



SPECIAL MEETING OF THE BOARD OF DIRECTORS

AGENDA

WEDNESDAY, December 19, 2018

7:00 PM

NOTE: DIFFERENT DAY OF WEEK

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. **OATH OF OFFICE:** Newly appointed Directors Jim Leap, Richard Smith, and Marcus Dutra to be sworn in by Aromas Water District Counsel Bob Bosso.
- V. **STATEMENTS OF DISQUALIFICATION**
- VI. **ADDITIONS AND DELETIONS**
- VII. **MINUTES:** Motion to approve the Minutes of the November 27, 2018 Regular Board Meeting p.3-5
- VIII. **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.*
- IX. **PRESENTATIONS & REPORTS**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10
- X. **ACTION ITEMS:**
 - A. **Consider receiving an update on the possible annexation of one parcel in the Rancho Larios area into the Aromas Water District boundary; and approving a resolution (Resolution #2018-06) for the Local Area Formation Commission (LAFCO)** p.11-14

Staff will present an update on the annexation process; including the required resolution from the District as part of the LAFCO application process for Board discussion and action.
 - B. **Consider receiving an update on the possible annexation of parcels along Cole Road, and providing direction to Staff** p.15

Staff will present an update on the process to annex parcels along Cole Road for provision of municipal water only for Board discussion and action.
 - C. **Financial Reports for the Month of November 2018** p.16-21

Oakridge & Orchard Acres Assessment Districts are now included in the financial reports. Therefore, the reports show a Total Revenue of \$94,455.05; Total expenditures were \$63,444.91 between November 17, 2018 and December 12, 2018. These financials and monthly expenditures will be presented for discussion and approval.
 - D. **Election of Officers for the 2019 Calendar Year** p.22

District Board to nominate and elect a President and Vice President to take office in January 2019
- XI. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó Tuesday, January 22, 2019
- XII. **ADJOURNMENT**

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**Minutes of the Regular Meeting of
the Board of Directors of the Aromas Water District
November 27, 2018**

- 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, November 27, 2018 at 7:01 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, Board Secretary Louise Coombes, Staff Ester Gir6n. Counsel Bob Bosso was absent as he was attending a conference.
- III. PLEDGE OF ALLEGIANCE.** Louise Coombes led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions or deletions to the Agenda.
- VI. MINUTES.** The minutes of the October 23, 2018 Board Meeting were presented for review and approval; there were no corrections or comments. Director Leap moved for approval of the minutes and Director Norton seconded. Minutes were unanimously approved with all Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. Director's Reports.** Director Leap mentioned that he and GM Johnson recently attended the San Benito County Water District Groundwater Sustainability Agency (GSA) Workshop, where they are in the process of developing the Groundwater Sustainability Plan (GSP) for North San Benito County. Much of what was discussed was information already presented and discussed at previous Aromas Water District Board of Directors meetings. There will be additional opportunities to comment and contribute to the final product.

Attorney's Report. Counsel Bosso was absent, so there was no Attorney's Report presented.

B. Manager's Report

OPERATIONS

No new meters have been installed this month so the total number of meters remains at 957.

Production & Well Levels

GM Johnson reported total production, in October 2018, was almost 10 million gallons for the month; the daily average at approximately 324,000 gallons. Our 2018 production, so far, is greater than 2017.

Pleasant Acres Well was not in operation for one week due to an electrical fault that damaged a safety busbar; PG&E had to be involved to turn off the power so the electrician could make the repair.

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

Incidents

There were no incidents to report this month.

Staff & Board Recognition

GM Johnson wanted to make sure that the Board knew 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 in the office in the continuing absence of a Customer Services Representative.

GM Johnson also wanted to give credit to CO DeAlba who is working very hard alone since Operator Zelmar has been out on leave since October and not anticipated to return until January. In light of this, GM Johnson has hired a part-time temporary Operator, Jesse Sanchez, who started on November 26, 2018, for around three hours a day plus relieving CO DeAlba from 100% on-call availability. Operator Sanchez was an Intern at the District and therefore has a basic familiarity with the system.

GM Johnson attended the San Benito Board of Supervisors meeting on November 20, 2018, at which the rebuilding of several bridges in the county was discussed. The Board Chair, Anthony Bothelo indicated that he supports Aromas Water Districts' preference that the Rocks Road bridge not be altered, thereby avoiding additional costs to the District. Despite this, the Board of Supervisors voted to accept and go ahead with all the projects discussed. GM Johnson reported that he endorsed the sentiment of Supervisor Bothelo requesting that the County, at least, work in collaboration with the District regarding the Rocks Road project.

Projects

The new bathroom in the Districts' apartment is completed other than a shower curtain. The remaining budget allows for the addition of fitting out the entry way as a mud room with a deep sink and commercial faucet, plus hanging space for wet weather gear.

Two tablets have now been purchased and set up for two Board members (Norton and Leap) on which they can receive District email and view the Board Packet electronically during the meeting to save paper.

- C. **Correspondence.** In response to Director Nortons' inquiry, GM Johnson summarized the correspondence from PG&E regarding the rolling blackouts; where District staff must contact PG&E *during* a blackout to request exemption; the number is not in service at other times.

IX. ACTION ITEMS

- A. **Presentation of Audited Financial Statements - Fiscal Year 2017-2018.** Jonathan Abadesco from Fedak & Brown presented a summary of the Financial Audit Results. He reported that the District's Financial statements are in accordance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB) and, in Fedak & Brown's opinion, in all material respects, fairly present the financial position of the District as of June 30, 2018. Mr Abadesco went on to commend the District staff and Board on their cooperation and efficient management practices throughout the process; a sentiment was echoed by Director Norton.

