



REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

TUESDAY, June 22, 2021, 7:00 PM

Notice of Zoom Meeting

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

Pursuant to Governor Newsom's March 17, 2020 Executive Order N-29-20 regarding COVID-19, members of the Aromas Water District Board of Directors, staff and public may participate in this meeting via Zoom. Instructions on the following page.

- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Jim Leap, Vice President Vicki Morris, Directors, Marcus Dutra, Richard Smith, and Wayne Holman.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Review the Minutes of the May 25, 2021 Regular Board Meeting for Board approval. p.3-5
- VII. **ORAL COMMUNICATION:** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS & REPORTS**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10
- IX. **ACTION ITEMS:**
 - A. **Consider receiving a report regarding the progress on the Late Fee Collection Process.** p.11
Staff will present a report on the progress of the Late Fee Collection Process, initiated from December 2020 Board Meeting.
 - B. **Consider receiving a report on the Cole Road Outreach Project, and providing direction to staff.** p.12-13
Staff will present a report on the Cole Road Outreach Project for discussion and Board action.
 - C. **Consider receiving a report on the "Reopening" of the District office, and providing direction to staff.** p.14
Staff will present a report on the reopening of the District office for discussion and Board action.
 - D. **Financial Reports for the Month of May 2021** p.15-20
Including both Assessment Districts, the financial reports show a Total Revenue of \$122,310.20; Total expenditures were \$77,875.64 between May 19, 2021 and June 15, 2021. These financials and monthly expenditures will be presented for discussion and approval.
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting – July 27, 2021
- XI. **ADJOURNMENT**



Zoom Meeting Instructions

In order to protect the health and safety of the public and Aromas Water District employees, the District office located at 388 Blohm Avenue, Aromas, CA 95004 has been closed to the public until further notice. In accordance with EO N-29-20, the public may participate in the District's Board meeting by teleconference or web conference via the instructions provided below.

The meeting materials will be available for download from the District's website at:

www.aromaswaterdistrict.org.

This meeting is being held via Zoom and all attendees are 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/87230851529>

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: 87230851529

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, and meeting remotely is an evolving process.

We appreciate everyone's understanding as we work through this together.

Minutes of the Regular Meeting of the Aromas Water District Board of Directors May 25, 2021

- I. **CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, May 25, 2021 at 7:00 p.m. online via Zoom.
- II. **ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also in attendance were General Manager Johnson, Counsel Bosso and Board Secretary Coombes.
- III. **PLEDGE OF ALLEGIANCE.** President Leap led the pledge of allegiance.
- IV. **STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. **ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. **MINUTES.** The minutes of the April 27, 2021 Board Meeting were presented for review and approval. Vice President Morris moved for approval of the minutes once a correction to a date on page 3 was made. Director Holman seconded. Minutes were unanimously approved by roll-call vote with all Directors present.
- VII. **ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. **Director's Report(s).** Vice President Morris reported that she and Director Smith and GM Johnson met as the Ad Hoc Budget Committee again this month to re-review the Capital Budget and review the Expense Budget to be presented later in this meeting.
- B. **Attorney's Report.** Counsel Bosso reported that AB339, requiring the District to provide translation services for meetings, has not progressed at this time. AB 361 is a new bill that allows for virtual meetings in order to declare an emergency.

C. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in April 2021 was 8,538,065 gallons, with a daily average of 284,602 gallons per day. The stacked graph demonstrates that the amount of water pumped in April alone represents 33% of the annual total so far.

There are a total of 967 meters connected. All water testing continues to be both filed on time and represent satisfactory results.

Reporting on well levels; Carpenteria Well is down six feet and San Juan Well is down five feet. The observational level for Marshall Well is down four feet and Aimee Meadows Well is down five feet.

MAINTENANCE

Preventative maintenance of chlorine chemical pump and analyzer, as well as the Generac generator monthly fifteen minutes load test continues.

INCIDENTS

On May 10, 2021, a customer called in to report a leak on Carr Avenue. Although the leak was primarily on the customer side, it was noticed that the shut-off on the District side had been sheared off by an unknown party (this has now been replaced). WO Smith and GM Johnson worked hard to resolve the leak and resume water service by 5pm on the same day. CSR Bowman responded quickly and efficiently to around 45 customer calls on the matter.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman, WUSp Giron and GM Johnson continue to refine the effectiveness of the billing process during the time that the office is closed to the public. Currently, the focus is on the establishment of new customers going through the annexation process.

ASO Coombes completed the annual Water Quality Report (CCR) and will be sending it out to around two-thirds of our customers via email this year; the remainder will be mailed as usual. Emailing the customers reduces both the printing and mailing costs.

ASO Coombes has also completed and submitted the annual DRINC report ahead of the deadline in mid-May; several new and amended sections required additional effort this year.

ASO Coombes completed all the requirements for the triennial Transparency Award and submitted it well ahead of the November deadline.

WUSp Giron continues to improve and refine the Operations processes with a view to transitioning from paper to tablets.

Operator Smith has been handling all the maintenance tasks in the absence of CO DeAlba; Operator Sanchez has been temporarily hired part-time to assist as well as cover on-call hours as he has worked for the District several times in the past and has familiarity with our system. This arrangement will continue through some of CO DeAlba's recovery time.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2020, and up to April 20, 2021 there has been a total of 9.82" to the date of this meeting. This is an exceptionally dry year compared to 16.72" that fell last year. Director Smith asked how the declaration by the State of 41 counties now experiencing a drought emergency will affect the District. Of the two counties in which the District is located, one is and one is not included in those 41. GM Johnson said that he will be looking to the counties and State to determine if we need to provide a drought warning to our customers and request reduced consumption.

Projects

Response to COVID-19 Virus

GM Johnson continues to monitor the changing pandemic parameters; the State intends to open public locations on June 15, 2021. The recent rearrangement of office furniture will provide more distance between customers and staff.

Technology Upgrade - SCADA

GM Johnson reported that the District's XiO website has been undergoing some updates since the new portions have been added, enabling further remote control of the system by the Operations staff. GM Johnson intends to provide a short demonstration of this to the Board in the near future.

Orchard Hill Road Proposed Annexation

GM Johnson spoke with Mr. Bennet and the former City Manager of San Juan Bautista who have committed to pay for the engineering scope evaluation, and GM Johnson has instructed the engineers to begin this work.

Cole Road Outreach for Annexation

GM Johnson explained that twenty six letters were mailed to the owners of parcels flanking the District's main line on Cole Road, with a response deadline of May 18, 2021. Of those twenty six, around half responded and approximately one quarter are interested in annexation/connection. More detail and a map will be provided at the next meeting.

Correspondence: GM Johnson highlighted those items related to questions on the Outreach Questionnaire.

IX. CONSENT CALENDAR

A. Consider adopting Resolution 2021-05 and 2021-06, Levying of Assessment Tax for Oakridge/Via Del Sol and Orchard Acres.

A motion was made by Director Dutra to adopt Resolutions 2021-05 and 2021-06 Levying of Assessment Tax for Oakridge/Via Del Sol and Orchard Acres as presented, seconded by Director Holman. The Resolutions 2021-05 and 2021-06 were unanimously adopted by roll-call vote with all Directors present.

X ACTION ITEMS

A. Review Marshall Well Technical Memorandum dated July 2016

GM Johnson provided the report presented to the Board in 2016 regarding the feasibility of utilizing Marshall Well as an additional water source. The writer of the report, Martin Feeney was present at the meeting for the Board to ask questions. Advantages of this site are that the District already owns the site which has enough space to build a treatment plant for the removal of iron and manganese as well as a new Operations shop. There is also a possibility of purchasing adjacent land for the installation of a solar field. The recommendation is to replace the old well by drilling a well deeper into the Purisima.

