

Minutes of the Regular Meeting of  
The Board of Directors of the  
Aromas Water District  
March 29, 2011

**I. CALL TO ORDER:**

The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Holman on Tuesday, March 29<sup>th</sup>, 2011 at 7:02 p.m. at the District Office located at 387 Blohm Ave, Aromas, CA.

**II. ROLL CALL:**

Pres. Holman, Vice President Mahler, Directors Dutra, Huggins and Borchard were present. General Manager Vicki Morris, Counsel Ed Chun, staff Maureen Cain and Laurie Goodman were also present..

**III. PLEDGE OF ALLEGIANCE:** Pres. Holman 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 February 22<sup>nd</sup>, 2011 Regular Meeting were presented for acceptance and approval.

Director Huggins moved and Vice Pres. Mahler seconded that the minutes be approved.

Approval was unanimous.

**VII. ORAL COMMUNICATION:** None

**VIII. PRESENTATIONS**

**A. Director's Reports:**

Director Dutra visited the office today to ask about financial procedures. Staff Gina Patten showed him the bank statements and the Quickbooks entries so that he could see how they match up for reconciliation. He verified that the financials are overseen by multiple persons as good accounting practice dictates, and he was satisfied with what he observed. Vice Pres. Mahler and Director Huggins both commented on their presence in the courtroom. Director Borchard had been ill earlier in the month and hopes to reschedule her system tour.

**B. Attorney's Report:** Counsel Chun reported on the outcome of the trial for water theft that we lost on our complaint and the opposition lost on their cross-complaint. More would be discussed in the closed session.

**C. Manager's Report:**

Operations: February production was as expected and is probably representative of a basic "subsistent" level of consumption with little outdoor usage. All lab results have shown non-detect for coliform, iron and manganese. There was a major line repair on March 8<sup>th</sup> on Carr Ave. when an older steel saddle failed early that morning and caused a geyser which closed the street and caused arcing in the overhead electrical lines. The Fire Department responded and Contractor Joe Barros quickly brought in men and equipment to make repairs. Service was restored to affected customers and the road was reopened after several hours. Administration: Staff Goodman is adding laterals and meter locations to the CAD maps. Projects: *Carr Tank and Carr Booster Station* are fully operational. The pumps have been tested and are operating within acceptable efficiency parameters and it appears that power usage is down dramatically. The *Carpenteria Well Replacement* may be ready to go out to bid in May and work could begin as early as June or July. GM Morris is still waiting to hear from San Benito Bank on possible funding for the *New Office Building*.

**D. Correspondence:**

President Holman made note of correspondence to owners of APN 011-290-073 in Orchard Acres because of their refusal to pay the inactive fee. The District has sent them information and is waiting for a response.

## IX. ACTION ITEMS

**A. Personnel Policy and Employee Handbook:** A comprehensive booklet has been prepared reflecting current laws and outlining policy for employees and the District regarding their relationship and human resource policies, benefits and rules. The previous policy had been set forth in 1987 and additions had not been compiled into one document. Vice Pres. Mahler asked about overtime and whether it is mandatory to pay it after 8 hours of work. Staff will research the current laws regarding overtime pay and it will be reflected in the handbook. Sick leave accrual was discussed and GM Morris explained the option that, upon retirement, employees can be paid sick leave of one hour for each six accrued or use it to purchase service credits from CalPERS.

Vice Pres. Mahler moved and Director Huggins seconded that the Personnel Policy be approved with corrections added to reflect the current law on overtime.

**B. Financial Report:** GM Morris presented a short discussion on Payroll procedures. She explained the time cards and how the paychecks are managed. The District contracts with Oppedia Co. to handle payroll maintenance and Pinnacle Business Systems to make the payroll tax deposits. She went over the financials for the month of February 2011. Income for February was \$53,483.99. Total assets are \$6,473,703. President Holman reviewed the payments from February 16<sup>th</sup> to March 22<sup>nd</sup>, 2011. Expenses totaled \$84,217.36.

Director Huggins moved to accept the financials. Vice Pres. Mahler seconded and they were approved unanimously as presented.

**X. ADJOURN TO CLOSED SESSION.** Board adjourned to closed session at 7:49 pm.

**XI. RETURN TO OPEN SESSION:** The meeting returned to open session at 8:30. Counsel Chun reported on the recent court case and noted the court will assess any awarded costs within 30 days. Mr. Chun will report back to the Board.

## XII. FUTURE MEETINGS & AGENDA

The next Regular Meeting will be Tuesday, April 26<sup>th</sup>, 2011 at 7:00 pm, The agenda will include May as Water Awareness Month. The location will be at the District Office at 387 Blohm Avenue.

## XIII. ADJOURNMENT

President Holman adjourned the meeting at 8:32 pm.  
Report submitted by Laurie Goodman, Board Secretary

Date: April 26<sup>th</sup>, 2011

Read and approved by:

\_\_\_\_\_  
Director

Attest: \_\_\_\_\_

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Board Secretary