

## REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

TUESDAY, November 28, 2023, 7:00 PM

*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
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**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. STATEMENTS OF DISQUALIFICATION**

**V. ADDITIONS AND DELETIONS**

**VI. REPORT OUT FROM CLOSED SESSION ON OCTOBER 24, 2023**

**VII. MINUTES:** Review the Minutes of October 24, 2023, Regular Board Meeting for Board approval. 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. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*

**IX. PRESENTATIONS & REPORTS**

A. PRESENTATIONS

B. DIRECTORS' REPORTS

C. ATTORNEY'S REPORT

D. MANAGER'S REPORT

E. CORRESPONDENCE

p. 6-9

p.10

**X. ACTION ITEMS:**

**A. Consider approving a Proposal for Professional Engineering Services for the School Tanks Elimination Project, in the amount of \$94,987.00, and providing direction to staff**

p.11-21

Staff will present the proposal from MNS Engineers for discussion and Board approval.

**B. Financial Reports for the Month of October 2023.**

p.22-27

Including both Assessment Districts, the financial reports show a Total revenue of \$176,701.00; Total expenditures were \$281,824.34 between October 17, 2023, and November 15, 2023. These financials and monthly expenditures will be presented for discussion and Board approval.

**XI. FUTURE MEETINGS & AGENDA ITEMS – Next meeting – Tentative: December 18, 2023**

**XII. CLOSED SESSION**

Pursuant to California Government Code section 54956.9, the Board will adjourn to Closed Session to discuss personnel matters.

a) *Performance Evaluation – General Manager*

**XIII. RETURN TO OPEN SESSION**

**XIV. ADJOURNMENT**

## **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](http://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/87334306881>

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: 87334306881

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 October 24, 2023**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by Vice-President Holman on Tuesday, October 24, 2023, at 7:00 p.m. in a hybrid setting; attendees were present in the Board Room, and online via Zoom.
- II. ROLL CALL.** Vice-President Holman, Directors Powers, Norton, and Capron were present in the Board Room along with General Manager Johnson. Counsel Bosso attended via Zoom. President Morris was absent.
- III. PLEDGE OF ALLEGIANCE.** Vice-President Holman led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no statements of disqualification.
- V. ADDITIONS AND DELETIONS.** There were no additions or deletions.
- VI. REPORT OUT FROM CLOSED SESSION ON SEPTEMBER 26, 2023.** GM Johnson was given direction.
- VII. MINUTES.** The minutes of the September 26, 2023, Board Meeting were presented for review and approval. Director Powers moved for approval of the minutes; Director Capron seconded. Minutes were unanimously approved by the Directors who were present.
- VIII. ORAL COMMUNICATION.** There was no public in attendance.

## **IX. PRESENTATIONS & REPORTS**

- A. Director's Report.** Director Norton stated that he attended the San Benito Business Council lunch meeting.
- B. Attorney's Report.** Counsel Bosso reported that a lot of bills have been signed recently, including AB 5094, regarding electric vehicles (EVs). He will provide a memo regarding the effects of that bill to GM Johnson.

### **C. Manager's Report:**

#### ***OPERATIONS & MAINTENANCE***

##### ***Production & Well Levels***

Total production in September 2023 was 9,086,253 gallons; roughly 18% lower than August's production, and 21% lower than September's average production. The daily average production was 302,875 gallons.

The District has 976 total connected meters – no new connections this month.

San Juan well was operated the entire month, while Carpenteria well was operated for 29 days, and Pleasant Acres well was not operated. All water testing reports were filed on time and showed satisfactory results.

Operational well levels: Carpenteria well was up two feet and San Juan well was up one foot. Observational wells: Marshall Well was up one foot from the previous month and Aimee Meadows was down two feet.

##### ***INCIDENTS***

There were no incidents since the previous Board meeting.

##### ***ADMINISTRATIVE***

##### ***Staff & Board Recognition***

GM Johnson reported on the following staff activities: 1) CSR Bowman and Management Analyst (MA) Girõn worked on rectifying account number issues, 2) Accounting Clerk (AC) Cooky Hurst continues to learn the various facets of her position, 3) MA Girõn performed the Audit (while the auditors were participating remotely) effort, and included AC Hurst to show her the basic Audit components and process, 4) Chief Operator (CO) DeAlba and Operator Smith worked on the air vent

enclosure near Carpenteria well, after it was hit by a car, and 5) GM Johnson has received drafts of several consultant products and is reviewing them as time allows.

***Conservation & Rainfall***

The beginning of the new rainfall year was on October 1, 2022. Since then, zero inches of precipitation has been recorded by the rain gauge at Chittenden Pass.

***PROJECTS***

**Orchard Hill Road proposed annexation progress**

The District had informed the group that if no progress is achieved in the near future, the temporary water service would be stopped in October. Temporary water service was terminated October 20.

**Cole and Rocks Road Annexation**

Customers are being connected, based on initial request and payment timing. No new installations this month.

**New Water Source**

This matter was discussed in the September Closed Session, and the General Manager was given direction.

**Follow-up on the Kang Annexation effort**

The Kang Annexation, approved by the District Board in November 2022, went to the PVWMA Board of Directors for approval on March 15, 2023, and after tabling it, was approved at the April meeting.

Staff continues to work on the LAFCo application as time allows.

**D. Correspondence:**

GM Johnson went through the monthly correspondence list and provided information on specific items.

(continued on next page)

**IX. ACTION ITEMS**

- A. Consider adopting a resolution (Resolution #2023-06) certifying a Categorical Exemption for the Kang annexation (940 Rocks Road) into the Aromas Water District boundary, and providing direction to staff.**

GM Johnson presented an update on the Kang Annexation process and development of the LAFCo application. Part of the application is an environmental document, and staff has developed a Categorical Exemption for this effort. The Board certified this Categorical Exemption through the adoption of Resolution #2023-06. Director Capron made the motion to approve, and Director Powers seconded. The Board approved the motion via a roll call vote, with President Morris absent.

- B. Financial Reports for the Month of September 2023**

Total Assets / Liabilities & Equity are \$16,200,143.57. In the P&L Report, Revenue for September was \$175,448.52. Total Expenditures were \$131,609.99 between September 19 and October 16, 2023.

Director Norton moved to adopt the Financial Reports; seconded by Director Capron. The Financial reports were approved via a roll call vote, with President Morris absent.

**XI. FUTURE MEETINGS & AGENDA ITEMS.**

The next meeting date will be Tuesday, November 28, 2023, at the District office. At that meeting, there will be Closed Session related to the General Manager’s Performance Evaluation.

**XII. ADJOURNMENT OF REGULAR MEETING TO CLOSED SESSION.**

The regular meeting was adjourned at 7:50pm.

**XIII. CLOSED SESSION.**

Closed Session discussion of real property negotiations occurred.

**XIV. RETURN TO OPEN SESSION.**

The Board returned to Open Session at 8:10pm.

**XV. REPORT OUT FROM CLOSED SESSION.**

The General Manager was given direction related to real property negotiations.

**XVI. ADJOURNMENT.**

Vice-President Holman adjourned this meeting at 8:15pm.