Mr. Feeney answered questions regarding the depth of the new well and suggested that it is not necessary to go to a depth of 1000 feet. Nearby wells at 500 feet are producing adequately as long as they are well into the Purisima. He strongly advised that bringing the existing well back into service would not be a viable option.

Directors Smith, Morris and Holman are keen to move forward with getting a new well in production as soon as feasible, with the addition of a treatment plant to remove likely iron and manganese.

A motion was made by Director Dutra to pursue taking local samples from nearby, younger and deeper, agricultural wells for testing; depending on the results engage the engineers to find out the cost of a treatment plant, and to seek adequate financing, seconded by Director Smith. The action was unanimously approved by roll-call vote with all Directors present.

B. Consider adopting the Proposed Capital Budget for \$431,240 for Fiscal Year 2021-2022

The Capital Budget was reviewed once more by the Ad-Hoc Budget Committee for presentation to the Board, however, no changes were made.

Director Holman moved to approve the Capital Budget for FY 2021-22 as presented; seconded by Vice President Morris. The Capital Budget was unanimously adopted by roll-call vote with all Directors present.

C. Consider adopting the Proposed Expense Budget for \$812,600 for Fiscal Year 2021-2022

The Expense Budget was reviewed by the Ad-Hoc Budget Committee for presentation to the Board.

Vice President Morris moved to approve the Expense Budget for FY 2021-22 as presented; seconded by Director Smith. The Expense Budget was unanimously adopted by roll-call vote with all Directors present.

D. Financial Reports for the Month of April 2021

On the Balance Sheet, Total Assets / Liabilities & Equity are \$11,018,823.78, of which Total Current Assets are \$4,690,460.30, and Total Fixed Assets are \$6,187,424.48. In Liabilities, the Total Current Liabilities are \$226,055.93 and Total Liabilities are \$4,471,770.82.

In the P&L Report, Water Revenue for April was \$118,585.15. Total Expenditures were \$141,869.79 between April 20 through May 18, 2021.

Director Smith moved to approve the Financial Reports as presented; seconded by Vice President Morris. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

XI. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, June 22, 2021.

With impending reduction in COVID regulations for California, the Board discussed the possibility of meeting in person next month; Director Holman is strongly in favor. Counsel Bosso mentioned that other Districts are holding in-person meetings for the Board only, with a virtual audience in attendance. However, the technicalities to make speech from all parties clear, can be challenging.

GM Johnson will provide an update on the Cole Road Outreach Project (CROP), plus an update on progress with the new well project. Vice President Morris requested information on the new boundary for Pajaro Valley post the SGMA meetings which could have an effect on our augmentation fees for customers.

XII. ADJOURNMENT. President Leap adjourned the meeting at 9:05pm until Tuesday, June 22, 2021.

Read and approved by: _____
President, Jim Leap

Attest: _____
Board Secretary, Louise Coombes

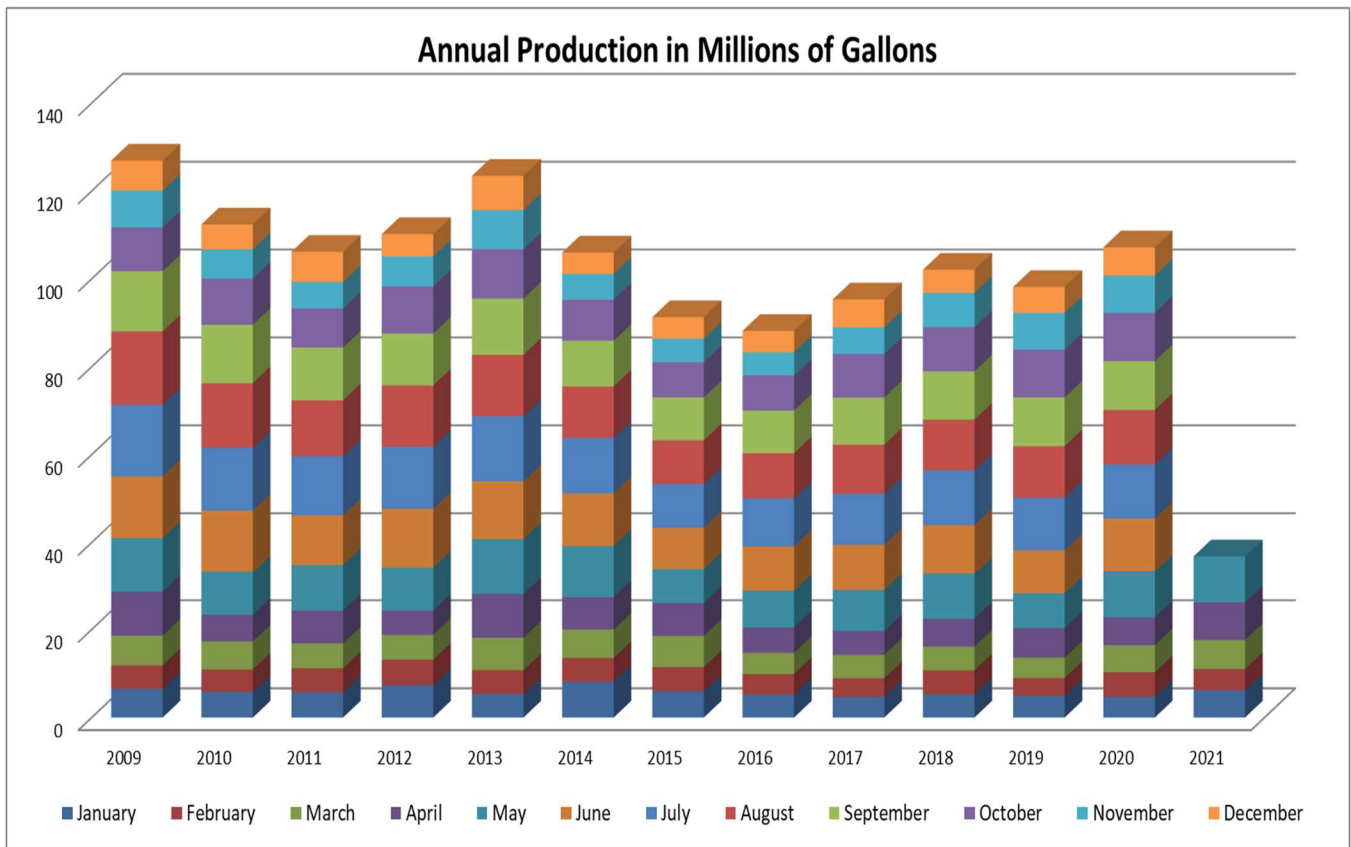
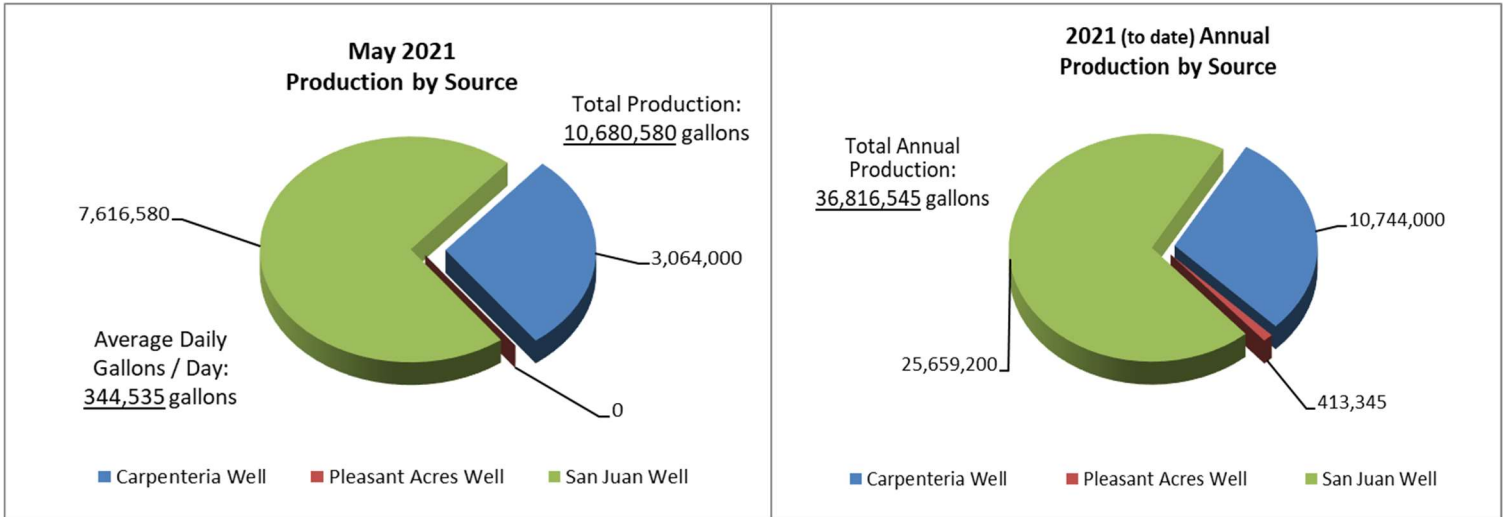
Date: _____

