



SPECIAL MEETING OF THE BOARD OF DIRECTORS

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

AGENDA WEDNESDAY, December 20, 2017 7:00 PM

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

- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** Pres. James Leap, V. Pres. Richard Smith, Directors Wayne Holman, Marcus Dutra and Wayne Norton
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES** Motion to approve the Minutes of the November 24, 2017 Board Meeting p.3-5
- VII. **ORAL COMMUNICATION** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so during Oral Communications. Please limit your comment to three minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS:**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10
- IX. **ACTION ITEMS:**
 - A. **Receive and approve the updated Aromas Water District (AWD) Organizational Chart:** Staff will present an updated AWD organizational chart for discussion and approval. p.14
 - B. **Receive update on Senate Bill 623, and provide direction to Staff:** Staff will present an update on Senate Bill 623 for discussion and direction. p.16
 - C. **Backup Power Generator Update:** Receive staff report concerning the office backup generator installation; and provide direction to staff. p.17
 - D. **Financial Reports for the Month of November 2017.** Total Revenue was \$86,617.23; Total expenditures were \$64,124.44 between November 21, 2017 and 15 December, 2017. These financials and monthly expenditures will be presented for discussion and approval. p.18-23
 - E. **Election of Officers for 2018:** Board to nominate and elect a President and Vice President to take office in January 2018. p.24
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó January 23, 2018
- XI. **ADJOURNMENT**

Next Res. # 2017-09

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

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**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
November 24, 2017**

- I. **CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Leap on Tuesday, November 28, 2017 at 7:00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.
- II. **ROLL CALL.** President Leap, Vice-President Smith, and Directors Dutra, Norton and Holman were present. Also in attendance were Counsel Bob Bosso; General Manager Robert Johnson and Board Secretary Louise Coombes.
- III. **PLEDGE OF ALLEGIANCE.** Director Norton led the pledge of allegiance.
- IV. **STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. **ADDITIONS AND DELETIONS.** There were no additions or deletions.
- VI. **MINUTES.** The minutes of the October 25, 2017 Board Meeting were presented for review and approval; there were no comments or corrections. Director Norton moved for approval of the minutes and Director Smith seconded. Minutes were approved unanimously with all directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS:

A. **Director's Reports.** Director Norton mentioned that he attended a meeting at the San Benito County Councilors'/Governor's meeting earlier in November and under discussion was financing transportation needs and road repairs on sub-standard roads in the county. The impetus behind this project is Highway 25 repairs and it seems there may be a tax measure in the future. Director Norton is pushing to make sure that sub-standard roads in the west of San Benito County are included in the repair planning. This is obliquely connected to AWD's business in that we occasionally need to dig up roads in the local area.

B. **Attorney's Report.** Counsel Bosso reported that he continues to monitor the progress of the Prop 218 cases regarding tiered rates and notification of property owners/customers. Still awaiting a decision from the Supreme Court by the end of 2017 regarding tiered rates.

Regarding the Mid County GSA formation; they are moving ahead; the Board has been appointed; the By-Laws have been adopted; Hydrometrics have been hired to do the hydrogeology work; meetings to work on plans have been taking place. The Santa Margarita Groundwater Agency (Scotts Valley / San Lorenzo Valley / City of Santa Cruz) have also adopted their By-Laws and are probably about six months behind the Mid County area, so most of Santa Cruz County is now covered by GSAs.

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

Production & Well Levels

GM Johnson noted production in October is a little under 10 million gallons which is high for October, most likely due to the unseasonably warm and dry weather; still less than the current benchmark of 2013 but a little higher than 2014.

San Juan Well has been running continually due to Carpentaria Well not coming back online until October 18th and is still lower than its usual production levels. Pleasant Acres Well was only in full service for five days due to meter issues.

Operations

GM Johnson commented on how impressed he is about the small amount of system loss, which is actually below 5% system wide; reflecting what a remarkable job AWDs Operators are doing in maintaining the system.

GM Johnson was recently approached by Kamstrup, a new ultrasonic meter manufacturer already popular in Europe, whose meters have no moving parts or fall off of accuracy over 20 years with a matching warranty period. After a demonstration, AWD was given a meter and a radio reader, on a trial basis, and the Operators have the meter already installed.

GM Johnson will be looking into instigating a pilot project with the manufacturer to install these meters on a specific section of our system, with a long term view to replace all meters if the trial is successful. President Leap suggested there may be potential to obtain a water conservation grant to offset the cost; GM Johnson will look into the possibility.

GM Johnson reported on Well Levels; in the last month, Carpenteria Well has risen 5ft; Marshall Well has risen 3ft; San Juan Well has risen 13ft and Aimee Well 8ft.

Maintenance

GM Johnson reported that the Actuator Valve that has previously been leaking at the San Juan Treatment Plant has now been fixed.

GM Johnson noted that the Aromas residents are leaving inappropriate items at the AWD site near the Firehouse; these items cannot be chipped, therefore AWD may have to foot the bill for disposing of such items. Better signage to educate the community may help to curtail this activity.

Incidents

GM Johnson reported on a customer complaint. GM Johnson and Chief Operator DeAlba visited the customer to review the situation, suggesting various options for the customer to perform to facilitate his understanding of the water system on his property.

Staff & Board Recognition

GM Johnson, Operators DeAlba and Zelmar, and Intern Smith attended a Water Operator Treatment Exam refresher class in early November.

The last staff meeting included a safety awareness study regarding the time change affecting the way people drive; reaction times and light change. This is especially important for the safety of our Operators to be aware of as they drive locally to perform their duties.

Also discussed at the staff meeting was office and staff preparedness in the event of an emergency; including "Go" bags. A list was supplied to each staff member.