Highlights of the report show that due to sound fiscal management, although the Operating Revenues had increased to almost \$176,000, the Operating Expenses had only increased by almost \$102,000 which is a good ratio. The District's Net position had decreased by 2.02% which indicates that although we are in a better position than 2017, there is still justification for a rate increase at the beginning of the next Fiscal Year.

Director Norton moved to approve the draft Audited Financial Report as presented with some minor rewording to be provided by GM Johnson. The motion was seconded by Director Leap. The Audited Financial Report was unanimously accepted with all Directors present.

- B. **Consider receiving: 1) an informational presentation from XiO Systems, and 2) an updated proposal regarding the purchase of XiO Systems hardware for Aromas Water District sites, in the amount of \$13,139.00, and providing direction to Staff.** John Peairs from XiO attended the meeting to present XiO technology and answer any questions from the Board.

Director Norton commented that switching to the XiO devices gradually is good to see how it works on a small scale first; hopefully making a significant positive impact for the Operations Team. This sentiment was echoed by President Smith, who was cautious about the District using a relatively unknown company until Mr Peairs mentioned some of their other current clients.

Vice President Holman moved to approve the updated proposal as presented, and seconded by Director Leap. The updated proposal was unanimously accepted with all Directors present.

C. Consider receiving an update on the possible annexation of one parcel in the Rancho Larios area into the Aromas Water District boundary.

GM Johnson reported that in October, PVWMA granted the District's request for an exception to the non-exportation clause. The next step is to file an application to San Benito County LAFCO who sent a list of the many requirements of this application. GM Johnson, Consultant Morris and the requestor, will prepare the various items, including a Resolution to include this parcel within our boundary for Board Approval at the December meeting. It is likely to take a couple of months to be included on the LAFCO agenda.

Vice President Holman moved to receive the report and move forward with the Resolution in December. The motion was seconded by Director Leap. The Report was unanimously accepted with all Directors present.

D. Consider receiving a report regarding the possible annexation of parcels along Cole Road, and providing direction to Staff.

Three requests have been received by the District to annex parcels already within the Districts' sphere of influence. GM Johnson outlined the parcel map, including a fourth parcel which has already been receiving Aromas Water District water through an historic arrangement, which would sunset, if the parcel is ever annexed. LAFCO would be the ultimate decision maker as to whether all four parcels are annexed.

Vice President Holman moved to pursue the annexation for the four parcels on Cole Road. The motion was seconded by Director Norton. The Report was unanimously accepted with all Directors present.

E. Financial Reports for the month of October 2018. Including the Oakridge and Orchard Acres Assessment Districts, the total revenue for October was \$122,113.50; Total expenditures were \$85,154.96 between October 17, 2018 and November 16, 2018.

On the **Balance Sheet**, *Total Assets* are \$11,661,862.46, of which Total Current Assets are \$4,318,039.54, and Total Fixed Assets are \$7,166,971.12. In *Liabilities*, the City National Bank principal is in Current Liabilities; the loan is in two sections the first of which ends in 2021 and the other 2029.

In the **P&L** Report GM Johnson reported *Water Revenue* for September was \$116,612.65 as compared to the Budgeted \$100,000.00. In the *Power* section the Lower Oakridge Booster there is a lump sum payment to catch up from when the meter was originally purchased, and a billing error on PG&E's part.

In the **Monthly Expenditures** the check for Iflow covers 12 new brass Kamstrup meters as the plastic meters seem to be problematic.

Director Dutra moved to adopt the Financial Reports as presented; and 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 **Wednesday**, December 19, 2018.