Read and approved by: \_\_\_\_\_  
President, Vicki Morris

Attest: \_\_\_\_\_  
Board Secretary, Robert Johnson

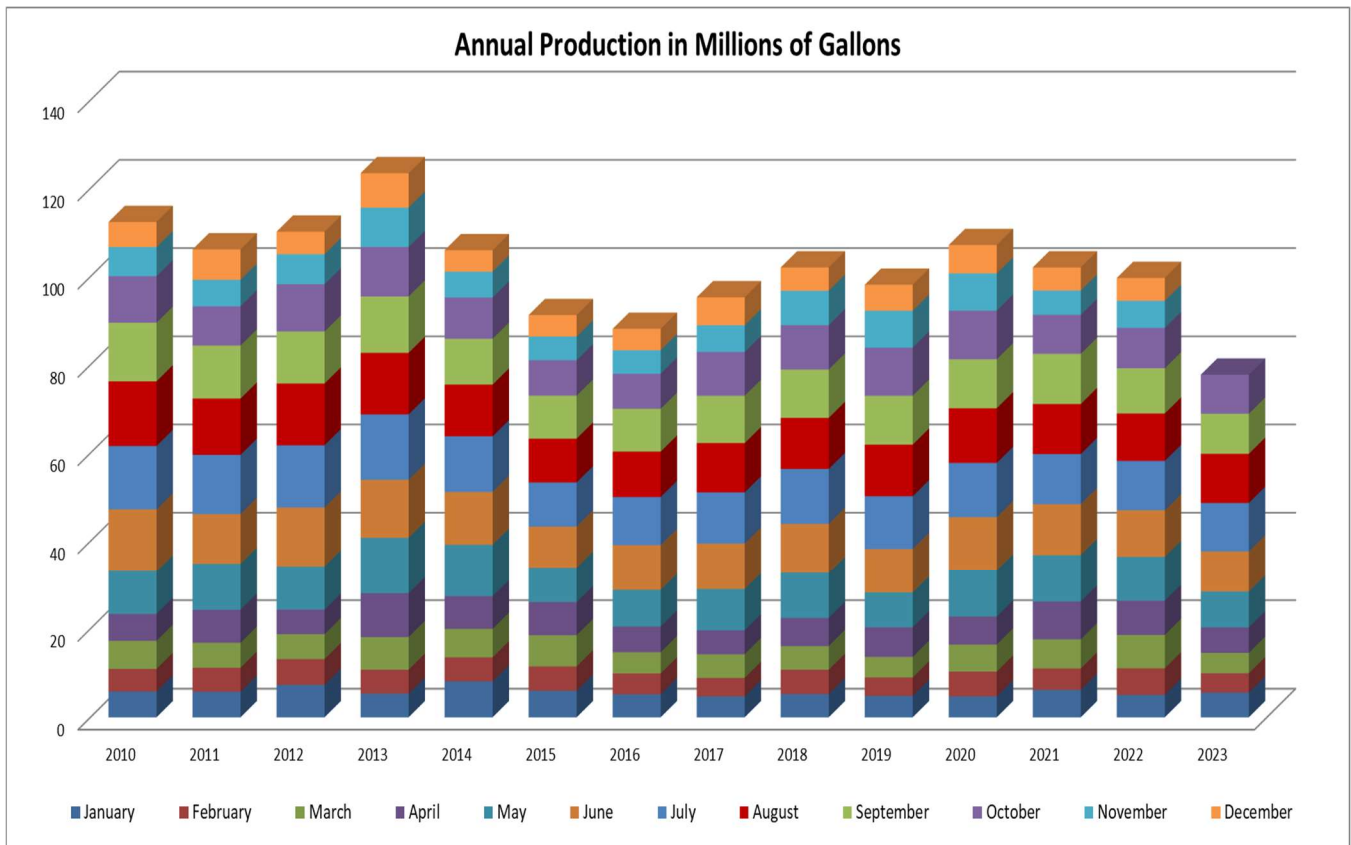
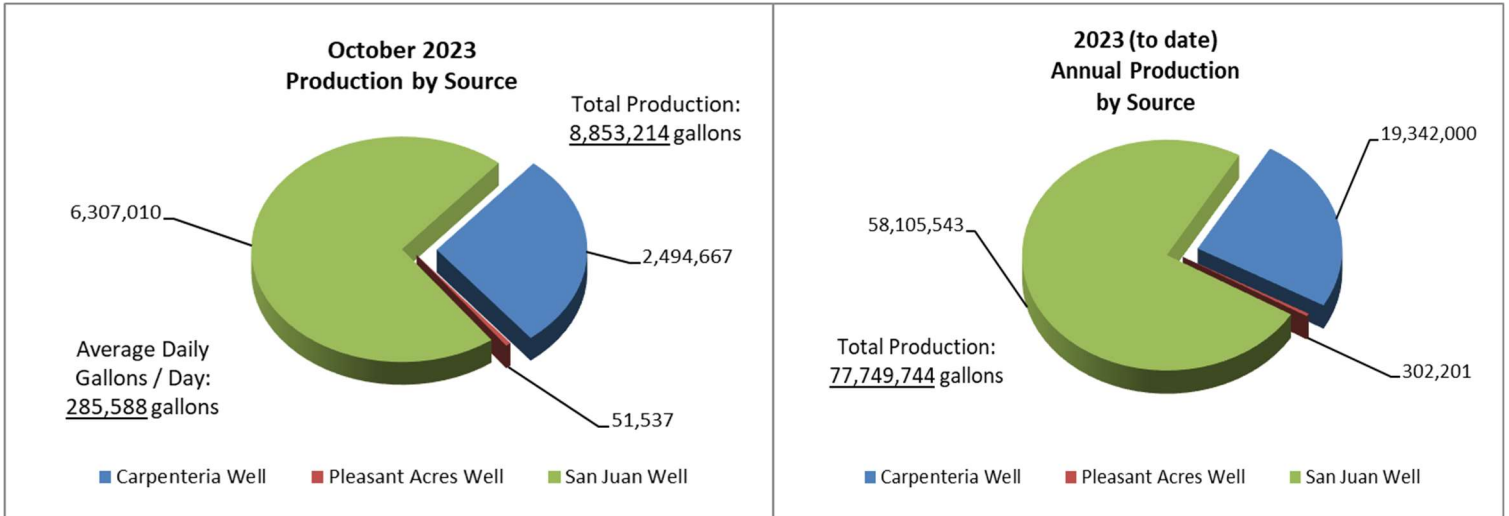
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Date: \_\_\_\_\_

# General Manager's Report October 2023



## PRODUCTION REPORT



Totals	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Million Gal</b>	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	107.1	102.07	99.69	<b>77.75</b>
<b>Acre Ft</b>	<b>338.05</b>	<b>378.7</b>	<b>325.16</b>	<b>280.05</b>	<b>270.49</b>	<b>292.43</b>	<b>313.18</b>	<b>301.13</b>	<b>328.8</b>	<b>313.19</b>	<b>305.89</b>	<b>238.57</b>

# OPERATIONS AND MAINTENANCE REPORT

## OPERATIONS:

- There are 976 meters installed.
- San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was operated one day.
- 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:

- At the time of this writing, there has been three incidents that have affected the District. The first, 511 Knoll was mentioned last meeting, and was a leak that was the result of yet another undocumented connection. It has been capped, and no one has called the office about a loss of service. Second, was the fire next to our Operations Yard, and that resulted in the use of approximately 1,008,000 gallons over the weeklong period. Lastly, was a leak on a service lateral that connected 3880 Ballantree Lane to our main line. This leak lost approximately 15,000 gallons.