Date: _____

General Manager's Report May 2021



PRODUCTION REPORT



| Totals | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--------------------|--------------|--------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|
| Million Gal | 112.37 | 106.15 | 110.17 | 123.42 | 105.97 | 91.27 | 88.152 | 95.304 | 102.07 | 98.141 | 107.1 | 36.82 |
| Acre Ft | 344.8 | 325.7 | 338.05 | 378.7 | 325.16 | 280.05 | 270.49 | 292.43 | 313.18 | 301.13 | 328.8 | 112.98 |

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 967 total meters installed
- San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was not utilized.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- 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.
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed.
- Additional maintenance tasks are being performed as time allows.

INCIDENTS:

- None to report at the time of this writing.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- CSR Bowman, ASO Coombes, WUSp Girõn and GM Johnson have worked through a number of office procedures to prepare for the reopening of the office, which occurred on June 16, 2021.
- ASO Coombes has completed the email distribution of the CCR, which has saved the District half the normal printing costs. As of this writing, the hard copies of the CCR have not arrived at the office.
- ASO Coombes has submitted the triennial Transparency Award application. Thanks to all the Board members who provided the necessary information to complete this important task.
- WUSp Girõn continues to work through the Operations processes to see where we can find opportunities for increasing efficiency, which in the long run, will lead to increasing effectiveness.
- CO DeAlba has returned to work at full duty. The District is keeping the additional temporary help for another couple months to assist in the completion of some routine and timely maintenance tasks.
- Operator Smith did a terrific job keeping the system working while CO DeAlba was out on medical leave. This was a great opportunity for Operator Smith to stretch his knowledge and understanding of the water system.
- GM Johnson has been working with various consultants and stakeholders to move a series of projects forward in a timely manner.
- GM Johnson is reviewing a Scope of Work for MNS Engineers to perform a GPS survey of our assets – staff has been finding discrepancies with recorded versus observed elevations.

CONSERVATION UPDATE:

May 2020 usage figures are showing an increase in water use, which is expected as the temperatures increase. Even with the large rain event that occurred at the end of January, it ended up being a dry winter.

October 1, 2020 marked the start of a new water year. As of the date of this report (June 16), the rain gauge at Chittenden Pass has recorded 9.44 inches of precipitation this water year, with 0.00 inches having fallen in April. The 2019-2020 water year ended with the rainfall at Chittenden at 16.72 inches.

PROJECTS:

1. Response to COVID-19 virus

Staff has been working to stay current on the ever-changing COVID-19 (coronavirus) situation. The office has reopened, and a report will be given to the Board this evening.

2. Technology upgrade – SCADA (delayed due to COVID-19 pandemic)

Installations are complete – respective staff members are working to complete final “punch list-type items”. These should be completed by the end of July.

3. Orchard Hill Road proposed annexation progress

The Scoping Evaluation/Feasibility Study for the project has been initiated, since an individual in the group paid the monies necessary for the Study. MNS Engineers has been tasked with the effort, and the FINAL Technical Memorandum (TM) should be completed in mid to late August. Upon completion, this report will be shared and could result in a public meeting for the people who are interested to discuss the matter, and see if they want to move the project forward.

4. Progress on the Cole Road Outreach Project

An update report on this project will be presented tonight to the Board.

5. Progress on Finding a New Water Source Project

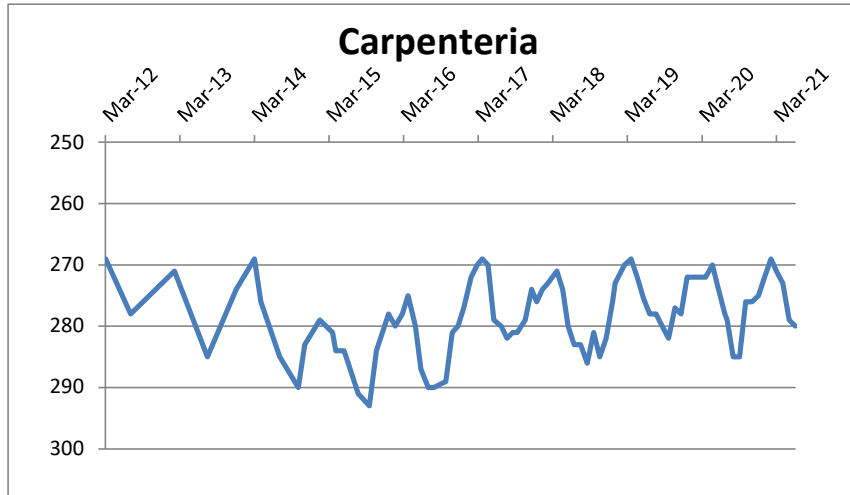
Staff has contacted GraniteRock regarding getting a water sample at one of their wells. They have also offered to provide a history of the water quality of that well.