XI. ADJOURNMENT. President Smith adjourned the meeting at 8:47 pm until **Wednesday**, December 19, 2018.

Read and approved by: _____
President, Richard Smith

Attest: _____
Board Secretary, Louise Coombes

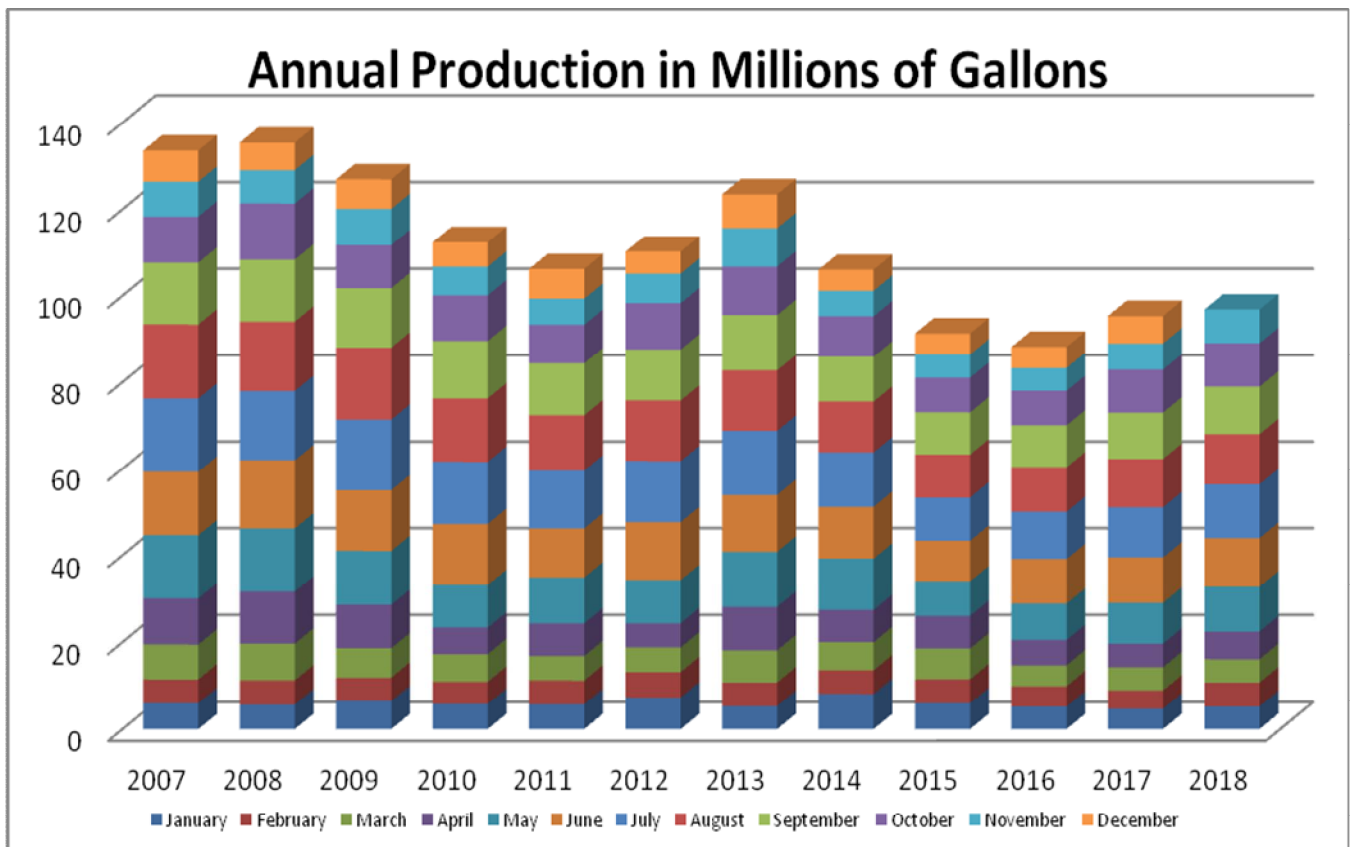
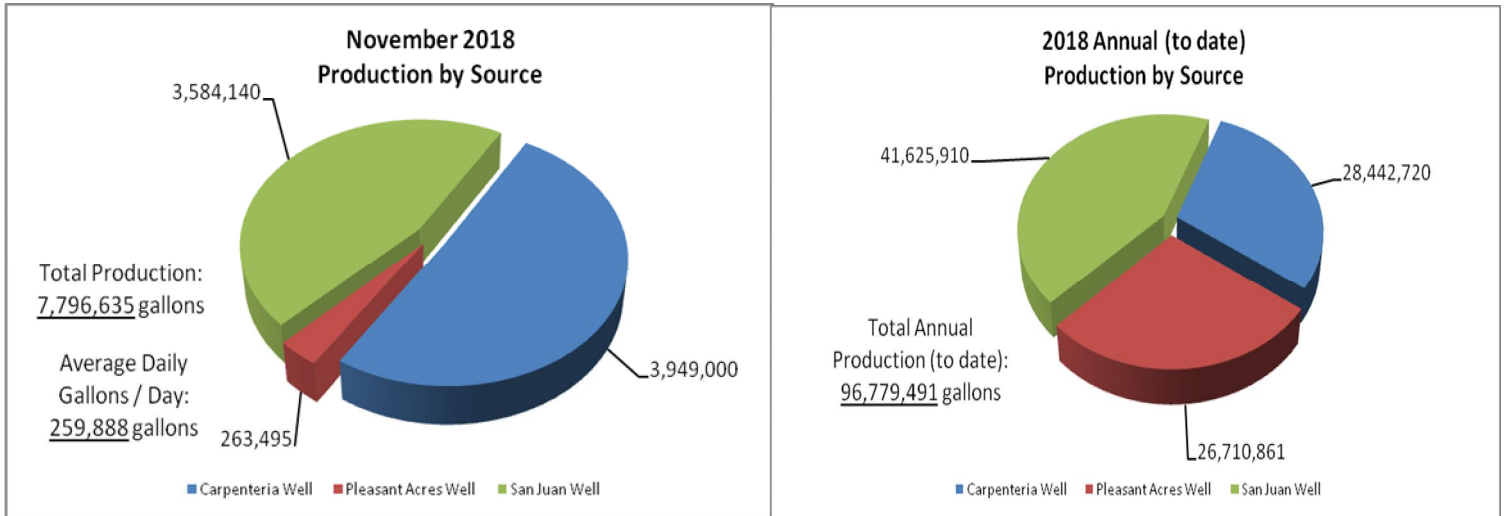
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Date: _____

General Manager's Report November 2018



PRODUCTION REPORT



Totals	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Million Gal	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	96.78
Acre Ft	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	296.96

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 and San Juan wells were operational the entire month; while Pleasant Acres well had some equipment issues and ran a total of 11 days this month.
- 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 approximately every 5-7+/- days.
- 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 ó see next section
- Chlorine chemical pump maintenance and analyzer maintenance at all wells
- 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) Girõn continue to go above and beyond the call, keeping things running smoothly. Recruitment for a new Customer Service Representative (CSR) will begin in January.
- Chief Operator (CO) DeAlba has been keeping the District's infrastructure functioning single-handedly, since early October, since Operator Zelmar has been out of the office.
- With Operator Zelmar's absence, GM Johnson has hired another operator on a part-time temporary basis to work a few hours each day and be on-call until further notice.
- GM Johnson met with two Pajaro Sunny-Mesa Board members; they called wanting to discuss administrative options.
- GM Johnson met with CO DeAlba to discuss moving some of the routine maintenance tasks to a planning level, providing the possible opportunity to set aside some monies to make sure these tasks are completed in a timely manner.