# ADMINISTRATIVE REPORT

## STAFF & BOARD RECOGNITION:

- Accounting Clerk (AC) Cooky Hurst continues to gain experience with the various facets of her position.
- MA Girõn handled the Audit follow-up tasks, and has continued to train AC Hurst on her job functions, including payroll.
- Chief Operator (CO) DeAlba and Operator Smith started working on system preparations for winter.
- GM Johnson and CO DeAlba took a SWRCB DDW engineer on an inspection of our system.
- GM Johnson purchased the two vehicles identified in the Capital Budget

## CONSERVATION UPDATE:

October's 2023 water usage figures indicated a slight decrease in water use when compared to September's water use: a decrease of 233,039 gallons, or roughly 2%.

October 1, 2023, marked the start of a new water year. As of the date of this report (November 19), the rain gauge at Chittenden Pass has recorded 1.72 inches of precipitation for this water year, with 1.60 inches of rain this month. As a reminder, last year's precipitation total (October 2022 to September 2023) was 38.52 inches.

## **PROJECTS:**

### **1. Response to COVID-19 virus**

Staff have been staying current on the ever-changing COVID-19 situation. Governor Newsom called the COVID Emergency over as of February 28, 2023. Staff will continue to monitor the situation and adjust accordingly.

### **2. Cole Road / Rocks Road Annexation Effort**

Installations continue along Cole Road and Rocks Road. The most recent connection was on Cole Road. There were no new connections installed this month.

### **3. Finding a New Water Source Project**

Staff was given additional direction at the October Closed Session meeting and is moving forward.

### **4. Progress on the District's Capital Improvement Plan**

Staff has received a DRAFT of the Capital Improvement Plan, and currently reviewing it, before coming to the Board for discussion and approval.

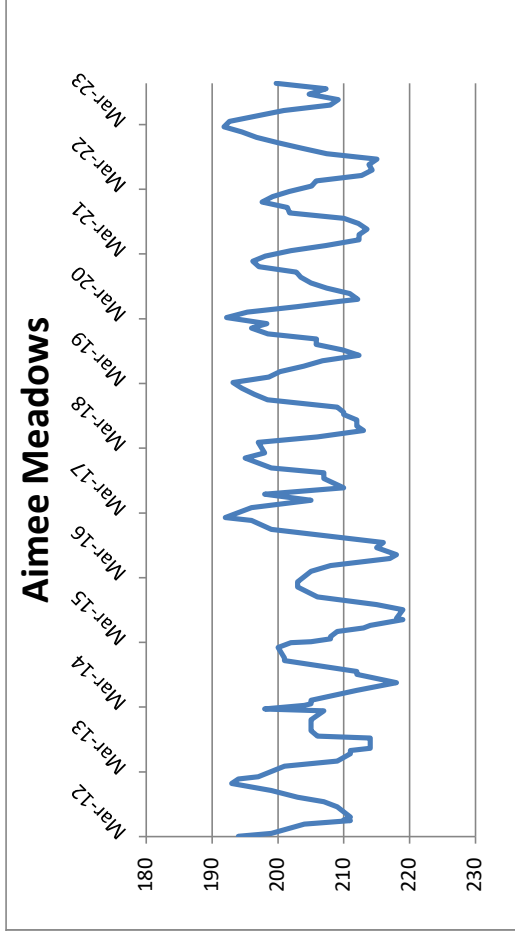
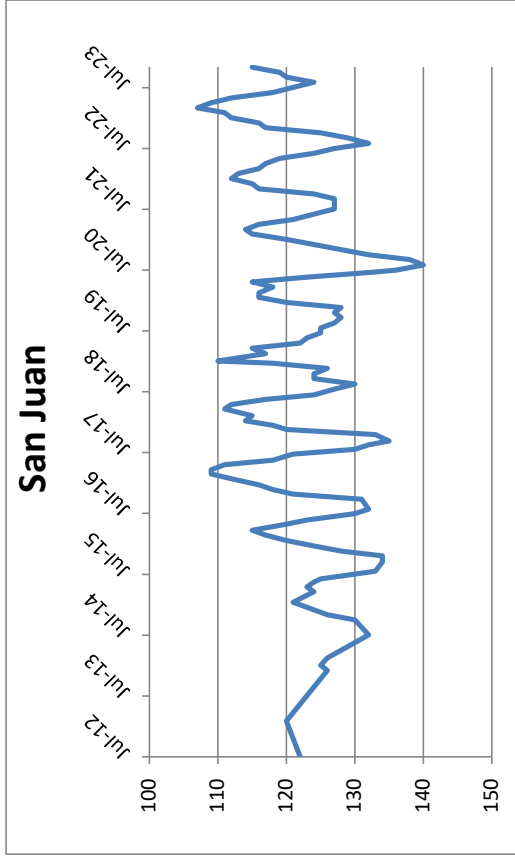
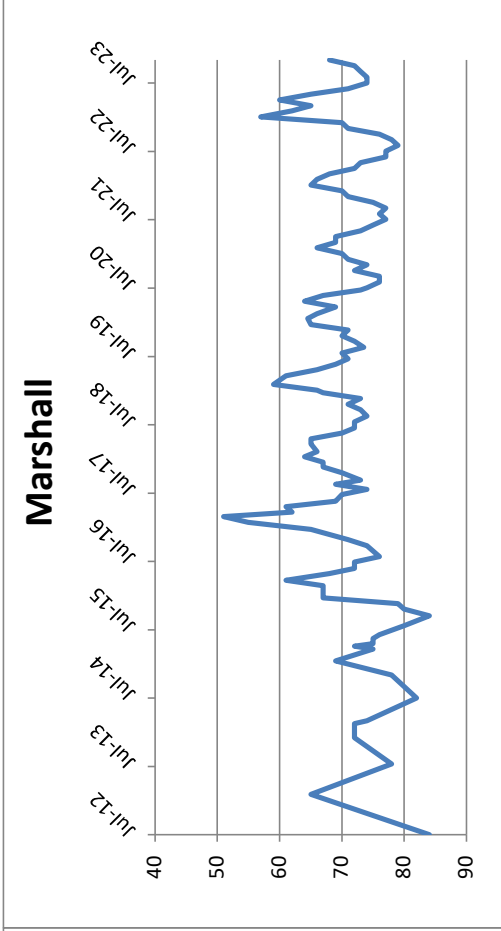
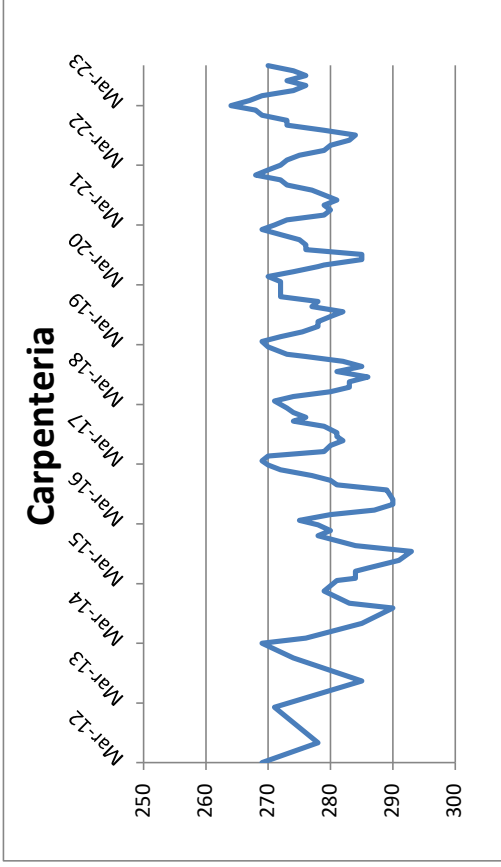
### **5. Follow-up on the Kang Annexation effort**