Robert Johnson
General Manager
June 16, 2021

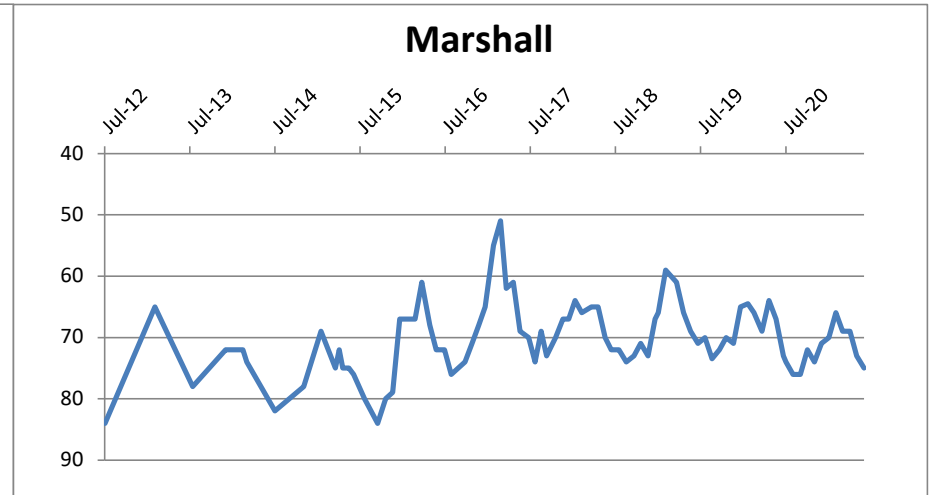
Well Water Level Monitoring

Depth to Water Measurements

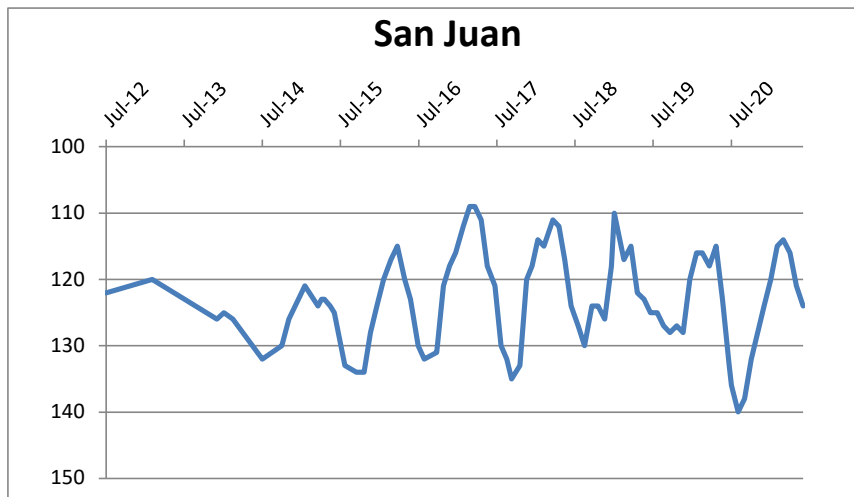
Date: June 15, 2021



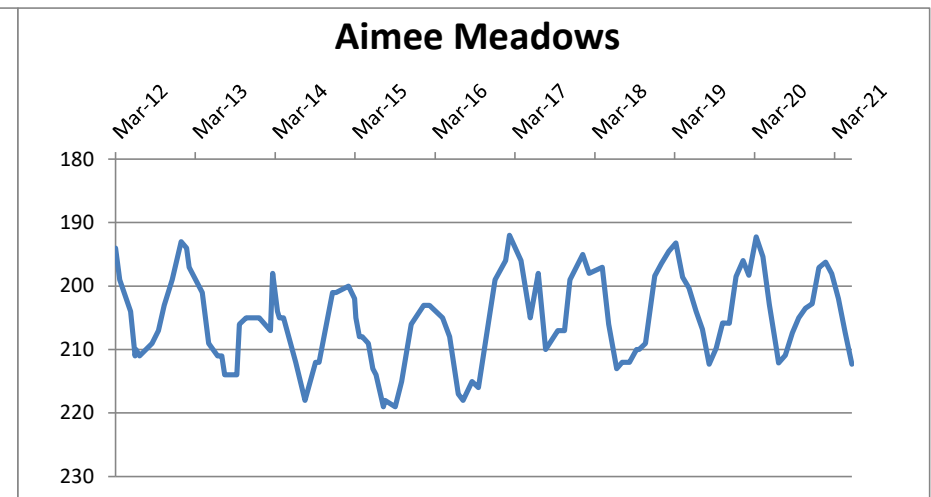
Carpenteria Well (production): Previous Read = 279 feet; Current Read = 280 feet



Marshall Well (monitoring): Previous Read = 73 feet; Current Read = 75 feet



San Juan Well (production): Previous Read = 121 feet; Current Read = 124 feet



Aimee Meadows (monitoring): Previous Read = 207 feet; Current Read = 212 feet

CORRESPONDENCE LIST: 5/20/21 - 6/16/21

| DATE | TYPE | TO | FROM | SUBJECT |
|---------|------|--|-------------------------------|---|
| 6/1/21 | M | AWD | XiO | Expanded Offering and Increasing Subscription Fee |
| 6/1/21 | E | AWD | B Kayser, City of Watsonville | Urban Water Management Plan 2020 public hearing |
| 6/2/21 | E | R Johnson, AWD | R Ely, Willis Construction | Crossing water line [& response] |
| 6/6/21 | E | R Johnson, AWD | R & J Meyers, Cole Road | Cole Road Outreach Annexation [& response] |
| 6/6/21 | E | R Johnson, AWD | E Scholz, Cole Road | Cole Road Outreach Annexation [Connection] |
| 6/7/21 | E | E Scholz, Cole Road | R Johnson, AWD | Cole Road Outreach Annexation [Response] |
| 6/8/21 | E | SWRCB | R Johnson, AWD | Chlorine or Chloramines Std Report Form 21 Q2 [Quarterly Report for Disinfectant Residuals] |
| 6/8/21 | E | SWRCB | R Johnson, AWD | Monthly Fe & Mn Field Test Results |
| 6/8/21 | E | SWRCB | R Johnson, AWD | Monthly Summary of Coliform Monitoring |
| 6/8/21 | E | N Santos, COSB | L Coombes, AWD | Tax Levy for Orchard Acres Assessment District |
| 6/8/21 | E | R Johnson, AWD | SWRCB | Drought Notice to Public Water Systems |
| 6/9/21 | E | R Johnson, AWD | J Murillo, Chateau Drive | New Water Line [& response] |
| 6/10/21 | E | R Bennett, Orchard Hill Rd | R Johnson, AWD | Phone Tag – and updates? |
| 6/14/21 | E | AWD | SWRCB | Extension of Water Shutoff Moratorium |
| 6/15/21 | E | R Johnson, AWD | PG&E Customer Service | Public Safety Power Shutoff Coordination for Water Agencies |
| 6/15/21 | E | P Greenway and N Panofsky, MNS Engineering | R Johnson, AWD | Notice to Proceed – Orchard Hill Scoping Evaluation [& response] |

Staff Report



To: Board of Directors

Re: Item IX.A – Consider receiving a report regarding the progress on the Late Fee Collection Process

Date: June 14, 2021

Summary / Discussion

Due to the COVID-19 pandemic, Governor Newsom, through Executive Order, proclaimed that water districts cannot shut off water to customers during the pandemic. The District implemented this interim policy in April 2020. At that time, late fees were also not levied against our customers to provide them relief in case of negative effects on their respective personal situations as a result of the pandemic.

As time progressed, the late fees owed to the District were increasing to a point where a change needed to be made. This was presented to the Board of Directors in December 2020, and staff was directed to initiate collecting late fees again. A process was developed and initiated in January 2021.

The process involved sending a series of letters, each escalating in severity, culminating with informing the customer that a lien will be placed on their property if the full bill was not paid in a timely manner (the May 2021 due date). Parameters were established to not penalize folks who had only missed one payment. The Process parameters were: 1) no payments for over three months and 2) the owed amount was greater than \$150.00.

The first letter went out February 1, 2021, to about 30 customers, and offered an opportunity to not have late fees applied if a payment plan was established. A majority (over 60%) of the customers took advantage of that opportunity. Some just paid everything off at that time.

The second letter went out April 8, 2021, only to the folks that had not established a payment plan, or had not contacted the office regarding their non-payment. It provided another (last) opportunity to set up a payment plan, or increased penalties could be placed against the property.