CONSERVATION UPDATE:

November 2018 usage figures indicate the usual trend of customers ramping back their water usage as winter approaches.

October 1, 2018 marked the start of a new water year. As of the date of this report, the rain gauge at Chittenden Pass has recorded 5.20 inches of precipitation this water year, with 0.56 inches falling so far in the month of December.

PROJECTS:

1. District Apartment renovations

This project is part of the Capital Budget for the current fiscal year (Remodel apartment for \$15,000). The bathroom was taken on first and is now completed. Secondly, a new utility-type sink was installed in the entry room of the apartment; this room will become a mud-type room. Other jobs expected to be finished including plumbing the apartment with hot water, and refurbishing the downstairs closet for storage.

2. Technology for Board member use

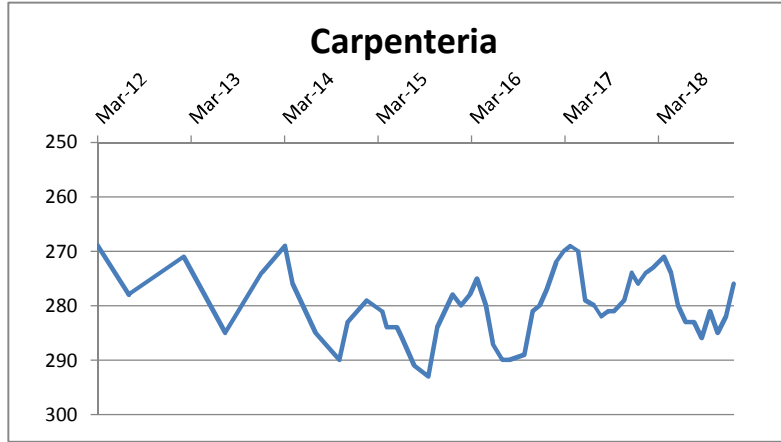
GM Johnson recently purchased two relatively-inexpensive tablets for Board member use. This strategy could result in a reduction in paper usage and reduce costs in the long run. The tablets were purchased and set up for use at the Audit Committee meeting and the November Board meeting.

3. Budget Revision in January

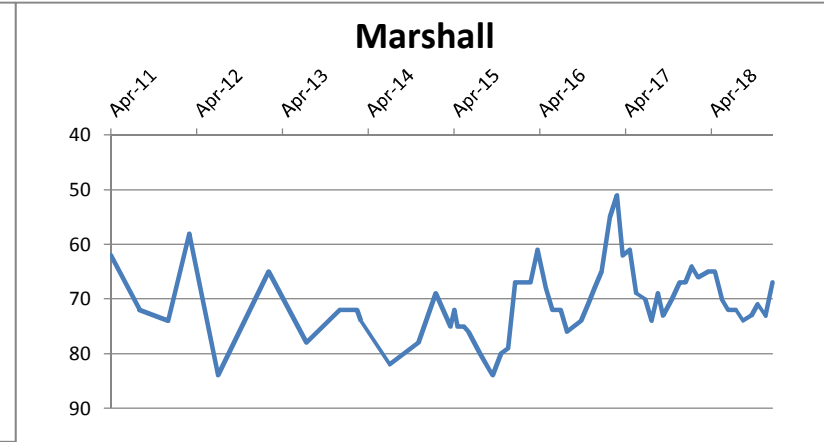
An Ad-Hoc Budget Committee needs to be appointed at the December meeting for the purposes of reviewing the budget to determine where the budget needs to be updated (if at all) due to circumstances that have occurred during the year.

Robert Johnson
General Manager
December 12, 2018

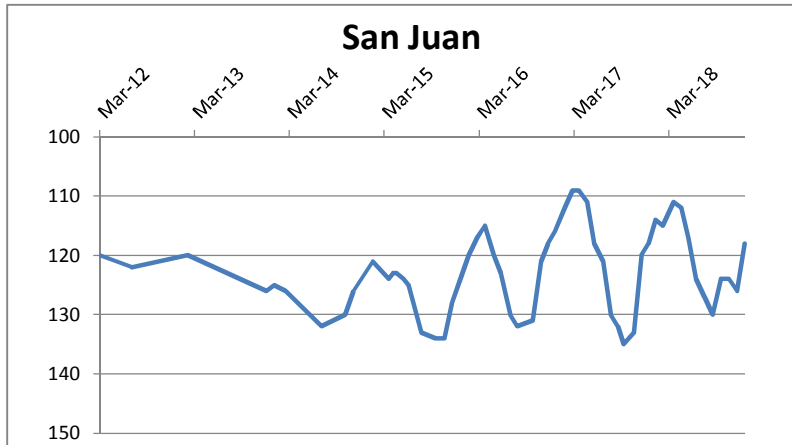
Well Water Level Monitoring
 Depth to Water Measurements
 Date: December 12, 2018



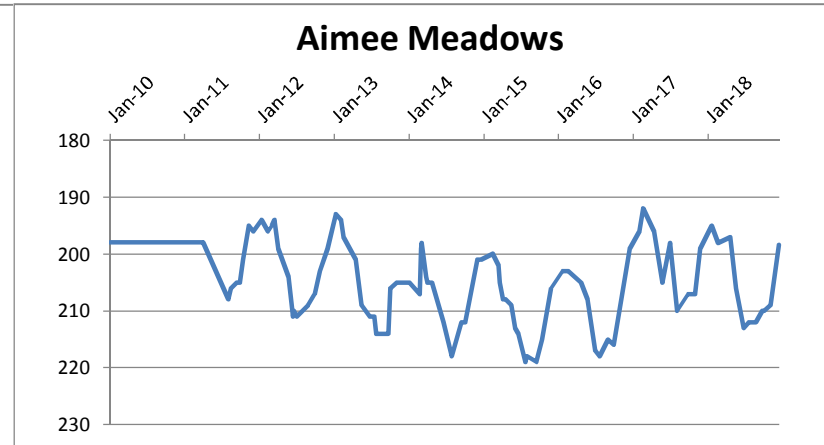
Carpenteria Well (production): Previous Read = 285 feet ; Current Read = 276 feet