The Kang Annexation, approved by the District Board in November 2022, went to the PVWMA Board of Directors for approval on March 15, 2023. After additional discussion and another PVWMA Board meeting, the Kang annexation was approved to move forward to San Benito LAFCo. Staff is working to complete this application before the end of 2023.

Robert Johnson  
General Manager  
November 19, 2023



Well Water Level Monitoring  
 Depth to Water Measurements  
 Date: November 19, 2023



## CORRESPONDENCE LIST: 10/17/2023 – 11/17/2023

<b>DATE</b>	<b>TYPE</b>	<b>TO</b>	<b>FROM</b>	<b>SUBJECT</b>
10/24/23	E	B. Driscoll, Driscoll Farms	R. Johnson, AWD	Continued discussion about test well
10/31/23	E	R. Johnson, AWD	K. Mangano, SB OES	SB County Intake Meeting
11/07/23	E	R. Johnson, AWD	S. Kler, SWRCB DDW	2023 Sanitary Survey Follow up Questions
11/08/23	E	S. Kler, SWRCB DDW	R. Johnson, AWD	2023 Sanitary Survey Follow up Questions
11/08/23	E	R. Johnson, AWD	J. Laughlin, Ford Motors	Ford Pro Information requested
11/08/23	E	J. Laughlin, Ford Motors	R. Johnson, AWD	Ford Pro Information requested
11/09/23	E	SWRCB, DDW	E. Girõn, AWD	CA3510004-2023-October-TCR
11/09/23	E	SWRCB, DDW	E. Girõn, AWD	CA3510004-2023-September-WTP
11/09/23	E	AWD	Beto	New services 40 Little Merrill Road
11/09/23	E	R. Johnson, AWD	A. Wachtel, WE Consulting	El Camino WS 16 (Red Barn) Backflow
11/12/23	E	AWD	L. Overtree, SB Land Trust	Requesting copy of easement
11/13/23	E	Beto	E. Girõn, AWD	New services 40 Little Merrill Road
11/13/23	E	L. Overtree, SB Land Trust	AWD	Requesting copy of easement
11/15/23	E	R. Johnson, AWD	L. Overtree, SB Land Trust	Easement on Rancho Larios Open Space
11/17/23	E	AWD	P. Goodman, ACCF	Aromas Park (new appraisal)
11/17/23	E	R. Johnson, AWD	V. Morris, AWD Board	Rancho Aromitas Firewise Community Meeting

# Staff Report



To: Board of Directors

Re: Item X.A – Consider approving a Proposal for Professional Engineering Services for the School Tanks Elimination Project, in the amount of \$94,987.00, and providing direction to staff

Date: November 18, 2023

## Summary / Discussion

The Aromas Water District utilizes water storage tanks within the water system to deliver water effectively and efficiently to our customers. The State recommends that water storage tanks be internally inspected and cleaned every three to five years. The District’s water tanks were cleaned last August, 2023.

When cleaning School Tanks, it was noted that both tanks are in bad condition, and need to be replaced or removed. At the time the tanks were added to the District’s system, they were needed to provide water to the end of the Carr line, in the School Road area, since the Carr Tank only had about 30,000 gallons of storage.

The system is different now, with over 200,000 gallons being stored in the new Carr Tank, so the School Tanks can be removed (or eliminated from the system) and can be replaced with a Pressure-Reducing Valve (PRV).

The proposal attached to this Board report is for the development of the required engineering drawings, plans, and environmental documentation to bid this project. The documents prepared by this effort will be used to find a consultant to remove the tanks, install the PRV, and implement a telemetry solution to monitor the PRV and that portion of the District’s system.

## Staff Recommendation

Approve the Proposal for Professional Engineering Services for the School Tanks Elimination Project, in the amount of \$94,987.00, and provide direction to staff.

## Submitted by:

Robert Johnson  
General Manager

**November 12, 2023**

**Robert Johnson**  
**General Manager, Aromas Water District**  
**388 Blohm Avenue**  
**Aromas, CA 95004**

**SUBJECT: Proposal for Professional Engineering Services – School Road Tank Elimination Project**

Dear Mr. Johnson,

MNS Engineers, Inc. (MNS) appreciates the opportunity to submit this proposal for Professional Engineering Services to prepare detailed design documents for the School Road Tank Elimination Project (Project) for the Aromas Water District (District). We offer our highly qualified team to provide services for this Project. This proposal is based on our conversations and site visit completed on September 14, 2023.

## Project Understanding

The School Road Tanks serve as the break point between the Carr Zone and the School Zone in the District's potable water distribution system. The site consists of two 15,000-gallon welded steel water storage tanks. Water enters the tanks through a pressure reducing altitude valve.

The existing School Road Tanks are in poor condition with active leaks, redwood repair plugs, and extensive interior and exterior corrosion. These tanks have substantially exceeded their useful life. A photo of the northern school tank is shown in Figure 1.

### MNS DETAILS

**LEGAL NAME**

MNS Engineers, Inc.

**FIRM OWNERSHIP TYPE**

C-Corporation

**YEAR FIRM ESTABLISHED**

1962

**CALIFORNIA DEPARTMENT  
OF INDUSTRIAL RELATIONS**

DIR No. 1000003564

**CORPORATE OFFICE**201 N. Calle Cesar Chavez,  
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax

[mnsengineers.com](http://mnsengineers.com)**LOCAL OFFICE**

811 El Capitan Way, Suite 130

San Luis Obispo, CA 93401

(805) 787-0326

**PROJECT CONTACT/  
AUTHORIZED SIGNATURE**

Nick Panofsky, PE

Vice President

(805) 722-2734

[npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)



*Figure 1: Existing School Road Tanks*

This Project will demolish the existing tanks and replace them with a pressure reducing station to maintain service to the School Zone. The pressure reducing station will include above grade pressure reducing valve (PRV), PRV bypass, flow meter, and other valves and appurtenances. New site fencing, housekeeping concrete slabs, site lighting, and other minor site improvements will be provided. The PRV and flow meter will be integrated into the District's existing XIO SCADA system using a cellular phone connection. All programming, loop diagrams, control panel design, and testing will be completed by XIO during construction and is not included in this proposal. A new PG&E electrical service will be provided to power on-site improvements.

The District is interested in retaining a consultant to prepare contract documents for the proposed improvements, suitable for public bidding. Bid and construction phase services are not included in this proposal but can be provided upon request.