The last letter went out May 6, 2021, and indicated that, if any remaining accounts were not in good standing by the May 25, 2021 bill payment due date, the process to establish a lien on the customer's property would be initiated. As of the date of this memo, only one customer has not paid their entire bill in full.

Staff's research indicates that this customer has also not paid their property taxes as of late also; therefore, our strategy is to 1) not initiate a lien, 2) continue to reach out, and 3) wait until the shut-off reinstatement date of September 30, 2021 to shut-off their water.

Staff Recommendation

Receive the report.

Submitted by:

Robert Johnson
General Manager

Staff Report



To: Board of Directors

Re: Item IX.B – Consider receiving a report on the Cole Road Outreach Project, and providing direction to staff

Date: June 15, 2021

Summary / Discussion

Over the last four years, there have been several annexations (through annexation requests) into the Aromas Water District (District) boundary, with a majority of these recent annexations being in the Cole Road area. The last four annexation requests have been single-parcel annexations that have resulted in staff time expended that could possibly have been more efficient if the entire area around Cole Road was annexed at one time. Therefore, staff was directed by the Board to do an outreach project along Cole Road to see if additional folks were interested in annexing.

So, staff developed a plan to gather the information, and implemented the plan. First, a questionnaire was created. This questionnaire was mailed to parcel owners and asked some basic questions about the respective parcel, if the parcel had a water source, were they happy with the water source, had there been any issues with the water source, and if they were interested in becoming a District customer. There was even a box to check if the recipient did not want to participate in the survey. A due date was put on the questionnaire to make sure they would be returned in a timely manner. Twenty-six questionnaires were mailed out; see map attached to this report as to the parcels the questionnaire was sent to, and their respective responses.

Second, as the questionnaires came in, they were reviewed and the results tallied, depending on the response given. A spreadsheet was used to track the responses and the respective parcel. After the due date, a final count was determined; and the results are as follows:

| Amount | Response to being annexed |
|--------|--|
| 7 | interested |
| 6 | not interested |
| 11 | no response |
| 2 | anonymous negative |
| 1 | parcel adjacent to Carr Ave / same owner as Cole Road parcels / interested |

With the results being basically even (one of the no responses came in last week, but it was included in the table) it seems the Board should discuss this matter and provide direction to staff on how to move forward.

Staff Recommendation

Receive the report, and provide direction to staff.

Submitted by:

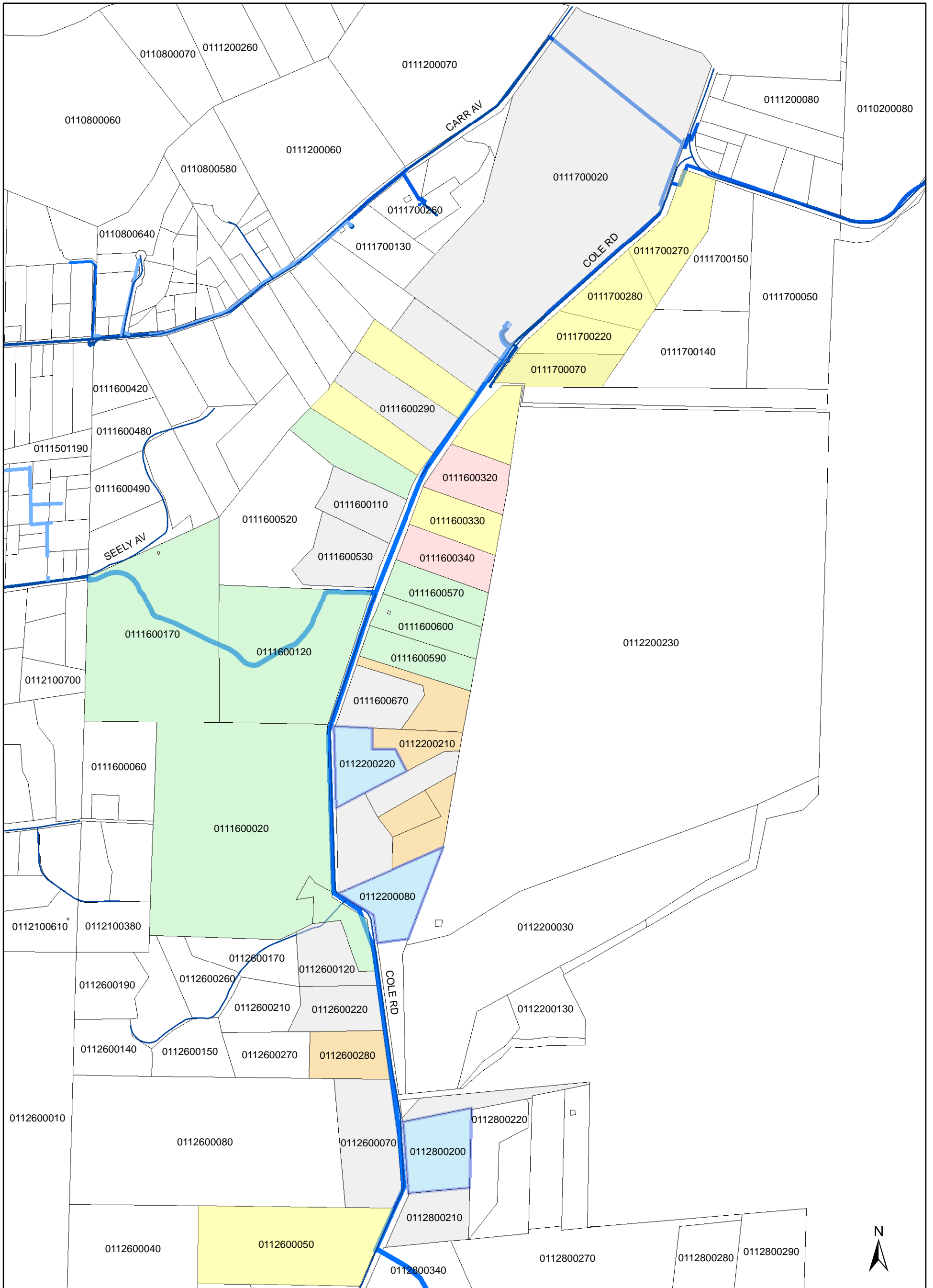
Robert Johnson
General Manager



Potential Annexations Cole Road

Legend

- Annexed Not Served
- Annexed & AWD Customer
- Annexation In Progress
- Yes to Annexation
- No to Annexation
- Anonymous/No Response



Staff Report



To: Board of Directors

Re: Item IX.C – Consider receiving a report on the “Reopening” of the District office, and providing direction to staff

Date: June 16, 2021

Summary / Discussion

As the Novel Coronavirus (COVID-19) pandemic started to escalate back in late-February and early March 2020, the District acted and closed its doors to the public for the protection of staff and customers. Additional precautions were taken for overall protection – additional cleaning of surfaces (daily) by staff, splitting the workdays of office staff to support physical distancing and customer service, increased utilization of the outside dropbox for payments, operators working in separate trucks, and the closing of the conference room to the public.

Since that time, staff has been attending webinars, reading articles, talking with other water districts, following the guidelines from the State and Federal sources (which has been a bit tricky at times), and working through alternatives with the result being an implementable “Reopening” strategy. It has been challenging to develop parameters that would provide the level of customer access and service the District is known for, while at the same time providing protection for both staff and customers. Know that the District is open to the public, though there have been changes in the bill paying process to reflect the level of protection necessary.

Even as the State opens up, there still seems to be changing parameters and/or rules that are not settled as we move forward. While the office is reopened, some things are still undecided. Our next hurdle is the use of the conference room for community meetings in the evening hours. There are concerns surrounding: 1) cleanliness of the room (both before and after a meeting), 2) setting effective guidelines, 3) concerns regarding adherence to the guidelines once the groups are inside, 4) additional cleaning costs (could mean deposits), and others.