GM Johnson reported that he has completed the amendments to the System of Award Management (SAM).

GM Johnson also completed the new forms requested by the State Water Resources Control Board (SWRCB) for water quality emergency notifications for San Benito County in the event of a spill or line break.

GM Johnson reported on how Louise Coombes and Ester Giron continue to cover all the work required by the three roles (Customer Service, Accounts and Admin Services). Included in this was assessing another round of 17 applications, performing interviews and choosing a new Customer Services Representative. The new staff member, Toleen Gonzales, began work yesterday and seems to be settling in well; she lives locally and is bilingual.

Drought & Conservation

GM Johnson noted that since the beginning of the new rain year (October 1st), the rain gauge is currently at 2.48" (as at 11/28/17), with 2.4" of this occurring in November.

Projects - Booster Generator

GM Johnson and the Operators have been in discussion with an electrician to modify the electrical system at three of the boosters; Carr, Oakridge and San Juan. The plan would be to rent a trailer mounted generator with a customized "pig tail" to fit all boosters and to be able to sequentially fill all tanks in the event of local power loss. The pig tails are \$3-5,000 each, so continuing research is necessary. The filtration plant, however, will require a much larger generator, so it may be necessary to rent the biggest generator possible.

Ad Hoc GSA Committee

GM Johnson reported that we are still waiting for the DWR's response on the PVWMA Alternative Plan. Apparently PVWMA is going to the SBC LAFCO, to discuss changing their sphere of influence, however, the sphere is set by legislation, but this is different from the GSA boundary. How this will affect Aromas Water remains to be seen. GM Johnson is planning to call the PVWMA GM to find out more.

- D. Correspondence.** The monthly correspondence list was reviewed; Director Dutra requested clarification regarding the letter written to indicate connection fees and current position of the main for when Mr. Bugalski is ready to connect. GM Johnson drew the Board's attention to the letter written, with Board direction, to Mr. Gubbins at the Cal Dept of Transportation regarding the subcontractor who ignored the 811 direction to hand dig for signage installations, thereby causing a service line break in mid October 2017.

IX. ACTION ITEMS

- A. Backup Power Generator.** Review and consider proposal to install a backup generator at the AWD Office in preparation of a possible power outage. Board direction was in favor of the proposal for \$11,000, for 16kW Generac, with some caveats. This proposal does not include permitting costs. A potential benefit with the Generac brand is that it brings homogeneity with the generator already installed at Seely Booster.

- B. Financial Reports for the month of October 2017.** GM Johnson noted total assets are at \$8.7 million and total liabilities \$1.8 million, making a net equity of \$6.9 million. Revenue for October was \$107,946.08. Expenditures from October 19 to November 20, 2017 total \$162,458.41. GM Johnson noted the increased water revenue was most likely due to the unseasonably hot weather in October. Also noted was the recent payment for the Solar Loan in the expenditures list, and the high power usage on SJ Well. Vice President Smith enquired about the distribution of unused power from the solar array. The RES-BCT program allows excess power to be distributed; research is required as to whether this is at the wholesale or retail rate, however our solar array was approximately 20% undersized for our needs, so it is unlikely that we will have more than we need when Carpenteria Well is fully running. There is an annual True-Up at the end of June. Director Holman moved to accept the financials as presented and Director Norton seconded. The financials were accepted unanimously with all Directors present.

- X. FUTURE MEETINGS & AGENDA ITEMS.** The next meeting will be on Wednesday, December 20, 2017 due to the Christmas holiday.

- XI. ADJOURNMENT.** President Leap adjourned the meeting at 8:26pm until December 20, 2017.

Read and approved by: _____
Board President, James Leap

Attest: _____
Board Secretary, Louise Coombes

Date: _____

Date: _____

Aromas Water District General Manager's Report November 2017

PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	3,360,060	124,447	27
Pleasant Acres Well	1,352,799	64,419	21
Carpenteria Well	1,064,000	40,923	26
Total Production	5,776,859	192,562	

ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	5.84	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717
February	6.12	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184
March	5.10	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	5.327
April	5.34	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	5.406
May	11.56	14.57	14.58	12.42	9.77	10.58	9.94	12.74	11.81	7.93	8.332	9.347
June	16.34	14.71	15.77	14.04	14.13	11.32	13.4	13.14	11.99	9.37	10.286	10.478
July	18.07	16.91	16.02	16.31	14.35	13.41	14.1	14.82	12.59	10.01	10.915	11.608
August	16.61	17.13	16.04	16.68	14.67	12.76	14.0	13.96	11.73	9.93	10.295	11.171
September	14.78	14.27	14.34	13.71	13.28	12.02	11.8	12.79	10.39	9.74	9.701	10.733
October	12.48	10.69	12.99	9.98	10.54	8.90	10.69	11.22	9.34	8.02	7.970	9.923
November	8.41	8.06	7.71	8.36	6.62	6.01	6.83	8.91	5.88	5.37	5.299	5.777
December	6.74	7.20	6.35	6.84	5.68	6.88	5.10	7.81	4.86	4.88	4.873	---
Totals MG	127.42	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	88.671
Total AcFt	391.1	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	272.08

OPERATIONS:

- There are 953 total meters, on 898 parcels.
- Loss Production system wide has maintained below 5% for over eighteen+ months.
- All three wells, San Juan, Pleasant Acres, and Carpenteria were operational for a majority of the month.
- Water Treatment Plant; results continue to show non-detects for Mn and Fe in the finished water.
- Distribution testing for total Coliform; all samples negative.
- All Coliform, Mn and Fe, and monthly DWR reports were filed on a timely basis.
- Backwashing WTP filters approximately every 2-3+/- days, or 1.5 mg, from San Juan Well and Pleasant Acres Well.
- Monthly Generator in-house 15 minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance as needed, flushing was performed since less water is being used
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance and analyzer maintenance at all wells
- AWD continues to offer mulch to the community, located at our Carpenteria site