## Scope of Work

MNS staff will support the District to prepare detailed construction documents for the Project per the following tasks.

## **Task 1 – Project Management, Quality Assurance/Quality Control, and Meetings**

MNS will take a comprehensive approach to the Project by actively managing the individual tasks, minimizing the District's effort in moving the Project forward.

### **Subtask 1.1 – Project Management**

The Project Manager, Paul Greenway, PE, will provide ongoing coordination between the District and the internal team throughout the Project. Paul will be supported by Nick Panofsky, PE, Principal Engineer, as the design lead. Paul will monitor the budget and serve as the main point of contact with the District. Regular phone calls and e-mail updates will be sent from Paul to the District's General Manager to keep lines of communication open and up to date. He will submit monthly invoices with required supporting documentation in a format acceptable to the District and manage contract terms. He will also provide updated Project schedules as requested by the District.

Paul will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of the District.

### **Subtask 1.2 – Quality Assurance/Quality Control**

In accordance with MNS company policy for QA/QC, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the Project, prior to submittal to the District. Documents will be reviewed to ensure technical excellence, the goals and expectations of the District are being met, and conformance with applicable design checklists and standards. For this project, all deliverables and other items requiring QA/QC reviews will be reviewed by Tyler Hunt, PE.

### **Subtask 1.3 – Meetings**

Over the duration of the Project, MNS will lead meetings and conference calls as required to move the Project forward and ensure the District is informed and in concurrence with the progress of the Project. Meetings with the District will be held at key times to obtain data and to develop alternatives as needed for progress updates, discussion, clarifications, and direction.

We have budgeted for the following meetings over the course of the Project:

- Project Kick-off Meeting
- 60% and 90% Design Review Meetings

We assume all meetings will be held virtually. The Project Manager will attend all meetings with additional support staff as appropriate. A meeting agenda and meeting minutes will be prepared for the Project Kick-off meeting.

## **Task 2 – Survey**

### **Subtask 2.1 – Topographic Survey**

MNS will perform field surveying and mapping services in support of the tank site improvements. This scope of work includes a ground survey of all applicable features within the tank site and adjacent roadway (Approx. 8,800 Sq. Ft.) on an assumed horizontal/vertical datum. MNS will prepare a topographic base map in AutoCAD at a scale of 1" = 10' with 1-foot-contour intervals. This scope of work does not include underground utility location services.

### **Subtask 2.2 – Boundary, Easement, and Reference Datum**

MNS will locate monuments of record to establish the right of way adjacent to the tank site. A title report of the property known as APN 011-020-017-000 will be acquired to retrace existing easement/encumbrances. MNS will also establish new control on the NAD83, Epoch 2017.50 horizontal datum and NAVD88 vertical datum based on prior elevation work complete by MNS at the site. This scope of work includes an assumed budget of \$1,000 for title report acquisition.

### Task 3 – Contract Document Development

MNS will develop a complete set of plans, specifications, and an accompanying Engineer’s Opinion of Probable Construction Cost (PS&E) for the Project. Design documents will be delivered at the 60%, 90%, and Final design stages. We will provide electronic documents upon completion of the work. Electronic formats will include images prepared in Adobe PDF format and electronic files compatible with Microsoft Word and Excel, and AutoCAD, if requested. An expected sheet list for the Project is provided as follows:

Sheet Number	Designation	Sheet Title
1	G-01	Title Sheet, Vicinity Map, Location Map, Sheet List
2	G-02	Notes, Legend, and Abbreviations
3	C-01	Phased Demolition Plan
4	C-02	Site Piping and Improvement Plan
5	C-03	PRV Plan and Sections
6	C-04	Site Civil Details
7	C-05	Miscellaneous Details
8	E-01	Electrical Symbols, Notes, and Abbreviations
9	E-02	Electrical Site Plan
10	E-03	Electrical Details
11	I-1	Instrumentation Legends and Abbreviations
12	I-2	Process and Instrumentation Diagram

Electrical designs will be led by MNS subconsultant, Fehr Engineering. Fehr Engineering will also apply for and coordinate for the acquisition of a new electrical service from PG&E. We assume the District will pay all fees associated with the new electrical service. A copy of Fehr Engineering’s proposal is provided as an attachment to this proposal.

#### Task 3.1: 60% Design

MNS will prepare 60% Plans and an associated Engineer’s Opinion of Probable Cost of Construction (OPCC) for the Project. The plans will be prepared in the latest version of AutoCAD Civil 3D based on the topographic survey prepared in Task 2. Following submittal of the 60% Plans and OPCC, we will schedule and lead a meeting with the District per Task 1.3 to discuss comments and gain consensus on advancing the design to 60%.

#### Task 3.2: 90% Design

Following receipt of all comments from the District on the 60% design submittal, MNS will advance the design to 90%. PS&E will include substantially complete PS&E documents. With the 90% PS&E submittal, we will include documentation of comments received on the 60% design, and a response to how each comment was addressed in the 90% PS&E package. Following submittal of the 90% Plans and OPCC, we will schedule and lead a meeting with the District per Task 1.3 to discuss comments and gain consensus on finalizing the design package, and to plan for publicly bidding the Project.

#### Task 3.3: Final Design

Following receipt of all comments from the District on the 90% design submittal, MNS will advance the design to Final. Final design documents will be stamped by Professional Engineers registered in the State of California, in the appropriate disciplines. With the

Final PS&E submittal, we will include documentation of comments received on the 90% design, and a response to how each comment was addressed in the Final PS&E package.

## Task 4 – Environmental Compliance

MNS will prepare a Notice of Exemption (NOE) in compliance with the California Environmental Quality Act (CEQA). Based on our preliminary research, MNS anticipates the project will be exempt under CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures). MNS assumes the proposed project will be generally contained within the existing footprint of the existing tank site and already disturbed roadway adjacent to the project site. We assume the project will not substantially expand the project footprint or require excavation beyond the previously disturbed depths for the tank facility and roadway.

### Task 4.1: Biological Resources Memo

The Biological Resources Memo will be prepared by PAX Environmental.

**Desktop Review, Mobilization, and Correspondence:** The initial task will entail reviewing site plans, site natural history, and special-status species records for the vicinity. The review will also include preliminary analysis of potential special-status species with the potential to occur. Lastly, this task includes correspondence with the client, preparation of contracts for project management, and setting up data collection for the field survey.

**Biological Survey:** A biologist will complete one reconnaissance-level site visit to conduct an inventory and assessment of environmental resources. The qualified biologist will use a GPS device to document notable land features, vegetation communities, potential wetland features, special-status species, and other resources that may be identified in the report.

**Biological Memo Report:** Once the desktop review and survey are complete, the Project team will prepare a biological memo report that will include a description of site conditions, an inventory of biological resources observed, and likelihood of occurrence for special status species. This report will also include basic GIS mapping and site photographs to document existing conditions. Detailed maps and discussion will be provided for vegetation communities and habitat types.

### Task 4.2: Notice of Exemption

MNS will prepare an NOE pursuant to CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures). MNS will complete the NOE form, as well as prepare a technical memorandum that outlines the proposed Project components and compliance with the requirements of CEQA Guidelines Section 15303. MNS will submit a draft of the NOE and Technical Memo to the District for review. MNS will make revisions based on one compiled set of District comments, and then finalize the NOE. MNS will file the NOE with the San Benito County Clerk and the California State Clearinghouse upon approval of the Project. It is assumed the District will be responsible for payment of the filing fees, if any.