Currently, staff thinks the conference room should remain unavailable until some parameters can be developed and implemented safely, or until the COVID restrictions are lifted completely. Using other COVID-related end dates as a guide, staff’s recommendation (based on current information) is to not have the conference room available to groups until after September 30, 2021.

Staff Recommendation

Receive the report, and provide direction to staff

Submitted by:

Robert Johnson
General Manager

Aromas Water District
Balance Sheet Prev Year Comparison
As of May 31, 2021

| | May 31, 21 | May 31, 20 |
|--|----------------------|----------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| UB Checking | 112,936.38 | 113,890.62 |
| UB Bk Money Market xxxx7853 | 614,847.85 | 381,306.65 |
| LAIF-State of Ca xx-05 | 835,802.62 | 830,193.89 |
| Petty Cash | 100.00 | 100.00 |
| Assessment District Banks | | |
| OAWA Union Bank Checking 7741 | 54,844.43 | 23,348.42 |
| OAWA Union Bank 101 Redemption | 0.14 | 0.00 |
| OAWA Union Bank 102 Reserve | 35,558.89 | 35,767.72 |
| Oakridge Union Checking 5587 | 425,131.87 | 410,067.55 |
| Total Assessment District Banks | 515,535.33 | 469,183.69 |
| Total Checking/Savings | 2,079,222.18 | 1,794,674.85 |
| Accounts Receivable | | |
| 1200 · Accounts Rec - Spec Proj/Taxes | 1,791.22 | 0.00 |
| Total Accounts Receivable | 1,791.22 | 0.00 |
| Other Current Assets | | |
| ACWA Deposit | 2,080.80 | 2,080.80 |
| 1292 · Accounts Rec - USDA Loan | 2,095,834.27 | 2,176,644.30 |
| 1291 · Accounts Rec - Orchard Acres | 311,692.98 | 323,112.17 |
| Prepaid Insurance | 4,896.30 | 16,689.16 |
| 128 · Inventory | 49,921.56 | 49,460.11 |
| 1200.1 · Accounts Receivable--UBMax | 144,201.93 | 138,457.50 |
| 1201.9 · Less Allowance for doubtful ... | -500.00 | -500.00 |
| Total Other Current Assets | 2,608,127.84 | 2,705,944.04 |
| Total Current Assets | 4,689,141.24 | 4,500,618.89 |
| Fixed Assets | | |
| 1900 · Water System | 12,011,946.47 | 11,825,449.77 |
| 1915 · Office Building & Improvements | 398,442.54 | 398,261.43 |
| 1970 · Office Equipment & Fixtures | 93,467.05 | 93,467.05 |
| 1980 · District Vehicles | 117,577.39 | 117,577.39 |
| 1990 · Land and Easements | 331,195.78 | 331,195.78 |
| 1995 · Idle Assets | 43,400.00 | 43,400.00 |
| 1998 · Less Accum Depr Idle Assets | -42,400.00 | -42,400.00 |
| 1999 · Less Accumuated Depreciation | -6,807,708.75 | -6,297,748.75 |
| Total Fixed Assets | 6,145,920.48 | 6,469,202.67 |
| Other Assets | | |
| Deferred Outflow of Resources | 140,939.00 | 138,369.00 |
| Total Other Assets | 140,939.00 | 138,369.00 |
| TOTAL ASSETS | 10,976,000.72 | 11,108,190.56 |

Aromas Water District
Balance Sheet Prev Year Comparison
 As of May 31, 2021

| | May 31, 21 | May 31, 20 |
|---------------------------------------|----------------------|----------------------|
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 6,746.06 | 18,619.74 |
| Total Accounts Payable | 6,746.06 | 18,619.74 |
| Credit Cards | | |
| First Bankcard - S Smith #0239 | 166.14 | 1,046.14 |
| First Bankcard - E Giron #1086 | 225.00 | 0.00 |
| First Bankcard -R.Johnson #9031 | 1,353.97 | 362.99 |
| First Bankcard-L Coombes #3294 | 578.49 | 38.87 |
| First Bankcard - D DeAlba #2486 | 463.58 | 847.67 |
| Valero Fleet | 301.47 | 414.15 |
| Total Credit Cards | 3,088.65 | 2,709.82 |
| Other Current Liabilities | | |
| Current Portion City National | 0.00 | 1,761.26 |
| 2100 · Payroll Liabilities | 141.32 | 108.67 |
| Deferred Inflows- Actuarial | 10,090.00 | 0.00 |
| CUSTOMER DEPOSITS | | |
| Connection Deposits Payable | 2,000.00 | 2,000.00 |
| Hydrant Meter Deposit | 3,500.00 | 800.00 |
| Total CUSTOMER DEPOSITS | 5,500.00 | 2,800.00 |
| Accrued Vacation Payable | 27,815.70 | 17,907.50 |
| Interest Payable | 47,596.19 | 20,153.44 |
| PVWMA Payable | 19,436.47 | 5,900.96 |
| Total Other Current Liabilities | 110,579.68 | 48,631.83 |
| Total Current Liabilities | 120,414.39 | 69,961.39 |
| Long Term Liabilities | | |
| 2392 · Long-term Debt - USDA (Oakr... | 2,469,999.90 | 2,544,240.00 |
| 2391 · Long-term Debt - Orchard Acres | 380,000.00 | 390,000.00 |
| GASB 68 Pension Liability | 577,103.00 | 544,625.00 |
| City National Bank | 865,611.94 | 982,313.10 |
| Total Long Term Liabilities | 4,292,714.84 | 4,461,178.10 |
| Total Liabilities | 4,413,129.23 | 4,531,139.49 |
| Equity | | |
| Investment in Capital Assets | 6,420,006.53 | 6,420,006.53 |
| Unrestricted Net Assets | 2,687,889.75 | 2,791,376.36 |
| Allocation of Net Assets | -2,637,574.59 | -2,637,574.59 |
| Net Income | 92,549.80 | 3,242.77 |
| Total Equity | 6,562,871.49 | 6,577,051.07 |
| TOTAL LIABILITIES & EQUITY | 10,976,000.72 | 11,108,190.56 |