Marshall Well (monitoring): Previous Read = 71 feet ; Current Read = 67 feet



San Juan Well (production): Previous Read = 124 feet ; Current Read = 118 feet



Aimee Meadows (monitoring): Previous Read = 209 feet ; Current Read = 198 feet

CORRESPONDENCE LIST: 11/20/2018 - 12/12/2018

DATE	TYPE	TO	FROM	SUBJECT
11/13/18 Late Arr	M	AWD	Monterey County Clerk	Notice of Fee Increases effective Jan 1, 2019
11/26/18	E	AWD	J Wingate, USA North 811	2019 Budget and Dig Safe Board Fees
11/27/18	E	AWD	Monterey Cty Elections	Election Results Certified
12/04/18	E	SWRCB	R. Johnson, AWD	Quarterly Report for Disinfectant Residuals Compliance
12/04/18	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
12/04/18	E	L Coombes, AWD	BAR Fleets	Acceptance of Annual Reporting Transmittal of Govt Smog Check for 2018
12/5/18	E	E Giron, AWD	N Cowell, Meridian Asset Services	Water Lien Research / Brown & Meister / Our file #2936142
12/6/18	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
12/12/18	E	L Coombes, AWD	ACWA JPIA	Request for 2017/18 Actual Payroll Reminder

Staff Report



To: Board of Directors

Re: Item X.A ó Consider receiving an update on the annexation of one parcel in the Rancho Larios area into the Aromas Water District boundary.

Date: December 13, 2018

Summary / Discussion

A request for water service has been made by Mr. Patrick Eilert, APN #012-014-019, who resides within the Rancho Larios subdivision, though his parcel is not a part of the Rancho Larios development. Due to this unique situation, his parcel was not included in the agreement to deliver water to the Rancho Larios development. He does have a well on his property, which, through the use of tanks has been sufficient for his needs over the years. Recently though, the well's yield has gone down (from 3 gallons per minute to 1 gallon per minute); therefore, for health and safety reasons, Mr. Eilert is looking to be served by the Aromas Water District (District).

The District Board of Directors (BOD) approved the initiation of the annexation process at their September meeting. This is an update of the progress within the process.

The Pajaro Valley Water Management Agency (PVWMA) BOD met on October 17, 2018, and approved the request for an exemption from Ordinances 98-01 and 98-02, allowing water to be exported out of the Pajaro Basin for health and safety reasons.

The next large step in the process will be an application to the Local Area Foundation Commission (LAFCO). This application has about 10 important items that need to be completed for the application to be considered. Staff is working on the specific actions and tasks that need to be completed. As a reminder, attached to this report is a listing of the application requirements for submitting boundary change applications to LAFCO.

One application requirement is a Resolution of Application from the requesting entity, the District. So, to keep this process moving forward, this resolution will need to be adopted; after which it will become a part of the documentation that makes up the completed application packet. Once a completed application gets to LAFCO, there is a minimum two-month wait before the item will make it on their agenda.

Staff Recommendation

Receive the update report and Adopt Resolution #2018-06.

Submitted by:

Robert Johnson
General Manager



RESOLUTION 2018-06

RESOLUTION OF APPLICATION OF THE AROMAS WATER DISTRICT INITIATING PROCEEDINGS FOR THE *EILERT* (APN: 012-014-019) ANNEXATION TO THE AROMAS WATER DISTRICT

WHEREAS, the Aromas Water District (DISTRICT) desires to initiate a proceeding for the adjustment of boundaries specified herein.

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

1. This proposal is made, and it is requested that proceedings be taken, pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with section 56000 of the California Government Code.
2. This proposal is an annexation to the DISTRICT
3. A map of the affected territory is set forth in Exhibit A, attached hereto and by reference incorporated herein.
4. It is desired that the proposal be subject to the following terms and conditions: *DISTRICT water will be utilized for municipal uses only.*
5. The reasons for the proposal are to: *Health and Safety Issues related to the lack of available well water and the need to annex into the DISTRICT to receive DISTRICT water.*
6. The proposal is consistent with the Sphere of Influence of the DISTRICT.
7. Consent is hereby given to the waiver of conducting authority proceedings.

PASSED AND ADOPTED by the Board of Directors of the Aromas Water District, Aromas, Monterey and San Benito Counties, California, at a Regular meeting duly held on this 19th day of DECEMBER by the following vote:

AYES:

NOES:

ABSENT:

APPROVE:

ATTEST:

Richard Smith, Board President

Board Secretary, Louise Coombes

FILING REQUIREMENTS FOR SUBMITTING BOUNDARY CHANGE APPLICATIONS

An application submitted to the San Benito Local Agency Formation Commission should contain the following components:

1. _____ **Cover letter listing the materials being submitted (1 copy)**
2. _____ **Either a Resolution of Application or a signed Petition (1 copy)**
3. _____ **Completed Proposal Questionnaire (5 copies)**
4. _____ **Assessor Parcel Map with application area outlined in color (1 copy)**
5. _____ **Map and legal description (5 copies)**
6. _____ **Certified EIR or Negative Declaration (9 copies) or
Notice of Determination or Notice of Exemption (1 copy) or
Environmental Questionnaire if LAFCO is to be the lead agency
(1 copy)**
7. _____ **(EIRs & NDs) Verification Fish and Game Fees have been paid
(1 copy)**
8. _____ **List of current and any known future landowners or lessees for any
boundary change related to land use development projects (1 copy)**
9. _____ **LAFCO Processing fee (in accordance with LAFCO fee schedule)**
10. _____ **Pertinent reports, studies and other information to assist the LAFCO
staff and Commission in understanding the application. (1 copy)**

Staff Report



To: Board of Directors

Re: Item X.B ó Consider receiving an update regarding the possible annexation of parcels along Cole Road, and providing direction to Staff

Date: December 12, 2018

Summary / Discussion

A request for water service has been made by Mr. Seth Capron and Ms. Jane Rekedal; Mr. Glenn Skogen and Ms. Lynn Mello; and Mr. and Mrs. Brian Ford. These individuals own parcels 011-016-033, 011-016-034, and 011-016-032 respectively. Each of these properties is just less than five acres each, and each property has a well from which they historically have used to get water.

Recently though, the respective wells have not been yielding sufficiently for the respective owners' basic needs; therefore, for health and safety reasons, the owners of these three parcels are looking to be served by the Aromas Water District (District). These three parcels are currently within the District's sphere of influence, though none are annexed into the District; the boundary of the District's current annexed area is Cole Road in this area.

At the November 2018 District Board of Directors' (BOD) meeting, the BOD approved initiating the annexation process. The next step would involve going to the Pajaro Valley Water Management Agency (PVWMA) BOD in January (since they are also meeting on December 19th), and the Local Area Foundation Commission (LAFCO) subsequent to that meeting, with a change in boundary application. The entire process is basically the same as, though slightly different than, the Eilert Annexation. As with the Eilert Annexation, costs related to completing this process would be borne by the applicants.

District staff, assisted by Mr. Capron, is reaching out to another parcel owner that is contiguous to this group of parcels, and is bounded on the opposite side by the District's annexed boundary to see about including them in this annexation. In the long run, LAFCO, and the District for that matter, do not like to have these 'island-like' parcels not annexed, while being surrounded by annexed parcels; so staff is looking to incorporate them into this annexation also.

Staff Recommendation

Receive the update and direct staff to continue moving forward with the annexation process.

Submitted by:

Robert Johnson
General Manager

Aromas Water District
 Balance Sheet Prev Year Comparison
 As of November 30, 2018

	Nov 30, 18	Nov 30, 17
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	158,925.21	60,666.40
UB Bk Money Market xxxx7853	192,668.34	87,230.69
LAIF-State of Ca xx-05	802,310.39	787,607.49
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	21,154.84	21,282.54
OAWA Union Bank 101 Redemption	4.56	9,901.87
OAWA Union Bank 102 Reserve	35,699.67	35,549.40
Oakridge Union Checking 5587	299,617.88	373,804.39
CFD Union Bank CFD98-1	35.00	10,361.54
CFD 02 Provident T Fund Reserve	0.00	-59.62
Total Assessment District Banks	356,511.95	450,840.12
Total Checking/Savings	1,510,515.89	1,386,444.70
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	20,350.49	17,533.52
128 · Inventory	22,913.50	23,913.50
1200.1 · Accounts Receivable--UBMax	124,138.76	118,269.71
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,775,139.38	2,828,784.80
Total Current Assets	4,285,655.27	4,215,229.50
Fixed Assets		
1900 · Water System	11,738,676.02	11,645,613.45
1915 · Office Building & Improvements	395,660.80	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	-5,550,372.00	-5,071,460.75
Total Fixed Assets	7,136,653.29	7,461,425.64
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	11,611,589.36	11,853,506.94

Aromas Water District
 Balance Sheet Prev Year Comparison
 As of November 30, 2018

	Nov 30, 18	Nov 30, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	26,035.08	3,758.89
Total Accounts Payable	26,035.08	3,758.89
Credit Cards		
First Bankcard - E Giron #86	175.00	0.00
First Bankcard - R. Johnson #31	1,245.45	0.00
ACE Hardware	39.85	39.85
First Bankcard - L Coombes #92	76.36	394.10
First Bankcard -- T. Zelmar #67	9.99	9.99
Valero - Fuel	447.72	410.13
First Bankcard -- D DeAlba #35	745.68	37.87
First Bankcard -- #24 (VM)	0.00	78.24
Total Credit Cards	2,740.05	970.18
Other Current Liabilities		
2100 - Payroll Liabilities	182.28	47.78
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	3,200.00	150.00
Total CUSTOMER DEPOSITS	7,200.00	4,150.00
Accrued Vacation Payable	19,106.97	22,769.14
Interest Payable	52,480.90	52,480.90
PVWMA Payable	23,822.20	19,272.06
Total Other Current Liabilities	222,282.38	221,659.88
Total Current Liabilities	251,057.51	226,388.95
Long Term Liabilities		
2590 - Unearned Revenue - CFD 98-1	5,545.71	13,436.52
2392 - Long-term Debt - USDA (Oakrd...	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	4,889,736.52	5,012,255.31
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	62,455.14	38,903.88
Total Equity	6,721,852.84	6,841,251.63
TOTAL LIABILITIES & EQUITY	11,611,589.36	11,853,506.94

