroll and CalPERS details.
- WUSup Giron worked with Intuit personnel on payroll and administrative issues.
- Operator Smith and GM Johnson worked with XiO to troubleshoot a couple issues in the system related to communication timings and consistency.
- GM Johnson has been in contact with ACCF representatives regarding starting the negotiation for a purchase price for a permanent easement at the Aromas Community Park. Additional information in the Projects section of this report.

CONSERVATION UPDATE:

January 2023 water usage figures indicated an increase in water use when compared to December's water use: an increase of roughly 403,903 gallons, or about 7.7%.

October 1, 2022, marked the start of a new water year. As of the date of this report (February 21), the rain gauge at Chittenden Pass has recorded 24.56 inches of precipitation for this water year, with 0.60 inches falling this month. As a reminder, last year's precipitation total (October 2021 to September 2022) was 16.60 inches.

PROJECTS:

1. Response to COVID-19 virus

Staff has been staying current on the ever-changing COVID-19 situation. There have been recent changes in a couple of areas: 1) 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 still required for customers to enter, and 2) staff has stopped recording body temperature upon entry to the office.

Note: Governor Newsom is calling for the COVID Emergency to end on February 28, 2023.

2. Orchard Hill Road proposed annexation progress

MNS Engineers released an updated Technical Memorandum (TM) in 2021 that the interested parties have reviewed. The group is working on refining what the project area will look like. GM Johnson has just received information from the financial advisors he met with to help develop the most accurate information regarding the costs of the project. Once the information is reviewed, it will then be disseminated to the group for their decision-making process.

3. Progress on the Cole Road Outreach / Annexation Project

This annexation effort is now complete. Installations will begin in the near future, with priority given to those who have paid their fees already, as well as those who have been waiting the longest. Staff has started on encroachment permits for some of the connections.