### PROJECT DELIVERABLES:

- Meeting Agendas and Minutes
- 60%, 90%, and Final PS&E Documents
- 60%, and 90% Response to Comments Log
- Notice of Exemption and Supporting Memoranda

## Assumptions

MNS has made the following assumptions in preparation of this proposal:

- An encroachment permit from San Benito County will not be obtained as part of the Project. Obtaining an encroachment permit will be the responsibility of the contractor.



- We assume there are no existing utilities within School Road other than the existing water main. No utility research will be completed as part of the scope of work.
- No other permits will be required.

## Project Team

MNS has assembled a qualified team with the skills and expertise to bring this Project to successful completion. Our team will be led Paul Greenway, PE as Project Manager, supported by Nick Panofsky, PE, as the Design Lead. Nick will be supported by Jordyn Doyle, PE as Project Engineer, Albert Wong, PE will provide instrumentation and controls design, Tyler Hunt, PE, will provide quality assurance/quality control (QA/QC) reviews of each deliverable prior to submittal, and Peter Minegar, AISC, will lead the CEQA compliance effort.

We have supplemented our team with specialty subconsultants to bring the Project to successful completion:

- Fehr Engineering, led by Tom Pinkerton, PE, will provide electrical engineering support
- PAX Environmental will provide biologic support

Proposals for work to be completed by each subconsultant are provided as attachments to this proposal. Resumes for staff are available upon request.

## Schedule

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of November 16, 2023.

Task	Target Deliverable Date
Kick-off Meeting	November 23, 2023
60% Design Plans	10 Weeks Following Notice to Proceed
90% Design Plans	6 Weeks Following receipt of all District 60% Design Comments
Final Design Plans	4 Weeks Following receipt of all District 90% Design Comments

Note, we will initiate PG&E Coordination immediately following the kick-off meeting in an effort to avoid delays.

## Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$94,987**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the Current MNS on-call services fee schedule.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$11,823
Task 2 – Survey	\$14,266
Task 3 – Contract Document Development	\$54,686
Task 4 – Environmental Compliance	\$14,212
<b>Total</b>	<b>\$94,987</b>

## Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact Paul Greenway at 831.400.8964 or Paul@G7ei.com or, or me at 805.592.2074 or npanofsky@mnsengineers.com with any questions you may have about our proposal. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Nick Panofsky, PE  
Vice President – Water Resources

Attachments: Fee Estimate Spreadsheet  
Fehr Engineering Proposal



**FEHR ENGINEERING COMPANY, INC.**



October 5, 2023

Mr. Nick Panofsky PE  
MNS Engineers, Inc.  
811 El Capitan Way, Ste 130  
San Luis Obispo, CA 93401

Re: School Road Tanks Elimination Project  
FE No. 23023.00

Dear Nick,

We are pleased to have this opportunity to provide a proposal for the Electrical Engineering portion of the referenced project. We base our proposal on our discussion and your 9/19/2023 email. We are planning an on sheet electrical specification. Our services are based upon the following parameters:

**General Electrical Design**

- In general, the project includes a new electrical service into an outdoor rated service pedestal with SCADA communications to the City water department.
- We're planning to apply for a new PG&E service at the project site.
- On-site electrical distribution and lighting design.
- Communications will be cloud based SCADA connection using XIO per the City standard.
- Work includes a new flow meter, and control valve.
- We're planning for a single site visit to ascertain the existing conditions.
- Our work includes coordination with MNS and other disciplines as required.
- The outcome of our work will be electrical construction documents suitable for permitting and competitive bidding.

Our engineering fee for the above service is **\$8,500.00.**

Our engineering fee does not include Construction Support Services (CSS), however, if required we will provide CSS upon request. CSS will be billed on a time and material basis in addition to our stated fee.

We trust that the above agrees with your understanding of our participation in this project and meets with your approval. We are most interested in your input and if there is something about our proposal which needs further explanation or if you would like to adjust the scope-of-work please contact me. If the above meets with your approval, please provide your written authorization to proceed and described above.

Sincerely,

*T. E. Pinkerton*

Thomas E. Pinkerton, P.E.  
Registration No. E 14906, Exp. 06/30/25  
Project Manager

Aromas Water District  
Balance Sheet Prev Year Comparison

As of October 31, 2023

	Oct 31, 23	Oct 31, 22
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
US Checking 1715	267,100.53	180,408.65
US BANK Money Market 1842	447,638.02	615,771.47
LAIF-State of Ca xx-05	6,751,210.26	6,551,421.72
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA US Bank 102 Reserve	35,841.67	38,451.21
OAWA US Bank 101 Redemption	4,349.09	0.00
OAWA US Bank Checking 0664	18,332.56	18,865.08
Oakridge US BANK Checking 0701	343,524.24	357,789.57
Total Assessment District Banks	402,047.56	415,105.86
Total Checking/Savings	7,868,096.37	7,762,807.70
Accounts Receivable		
1200 · Accounts Rec - Spec Proj/Taxes	26,296.34	15,058.30
Total Accounts Receivable	26,296.34	15,058.30
Other Current Assets		
1292 · Accounts Rec - USDA Loan	1,988,523.73	1,988,523.73
1291 · Accounts Rec - Orchard Acres	296,431.41	296,431.41
Prepaid Insurance	32,500.43	24,576.15
128 · Inventory	83,410.55	77,997.68
1200.1 · Accounts Receivable--UBMax	159,069.15	166,372.55
1201.9 · Less Allowance for doubtful ...	-500.00	-500.00
Total Other Current Assets	2,559,435.27	2,553,401.52
Total Current Assets	10,453,827.98	10,331,267.52
Fixed Assets		
1900 · Water System	12,367,517.32	12,249,084.10
1910 · Construction in Progress	305,392.36	272,027.86
1915 · Office Building & Improvements	440,291.33	440,291.33
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	-8,028,845.75	-7,492,178.75
Total Fixed Assets	5,627,595.48	6,012,464.76
Other Assets		
Deferred Outflow of Resources	136,914.00	136,914.00
Total Other Assets	136,914.00	136,914.00
<b>TOTAL ASSETS</b>	<b>16,218,337.46</b>	<b>16,480,646.28</b>