STAFF & BOARD RECOGNITION:

- Operators DeAlba and Zelmar completed the sampling necessary to provide new data for the upcoming Customer Confidence Report; to be released in June 2018
- Operators DeAlba and Zelmar worked with a customer that had a large leak
- Accounts Clerk Giron has been training the new Customer Service Representative, Toleen Gonzales on the functions and duties she is to perform. Toleen is catching on quickly and is doing great with the customers.
- Administrative Services Office Coombes has been working with both our accountant and our auditors on a number of fronts. The auditors have advised the District to include respective Assessment District information in the financials; so, as a result of this effort, the financials will look different this month.
- GM Johnson, after incorporating research from staff, is raising the Hydrant Meter Deposit fee from \$150 to \$800. Hydrant meters can run from \$600 to \$1000 to replace, so the \$150 deposit seems minimal and possibly not enough to be a deterrent to theft.
- AWD received a letter (pg 11) from ACWA JPIA recognizing AWD with the "President's Special Recognition Award" certificate (pgs 12 & 13) for each Program in which AWD participates (noted in correspondence):
 - Achieved a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Property Program for April 1, 2013, to March 31, 2016, and
 - Achieved a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Liability Program for April 1, 2013, to March 31, 2016.

CONSERVATION UPDATE:

Summer usage 2017 is similar to 2016, though it is still well below the 2013 production numbers. AWD water customers are to be commended for continued excellent conservation.

October 1, 2017 marked the start of a new water year. As of the date of this report, the rain gauge at Chittenden Pass has recorded 2.56 inches of precipitation this water year, with 0.04 inches falling in the month of December.

PROJECTS:

1. Backup Power for Booster and San Juan Pumping Stations

Nothing new to report at this time.

Background information: GM Johnson and the operators have been in contact with an electrician to potentially modify the existing electrical systems at three sites to allow for the connection of a portable (trailer-mounted) generator in case of a systemic power outage. This way, the District would be able to fill the tanks at these locations to maintain service to the customers. The sites would be: a) Carr Booster Station, b) Oakridge Booster Station, and c) the San Juan well Pumping Station. Staff was hoping a standard-configured cord could be fabricated to work between the booster stations, though based upon the electrician's research and findings; it looks as if each site will need a customized setup to be effective. Discussions are on-going regarding this matter.

2. Ad Hoc Groundwater Sustainability Agency (GSA) committee

GM Johnson had a discussion with PWWMA's GM Lockwood regarding this situation. If the Alternative Plan is not accepted, a minimum of three options for the Potentially Unmanaged Area (PUMA) present themselves:

- AWD could become the GSA for the area,
- A JPA could be formed (AWD / PVWMA / San Benito County), or
- The State could manage the area meaning the pumpers in the PUMA would report their pumping numbers to the State, and pay any related fees to the State.

Since there has not been a decision regarding the Alternative Plan, PVWMA applied for grant monies to write the Groundwater Sustainability Plan (GSP). The Alternative Plan was submitted to replace the need for a GSP.

Background information: Directors Leap and Smith continue to monitor developments around the need to form a GSA in the portion of our District that is located in the Pajaro Valley 3-02 PUMA, outside of PVWMA's GSA boundary. The filing of the Alternative Plan request to DWR by PVWMA on 12/27/2016 may change the necessity of a GSA formation. Pajaro Valley is the only high-priority basin that has filed an Alternative Plan.

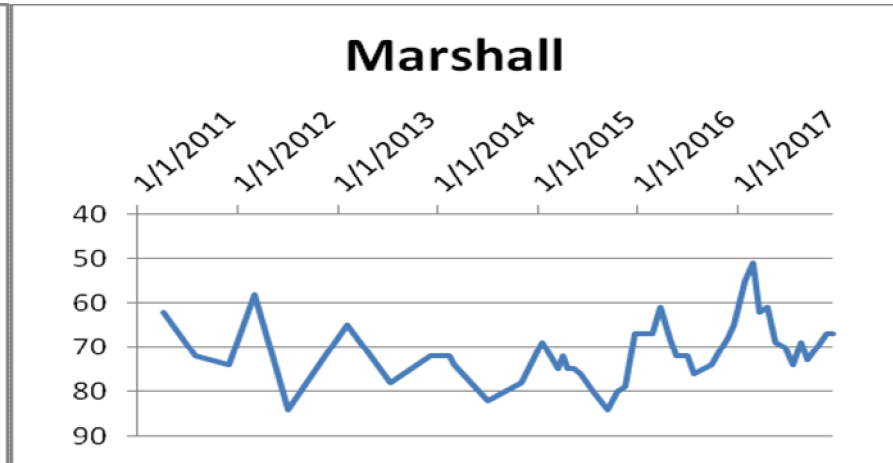
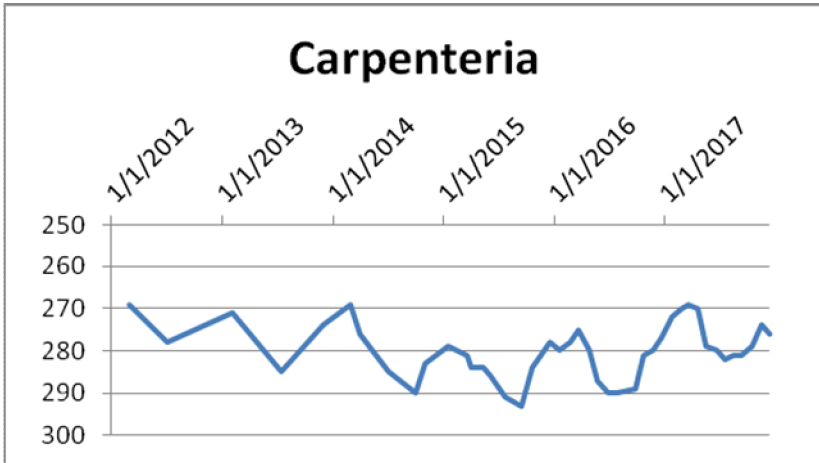
Robert Johnson
General Manager
December 14, 2017