4. Progress on Finding a New Water Source Project

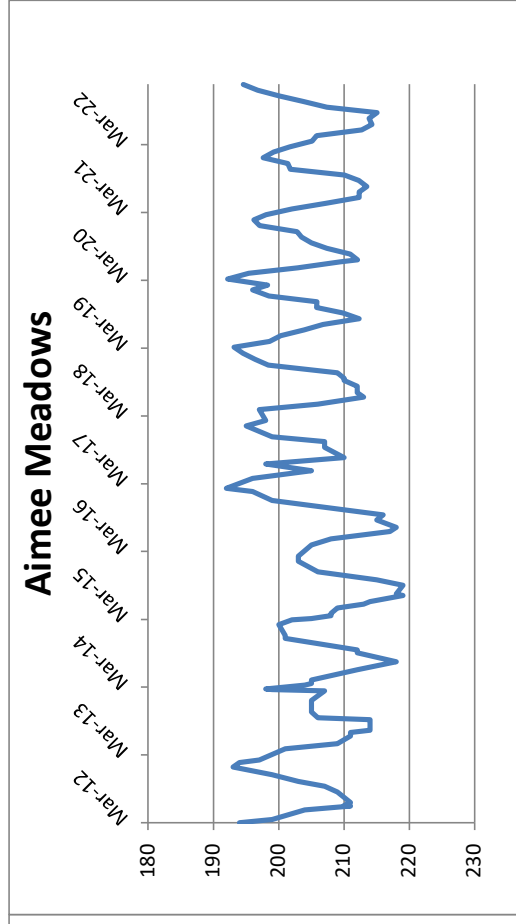
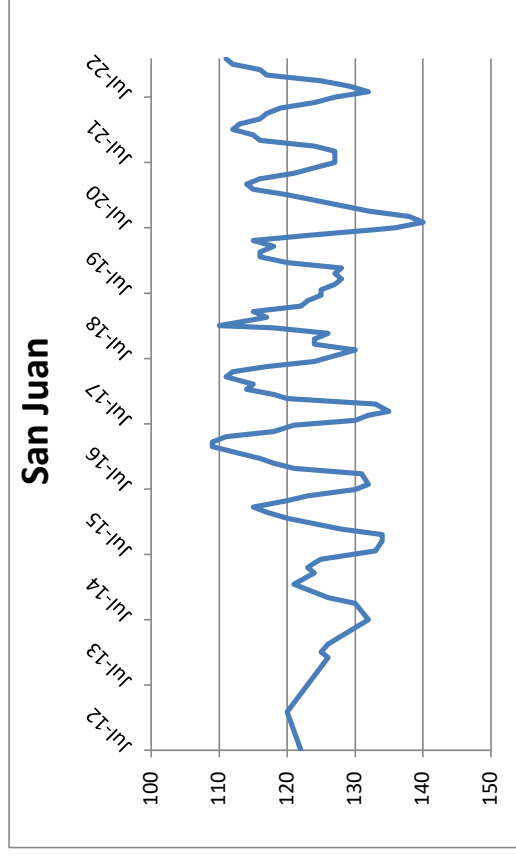
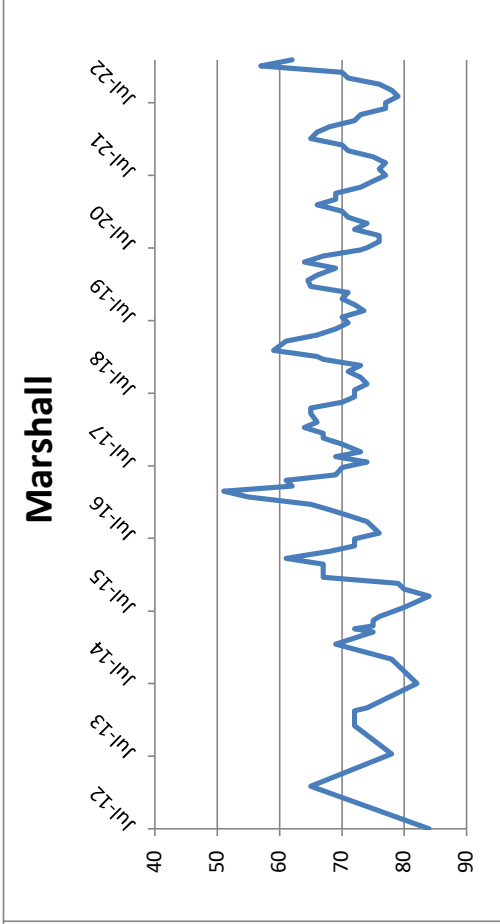
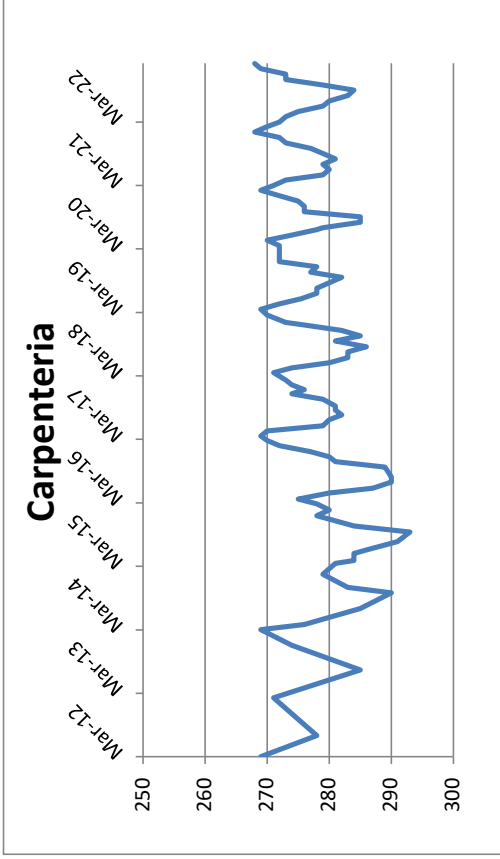
A meeting was held between AWD and ACCF representatives for the purpose of negotiating a price for a possible permanent easement. The ACCF group met on Thursday, February 16, to discuss their next steps in the process. The result of the meeting is that ACCF has chosen not to accept the District's offer and to keep the property whole (therefore not entertaining any more offers).

5. Salary Restructuring request

Staff has requested management look into a salary restructuring or salary survey, comparing District salaries to those of other similar water districts. GM Johnson has performed the analysis, shared it with the Ad-Hoc Finance Committee and provided that information as one of the Action Items tonight.