Aromas Water District
Profit & Loss Budget Performance

November 2018

	Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	92,331.84	80,000.00	601,620.08	520,000.00	1,092,000.00
307 · Bulk Water	580.28	500.00	12,955.82	2,500.00	6,000.00
302 · Connection	0.00	0.00	0.00	0.00	13,300.00
301 · Taxes Rcvd					
3090 · Oakridge / OAWA Assess...	0.00		4,502.00		160,140.73
301 · Taxes Rcvd - Other	0.00	0.00	0.00	1,500.00	66,000.00
Total 301 · Taxes Rcvd	0.00	0.00	4,502.00	1,500.00	226,140.73
304 · Other Office Income & Reimbu...	0.00	0.00	432.13	500.00	3,000.00
306 · Interest	1,542.93	950.00	7,533.02	4,250.00	12,000.00
312 · Grant Revenue	0.00	0.00	1,625.00	1,750.00	2,600.00
Total Income	94,455.05	81,450.00	628,668.05	530,500.00	1,355,040.73
Gross Profit	94,455.05	81,450.00	628,668.05	530,500.00	1,355,040.73
Expense					
Operations					
403 · Fuel	806.65	830.00	4,991.63	4,150.00	10,000.00
404 · Truck Maint	31.75	0.00	2,894.36	2,000.00	5,000.00
431 · System Repair & Maint	3,594.12	5,000.00	21,094.49	25,000.00	60,000.00
463 · Water Analysis	154.00	500.00	2,786.00	2,500.00	6,000.00
464 · Water Treatment	1,795.20	792.00	7,280.54	3,956.00	9,500.00
468 · Tools	0.00	500.00	544.34	3,100.00	7,500.00
470 · Public Outreach / Annexation	0.00	330.00	-60.00	1,650.00	4,000.00
Total Operations	6,381.72	7,952.00	39,531.36	42,356.00	102,000.00
Power					
449.75 · 388 Blohm, # C	29.42	17.00	27.78	83.00	200.00
449.5 · 388 Blohm, A & B Office	133.54	140.00	582.41	660.00	1,600.00
461.5 · RLS Tank Booster	10.18	10.00	46.32	54.00	125.00
447 · Leo Ln Booster	35.58	34.00	172.61	173.00	400.00
448 · Aimee Mdws Well	9.86	10.00	45.35	54.00	125.00
451 · Marshall Corp Yard	30.42	41.00	157.51	209.00	500.00
452 · Rea Booster @ Seely	38.49	34.00	179.65	169.00	400.00
454 · Carr Booster	495.65	370.00	2,425.34	1,930.00	4,500.00
458 · Pleasant Acres Well	98.57	1,100.00	7,446.88	5,800.00	12,000.00
459 · Seely Booster @ Carpenteria	19.72	25.00	91.36	150.00	300.00
460 · San Juan Well	3,765.92	3,750.00	21,798.11	19,250.00	45,000.00
461 · Cole Tank	12.61	15.00	58.51	77.00	175.00
462 · Rea Tank	12.52	15.00	57.98	77.00	175.00
465 · Lwr Oakridge Boost	102.55	85.00	4,518.03	435.00	1,000.00
465.5 · Upper Oakridge Booster	0.00	50.00	150.00	250.00	600.00
466 · Pine Tree Tank	12.64	12.50	58.68	62.50	150.00
Total Power	4,807.67	5,708.50	37,816.52	29,433.50	67,250.00
Payroll					
Gross	32,887.34	33,700.00	167,519.55	168,500.00	405,740.00
Comp FICA	1,978.57	2,096.00	10,325.77	10,480.00	25,156.00
Comp MCARE	476.84	490.00	2,429.02	2,450.00	5,883.00
Comp SUI	44.71	195.00	294.94	970.00	2,335.00
Total Payroll	35,387.46	36,481.00	180,569.28	182,400.00	439,114.00
Employee / Labor Costs					
407 · Outside Services	283.95	500.00	3,064.67	2,500.00	6,000.00
408 · Uniform Allowance	0.00	0.00	319.07	375.00	1,500.00
409 · Workers Comp	935.55	1,058.00	5,438.10	5,290.00	12,702.00
410 · Health Ins	5,940.95	5,852.00	29,433.69	29,260.00	70,224.00
474 · Education	300.00	500.00	1,479.29	2,500.00	6,000.00
477 · Retirement	5,978.82	6,159.00	30,252.81	30,795.00	73,914.00
Total Employee / Labor Costs	13,439.27	14,069.00	69,987.63	70,720.00	170,340.00

Aromas Water District
Profit & Loss Budget Performance

November 2018

	Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
Office					
440 · Misc Exp	187.50	330.00	1,450.22	1,650.00	4,000.00
444 · Postage	284.48	280.00	1,326.26	1,400.00	4,000.00
445 · Office Supplies	301.36	330.00	765.90	1,650.00	4,000.00
446 · Office Eqpmt and Maint	1,392.76	1,000.00	3,626.61	4,120.00	10,000.00
Total Office	2,166.10	1,940.00	7,168.99	8,820.00	22,000.00
Communications					
455 · Phone, Off	336.24	290.00	1,689.08	1,450.00	3,500.00
456 · Telemetry	299.15	300.00	1,497.43	1,500.00	3,600.00
457 · Answ Serv/Cellular Phone	238.44	300.00	1,232.08	1,500.00	3,600.00
Total Communications	873.83	890.00	4,418.59	4,450.00	10,700.00
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	2,215.68
4591 · Admin Fee (Bond Admin N...	0.00	0.00	1,707.24	840.00	8,423.16
4590 · Bond Interest Exp - Asses...	0.00	0.00	67,704.52	68,588.00	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	22,000.00	22,000.00	110,000.00	110,000.00	266,352.00
405 · Election	0.00	5,200.00	0.00	5,200.00	5,200.00
406 · Liability Ins	1,556.24	1,700.00	7,619.20	8,100.00	20,000.00
420 · Legal Fees	1,300.00	1,340.00	6,500.00	6,620.00	16,000.00
422 · Bank Charges	143.12	85.00	835.39	405.00	1,000.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	1,200.00	3,000.00	9,511.00	8,000.00	11,625.00
471 · Bad Debts	0.00	0.00	0.00	0.00	500.00
473 · Memberships	0.00	0.00	4,837.08	7,700.00	16,000.00
Total Administrative & General	26,199.36	33,325.00	226,720.54	233,863.00	548,080.61
Total Expense	89,255.41	100,365.50	566,212.91	572,042.50	1,359,484.61
Net Ordinary Income	5,199.64	-18,915.50	62,455.14	-41,542.50	-4,443.88
Net Income	5,199.64	-18,915.50	62,455.14	-41,542.50	-4,443.88