Well Water Level Monitoring Depth to Water Measurements

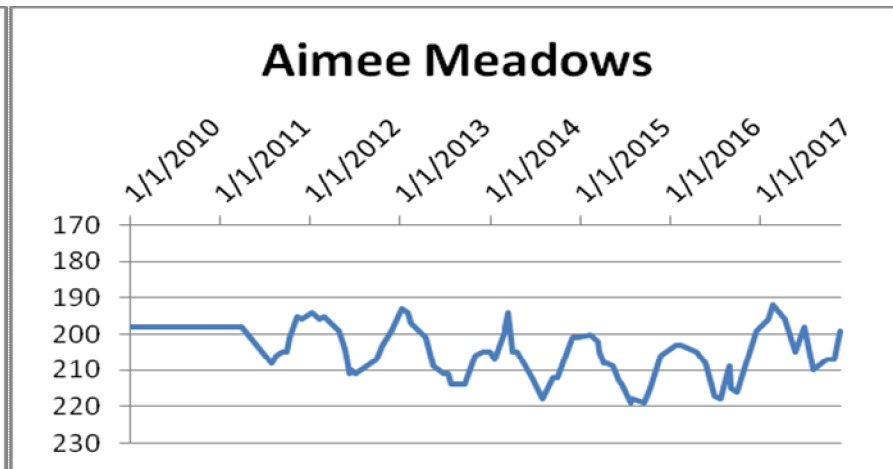
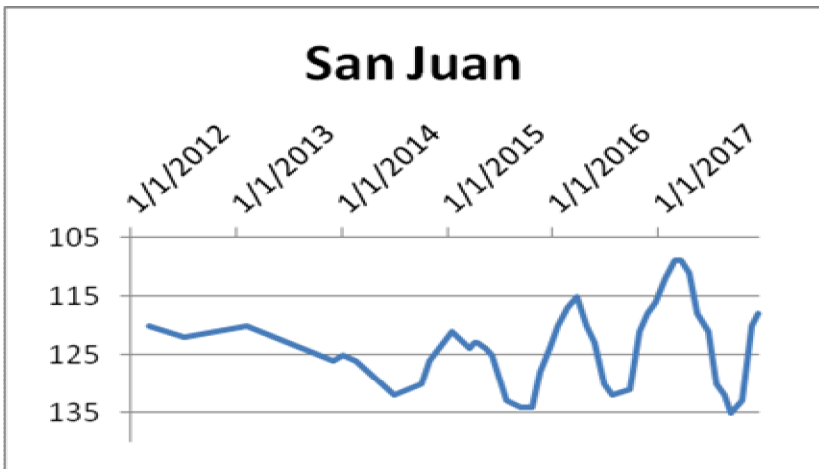
Date: December 12, 2017



www.aromaswaterdistrict.org



Carpenteria Well (production): Previous Read = 274 feet ; Current Read = 276 feet Marshall Well (monitoring): Previous Read = 67 feet ; Current Read = 67 feet



San Juan Well (production): Previous Read = 120 feet ; Current Read = 118 feet Aimee Meadows Well (monitoring): 10/27/2017 = 207 feet ; 11/21/2017 = 199 feet

CORRESPONDENCE LIST: 11/21/2017 - 12/13/2017

DATE	TYPE	TO	FROM	SUBJECT
11/22/17	E	Andy Beck, Fedak & Brown	L. Coombes, AWD	Request & Response for AJEs for FY 2016/17 Audit
11/29/17	E	Andy Beck, Fedak & Brown	L. Coombes, AWD	Q & As regarding F&B's assistance/training in calculation of AWD's net pension liability
12/1/17	E	Andy Beck, Fedak & Brown	L. Coombes, AWD	Invitation (and acceptance) to Audit Committee Meeting and Board Meeting to Present Audit FY 2016/17 Summary on January 23rd, 2018
12/4/17	M	V. Morris, AWD	Jerry Gladbach, ACWA JPIA	President's Special Recognition Award(s)
12/4/17	M	R. Johnson, AWD	T. Gubbins, CalTrans	Response to Nov 13, 2017 letter
12/5/17	E	SWRCB	R. Johnson, AWD	Monthly Summary of Coliform Monitoring
12/5/17	E	SWRCB	R. Johnson, AWD	Quarterly Report for Disinfectant Residuals Compliance
12/11/17	E	SWRCB	R. Johnson, AWD	Monthly Fe & Mn Field Test Results
12/11/17	E	R. Johnson, AWD	D. Zarate, NBS	Annual Report for AD 2013-1 (<i>Oakridge</i>)



YOUR BEST PROTECTION

December 4, 2017

ACWA JPIA

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Executive Committee
Tom Cuquet
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E.G. "Jerry" Gladbach
Brent Hastey
David T. Hodgins
W.D. "Bill" Knutson
Melody A. McDonald
J. Bruce Rupp
Kathleen Tiegs

Vicki Morris
Aromas Water District
P.O. Box 388
Aromas, CA 95004-0388

Dear Vicki:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Aromas Water District with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2018.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Aromas Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2013 - 09/30/2016
announced at the Board of Directors' Meeting in Anaheim.*

E. G. "Jerry" Gladbach
E. G. "Jerry" Gladbach, President



November 27, 2017

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Aromas Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2013 - 03/31/2016
announced at the Board of Directors' Meeting in Anaheim.*

E. G. "Jerry" Gladbach
E. G. "Jerry" Gladbach, President



November 27, 2017

Staff Report



To: Board of Directors

Re: Item 9.A ó Consider receiving and approving the updated Aromas Water District Organizational Chart

Date: December 8, 2017

Summary / Discussion

The Aromas Water District organizational chart needs to be updated due to the recent changes in personnel. The attached DRAFT Organizational Chart is for the Board of Directors to consider receiving, reviewing, and providing feedback or direction to Staff, if any.