Robert Johnson
General Manager
February 21, 2023

Well Water Level Monitoring
 Depth to Water Measurements
 Date: February 15, 2023



CORRESPONDENCE LIST: 01/19/2023 – 02/21/2023

DATE	TYPE	TO	FROM	SUBJECT
01/19/23	E	R Johnson, AWD	P. Messina, ACCF	Park Pavilion – Fire Protection Permit
01/20/23	E	AWD	G. Zapien	Connection Request – 496 Carpenteria
01/22/23	E	R Johnson, AWD	S. Johnson, ACCF	AWD well site at Aromas Community Park
01/23/23	E	S. Johnson, ACCF	R Johnson, AWD	AWD well site at Aromas Community Park
01/25/23	E	R. Johnson, AWD	N. Rinkardt	Connection request – 1377 Cole Road
01/27/23	E	AWD	J. Tanouye	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (9:00am)	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (11:25am)	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (12:29pm)	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (1:05pm)	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (1:30pm)	Connection questions – 581 Cole Road
01/30/23	E	R Johnson, AWD	J. Tanouye (3:19pm)	Connection questions – 581 Cole Road
01/31/23	E	J. Tanouye	R Johnson, AWD	Final set of process questions for connection – 581 Cole Road
01/31/23	E	R Johnson, AWD	Amber Phelen, SDLF	SDLF Level Up Challenge Winners
01/31/23	M	AWD	D. Peixoto	Requesting leak credit for large leak on property
02/02/23	E	R Johnson, AWD	T. Domingos, W. Valley	Holly Lane Break costs and reply
02/02/23	E	R Johnson, AWD	T. Domingos, W. Valley	Seely Avenue Break costs and reply
02/03/23	E	R. Smith	R Johnson, AWD	Fruit Tree Pruning request at AWD
02/09/23	E	SWRCB	E Girõn, AWD	Monthly Fe & Mn Field Test Results
02/09/23	E	SWRCB	E Girõn, AWD	January Summary of Coliform Monitoring
02/13/23	E	R Johnson, AWD	SDRMA	Renewal Questionnaire Submitted
02/14/23	E	R Johnson, AWD	Alex Reynoso	Hydrant questions – 438 Pine Tree Ave
02/17/23	E	Alex Reynoso	R Johnson, AWD	Hydrant questions – 438 Pine Tree Ave
02/17/23	E	R Johnson, AWD	S. Johnson, ACCF	ACCF declines AWD offer for Park land
02/21/23	E	S. Johnson, ACCF	R Johnson, AWD	ACCF declines AWD offer for Park land

Staff Report



To: Board of Directors

Re: Item VIII.A – Consider discussing request for the District to join the San Benito County Business Council, and providing direction to staff

Date: February 18, 2023

Summary / Discussion

Staff received an email from Director Norton regarding joining the San Benito Business Council (SBCBC). This item was discussed at the January Board of Directors meeting. A motion was made, though it did not receive a second.

The matter was then tabled until the February meeting for further discussion.

Director Powers did some research and received the following information from the SBCBC Executive Director:

- Dues are collected in July
- If District joins, an appropriate fee would be developed
- Meetings are usually the first Thursday of the month, and they last 90 minutes

At the last meeting, it was mentioned that for this membership to be worthwhile, a Board member would need to commit to attending.

This is an item for the Board of Directors to discuss and provide direction to staff.

Staff Recommendation

Do not join the SBCBC at this time due to the time commitment and the current District priorities.

Submitted by:

Robert Johnson
General Manager



Robert Johnson <robert@aromaswaterdistrict.org>

Fwd: Aromas Water District SBCBC Follow Up Re: Joining Questions

Tim Powers <timpowersawd@gmail.com>
To: Robert@aromaswaterdistrict.org

Tue, Jan 31, 2023 at 12:53 PM

Robert,

I am forwarding you my correspondence with Kristina Chavez Wyatt from the San Benito County Business Council. I had some questions regarding joining the group and some from our board may also find it helpful for our meeting on February 28.

Tim Powers

----- Forwarded message -----

From: **San Benito County Business Council** <kristina@sbcbusinesscouncil.com>
Date: Tue, Jan 31, 2023, 12:05 PM
Subject: Aromas Water District SBCBC Follow Up Re: Joining Questions
To: Tim Powers <timpowersawd@gmail.com>
Cc: Jim Gillio <Jim@centralagsupply.net>

Hello, Tim.

Thank you for reaching out!
I've CC:'d our President, Jim Gillio to get him in the loop.

I've attached a basic orientation flyer- FYI. Feel free to share.

We prorate our dues and bill annually in July. If you join in March, I'd collaborate with our Bookkeeper/VP Finance to ascertain a prelim dues payment that works for you/your team/the District.

Upcoming Monthly Meetings- Noon-130PM on first Thursdays unless noted, locations are TBD unless listed. Lunch is complimentary for members and invited guests.

