

Minutes of the Regular Meeting of
The Board of Directors of the
Aromas Water District
February 22, 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, February 22, 2011 at 7:00 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, staff Maureen Cain and Laurie Goodman were also present. Counsel Bob Bosso was not able to attend.

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 January 25th, 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:

Vice President Mahler announced that she visited the office in February, as part of good practice for Directors to be familiar with financial practices within the District. She asked to see statements to see that bills are being paid in a timely manner and found them in good order. Staff Maureen Cain was inputting PVWMA reimbursements to customer accounts. President Holman fielded a call from an Orchard Acres customer who complained about standby fees charged by the District and it was recommended that he voice his concerns at a Board meeting. Director Dutra offered to visit the office in March. Director Borchard will be touring District facilities on March 14th. President Holman would like to finish his tour in the near future.

B. Attorney's Report: None

C. Manager's Report:

Operations: Most sampling has come back non-detect for coliform, iron and manganese. The exception was a quarterly raw water sampling from the Carpenteria Well which came back positive for coliform (not e.coli). Upon re-sampling, the result was negative. The water was not in the distribution system, and the CDPH was satisfied with the re-sampling. Staff Recognition: Maureen Cain has completed two years with the AWD. GM Morris commended staff Gina Patten for saving the District \$3300 by noticing a complicated billing error, billed the District by PVWMA. Administration: Staff Goodman is updating the AWD Personnel Policy to be presented to the Board in March. She is also working on a project to identify and log all hydrants in the District for monitoring and eventually implementing a maintenance program with the Fire District. Projects: Carr Tank and Carr Booster Station are fully operational. Our engineer is studying the pump efficiency tests at the station to make sure that that one of the pumps is not damaged. The *New Office Building* USDA loan is being delayed because of some unacceptable wording in the biological report. *Oakridge/Via del Sol* CEQA initial study and notice of decision will be completed in March. *San Benito County Sphere of Influence Amendment* was passed unanimously at the San Benito LAFCo meeting on February 2nd.

IX. ACTION ITEMS

A. Resolution 2011-01 for Redemption of Bonds for CFD 98-1 in the amount of \$20,000: An excess of \$20,000 when redeemed, will decrease the annual assessment for the remaining property owners. GM Morris explained that NBS administrates the assessment with delinquent reports and annual disclosure.

Pres. Holman moved that the resolution be passed and V.P. Mahler seconded. The resolution passed unanimously with the following vote:

Ayes: Holman, Mahler, Dutra, Huggins, Borchard

Noes: None

Absent: None

B. Notice of Exemption for Carpenteria Well Replacement: No CEQA studies will be required for the well replacement. The Project qualifies for a Categorical Exemption under the California Code of Regulations, Title 14, article 19, Section 15302 Class 2, type (c). The Notice of Exemption will be filed in the San Benito County Clerk's office and available for public review for 35 days. GM Morris went over the basis-of-design provided by hydrogeologist Martin Feeney with preliminary well design and an estimated cost for drilling of about \$164,000, well below the original estimate due to the slow economy. It should go out to bid in April.

BP Mahler moved and Director Huggins seconded that the Notice of Exemption be approved. It passed unanimously.

C. Resolution 2011-02 Volunteers and Coverage under Worker's Compensation: The District currently has a regular volunteer wanting to get experience from helping our operators, on a regular basis, for about 15-30 hours a month. In order to protect the District from any losses due to injury, it is proposed that Worker's Compensation coverage be provided for any volunteers, work-study or interns providing service without pay. The cost is about \$6-\$12 a month.

VP Mahler moved that the Resolution be passed and Pres. Holman seconded the motion. The Resolution passed with the following vote.

Ayes: Holman, Mahler, Dutra, Huggins, Borchard

Noes: None

Absent: None

D. Financial Report: GM Morris went over the financials for the month of January 2011. Income for January was \$51,721.07. Total assets are \$6,499,708. President Holman reviewed the payments from January 19th to February 15th 2011. Expenses totaled \$107,393.55 and included engineering and environmental studies for Oak Ridge/Via del Sol to be reimbursed by Monterey County.

GM Morris gave an Internal Controls presentation on Budgets and Budget Cycles. The Expense Budget is created in April and May of every year. The Capital Budget is created in May and June. The Budget is revised in December and January after review for changes.

President Holman moved to accept the financials. Director Huggins seconded and they were approved unanimously as presented.

X. ADJOURN TO CLOSED SESSION. Board adjourned to closed session at 7:50 pm.

XI. RETURN TO OPEN SESSION: The meeting returned to open session at 8:10. President Holman reported that pending litigation was discussed.

XII. FUTURE MEETINGS & AGENDA

The next Regular Meeting will be Tuesday, March 29th, 2011 at 7:00 pm, the 5th Tuesday of March. The agenda will include review of the District Personnel Policy Handbook. The location will be at the District Office at 387 Blohm Avenue.

XIII. ADJOURNMENT

President Holman adjourned the meeting at 8:15 pm.
Report submitted by Laurie Goodman, Board Secretary

Date: March 29th, 2011

Read and approved by:

Director

Attest: _____
Board Secretary