

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

Tuesday, April 24, 2018

7:00 PM

President- Richard Smith Vice President-Wayne Holman Director- Marcus Dutra Director- Wayne Norton Director- James Leap General Manager- Robert Johnson Board Secretary-Louise Coombes
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- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Richard Smith, Vice President Wayne Holman, Directors, Marcus Dutra, Wayne Norton and James Leap.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES** Motion to approve the Minutes of the March 27, 2018 Board Meeting 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 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. **PRESENTATION:** David Hodgins, of the ACWA JPIA Executive Committee, will be making a presentation to the Board of Directors.
 - B. **DIRECTORS' REPORTS**
 - C. **ATTORNEY'S REPORT**
 - D. **MANAGER'S REPORT** p.6-9
 - E. **CORRESPONDENCE** p.10
- IX. **ACTION ITEMS:**
 - A. **Consider adopting Resolution 2018-01 ordering an election for three seats on the Aromas Water District Board of Directors, and provide direction to staff** p.11-15
Staff will present a resolution calling for an election in November to fill the three seats on the Aromas Water District Board of Directors for discussion and Board action.
 - B. **Consider adopting Resolution 2018-02 to initiate the Social Security Section 218 election process, and provide direction to staff** p.16-23
Staff will present a resolution to initiate the Social Security Section 218 election process for discussion and Board action.
 - C. **Financial Reports for the Month of March 2018** p.24-29
Total Revenue was \$70,250.79; Total expenditures were \$87,845.78 between March 22, 2018 and April 18, 2018. These financials and monthly expenditures will be presented for discussion and approval.
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó May 22, 2018
- XI. **ADJOURNMENT**

Next Res. # 2018-03

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of the board. Such records shall be available at the District office located at 388 Blohm Avenue, Aromas, CA.

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

- I. CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Smith on Tuesday, March 27, 2018 at 7:00 p.m. at the District office located at 388 Blohm Ave, Aromas, California.
- II. ROLL CALL.** President Smith, Vice President Holman and Directors Norton, Leap and Dutra were present. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso, Board Secretary Louise Coombes, Management Consultant Vicki Morris and staff Ester Gir6n.
- III. PLEDGE OF ALLEGIANCE.** Director Dutra led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions or deletions to the Agenda.
- VI. MINUTES.** The minutes of the February 27, 2018 Board Meeting were presented for review and approval; there were no corrections or comments. Director Leap moved for approval of the minutes and Director Norton seconded. Minutes were unanimously approved with all Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. Director's Reports.** There were no reports from the Directors this month.
- B. Attorney's Report.** Counsel Bosso gave a brief update on the progress of Proposition 218; in essence, in the case of San Diego County Water Authority vs Metropolitan Water District in June 2017, the Courts have determined that it is not their task to decide on the correct methodology used for rate making, but whether the chosen methodology is fair, which is a good standard for future laws. He will continue to watch the case progress.

An update on the Section 218 Agreement was given by Board Secretary Coombes. In summary; all part-time staff have agreed that they would prefer to continue making Social Security payments. In conference with Veronica Silva-Gil (AWD's Social Security Administrator at CalPERS) the type of vote would therefore be a Majority. At the April Board meeting, a Resolution will be presented to the Board for approval to begin the process of Error Modification of the existing Section 218 Agreement.

- C. Manager's Report.** See detailed report in agenda packet. Items highlighted include:

Production & Well Levels

GM Johnson commented that the well levels are a little higher than last month and all wells were operational for the majority of the month.

Operations

GM Johnson noted recent testing showed continued good news; all system distribution testing produced non-detect results and all the required reports were filed on time.

Operators DeAlba and Zelmar recently installed a service line to a new house for fire flow requirements.

Based on various discussions, GM Johnson reported there is a possibility of two or three new connections in the next few months.

Maintenance & Repair

The check valve at San Juan Well needed inspection as it was not performing as expected; and once extracted it was found to be broken. It was also discovered that the pump and motor were around twelve years old, and the recommended industry standard is between five to seven years, plus the steel pump column was found to be corroded.