- o February 2 at the Strada Verde Innovation Information Center, 354 First Street, Hollister
- o March 2
- o April 6
- o May 4
- o June 1
- o July 6
- o August 3
- o September 7
- o October 5
- o November 2
- o Evening Holiday Mingle December 7 5-9PM

Hope that answers your questions. Please don't hesitate to reply with additional questions and/or to schedule a meeting/call/Zoom. We're here to help!

Thank you for your service to the Aromas Water District, the San Benito County Parks & Rec District, as a teacher and coach. We look forward to working with you.

Take care,
Kristina

Kristina Chavez Wyatt

Executive Director, San Benito County Business Council
341 First Street Hollister, CA 95023
831.524.0408 / 831.637.6637 fax

Staff Report



To: Board of Directors

Re: Item VIII.B – Consider approving the Salary and Position revision proposal for the District, and providing direction to Staff

Date: February 23, 2023

Summary / Discussion

As part of the annual Budget process, salaries are evaluated and usually adjusted by the change in the Consumer Price Index (CPI) for the period February to February for the San Francisco-Oakland-Hayward area. Over the past five years the CPI has increased in the following manner (Fiscal Year ending, CPI increase): 1) 2018, 3.5%; 2) 2019, 3.5%, 3) 2020, 2.9%; 4) 2021, 1.6%; and 5) 2022, 5.2%. The next February to February output will be released on March 14, 2023. That CPI value will be evaluated as part of the Budget development process for the Fiscal Year (FY) 2023-2024 Budget, that will come before the Board at the April meeting.

In November 2022, staff provided a letter to management requesting a salary restructuring analysis be performed. There were concerns that staff salaries were not on par with other equivalent positions in local water districts. This information was brought to the full Board and the General Manager was assigned to complete this analysis.

At the December 2022 Board of Directors meeting, an Ad-Hoc Finance Committee (ADFC) was established to review the analysis, as well as being a part of an upcoming Budget Revision, and the aforementioned FY 2023-2024 Budget Proposal.

This analysis took a while to complete due to a number of factors, including the holidays, receiving new information at the last minute, and a staff member resigning (thus opening up the District positions to possible modifications). The following page has the results of the analysis and will be presented at the meeting for discussion, and Board action, if deemed necessary.

The ADFC has reviewed the salary and position revision proposal attached and recommended it be moved to the full Board as part of a sequenced process. The following page has the salary percentage changes resulting from the analysis. The proposed process has the following steps:

- February BOD Meeting: Salary Restructuring proposal (ADFC approved)
- March BOD Meeting: FY 2022-23 Budget Revision (may not be needed due to timing)
- April / May BOD Meeting: FY 2023-24 Budget Presentation

It is recommended that this salary and position revision proposal, if approved, would go into effect on the next pay period, which would be March 6, 2023.

Staff Recommendation

Approve the Salary and Position revision for the District, and provide direction to Staff.

Submitted by:

Robert Johnson
General Manager

**Aromas Water District
Salary Restructure Proposals
February 22, 2023**

INITIAL PROPOSAL	Current Annual	AWD Hourly	AVERAGED from Analysis	Hours worked	FTE equivalent	\$ per hour	Adjusted Hourly	Adjusted Annual	Difference
General Manager	\$164,654.00	\$79.16	\$178,713.07	2080	1	\$85.92	\$79.50	\$165,360.00	\$706.00
Water Operator	\$53,377.00	\$25.66	\$63,127.67	2080	1	\$30.35	\$30.00	\$62,400.00	\$9,023.00
Chief Operator	\$111,036.00	\$53.38	\$125,678.40	2080	1	\$60.42	\$55.00	\$114,400.00	\$3,364.00
Water Utility Specialist	\$42,853.00	\$25.75	\$61,536.00	1664	0.8	\$32.80	\$30.00	\$49,920.00	\$7,067.00
Management Analyst	\$34,647.00	\$27.76	\$40,938.00	1248	0.6	\$36.98	\$35.00	\$43,680.00	\$9,033.00
Customer Service Representative	\$22,372.00	\$17.93	\$34,675.92	1248	0.6	\$27.79	\$24.00	\$29,952.00	\$7,580.00
	\$428,939.00		\$504,669.05					\$465,712.00	\$36,773.00
			17.7%					8.6%	\$3,064.42 per month
									\$12,257.67 Mar to June