Aromas Water District
Profit & Loss Budget Performance

Accrual Basis

May 2021

| | May 21 | Budget | Jul '20 - May 21 | YTD Budget | Annual Budget |
|---------------------------------------|------------|------------|------------------|--------------|---------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 303 · Water Revenue | 122,310.20 | 121,500.00 | 1,270,555.89 | 1,193,000.00 | 1,344,000.00 |
| 307 · Bulk Water | 774.09 | 500.00 | 7,508.27 | 5,500.00 | 7,000.00 |
| 302 · Connection | 0.00 | 0.00 | 14,640.00 | 14,640.00 | 27,880.00 |
| 301 · Taxes Rcvd - AWD | | | | | |
| 3090 · Oakridge / OAWA Assessments | 10,348.67 | 17,300.00 | 176,834.13 | 194,200.00 | 194,200.00 |
| 301 · Taxes Rcvd - AWD - Other | 17,638.15 | 12,000.00 | 77,502.42 | 66,000.00 | 66,000.00 |
| Total 301 · Taxes Rcvd - AWD | 27,986.82 | 29,300.00 | 254,336.55 | 260,200.00 | 260,200.00 |
| 304 · Other Office Income & Reimburse | 0.00 | 40.00 | 3,423.76 | 440.00 | 500.00 |
| 306 · Interest | 246.16 | 650.00 | 1,962.20 | 12,150.00 | 20,000.00 |
| 312 · Grant Revenue | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 2,000.00 |
| Total Income | 151,317.27 | 151,990.00 | 1,553,426.67 | 1,486,930.00 | 1,661,580.00 |
| Gross Profit | 151,317.27 | 151,990.00 | 1,553,426.67 | 1,486,930.00 | 1,661,580.00 |
| Expense | | | | | |
| Operations | | | | | |
| 403 · Fuel | 967.92 | 1,208.00 | 13,176.21 | 13,288.00 | 14,500.00 |
| 404 · Truck Maint | 1,027.27 | 614.00 | 6,765.69 | 6,384.00 | 7,000.00 |
| 431 · System Repair & Maint | 4,404.24 | 6,100.00 | 61,837.80 | 63,600.00 | 70,000.00 |
| 463 · Water Analysis | 154.00 | 400.00 | 7,108.00 | 5,400.00 | 6,000.00 |
| 464 · Water Treatment | 1,234.98 | 2,250.00 | 17,406.82 | 17,650.00 | 20,000.00 |
| 468 · Tools | 416.40 | 625.00 | 4,906.73 | 6,875.00 | 7,500.00 |
| 470 · Public Outreach / Annexation | 0.00 | 300.00 | 852.44 | 3,300.00 | 3,500.00 |
| Total Operations | 8,204.81 | 11,497.00 | 112,053.69 | 116,497.00 | 128,500.00 |
| Power | | | | | |
| 449.75 · 388 Blohm, # C | 28.11 | 33.00 | 309.65 | 363.00 | 400.00 |
| 449.5 · 388 Blohm, A & B Office | 91.65 | 140.00 | 1,237.31 | 1,540.00 | 1,700.00 |
| 461.5 · RLS Tank Booster | 9.53 | 12.50 | 106.12 | 137.50 | 150.00 |
| 447 · Leo Ln Booster | 71.12 | 37.50 | 636.66 | 412.50 | 450.00 |
| 448 · Aimee Mdws Well | 9.53 | 12.50 | 105.46 | 137.50 | 150.00 |
| 449 · Office, Pwr | 0.00 | | 0.00 | | |
| 451 · Marshall Corp Yard | 47.56 | 41.50 | 425.69 | 456.50 | 500.00 |
| 452 · Rea Booster @ Seely | 60.00 | 41.50 | 549.46 | 456.50 | 500.00 |
| 454 · Carr Booster | 574.18 | 460.00 | 5,823.39 | 4,675.00 | 5,500.00 |
| 458 · Pleasant Acres Well | 195.43 | 1,200.00 | 1,171.10 | 11,800.00 | 13,000.00 |
| 459 · Seely Booster @ Carpenteria | 23.82 | 41.50 | 280.62 | 456.50 | 500.00 |
| 460 · San Juan Well | 5,742.91 | 5,000.00 | 55,902.49 | 46,000.00 | 51,000.00 |
| 461 · Cole Tank | 14.02 | 16.00 | 144.65 | 176.00 | 200.00 |
| 462 · Rea Tank | 14.28 | 16.00 | 151.47 | 176.00 | 200.00 |
| 465 - Lwr Oakridge Boost | 114.22 | 80.00 | 1,201.41 | 1,335.00 | 1,500.00 |
| 465.5 - Upper Oakridge Booster | 0.00 | 0.00 | 300.00 | 525.00 | 700.00 |
| 466 · Pine Tree Tank | 14.75 | 16.00 | 149.28 | 176.00 | 200.00 |
| Total Power | 7,011.11 | 7,148.00 | 68,494.76 | 68,823.00 | 76,650.00 |
| Payroll | | | | | |
| Covid Sick Supp. | 0.00 | | 737.12 | | |
| Gross | 32,017.86 | 34,040.00 | 371,583.91 | 375,250.00 | 409,308.00 |
| Comp FICA | 1,978.90 | 2,111.00 | 22,007.05 | 23,263.00 | 25,377.00 |
| Comp MCARE | 466.44 | 494.00 | 5,513.61 | 5,440.00 | 5,935.00 |
| Comp SUI | 49.01 | 159.50 | 1,428.00 | 2,027.50 | 2,188.00 |
| Payroll Expenses | 0.00 | | 1,193.98 | | |
| Payroll - Other | 0.00 | | 0.00 | | |
| Total Payroll | 34,512.21 | 36,804.50 | 402,463.67 | 405,980.50 | 442,808.00 |
| Employee / Labor Costs | | | | | |
| 407 · Outside Services | 189.50 | 500.00 | 3,340.98 | 5,500.00 | 6,000.00 |
| 408 · Uniform Allowance | 672.15 | 250.00 | 1,480.21 | 2,750.00 | 3,000.00 |
| 409 · Workers Comp | 887.96 | 1,004.00 | 8,731.21 | 11,278.00 | 12,288.00 |
| 410 · Health Ins | 6,081.46 | 6,099.00 | 71,996.84 | 66,188.00 | 72,287.00 |
| 474 · Education | 95.00 | 625.00 | 761.66 | 6,875.00 | 7,500.00 |
| 477 · Retirement | 7,175.21 | 7,188.00 | 80,922.93 | 78,504.00 | 85,693.00 |
| Total Employee / Labor Costs | 15,101.28 | 15,666.00 | 167,233.83 | 171,095.00 | 186,768.00 |
| Office | | | | | |
| 440 · Misc Exp | 225.00 | 330.00 | 3,010.58 | 3,630.00 | 4,000.00 |
| 444 · Postage | 604.00 | 330.00 | 3,622.12 | 3,630.00 | 4,000.00 |
| 445 · Office Supplies | 390.70 | 330.00 | 3,963.50 | 3,630.00 | 4,000.00 |
| 446 · Office Eqmpt and Maint | 1,742.57 | 700.00 | 6,652.27 | 6,000.00 | 15,000.00 |
| Total Office | 2,962.27 | 1,690.00 | 17,248.47 | 16,890.00 | 27,000.00 |
| Communications | | | | | |
| 455 · Phone, Off | 421.93 | 330.00 | 4,067.27 | 3,630.00 | 4,000.00 |
| 456 · Telemetry | 677.96 | 540.00 | 7,444.68 | 5,940.00 | 6,500.00 |
| 457 · Answ Serv/Cellular Phone | 332.96 | 300.00 | 4,158.78 | 3,300.00 | 3,600.00 |