As the San Juan Well plays a vital role in total production and considering the cost of extracting all this equipment, it seemed prudent to take this opportunity to replace the pump, motor, wiring harness and pump column for which a quote has been received for around \$63,000.

This would mean that all three wells have been recently upgraded.

Staff & Board Recognition

GM Johnson represented AWD at the first Home Energy Expo at the Aromas Grange on March 18, 2018.

During recent staff meetings:

- Staff reviewed the "Red Flag Rule" Resolution which is in place to protect the identity of both customers and the District. Staff will be cognizant of possible future improvements throughout the coming year.
- GM Johnson continues to present the Seven Habits of Highly Effective People to establish the principles into AWD staff work culture.
- Staff continued further discussion on workflow improvement.

AC Giron continues to work on additional tasks, including incorporating the recent budget revision which is reflected in this months' financials.

ASO Coombes used the mapping software to produce a water hydrant map of the District in response to a request from the Tri-County Fire Protection District.

Drought & Conservation

GM Johnson reported that we have had almost 11" of rain since the beginning of October, with almost 5" of that falling in March.

PROJECTS

1. Chipper Program

This annual program starts April 1st and continues until May 12th or 19th, 2018.

2. Backup Generator / AWD Office Going Solar

GM Johnson reported he is still speaking with electricians regarding the use of a portable generator for the AWD Office. However, the line of enquiry is moving more towards the potential for installation of solar panels on the office roof, and a wall battery, which would be utilized year round to reduce power bills, as well as be an environmentally clean way to still have power in the event of power outages. From one quote received so far, the cost of the solar would be around \$11,500, and the cost of the wall battery would be approximately \$14,000 with a \$5,000 rebate, but more comparisons will be forthcoming.

- D. Correspondence.** The monthly correspondence list was reviewed; GM Johnson drew attention to the Carpentaria Generator report and annual permit. Also, a scholarship from the SDLF had been obtained for ASO Coombes to attend Board Secretary Training in October.

IX. ACTION ITEMS

A. Community Facilities District 98-1 closeout and release of property liens - GM Johnson outlined that this project has now reached an end after twenty years. The notice of cessation, once recorded, therefore removes the lien from the residential deeds. The remaining unexpended funds will then be distributed back to the homeowners on a parcel by parcel basis. Director Norton moved to accept the recordation of the Notice of Cessation and Exhibit A as presented; the motion was seconded by Vice President Holman. The motion passed unanimously with all Directors present.

B. Presentation of current Strategic Plan and Capital Budget. GM Johnson briefly outlined the history of the current Strategic Plan, and presented a suggested way forward to update the document.

GM Johnson and Consultant Morris have begun revising the Capital Budget spreadsheet, for 2018-2019, to reflect those projects that have already been completed, and how we can revise it for the next Fiscal Year. Director Norton suggested that the previous approach, an Ad-Hoc Committee and a workshop at a Special Meeting of the Board and appropriate staff, had considerable value. President Smith directed the formation of an Ad-Hoc Committee of himself and Director Norton with GM Johnson and Consultant Morris. The first meeting was scheduled for April 12, 2018.

C. Financial Reports for the Month of February 2018. Total Revenue was \$72,501.66; Total expenditures were \$60,533.08 between February 22, 2018 and March 21, 2018. GM Johnson drew the Board's attention to the fact that although the Assessment Districts are included on the financials now, CFD 98-1 Assessment District is now closed out. The income is higher than expected and expenses lower, even with the recent budget revision.

Vice President Holman proposed a motion to accept the Financial Reports as presented and seconded by Director Leap. The Financial Reports were unanimously approved with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, April 24, 2018.