PROPOSAL 2	Current Annual	AWD Hourly	AVERAGED from Analysis	Hours worked	FTE equivalent	\$ per hour	Adjusted Hourly	Adjusted Annual	Difference
General Manager	\$164,654.00	\$79.16	\$178,713.07	2080	1	\$85.92	\$79.50	\$165,360.00	\$706.00
Water Operator	\$53,377.00	\$25.66	\$63,127.67	2080	1	\$30.35	\$30.00	\$62,400.00	\$9,023.00
Chief Operator	\$111,036.00	\$53.38	\$125,678.40	2080	1	\$60.42	\$55.00	\$114,400.00	\$3,364.00
Accounting Clerk / BK	\$34,647.00	\$25.75	\$40,938.00	1248	0.6	\$32.80	\$30.00	\$37,440.00	\$2,793.00
Management Analyst	\$42,853.00	\$27.76	\$61,536.00	1664	0.8	\$36.98	\$35.00	\$58,240.00	\$15,387.00
Customer Service Representative	\$22,372.00	\$17.93	\$34,675.92	1248	0.6	\$27.79	\$24.00	\$29,952.00	\$7,580.00
	\$428,939.00		\$504,669.05					\$467,792.00	\$38,853.00
			17.7%					9.1%	\$3,237.75 per month
									\$12,951.00 Mar to June

Difference between Proposals for the four months: **\$693.33**

These proposals result from acquiring FY 2022-2023 salary data from Water Districts (or CSDs) to perform a comparative analysis with similar (though not exact) positions. The Chief Operator position did not use the Central WD Chief Operator salary due to it being very low, since the GM there performs some Chief Operator duties.

The salary data was averaged after aligning the other district salaries to the part-time schedule used at the Water District. That data shows AWD is currently about 18% below the average of other local smaller water districts.

The INITIAL PROPOSAL has the positions staying the same, with the salaries adjusted. Proposal 2 (RECOMMENDATION) shows the newly configured Aromas Water District positions. Note that the difference between the two proposals is less than \$700.00.

Aromas Water District
Balance Sheet Prev Year Comparison

As of January 31, 2023

	Jan 31, 23	Jan 31, 22
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	98,191.52	77,179.93
UB Bk Money Market xxxx7853	559,375.82	1,022,337.06
LAIF-State of Ca xx-05	6,587,485.85	837,239.86
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA US Bank 102 Reserve	38,781.58	38,201.16
OAWA Union Bank Checking 7741	35,449.62	47,598.67
Oakridge Union Checking 5587	431,749.75	427,681.51
Total Assessment District Banks	505,980.95	513,481.34
Total Checking/Savings	7,751,134.14	2,450,338.19
Accounts Receivable		
1200 · Accounts Rec - Spec Proj/Taxes	9,088.76	0.00
Total Accounts Receivable	9,088.76	0.00
Other Current Assets		
1292 · Accounts Rec - USDA Loan	1,988,523.73	2,040,446.37
1291 · Accounts Rec - Orchard Acres	296,431.41	289,594.03
Prepaid Insurance	16,930.20	14,198.64
128 · Inventory	77,997.68	63,177.31
1200.1 · Accounts Receivable--UBMax	107,644.15	100,729.59
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,487,027.17	2,507,645.94
Total Current Assets	10,247,250.07	4,957,984.13
Fixed Assets		
1900 · Water System	12,282,204.15	12,091,620.88
1910 · Construction in Progress	273,010.36	23,616.50
1915 · Office Building & Improvements	440,291.33	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	-7,633,229.75	-7,195,962.75
Total Fixed Assets	5,905,516.31	5,860,776.28
Other Assets		
Deferred Outflow of Resources	136,914.00	149,120.00
Total Other Assets	136,914.00	149,120.00
TOTAL ASSETS	16,289,680.38	10,967,880.41