Aromas Water District  
Balance Sheet Prev Year Comparison

As of October 31, 2023

	Oct 31, 23	Oct 31, 22
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	82,116.80	58,608.80
Total Accounts Payable	82,116.80	58,608.80
Credit Cards		
First Bankcard - S Smith #0239	1,143.92	2,453.80
First Bankcard - E Giron #1086	159.35	149.77
First Bankcard -R.Johnson #8178	312.43	0.00
First Bankcard - D DeAlba #2486	198.40	248.28
Valero Fleet	93.77	232.11
Total Credit Cards	1,907.87	3,083.96
Other Current Liabilities		
Accrued Sick Payable	5,242.81	5,016.44
Accrued Vacation Payable	45,207.75	44,338.03
Current Portion City National	45,419.27	87,521.00
Current Portion Truist	157,549.00	0.00
2100 · Payroll Liabilities	113.42	94.07
Deferred Inflows- Actuarial	335,224.00	335,224.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	8,000.00	17,500.00
Hydrant Meter Deposit	10,800.00	11,300.00
Total CUSTOMER DEPOSITS	18,800.00	28,800.00
Interest Payable	148,357.19	0.00
PVWMA Payable	14,748.16	15,651.94
Total Other Current Liabilities	770,661.60	516,645.48
Total Current Liabilities	854,686.27	578,338.24
Long Term Liabilities		
Truist Bank	5,322,658.00	5,635,404.00
2392 · Long-term Debt - USDA (Oakr...	2,356,489.90	2,396,489.90
2391 · Long-term Debt - Orchard Acres	350,000.00	365,000.00
GASB 68 Pension Liability	384,014.00	384,014.00
City National Bank	604,903.75	693,136.71
Total Long Term Liabilities	9,018,065.65	9,474,044.61
Total Liabilities	9,872,751.92	10,052,382.85
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,522,099.50	2,618,538.53
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	41,054.10	27,292.96
Total Equity	6,345,585.54	6,428,263.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,218,337.46</b>	<b>16,480,646.28</b>

Aromas Water District  
Profit & Loss Budget Performance

October 2023

	Oct 23	Budget	Jul - Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	137,402.96	129,500.00	613,706.73	634,500.00	1,584,700.00
307 · Bulk Water	1,112.06	800.00	6,684.60	3,200.00	9,600.00
302 · Connection	17,140.00	17,140.00	80,280.00	76,160.00	85,700.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assess...	0.00	0.00	0.00	0.00	178,400.00
301 · Taxes Rcvd - AWD - Other	0.00	0.00	71.94	0.00	76,000.00
Total 301 · Taxes Rcvd - AWD	0.00	0.00	71.94	0.00	254,400.00
304 · Other Office Income & Reimbu...	40.00	125.00	886.00	500.00	1,500.00
306 · Interest	21,005.98	12,500.00	82,385.93	50,000.00	150,000.00
312 · Grant Revenue	0.00	0.00	0.00	0.00	1,000.00
Total Income	176,701.00	160,065.00	784,015.20	764,360.00	2,086,900.00
Gross Profit	176,701.00	160,065.00	784,015.20	764,360.00	2,086,900.00
Expense					
Operations					
403 · Fuel	2,452.75	2,100.00	8,569.17	8,100.00	24,000.00
404 · Truck Maint	1,121.40	1,100.00	6,537.76	5,150.00	8,000.00
431 · System Repair & Maint	4,350.44	11,000.00	40,271.62	44,500.00	125,000.00
463 · Water Analysis	398.00	625.00	1,688.00	2,500.00	7,500.00
464 · Water Treatment	4,098.30	4,000.00	13,148.71	13,500.00	27,000.00
468 · Tools	0.00	200.00	5,026.27	1,430.00	3,200.00
470 · Public Outreach / Annexation	160.00	2,100.00	1,054.00	8,200.00	25,000.00
Total Operations	12,580.89	21,125.00	76,295.53	83,380.00	219,700.00
Power					
449.75 · 388 Blohm, # C	12.47	44.00	165.65	176.00	525.00
449.5 · 388 Blohm, A & B Office	-35.83	79.00	132.96	316.00	950.00
461.5 · RLS Tank Booster	-28.54	6.00	1.35	24.00	75.00
447 · Leo Ln Booster	39.94	55.00	246.94	220.00	660.00
448 · Aimee Mdws Well	-27.87	6.00	2.37	24.00	75.00
451 · Marshall Corp Yard	156.64	32.00	630.11	128.00	385.00
452 · Rea Booster @ Seely	39.80	62.50	227.21	250.00	750.00
454 · Carr Booster	613.18	525.00	2,543.88	2,600.00	7,500.00
458 · Pleasant Acres Well	112.85	100.00	341.60	400.00	1,200.00
459 · Seely Booster @ Carpentaria	491.02	30.00	2,800.95	2,290.00	3,000.00
460 · San Juan Well	6,860.44	6,500.00	27,678.33	27,200.00	65,890.00
461 · Cole Tank	-23.60	6.00	12.05	24.00	75.00
462 · Rea Tank	-22.83	6.00	14.52	24.00	75.00
465 - Lwr Oakridge Boost	117.30	95.00	494.08	371.00	1,106.00
465.5 - Upper Oakridge Booster	0.00	0.00	150.00	150.00	440.00
466 · Pine Tree Tank	-23.92	8.00	10.39	34.00	100.00
Total Power	8,281.05	7,554.50	35,452.39	34,231.00	82,806.00
Payroll					
Gross	39,410.82	39,300.00	147,121.76	157,200.00	509,575.00
Comp FICA	2,443.48	2,633.00	9,123.17	10,532.00	31,594.00
Comp MCARE	571.46	616.00	2,133.63	2,464.00	7,389.00
Comp SUI	21.37	182.00	140.36	728.00	2,188.00
Payroll Expenses	0.00		26.00		
Total Payroll	42,447.13	42,731.00	158,544.92	170,924.00	550,746.00
Employee / Labor Costs					
407 · Outside Services	-1,052.34	3,750.00	2,374.57	15,000.00	45,000.00
408 · Uniform Allowance	116.28	333.00	257.12	1,332.00	4,000.00
409 · Workers Comp	718.09	1,297.00	4,503.13	5,188.00	15,562.00
410 · Health Ins	7,528.77	7,530.00	37,643.85	30,120.00	90,360.00
474 · Education	0.00	667.00	675.00	2,668.00	8,000.00
477 · Retirement	3,874.34	4,960.00	75,061.62	79,530.00	119,162.00
Total Employee / Labor Costs	11,185.14	18,537.00	120,515.29	133,838.00	282,084.00
Office					