XI. ADJOURNMENT. Vice President Smith adjourned the meeting at 8:22 pm until April 24, 2018.

Read and approved by: _____
President, Richard Smith

Attest: _____
Board Secretary, Louise Coombes

Date: _____

Date: _____

Aromas Water District General Manager's Report March 2018

PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	1,773,590	93,347	19
Pleasant Acres Well	1,776,558	59,219	30
Carpenteria Well	1,038,000	34,600	30
Total Production	4,588,148	148,005	

ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717	4.893
February	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184	4.905
March	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	5.327	4.588
April	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	5.406	
May	14.57	14.58	12.42	9.77	10.58	9.94	12.74	11.81	7.93	8.332	9.347	
June	14.71	15.77	14.04	14.13	11.32	13.4	13.14	11.99	9.37	10.286	10.478	
July	16.91	16.02	16.31	14.35	13.41	14.1	14.82	12.59	10.01	10.915	11.608	
August	17.13	16.04	16.68	14.67	12.76	14.0	13.96	11.73	9.93	10.295	11.171	
September	14.27	14.34	13.71	13.28	12.02	11.8	12.79	10.39	9.74	9.701	10.733	
October	10.69	12.99	9.98	10.54	8.90	10.69	11.22	9.34	8.02	7.970	9.923	
November	8.06	7.71	8.36	6.62	6.01	6.83	8.91	5.88	5.37	5.299	5.777	
December	7.20	6.35	6.84	5.68	6.88	5.10	7.81	4.86	4.88	4.873	5.967	
Totals MG	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	94.638	14.386
Total AcFt	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	290.30	44.142

OPERATIONS:

- There are 954 total meters, on 899 parcels.
- Loss Production system wide has maintained below 5% for over 18+ months.
- Pleasant Acres and Carpenteria wells were operational for a majority of the month ó aside from one or two days of non-operation due to low demand.
- San Juan well was taken off-line on March 20 due to a faulty check valve. Further inspection has resulted in a replacement of the pump column, check valve, pump and motor, which is still in progress.
- Water Treatment Plant; the finished water is non-detect for both iron and manganese.
- Distribution testing for total Coliform; all samples negative.
- All Coliform, Mn and Fe, and monthly DWR reports were filed on time.
- Backwashing WTP filters approximately every 5-7+/- days.
- Monthly Generator in-house 15 minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance as needed, flushing was performed since less water is being used
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance and analyzer maintenance at all wells
- AWD continues to offer mulch to the community, located at our Carpenteria site

STAFF & BOARD RECOGNITION:

- Administrative Services Officer Coombes has completed a tremendous amount of work for the District to maintain the District Transparency Certificate of Excellence. We are waiting for the final evaluation of our work from the California Special District Association (CSDA).
- The entire District staff; Operators DeAlba and Zelmar, CSR Gonzales, AC Giron, and ASO Coombes have shown tremendous teamwork in utilizing existing technology to increase efficiency in the areas of; 1) assigning work orders for customer service issues and 2) swapping/replacing customer water meters.
- Operators DeAlba and Zelmar have handled a number of customer inquiries with professionalism while implementing the water meter swaps.
- GM Johnson attended a CSDA Special District Leadership Academy on April 16 to 18. This academy/conference was very informative and geared towards Board members and General Managers.
- In preparation for the annual Garden Tour, GM Johnson and staff have been working to revamp the informational graphics used for the Demonstration Garden.

CONSERVATION UPDATE:

Summer usage 2017 was similar to 2016, though it is still well below the 2013 production numbers. AWD water customers are being conservative with their water use.

October 1, 2017 marked the start of a new water year. As of the date of this report, the rain gauge at Chittenden Pass has recorded 12.92 inches of precipitation this water year, with 1.92 inches falling so far in the month of April.

PROJECTS:

1. Chipper Program started April 1

The Chipper Program started on April 1 and will go until May 12 or 19, 2018. The Aromas Tri-County Fire Prevention District is chipping the material dropped off on a regular basis.