Aromas Water District
Balance Sheet Prev Year Comparison

As of January 31, 2023

	Jan 31, 23	Jan 31, 22
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	10,089.56	55,305.19
Total Accounts Payable	10,089.56	55,305.19
Credit Cards		
First Bankcard - S Smith #0239	245.04	1,039.23
First Bankcard - E Giron #1086	887.74	143.97
First Bankcard -R.Johnson #9031	41.12	1,469.58
First Bankcard-L Coombes #3294	0.00	38.21
First Bankcard - D DeAlba #2486	0.00	5,200.42
Valero Fleet	149.52	172.18
Total Credit Cards	1,323.42	8,063.59
Other Current Liabilities		
Accrued Sick Payable	5,016.44	3,177.04
Accrued Wages Payable	19,565.97	19,565.97
Current Portion City National	44,727.68	72,912.25
2100 · Payroll Liabilities	549.24	481.82
Deferred Inflows- Actuarial	335,224.00	4,337.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	19,500.00	2,000.00
Hydrant Meter Deposit	7,800.00	800.00
Total CUSTOMER DEPOSITS	27,300.00	2,800.00
Accrued Vacation Payable	44,338.03	34,129.54
Interest Payable	68,516.73	0.00
PVWMA Payable	8,719.48	9,940.14
Total Other Current Liabilities	553,957.57	147,343.76
Total Current Liabilities	565,370.55	210,712.54
Long Term Liabilities		
Truist Bank	5,558,389.00	0.00
2392 · Long-term Debt - USDA (Oakrdge)	2,396,489.90	2,433,739.90
2391 · Long-term Debt - Orchard Acres	365,000.00	370,000.00
GASB 68 Pension Liability	384,014.00	608,060.00
City National Bank	693,136.71	750,538.78
Total Long Term Liabilities	9,397,029.61	4,162,338.68
Total Liabilities	9,962,400.16	4,373,051.22
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,618,538.53	2,751,025.55
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	-73,690.25	61,371.70
Total Equity	6,327,280.22	6,594,829.19
TOTAL LIABILITIES & EQUITY	16,289,680.38	10,967,880.41

Aromas Water District
Profit & Loss Budget Performance

Accrual Basis

January 2023

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	88,624.88	87,000.00	862,269.79	879,500.00	1,584,700.00
307 · Bulk Water	883.33	750.00	18,112.77	5,250.00	9,000.00
302 · Connection	0.00	0.00	30,800.00	32,340.00	80,850.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assessments	0.00	0.00	97,959.22	89,200.00	178,400.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	52,799.78	38,000.00	76,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	150,759.00	127,200.00	254,400.00
304 · Other Office Income & Reimburse	1,050.00	125.00	12,336.97	875.00	1,500.00
306 · Interest	13,442.85	400.00	64,584.17	2,800.00	4,800.00
312 · Grant Revenue	0.00	0.00	1,200.00	1,000.00	1,000.00
Total Income	104,001.06	88,275.00	1,140,062.70	1,048,965.00	1,936,250.00
Gross Profit	104,001.06	88,275.00	1,140,062.70	1,048,965.00	1,936,250.00
Expense					
Operations					
403 · Fuel	1,664.65	825.00	14,418.80	9,900.00	16,500.00
404 · Truck Maint	0.00	688.00	4,733.39	4,810.00	8,250.00
431 · System Repair & Maint	2,436.10	6,416.00	53,594.43	44,912.00	77,000.00
463 · Water Analysis	352.00	596.00	3,571.00	4,170.00	7,150.00
464 · Water Treatment	1,334.12	1,100.00	18,868.25	13,200.00	22,000.00
468 · Tools	0.00	688.00	1,998.97	4,816.00	8,250.00
470 · Public Outreach / Annexation	280.00	350.00	17,317.16	2,450.00	33,000.00
Total Operations	6,066.87	10,663.00	114,502.00	84,258.00	172,150.00
Power					
449.75 · 388 Blohm, # C	49.38	22.00	360.30	264.00	440.00
449.5 · 388 Blohm, A & B Office	207.89	94.00	535.93	1,122.00	1,870.00
461.5 · RLS Tank Booster	10.18	8.00	-12.27	99.00	165.00
447 · Leo Ln Booster	66.56	33.00	372.98	396.00	660.00
448 · Aimee Mdws Well	10.85	8.00	-12.87	99.00	165.00
451 · Marshall Corp Yard	50.01	28.00	221.47	328.00	550.00
452 · Rea Booster @ Seely	111.43	34.00	433.75	413.00	688.00
454 · Carr Booster	783.03	380.00	4,892.29	4,554.00	7,590.00
458 · Pleasant Acres Well	73.38	100.00	666.09	1,200.00	2,000.00
459 · Seely Booster @ Carpentaria	295.84	275.00	1,824.26	3,300.00	5,500.00
460 · San Juan Well	4,922.23	3,465.00	40,612.89	41,580.00	69,300.00
461 · Cole Tank	14.57	11.00	96.61	133.00	220.00
462 · Rea Tank	15.38	11.00	21.81	133.00	220.00
465 - Lwr Oakridge Boost	95.98	83.00	665.66	988.00	1,650.00
465.5 - Upper Oakridge Booster	150.00	150.00	300.00	300.00	770.00
466 · Pine Tree Tank	13.15	11.00	10.92	133.00	220.00
Total Power	6,869.86	4,713.00	50,989.82	55,042.00	92,008.00
Payroll					
Gross	35,612.37	37,080.00	272,380.77	259,558.00	444,958.00
Comp FICA	2,193.08	2,299.00	15,877.51	16,092.00	27,587.00
Comp MCARE	516.77	538.00	3,991.00	3,762.00	6,452.00
Comp SUI	457.20	182.00	576.02	1,278.00	2,188.00
Payroll Expenses	0.00		1,770.64		
Total Payroll	38,779.42	40,099.00	294,595.94	280,690.00	481,185.00
Employee / Labor Costs					
407 · Outside Services	2,296.97	1,800.00	4,262.81	5,300.00	7,000.00
408 · Uniform Allowance	0.00	0.00	289.44	300.00	4,000.00
409 · Workers Comp	419.63	1,109.00	2,937.41	7,761.00	13,306.00
410 · Health Ins	7,555.90	5,949.00	50,055.07	41,642.00	71,387.00
474 · Education	0.00	667.00	1,901.97	4,665.00	8,000.00
477 · Retirement	3,046.29	3,500.00	88,281.97	86,500.00	104,015.00
Total Employee / Labor Costs	13,318.79	13,025.00	147,728.67	146,168.00	207,708.00
Office					
440 · Misc Exp	319.79	367.00	7,393.91	2,565.00	4,400.00
444 · Postage	287.09	315.00	2,219.47	2,205.00	4,400.00
445 · Office Supplies	40.00	367.00	940.41	2,569.00	4,400.00
446 · Office Eqpmt and Maint	133.01	900.00	4,433.52	8,900.00	16,500.00
Total Office	779.89	1,949.00	14,987.31	16,239.00	29,700.00