12/14/18

Aromas Water District
Monthly Expenditures
 November 17 through December 12, 2018

Date	Num	Name	Amount
UB Checking			
11/28/2018	E-pay	Employment Development Dept	-688.08
11/28/2018	E-pay	United States Treasury (EFTPS)	-4,020.72
11/29/2018	EFT	QuickBooks Payroll Service	-7,269.85
11/30/2018	DD1298	Morris (P), Vicki	0.00
11/30/2018	DD1299	Coombes (P), Louise P	0.00
11/30/2018	16979	DeAlba (P), David	0.00
11/30/2018	DD1300	Giron (P), Ester	0.00
11/30/2018	DD1301	Johnson (P), Robert L	0.00
11/30/2018	DD1302	Zelmar (P), Trevor J	0.00
11/30/2018	16980	Sanchez, Jesus L	-355.48
11/30/2018	16981	DeAlba (P), David	-3,233.47
11/30/2018	ACH	CalPERS	-1,056.21
11/30/2018	E-pay	Employment Development Dept	-3.17
11/30/2018	E-pay	United States Treasury (EFTPS)	-8.00
11/30/2018	ACH	CalPERS	-2,298.94
11/30/2018	16987	David DeAlba	-43.60
11/30/2018	16991	Rob Johnson	-50.00
11/30/2018	16999	USPO	-202.16
11/30/2018	EFT	Bank Service Fees	-153.12
11/30/2018	17015	Robert E. Bosso	-1,300.00
12/03/2018	16997	Dan Scrodin	-150.00
12/03/2018	16982	A T & T U-verse	-60.00
12/03/2018	16983	ACE Hardware Prunedale	-75.04
12/03/2018	16984	Aromas Water District (Petty Cash)	-187.50
12/03/2018	16985	CALNET3	-575.39
12/03/2018	16986	CSSC	-90.85
12/03/2018	16988	First Bankcard	-1,771.70
12/03/2018	16989	Maravilla Plumbing	-8,400.00
12/03/2018	16990	Mid Valley Supply	-1,795.20
12/03/2018	16992	San Benito County Mosq Abatement Prog	-30.87
12/03/2018	16993	Simonds Machinery Co. Inc	-988.61
12/03/2018	16994	United Way serving San Benito County	-38.00
12/03/2018	16995	Valero	-753.63
12/03/2018	16996	Verizon Wireless	-97.59
12/04/2018	NSF	Bill Adjustment Report	-61.99
12/05/2018	Paid Online	ADT Security Services, Inc.	-370.98
12/05/2018	Paid w/cred	P G & E	0.00
12/05/2018	Paid Online	P G & E	-4,778.25
12/06/2018	16998	USPO	-50.00
12/12/2018	17004	Woodall Construction	-800.00
12/12/2018	17005	Woodall Construction	-18.79
12/12/2018	E-pay	Employment Development Dept	-584.93
12/12/2018	E-pay	United States Treasury (EFTPS)	-3,051.82
12/12/2018	17006	ACE Hardware Prunedale	-319.97
12/12/2018	17007	ACWA JPIA, Emp. Ben. Prog.	-6,046.55
12/12/2018	17008	Fedak & Brown LLP	-1,200.00
12/12/2018	17009	Ferguson Waterworks	-306.01
12/12/2018	17010	Google	0.00
12/12/2018	17011	Iflow Energy Solutions Inc.	-31.25
12/12/2018	17012	Maravilla Plumbing	-1,600.00
12/12/2018	17013	Pajaro Valley Electric Inc	-517.93

12/14/18

Aromas Water District
Monthly Expenditures
November 17 through December 12, 2018

Date	Num	Name	Amount
12/12/2018	17014	Recology San Benito County	-51.00
12/12/2018	17016	Streamline	-100.00
12/12/2018	17017	Viking Septic	-380.00
12/12/2018	17018	Xerox Corp	-12.67
12/12/2018	17019	XIO, INC.	-3,960.17
12/12/2018	EFT	CalPERS	-3,495.42
12/12/2018	ACH	Google	-10.00
Total UB Checking			-63,444.91
TOTAL			<u>-63,444.91</u>

Staff Report



To: Board of Directors

Re: **Item X.D –Election of Officers for the 2019 Calendar Year**

Date: December 13, 2018

Summary / Discussion

Annually, the President and Vice President of the Board of Directors are elected by their fellow board members to serve for one or more yearly terms. Richard Smith and Wayne Holman have been the Board President and Vice President, respectively, for the 2018 calendar year.

Staff Recommendation

Elect a President and a Vice President for the 2019 calendar year.

Submitted by:

Robert Johnson
General Manager