Staff Recommendation

Receive and approve the updated Aromas Water District Organizational Chart.

Submitted by:

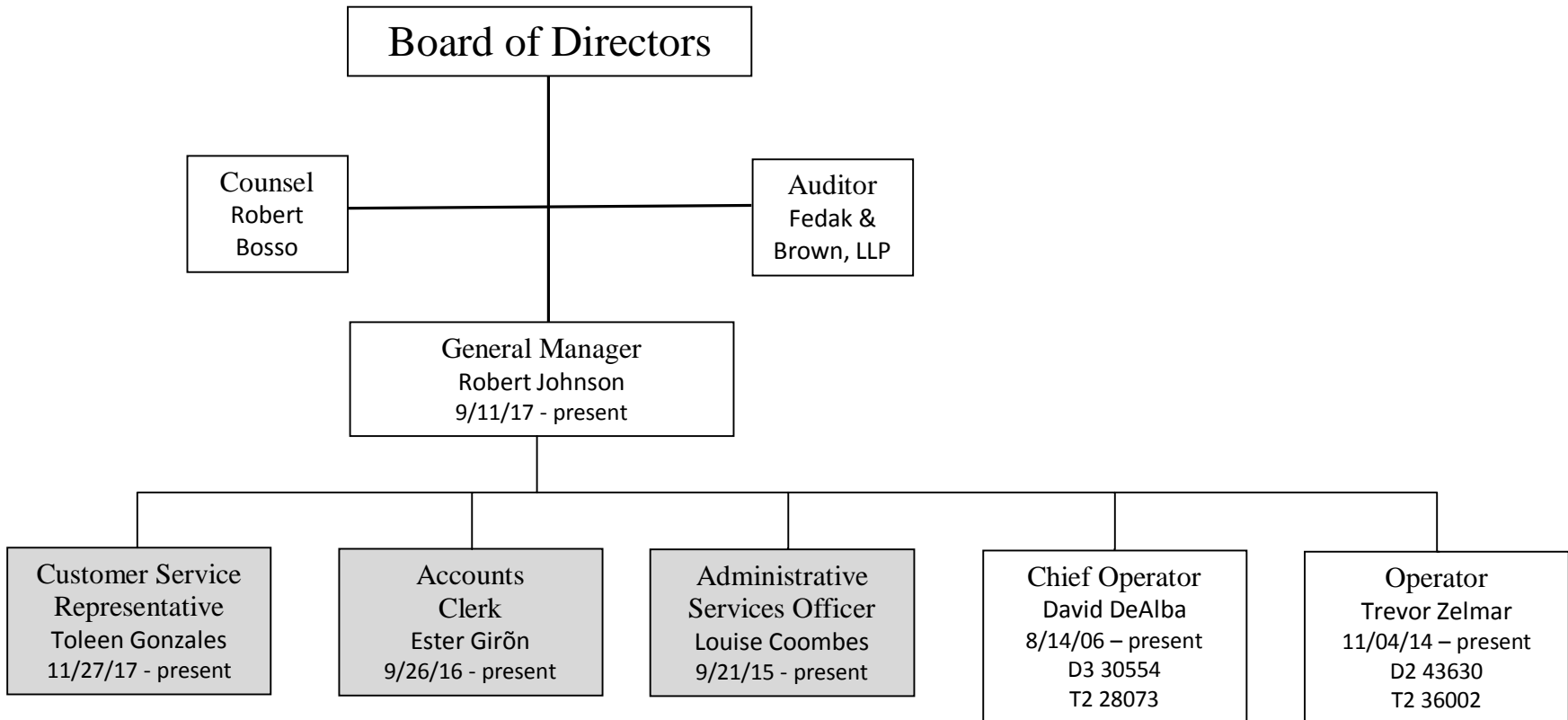
Robert Johnson
General Manager

AROMAS WATER DISTRICT

ORGANIZATIONAL CHART



www.aromaswaterdistrict.org



Shaded frames =
Part Time
Employees

General Manager

(Rev. 12/2017)

Staff Report



To: Board of Directors

Re: Item 9.B ó Receive update on Senate Bill 623, and provide direction to Staff

Date: December 8, 2017

Summary / Discussion

Recently, the state legislature determined that California is a state where everyone has a right to potable drinking water. Senate Bill (SB) 623, introduced by Senator Bill Monning (D-Monterey) would generate \$2 billion over 15 years for a Safe and Affordable Drinking Water Fund (Fund), which would provide emergency water and longer-term system fixes for hundreds of communities whose tap water doesn't meet safe drinking-water standards.

The Fund would be funded through a \$0.95 monthly fee on home water bills and taxes on businesses of up to \$10 per month. It is estimated that through this fee, approximately \$110 million would be collected on an annual basis. In addition, another \$30 million would come from higher fees on agricultural and dairy businesses, with the connection being the chemicals used in those industries generally contribute to groundwater contamination.

The bill has backing from agriculture and dairy lobbies, as well as environmental, social justice and civic groups; which rarely happens. Other water districts around the state oppose the bill, citing that taxing the water users creates a bad precedent, and additional efforts will need to be implemented to collect those monies.