Aromas Water District
Profit & Loss Budget Performance

Accrual Basis

January 2023

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
Communications					
455 · Phone, Off	532.94	417.00	3,705.36	2,915.00	5,000.00
456 · Telemetry	781.39	625.00	5,465.89	4,375.00	7,500.00
457 · Answ Serv/Cellular Phone	409.48	350.00	2,492.37	2,450.00	4,200.00
Total Communications	1,723.81	1,392.00	11,663.62	9,740.00	16,700.00
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,970.48	2,000.00	5,200.00
4590 · Bond Interest Exp - Assess Dist	0.00	0.00	60,149.79	64,600.00	128,000.00
417 · Capital Loan Interest	85,376.38	86,200.00	123,672.25	137,850.00	149,700.00
467 · Depreciation Reserve	47,017.00	47,017.00	329,115.00	329,115.00	564,199.00
405 · Election	400.00	0.00	400.00	5,000.00	5,000.00
406 · Liability Ins	2,129.02	1,667.00	14,362.90	11,665.00	20,000.00
420 · Legal Fees	1,400.00	1,417.00	10,624.26	9,915.00	17,000.00
422 · Bank Charges	200.52	167.00	1,035.32	1,165.00	2,000.00
423 · Litigation Contingency	0.00	833.00	0.00	5,835.00	10,000.00
425 · Audit	0.00	1,100.00	12,630.00	7,700.00	13,200.00
471 · Bad Debts	0.00	42.00	0.00	290.00	500.00
473 · Memberships	9,340.81	8,050.00	25,325.59	21,775.00	22,000.00
Total Administrative & General	145,863.73	146,493.00	579,285.59	596,910.00	936,799.00
Total Expense	213,402.37	218,334.00	1,213,752.95	1,189,047.00	1,936,250.00
Net Ordinary Income	-109,401.31	-130,059.00	-73,690.25	-140,082.00	0.00
Net Income	-109,401.31	-130,059.00	-73,690.25	-140,082.00	0.00