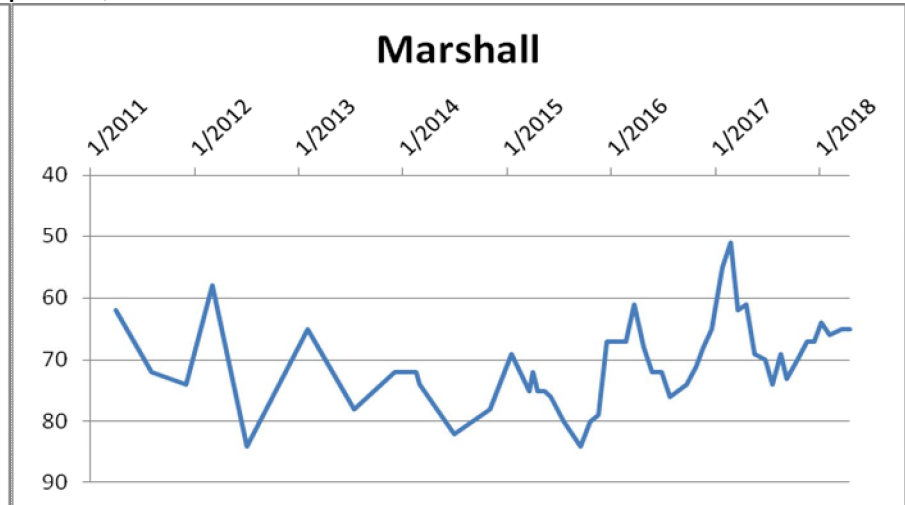
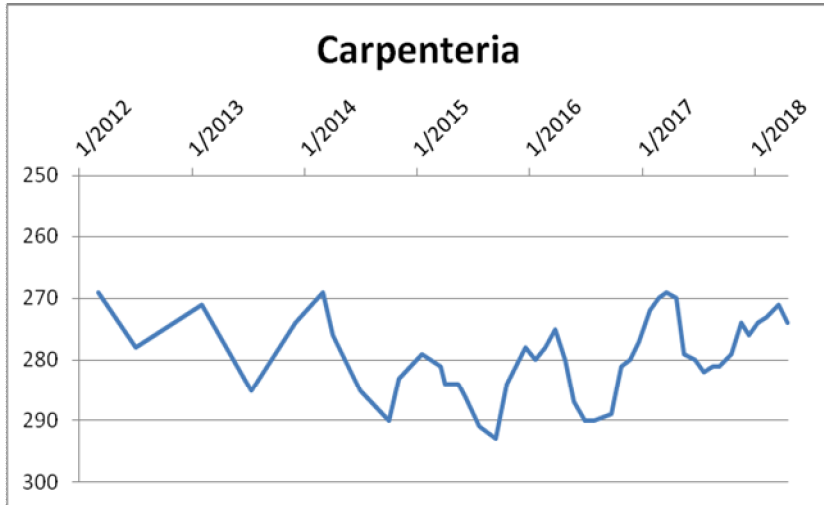
2. Concerted effort to install new water meter technology

AWD is implementing the installation of ultrasonic water meters. These water meters are unique since there are no moving parts, and they maintain their accuracy for 20 years, as compared to traditional water meters that tend to have a reduction in accuracy as time goes on. A roll-out plan will be developed as part of the Strategic Planning / Capital Budget process currently underway. Staff is taking this opportunity to incorporate technology (utilization of electronic tablets instead of paper) into the water meter swaps.