On September 1, the Assembly Appropriations Committee referred SB 623 to the Assembly Rules Committee as a two-year bill. The Assembly Rules Committee will assign the bill to the appropriate policy committees for hearings in 2018.

The Association of California Water Agencies (ACWA) opposes this bill and went to great lengths to establish an oppose position. As a reminder, the Aromas Water District (AWD) is a member of ACWA.

Staff Recommendation

Staff recommends that AWD take a watch position and monitor the bill's progress, and follow ACWA's lead on a position.

Submitted by:

Robert Johnson
General Manager

Staff Report



To: Board of Directors

Re: Item 9.C ó Receive staff report regarding an update of the office backup generator installation project; and provide direction to staff

Date: December 8, 2017

History

The current Aromas Water District (AWD) office building has been the home of AWD since 2012. The office does not have a backup power supply. Last winter, a storm caused a power outage at the office that lasted a few days.

Current Situation

Installing a backup power generator would allow the District to continue functioning during a power outage. Keeping the power up and running is critical during an emergency situation, and it would allow for the office computers to continue functioning for meter-reading preparation, billing, and inquires from the public. Storms are not the only events that can cause a long duration power outage; road work issues and car accidents are other types of activities that can wreak havoc on power continuity.

Status of Backup Power Generator Project

Staff went to the Monterey County Planning Department (Planning) to get the information necessary to complete this project. AWD staff needs to provide the following: 1) Simple site plan showing specific information (including the distance the generator is from windows), 2) a one-line drawing showing the electrical flow, 3) a one-line drawing showing the natural gas flow, 4) approval from the local fire department, and 5) possibly an archeological waiver.

Staff has contacted the electrician selected (before the Planning meeting) and he indicated that once Planning said the project could move forward, then he would order the generator.

The natural gas work will be done with a sub-contractor, and that was included in their bid.

Staff Recommendation

Staff recommends the Board set up an ad hoc committee to assist in reviewing prospective plans and next steps in the process.

Submitted by:

Robert Johnson
General Manager

Aromas Water District
Balance Sheet Prev Year Comparison

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
ASSETS		
Current Assets		
Checking/Savings		
Assesment District Banks	545,950.99	0.00
UB Checking	67,924.79	119,961.06
UB Bk Money Market xxxx7853	87,230.69	113,040.80
LAIF-State of Ca xx-05	787,515.49	780,158.03
Petty Cash	100.00	100.00
Total Checking/Savings	1,488,721.96	1,013,259.89
Other Current Assets		
1292 · Accounts Rec - USDA Loan	2,329,859.60	0.00
1291 · Accounts Rec - Orchard Acres	339,708.47	0.00
Prepaid Insurance	17,533.52	17,705.32
128 · Inventory	23,913.50	21,549.46
1200.1 · Accounts Receivable--UBMax	104,154.09	83,633.78
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,814,669.18	122,388.56
Total Current Assets	4,303,391.14	1,135,648.45
Fixed Assets		
1900 · Water System	11,645,613.45	11,505,107.47
1915 · Office Building & Improvements	387,260.80	387,260.80
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	75,349.31	75,349.31
1990 · Land and Easements	330,195.78	330,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-5,086,460.75	-4,621,807.75
Total Fixed Assets	7,446,425.64	7,770,572.66
Other Assets		
Deferred Outflow of Resources	174,771.00	87,849.00
LoanBrokerageFees	0.00	15,000.00
Accumulated Amortiz-loan fees	0.00	-1,625.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	176,851.80	103,304.80
TOTAL ASSETS	11,926,668.58	9,009,525.91

Aromas Water District
Balance Sheet Prev Year Comparison

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	4,003.89	8,411.78
Total Accounts Payable	4,003.89	8,411.78
Credit Cards		
ACE Hardware	39.85	0.00
First Bankcard - L Coombes #92	234.10	187.80
First Bankcard -- T. Zelmar #67	9.99	70.69
Valero - Fuel	378.61	271.59
First Bankcard -- D DeAlba #35	279.99	1,171.65
First Bankcard -- V Morris #24	0.00	0.99
Total Credit Cards	942.54	1,702.72
Other Current Liabilities		
2100 · Payroll Liabilities	355.78	-6,060.38
City National Bank - Current	105,477.00	105,477.00
Deferred Inflows- Actuarial	17,463.00	48,026.00
CUSTOMER DEPOSITS		
Water Customer	3,312.75	0.00
Connection Deposits Payable	4,000.00	4,000.00
Hydrant Meter Deposit	150.00	150.00
CUSTOMER DEPOSITS - Other	-10,634.13	0.00
Total CUSTOMER DEPOSITS	-3,171.38	4,150.00
Accrued Vacation Payable	22,769.14	17,011.82
Interest Payable	52,480.90	0.00
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SWHCA	0.00	5,967.02
Total State Payroll Taxes Payable	0.00	5,967.02
Total Payroll Taxes Payable	0.00	5,967.02
PVWMA Payable	19,272.06	15,251.49
Total Other Current Liabilities	214,646.50	189,822.95
Total Current Liabilities	219,592.93	199,937.45
Long Term Liabilities		
2590 · Unearned Revenue - CFD 98-1	13,436.52	0.00
2393 · Long-term Debt - CFD 98-1	80,000.00	0.00
2392 · Long-term Debt - USDA	2,693,000.00	0.00
2391 · Long-term Debt - Orchard Acres	420,000.00	0.00
GASB 68 Pension Liability	501,054.00	436,183.00
City National Bank	1,158,375.84	1,265,394.67
Total Long Term Liabilities	4,865,866.36	1,701,577.67
Total Liabilities	5,085,459.29	1,901,515.12
Equity		
Investment in Capital Assets	6,420,006.53	6,396,001.53
Unrestricted Net Assets	3,019,581.87	3,261,281.44
Allocation of Net Assets	-2,637,407.62	-2,588,320.07
Net Income	39,028.51	39,047.89
Total Equity	6,841,209.29	7,108,010.79
TOTAL LIABILITIES & EQUITY	11,926,668.58	9,009,525.91