Aromas Water District  
Profit & Loss Budget Performance

October 2023

	Oct 23	Budget	Jul - Oct 23	YTD Budget	Annual Budget
440 · Misc Exp	-275.32	403.00	296.77	1,612.00	4,840.00
444 · Postage	341.93	367.00	1,421.43	1,468.00	4,400.00
445 · Office Supplies	435.12	417.00	1,275.85	1,518.00	4,400.00
446 · Office Eqpmt and Maint	2,251.50	2,000.00	2,779.50	2,650.00	10,000.00
<b>Total Office</b>	<b>2,753.23</b>	<b>3,187.00</b>	<b>5,773.55</b>	<b>7,248.00</b>	<b>23,640.00</b>
<b>Communications</b>					
455 · Phone, Off	583.04	517.00	2,312.76	1,868.00	5,000.00
456 · Telemetry	694.97	550.00	2,779.88	2,200.00	6,600.00
457 · Answ Serv/Cellular Phone	280.11	350.00	1,148.23	1,400.00	4,200.00
<b>Total Communications</b>	<b>1,558.12</b>	<b>1,417.00</b>	<b>6,240.87</b>	<b>5,468.00</b>	<b>15,800.00</b>
<b>Administrative &amp; General</b>					
4591 · Admin Fee (Bond Admin N...	0.00	0.00	1,026.90	1,050.00	5,200.00
4590 · Bond Interest Exp - Assess...	0.00	0.00	58,172.29	60,686.00	121,000.00
417 · Capital Loan Interest	10,370.62	10,370.62	94,580.21	94,589.62	187,310.00
467 · Depreciation Reserve	40,133.00	40,133.00	160,532.00	160,532.00	481,594.00
405 · Election	0.00	42.00	0.00	168.00	500.00
406 · Liability Ins	2,687.00	1,667.00	9,675.23	6,668.00	20,000.00
420 · Legal Fees	1,400.00	1,417.00	5,600.00	5,668.00	17,000.00
422 · Bank Charges	143.55	200.00	466.25	719.00	2,000.00
423 · Litigation Contingency	0.00	2,917.00	0.00	11,668.00	35,000.00
425 · Audit	0.00	210.00	4,518.00	3,840.00	14,520.00
471 · Bad Debts	0.00	42.00	3,785.37	168.00	500.00
473 · Memberships	572.97	600.00	1,782.30	1,755.00	27,500.00
<b>Total Administrative &amp; General</b>	<b>55,307.14</b>	<b>57,598.62</b>	<b>340,138.55</b>	<b>347,511.62</b>	<b>912,124.00</b>
<b>Total Expense</b>	<b>134,112.70</b>	<b>152,150.12</b>	<b>742,961.10</b>	<b>782,600.62</b>	<b>2,086,900.00</b>
<b>Net Ordinary Income</b>	<b>42,588.30</b>	<b>7,914.88</b>	<b>41,054.10</b>	<b>-18,240.62</b>	<b>0.00</b>
<b>Net Income</b>	<b>42,588.30</b>	<b>7,914.88</b>	<b>41,054.10</b>	<b>-18,240.62</b>	<b>0.00</b>

11/20/23

Aromas Water District  
**Monthly Expenditures**  
 October 17 through November 15, 2023

Date	Num	Name	Amount
US Checking 1715			
10/19/2023	EFT	QuickBooks Payroll Service	-7,284.51
10/20/2023	DD2003	Bowman (P), Naomi	0.00
10/20/2023	19541	DeAlba (P), David	-3,435.23
10/20/2023	DD2004	Giron (P), Ester	0.00
10/20/2023	DD2005	Hurst (P), Cooky	0.00
10/20/2023	DD2006	Johnson (P), Robert L	0.00
10/20/2023	19542	Smith (P), Shaun	-2,010.74
10/20/2023	E-pay	Employment Development Dept	-833.18
10/20/2023	E-pay	United States Treasury (EFTPS)	-4,496.00
10/20/2023	EFT	CalPERS	-3,294.95
10/20/2023	EFT	CalPERS	-1,154.46
10/23/2023	19543	USPO	-66.00
10/23/2023	19544	Ace Hardware of Watsonville	-377.09
10/23/2023	19545	Grainger Inc	-136.08
10/23/2023	19546	gWorks	-525.00
10/23/2023	19547	MNS Engineers Inc.	-1,795.00
10/23/2023	19548	Monterey Bay Analytical Services Inc	-368.00
10/23/2023	19549	Old Firehouse Market	-1,396.94
10/23/2023	19551	Rob Johnson	-50.00
10/23/2023	19552	Shaun Smith	-26.20
10/23/2023	19553	Xerox Corp	-16.01
10/23/2023	19550	Monterey Bay Analytical Services Inc	0.00
10/23/2023	19554	Monterey Bay Solutions, LLC	-225.00
10/25/2023	NSF	Bill Adjustment Report	-511.15
10/30/2023	Pd online	Verizon Wireless	-100.13
10/30/2023	Pd online	P G & E	-7,450.02
10/30/2023	Pd online	P G & E	-17.11
10/30/2023	Pd online	P G & E	-156.64
10/30/2023	Pd online	P G & E	-39.80
10/30/2023	Pd w/credit	P G & E	0.00
10/30/2023	Pd online	First Bankcard	-4,755.83
10/30/2023	Pd online	Valero Fleet	-289.58
10/30/2023	Pd online	First Bankcard	-857.81
10/30/2023	19555	Ace Hardware of Watsonville	-47.25
10/30/2023	19556	Aromas Water District (Petty Cash)	-160.00
10/30/2023	19557	CALNET3	-220.97
10/30/2023	19558	Core & Main (Formerly HD Supply)	-318.45
10/30/2023	19559	CSSC	-124.00
10/30/2023	19560	USA BlueBook	-707.29
10/31/2023	E-pay	Employment Development Dept	-137.58
11/01/2023	19562	The Ford Store Morgan Hill	-57,078.82
11/01/2023	19563	The Ford Store Morgan Hill	-68,015.84
11/02/2023	EFT	QuickBooks Payroll Service	-7,745.20
11/03/2023	EFT	CalPERS	-1,151.75
11/03/2023	DD2007	Bowman (P), Naomi	0.00
11/03/2023	19565	DeAlba (P), David	-3,825.26
11/03/2023	DD2008	Giron (P), Ester	0.00
11/03/2023	DD2009	Hurst (P), Cooky	0.00

11/20/23

Aromas Water District  
**Monthly Expenditures**  
 October 17 through November 15, 2023

Date	Num	Name	Amount
11/03/2023	DD2010	Johnson (P), Robert L	0.00
11/03/2023	19564	Smith (P), Shaun	-1,882.66
11/03/2023	DD2011	Capron (P), Seth	0.00
11/03/2023	19566	Holman (P), Wayne R	-244.18
11/03/2023	DD2012	Norton (P), K W	0.00
11/03/2023	DD2013	Powers (P), Timothy W	0.00
11/03/2023	EFT	CalPERS	-3,233.76
11/03/2023	E-pay	Employment Development Dept	-862.58
11/03/2023	E-pay	United States Treasury (EFTPS)	-4,694.04
11/03/2023	19567	USPO	-132.00
11/03/2023	19568	USPO	-275.93
11/03/2023	Pd online	Google	-18.00
11/03/2023	Wire Trsf	City National Bank	-55,118.67
11/03/2023	Pd online	Charter Communications - Spectrum	-107.98
11/06/2023	Pd online	P G & E	-12.47
11/06/2023	Pd w/credit	P G & E	0.00
11/06/2023	Pd online	P G & E	-491.02
11/06/2023	Pd w/credit	P G & E	0.00
11/06/2023	19569	Ace Hardware of Watsonville	-17.51
11/06/2023	19570	ACWA JPIA	-21,038.00
11/06/2023	19571	AWWA	-501.00
11/06/2023	19572	CALNET3	-475.06
11/06/2023	19573	Mid Valley Supply	-1,366.10
11/06/2023	19574	Streamline	-126.00
11/06/2023	19575	USA BlueBook	-170.39
11/06/2023	Pd online	Oppidea, LLC	-90.00
11/13/2023	19576	ACWA JPIA, Emp. Ben. Prog.	-7,528.77
11/13/2023	19577	Recology San Benito County	-63.59
11/13/2023	19578	Robert E. Bosso	-1,400.00
11/13/2023	19579	T & T Valve and Instrument, Inc.	-505.65
11/13/2023	19580	USA BlueBook	-171.13
11/15/2023	Pd online	Intuit	-96.98
Total US Checking 1715			-281,824.34
<b>TOTAL</b>			-281,824.34