02/23/23

Aromas Water District
Monthly Expenditures
 January 18 through February 21, 2023

Date	Num	Name	Amount
UB Checking			
01/26/2023	EFT	QuickBooks Payroll Service	-6,333.30
01/26/2023	Pd Online	P G & E	-6,012.59
01/27/2023	DD1908	Bowman (P), Naomi	0.00
01/27/2023	19122	DeAlba (P), David	-3,070.74
01/27/2023	DD1909	Giron (P), Ester	0.00
01/27/2023	DD1910	Johnson (P), Robert L	0.00
01/27/2023	19123	Smith (P), Shaun	-1,553.73
01/27/2023	E-pay	Employment Development Dept	-80.42
01/27/2023	E-pay	United States Treasury (EFTPS)	-401.28
01/27/2023	E-pay	Employment Development Dept	-663.62
01/27/2023	E-pay	United States Treasury (EFTPS)	-3,570.14
01/27/2023	EFT	CalPERS	-451.14
01/27/2023	EFT	CalPERS	-2,537.39
01/27/2023	Pd Online	Valero Fleet	-179.78
01/27/2023	19124	ACE Hardware Prunedale	-160.40
01/27/2023	19125	CALNET3	-307.39
01/27/2023	19126	Core & Main (Formerly HD Supply)	-176.71
01/27/2023	19127	CSSC	-115.00
01/27/2023	19128	Mid Valley Supply	-1,334.12
01/27/2023	19129	MNS Engineers Inc.	-11,110.00
01/27/2023	19130	Monterey Bay Solutions, LLC	-225.00
01/27/2023	19131	Rob Johnson	-50.00
01/27/2023	19132	Robert E. Bosso	-1,400.00
01/27/2023	19133	San Benito County	-400.00
01/27/2023	19134	Shaun Smith	-107.43
01/27/2023	19135	United Way serving San Benito County	-20.00
01/27/2023	19136	Xerox Corp	-16.51
01/27/2023	19137	XIO, INC.	-474.00
01/30/2023	19138	Truist Governmental Finance	0.00
01/31/2023	Wire Trans	Truist Governmental Finance	-162,391.38
01/31/2023	NSF	Bill Adjustment Report	-157.83
01/31/2023	EFT	Bank Service Fees	-175.28
02/01/2023	19139	USPO	-269.10
02/06/2023	NSF	Bill Adjustment Report	-82.89
02/07/2023	Pd Online	First Bankcard	-3,318.81
02/09/2023	EFT	QuickBooks Payroll Service	-7,449.54
02/10/2023	DD1911	Bowman (P), Naomi	0.00
02/10/2023	19140	DeAlba (P), David	-2,894.90
02/10/2023	DD1912	Giron (P), Ester	0.00
02/10/2023	DD1913	Johnson (P), Robert L	0.00
02/10/2023	19141	Smith (P), Shaun	-1,611.66
02/10/2023	DD1914	Capron (P), Seth	0.00
02/10/2023	19142	Holman (P), Wayne R	-244.16
02/10/2023	DD1915	Morris (P), Vicki	0.00
02/10/2023	DD1916	Norton (P), K W	0.00
02/10/2023	DD1917	Powers (P), Timothy W	0.00
02/10/2023	E-pay	Employment Development Dept	-668.70
02/10/2023	E-pay	United States Treasury (EFTPS)	-3,743.14

02/23/23

Aromas Water District
Monthly Expenditures
 January 18 through February 21, 2023

Date	Num	Name	Amount
02/10/2023	EFT	CalPERS	-52.41
02/10/2023	EFT	CalPERS	-2,467.09
02/10/2023	19143	ACWA JPIA, Emp. Ben. Prog.	-7,528.77
02/10/2023	19144	Agee Electric, Inc.	-407.32
02/10/2023	19145	Aromas Water District (Petty Cash)	-9.00
02/10/2023	19146	CALNET3	-434.96
02/10/2023	19147	Monterey Bay Analytical Services Inc	-352.00
02/10/2023	19148	Old Firehouse Market	-1,140.78
02/10/2023	19149	Recology San Benito County	-60.58
02/10/2023	19150	Streamline	-100.00
02/10/2023	19151	TH Electric	-5,411.23
02/10/2023	19152	XIO, INC.	-474.00
02/10/2023	Pd Online	P G & E	-503.73
02/10/2023	Pd Online	Verizon Wireless	-244.48
02/13/2023	NSF	Bill Adjustment Report	-474.75
02/17/2023	19153	San Benito County Planning, Public Works	-924.00
02/21/2023	19154	ACE Hardware Prunedale	-84.39
02/21/2023	19155	C & N Tractors	-1,050.80
02/21/2023	19156	Iconix Waterworks	-559.21
02/21/2023	19157	Linde Gas & Equipment Inc.	-86.88
02/21/2023	19158	MNS Engineers Inc.	-10,095.50
02/21/2023	19159	Monterey Bay Analytical Services Inc	-164.00
02/21/2023	19160	Robert E. Bosso	-1,400.00
02/21/2023	Pd Online	Charter Communications - Spectrum	-97.98
02/21/2023	Pd Online	First Bankcard	-1,880.15
02/21/2023	EFT	Intuit	-1,576.97
02/21/2023	Pd Online	P G & E	-213.80
Total UB Checking			-261,552.86
TOTAL			-261,552.86