Aromas Water District
Profit & Loss Budget Performance

November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	85,689.44	60,000.00	528,081.82	460,000.00	960,000.00
307 · Bulk Water	173.99	75.00	3,849.83	475.00	1,000.00
302 · Connection	0.00	0.00	0.00	0.00	12,790.00
301 · Taxes Rcvd	0.00	0.00	4,567.60	0.00	66,000.00
304 · Misc Income	0.00	0.00	450.12	250.00	1,000.00
306 · Interest	753.80	500.00	3,693.91	2,200.00	6,000.00
312 · Grant Revenue	0.00	0.00	1,725.00	1,500.00	1,500.00
Total Income	86,617.23	60,575.00	542,368.28	464,425.00	1,048,290.00
Gross Profit	86,617.23	60,575.00	542,368.28	464,425.00	1,048,290.00
Expense					
Operations					
403 · Fuel	750.28	650.00	3,603.15	3,250.00	8,000.00
404 · Truck Maint	1,410.95	375.00	2,476.72	1,875.00	4,500.00
431 · System Repair & Maint	912.88	5,000.00	21,597.17	25,000.00	60,000.00
463 · Water Analysis	306.00	350.00	1,578.00	1,950.00	4,500.00
464 · Water Treatment	0.00	600.00	5,008.28	3,500.00	8,000.00
468 · Tools	0.00	400.00	2,818.68	2,000.00	5,000.00
470 · Annexation/EIR/Planning	0.00	400.00	0.00	2,000.00	5,000.00
Total Operations	3,380.11	7,775.00	37,082.00	39,575.00	95,000.00
Power					
449.75 · 388 Blohm, # C	19.10	15.00	71.98	75.00	200.00
449.5 · 388 Blohm, A & B Office	115.30	130.00	531.35	650.00	1,600.00
461.5 · RLS Tank Booster	9.53	10.00	44.36	50.00	120.00
447 · Leo Ln Booster	30.82	35.00	171.81	155.00	400.00
448 · Aimee Mdws Well	9.53	10.00	44.69	50.00	120.00
451 · Marshall Corp Yard	37.76	30.00	193.32	150.00	400.00
452 · Rea Booster @ Seely	25.70	40.00	123.49	200.00	500.00
454 · Carr Booster	353.11	380.00	2,105.17	1,900.00	4,600.00
458 · Pleasant Acres Well	152.85	400.00	4,822.17	3,000.00	6,000.00
459 · Seely Booster @ Carpent...	19.06	25.00	89.38	125.00	300.00
460 · San Juan Well	4,617.31	2,000.00	27,573.41	20,000.00	35,000.00
461 · Cole Tank	12.01	12.00	56.95	60.00	150.00
462 · Rea Tank	11.93	12.00	56.57	60.00	150.00
465 - Lwr Oakridge Boost	88.23	50.00	400.31	250.00	600.00
465.5 - Upper Oakridge Booster	0.00	50.00	0.00	250.00	600.00
466 · Pine Tree Tank	12.06	12.00	57.16	60.00	150.00
Total Power	5,514.30	3,211.00	36,342.12	27,035.00	50,890.00
Payroll					
Gross	39,516.58	29,170.00	185,984.10	145,835.00	350,000.00
Comp FICA	2,447.06	1,850.00	11,515.52	9,050.00	22,000.00
Comp MCARE	572.29	425.00	2,693.14	2,125.00	5,100.00
Comp SUI	41.70	375.00	483.61	1,875.00	4,500.00
Total Payroll	42,577.63	31,820.00	200,676.37	158,885.00	381,600.00
Employee / Labor Costs					
407 · Outside Services	0.00	500.00	2,652.12	2,500.00	6,000.00
408 · Uniform Allowance	0.00	0.00	691.74	250.00	1,000.00
409 · Workers Comp	629.74	700.00	3,938.46	3,500.00	8,500.00
410 · Health Ins	7,420.72	4,500.00	32,762.10	24,500.00	56,000.00
474 · Education	0.00	500.00	702.73	2,500.00	6,000.00
477 · Retirement	6,060.48	5,200.00	28,338.03	25,600.00	62,000.00
Total Employee / Labor Costs	14,110.94	11,400.00	69,085.18	58,850.00	139,500.00

Aromas Water District
Profit & Loss Budget Performance

November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
Office					
440 · Misc Exp	389.55	300.00	1,461.18	1,500.00	4,000.00
444 · Postage	270.50	325.00	1,388.36	1,625.00	4,000.00
445 · Office Supplies	235.09	300.00	1,314.07	1,500.00	4,000.00
446 · Office Eqpmt and Maint	1,128.78	400.00	5,779.96	2,400.00	5,000.00
Total Office	2,023.92	1,325.00	9,943.57	7,025.00	17,000.00
Communications					
455 · Phone, Off	307.30	320.00	1,626.91	1,560.00	3,800.00
456 · Telemetry	298.36	300.00	1,491.80	1,500.00	3,600.00
457 · Answ Serv/Cellular Phone	389.19	300.00	1,211.98	1,500.00	3,600.00
Total Communications	994.85	920.00	4,330.69	4,560.00	11,000.00
Administrative & General					
417 · Capital Loan Interest	0.00	0.00	19,593.40	19,200.00	38,400.00
467 · Depreciation Reserve	20,000.00	20,000.00	100,000.00	100,000.00	240,000.00
406 · Liability Ins	1,475.00	1,666.00	-296.47	8,330.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	6,500.00	6,500.00	16,000.00
422 · Bank Charges	137.20	170.00	-129.26	810.00	2,000.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	0.00	0.00	9,973.00	10,500.00	11,500.00
471 · Bad Debts	0.00	0.00	0.00	200.00	400.00
473 · Memberships	3,804.00	1,500.00	10,239.17	7,500.00	15,000.00
Total Administrative & General	26,716.20	24,636.00	145,879.84	153,040.00	353,300.00
Total Expense	95,317.95	81,087.00	503,339.77	448,970.00	1,048,290.00
Net Ordinary Income	-8,700.72	-20,512.00	39,028.51	15,455.00	0.00
Net Income	-8,700.72	-20,512.00	39,028.51	15,455.00	0.00