Aromas Water District
Profit & Loss Budget Performance

| Accrual Basis | May 2021 | | | | |
|--|------------|------------|------------------|--------------|---------------|
| | May 21 | Budget | Jul '20 - May 21 | YTD Budget | Annual Budget |
| Total Communications | 1,432.85 | 1,170.00 | 15,670.73 | 12,870.00 | 14,100.00 |
| Administrative & General | | | | | |
| 4593 · Bond Issue Cost | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4592 · Professional Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4591 · Admin Fee (Bond Admin NBS) | 0.00 | 0.00 | 4,088.35 | 4,250.00 | 5,200.00 |
| 4590 · Bond Interest Exp - Assess Dist | 0.00 | 0.00 | 123,334.98 | 128,000.00 | 128,000.00 |
| Int Pymts LoansCapital Projects | 0.00 | | 0.00 | 0.00 | 0.00 |
| 417 · Capital Loan Interest | 13,830.02 | 15,000.00 | 30,280.93 | 30,000.00 | 30,000.00 |
| 467.5 · Amortization Exp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 467 - Depreciation Reserve | 41,504.00 | 47,732.00 | 456,544.00 | 493,912.00 | 541,654.00 |
| 405 · Election | 0.00 | 0.00 | 400.00 | 0.00 | 0.00 |
| 406 · Liability Ins | 1,616.16 | 1,665.00 | 16,514.35 | 18,315.00 | 20,000.00 |
| 420 · Legal Fees | 1,300.00 | 1,300.00 | 14,300.00 | 14,300.00 | 16,000.00 |
| 422 · Bank Charges | 104.28 | 158.00 | 1,349.88 | 1,738.00 | 1,900.00 |
| 423 · Litigation Contingency | 0.00 | 800.00 | 0.00 | 8,800.00 | 10,000.00 |
| 425 · Audit | 3,041.00 | 1,200.00 | 11,425.00 | 11,420.00 | 12,500.00 |
| 471 · Bad Debts | 0.00 | 40.00 | 210.69 | 440.00 | 500.00 |
| 473 · Memberships | 0.00 | 0.00 | 19,263.54 | 19,430.00 | 20,000.00 |
| Total Administrative & General | 61,395.46 | 67,895.00 | 677,711.72 | 730,605.00 | 785,754.00 |
| Total Expense | 130,619.99 | 141,870.50 | 1,460,876.87 | 1,522,760.50 | 1,661,580.00 |
| Net Ordinary Income | 20,697.28 | 10,119.50 | 92,549.80 | -35,830.50 | 0.00 |
| Net Income | 20,697.28 | 10,119.50 | 92,549.80 | -35,830.50 | 0.00 |

Aromas Water District
Monthly Expenditures
 May 19 through June 15, 2021

| Date | Num | Name | Amount |
|-------------|-----------|--------------------------------------|-----------|
| UB Checking | | | |
| 05/19/2021 | E-pay | Employment Development Dept | -704.00 |
| 05/19/2021 | E-pay | United States Treasury (EFTPS) | -4,005.70 |
| 05/19/2021 | EFT | CalPERS | -810.45 |
| 05/20/2021 | EFT | QuickBooks Payroll Service | -6,824.65 |
| 05/21/2021 | DD1654 | Bowman (P), Naomi | 0.00 |
| 05/21/2021 | DD1655 | Coombes (P), Louise P | 0.00 |
| 05/21/2021 | 18262 | DeAlba (P), David | -2,619.52 |
| 05/21/2021 | DD1657 | Johnson (P), Robert L | 0.00 |
| 05/21/2021 | 18263 | Smith (P), Shaun | -1,408.39 |
| 05/21/2021 | DD1656 | Giron (P), Ester | 0.00 |
| 05/21/2021 | 18264 | Dutra (P), Marcus | -229.68 |
| 05/21/2021 | 18265 | Holman (P), Wayne R | -229.71 |
| 05/21/2021 | DD1658 | Leap (P), James E | 0.00 |
| 05/21/2021 | DD1659 | Morris (P), Vicki | 0.00 |
| 05/21/2021 | DD1660 | Smith (P), Richard | 0.00 |
| 05/21/2021 | EFT | CalPERS | -2,500.59 |
| 05/25/2021 | EFT | Bank Service Fees | -109.28 |
| 05/28/2021 | 18266 | ACE Hardware Prunedale | -188.84 |
| 05/28/2021 | 18267 | CALNET3 | -301.96 |
| 05/28/2021 | 18268 | First Bankcard | 0.00 |
| 05/28/2021 | 18269 | Iflow Energy Solutions Inc. | -1,641.92 |
| 05/28/2021 | 18270 | Mid Valley Supply | -1,234.98 |
| 05/28/2021 | 18271 | P G & E | 0.00 |
| 05/28/2021 | 18272 | R & B Company | -816.43 |
| 05/28/2021 | 18273 | Rob Johnson | -50.00 |
| 05/28/2021 | 18274 | Shaun Smith | -10.08 |
| 05/28/2021 | 18275 | United Way serving San Benito County | -32.00 |
| 05/28/2021 | 18276 | USA BlueBook | -729.41 |
| 05/28/2021 | 18277 | Utility Cost Management LLC | -1,077.56 |
| 05/28/2021 | 18278 | XIO, INC. | -376.00 |
| 05/28/2021 | Pd Online | First Bankcard | -2,775.94 |
| 05/28/2021 | Pd Online | P G & E | -6,798.00 |
| 05/28/2021 | Pd Online | Valero Fleet | -530.30 |
| 05/28/2021 | Pd Online | Verizon Wireless | -182.96 |
| 05/31/2021 | NSF | Bill Adjustment Report | -53.31 |
| 05/31/2021 | NSF | Bill Adjustment Report | -266.97 |
| 06/02/2021 | E-pay | Employment Development Dept | -704.26 |
| 06/02/2021 | E-pay | United States Treasury (EFTPS) | -3,977.34 |
| 06/02/2021 | EFT | CalPERS | -4,236.27 |
| 06/03/2021 | EFT | QuickBooks Payroll Service | -6,114.48 |
| 06/04/2021 | DD1661 | Bowman (P), Naomi | 0.00 |
| 06/04/2021 | DD1662 | Coombes (P), Louise P | 0.00 |
| 06/04/2021 | 18279 | DeAlba (P), David | 0.00 |
| 06/04/2021 | DD1663 | Giron (P), Ester | 0.00 |
| 06/04/2021 | DD1664 | Johnson (P), Robert L | 0.00 |
| 06/04/2021 | 18280 | Sanchez, Jesus L | -668.48 |
| 06/04/2021 | 18281 | Smith (P), Shaun | -1,436.60 |
| 06/04/2021 | EFT | CalPERS | -2,501.91 |
| 06/04/2021 | EFT | CalPERS | -826.79 |
| 06/04/2021 | 18282 | USPO | -55.00 |
| 06/04/2021 | 18283 | USPO | -205.40 |

06/16/21

Aromas Water District
Monthly Expenditures
 May 19 through June 15, 2021

| Date | Num | Name | Amount |
|-------------------|-----------|--------------------------------------|------------|
| 06/07/2021 | 18284 | ACWA JPIA, Emp. Ben. Prog. | -5,929.54 |
| 06/07/2021 | 18285 | CALNET3 | -357.73 |
| 06/07/2021 | 18286 | CSSC | -100.00 |
| 06/07/2021 | 18287 | Fedak & Brown LLP | -3,041.00 |
| 06/07/2021 | 18288 | Mid Valley Supply | -1,234.98 |
| 06/07/2021 | 18289 | R & B Company | -816.43 |
| 06/07/2021 | 18290 | Softline Data, Inc. | -565.00 |
| 06/07/2021 | 18291 | Spec. Districts Risk Management Auth | -4,900.12 |
| 06/07/2021 | 18292 | Streamline | -100.00 |
| 06/07/2021 | 18293 | XIO, INC. | -376.00 |
| 06/07/2021 | Pd Online | P G & E | -144.91 |
| 06/07/2021 | Pd Online | P G & E | -60.00 |
| 06/09/2021 | 18294 | DeAlba (P), David | -595.33 |
| 06/09/2021 | EFT | CalPERS | 0.00 |
| 06/14/2021 | 18295 | Armer Grading & Paving | -250.00 |
| 06/14/2021 | 18296 | R & B Company | -447.05 |
| 06/14/2021 | 18297 | Recology San Benito County | -55.59 |
| 06/14/2021 | 18298 | Robert E. Bosso | -1,300.00 |
| 06/14/2021 | 18299 | Simone LaJeunesse | -350.00 |
| 06/14/2021 | 18300 | Xerox Corp | -16.80 |
| Total UB Checking | | | -77,875.64 |
| TOTAL | | | -77,875.64 |