12/13/17

Aromas Water District
Monthly Expenditures
 November 21 through December 15, 2017

Date	Num	Name	Amount
UB Checking			
11/27/2017	Paid Online	P G & E	-5,514.30
11/29/2017	E-pay	Employment Development Dept	-735.86
11/29/2017	E-pay	United States Treasury (EFTPS)	-4,708.62
11/29/2017	16497	A T & T U-verse	-60.00
11/29/2017	16498	ACE Hardware Prunedale	-119.40
11/29/2017	16499	ADT Security Services, Inc.	-362.61
11/29/2017	16500	Aromas Auto Repair	-494.95
11/29/2017	16501	Aromas Water District (Petty Cash)	-146.65
11/29/2017	16502	California Special Districts Assoc	-3,384.00
11/29/2017	16503	CSSC	-79.00
11/29/2017	16504	David DeAlba	-21.40
11/29/2017	16505	Old Firehouse Market	-205.72
11/29/2017	16506	Rob Johnson	-50.00
11/29/2017	16507	Sabre Backflow, Inc.	-128.12
11/29/2017	16508	San Benito County Mosq Abatement Prog	-30.87
11/29/2017	16509	Trevor J. Zelmar	-8.03
11/29/2017	16510	United Way serving San Benito County	-48.00
11/29/2017	16511	Valero	-529.28
11/29/2017	16512	Verizon Wireless	-132.65
11/29/2017	NSF	Bill Adjustment Report	-250.00
11/30/2017	DD1145	Coombes (P), Louise P	0.00
11/30/2017	DD1146	DeAlba (P), David	0.00
11/30/2017	DD1147	Giron (P), Ester	0.00
11/30/2017	DD1148	Gonzales (P), Toleen	0.00
11/30/2017	DD1149	Johnson (P), Robert L	0.00
11/30/2017	DD1150	Morris (P), Vicki	0.00
11/30/2017	16496	Zelmar (P), Trevor J	-1,617.69
11/30/2017	End Nov '17	QuickBooks Payroll Service	-9,658.81
11/30/2017	ACH	CalPERS	-2,310.40
11/30/2017	ACH	CalPERS	-2,819.36
11/30/2017	16513	USPO	-254.05
11/30/2017	EFT	Bank Service Fees	-146.20
12/01/2017	EFT	CalPERS	-2,969.24
12/06/2017	16514	Aromas Auto Repair	-916.00
12/06/2017	16515	Aromas Water District (Petty Cash)	-109.80
12/06/2017	16516	CALNET3	-545.66
12/06/2017	16517	Employment Development Dept	-107.68
12/06/2017	16518	First Bankcard	-2,058.63
12/06/2017	16519	Monterey Bay Analytical Services Inc	-179.00
12/13/2017	16525	ACWA JPIA, Emp. Ben. Prog.	-7,949.31
12/13/2017	16526	D & G Sanitation	-80.81
12/13/2017	16527	Recology San Benito County	-34.66
12/13/2017	16528	Robert E. Bosso	-1,300.00
12/13/2017	16529	Sage Software Inc	-1,004.00
12/13/2017	16530	Xerox Corp	-14.79
12/14/2017	Mid Dec '17	QuickBooks Payroll Service	-7,470.85
12/15/2017	DD1154	Coombes (P), Louise P	0.00
12/15/2017	16522	DeAlba (P), David	-2,769.07

12/13/17

Aromas Water District
Monthly Expenditures
November 21 through December 15, 2017

Date	Num	Name	Amount
12/15/2017	DD1155	Giron (P), Ester	0.00
12/15/2017	16523	Gonzales (P), Toleen	-705.81
12/15/2017	DD1156	Johnson (P), Robert L	0.00
12/15/2017	DD1157	Morris (P), Vicki	0.00
12/15/2017	16524	Zelmar (P), Trevor J	-1,676.49
12/15/2017	16520	Dutra (P), Marcus	-210.33
12/15/2017	16521	Holman (P), Wayne R	-206.34
12/15/2017	DD1151	Leap (P), James E	0.00
12/15/2017	DD1152	Norton (P), K W	0.00
12/15/2017	DD1153	Smith (P), Richard	0.00
Total UB Checking			-64,124.44
TOTAL			<u>-64,124.44</u>

Staff Report



To: Board of Directors

Re: Item 9.E ó Election of Board Officers for 2018

Date: December 8, 2017

Summary / Discussion

Annually, the President and Vice President of the Aromas Water District Board of Directors are elected by their fellow board members to serve for one or more yearly terms. Jim Leap and Richard Smith have been the Board President and Vice President, respectively, for calendar years 2016 and 2017.

Staff Recommendation

The Board of Directors nominates and votes for a President and a Vice President for the 2018 calendar year.

Submitted by:

Robert Johnson
General Manager