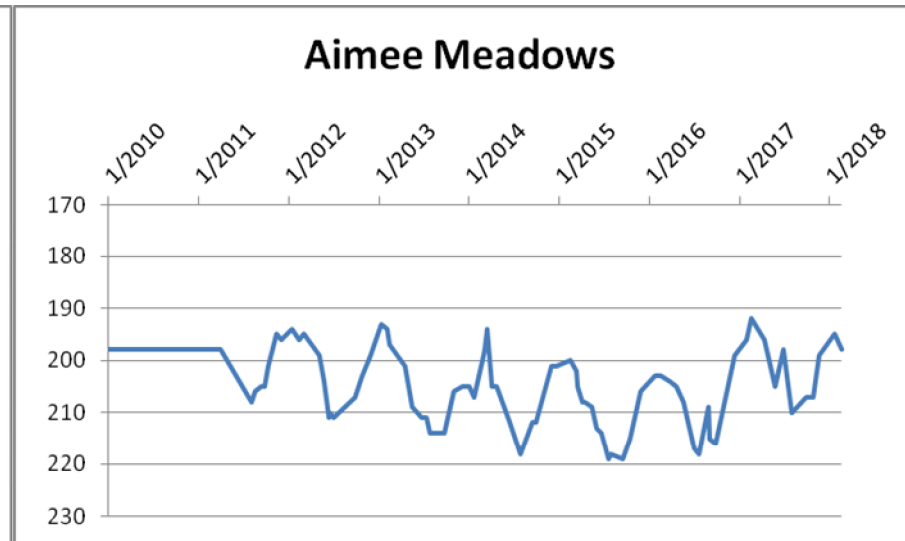
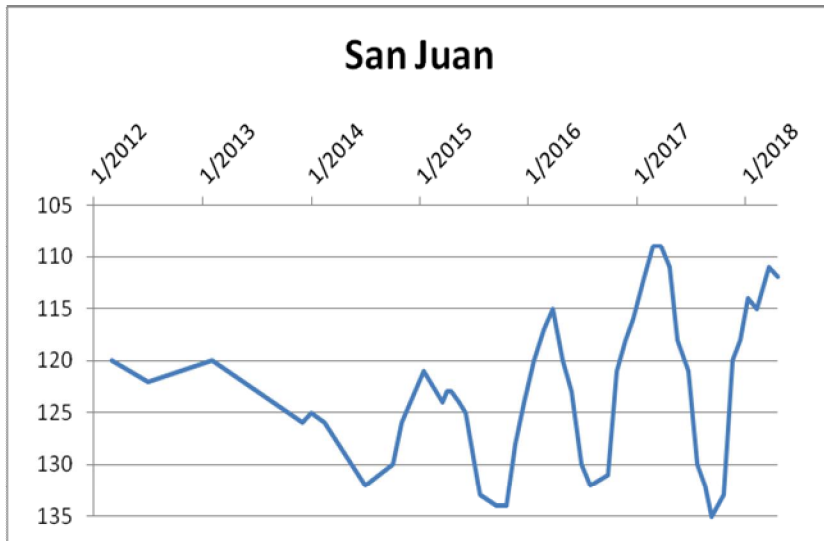
Robert Johnson
General Manager
April 18, 2018

Well Water Level Monitoring Depth to Water Measurements

Date: April 17, 2018



Carpenteria Well (production): Previous Read = 271 feet ; Current Read = 274 feet Marshall Well (monitoring): Previous Read = 65 feet ; Current Read = 65 feet



San Juan Well (production): Previous Read = 111 feet ; Current Read = 112 feet Aimee Meadows Well (monitoring): 1/18/2018 = 195 feet ; 2/16/2018 = 198 feet

CORRESPONDENCE LIST: 3/22/2018 - 4/16/2018

DATE	TYPE	TO	FROM	SUBJECT
4/3/18	E	SWRCB	R. Johnson, AWD	Monthly Summary of Coliform Monitoring
4/4/18	E	SWRCB	R. Johnson, AWD	Monthly Fe & Mn Field Test Results
4/4/18	E	L Coombes, AWD	G Arevalo, Monterey County	PR Announcement of Candidacy Seminar for November 6, 2018 Election for public display
4/11/18	E	R. Johnson, AWD	J Peairs, XiO	XiO software & hardware proposal for controlling 12 AWD system sites
4/11-13/18	E	D Zarate, NBS	L Coombes, AWD	Request for Oakridge APN list with totals for Monterey Tax Rolls
4/12/18	E	B Hummel, CSDA	L Coombes, AWD	Submission of documentation for 2018 District Transparency Certificate of Excellence
4/13/18	M	Mr & Mrs Scrodin	R. Johnson, AWD	Easement completion and power reimbursement
4/13/18	M	R. Johnson, AWD	T. Quinn, ACWA	Updated lobby reporting information for Member Agencies - member dues and voluntary contributions.

Staff Report



To: Board of Directors

Date: April 10, 2018

Re: Item IX.A ó Consider adopting Resolution 2018-01 ordering an election for three seats on the Aromas Water District Board of Directors, and provide direction to staff

Summary / Discussion

The Aromas Water District (District) Board of Directors serve four-year terms on a staggered schedule; one election cycle is for two Board seats and the other is for three seats ó the election in November 2018 will be for three Board seats.

Attached is a resolution that; 1) orders the election, 2) requests the respective County Elections Departments (District is in both Monterey and San Benito counties) to conduct the elections, and 3) to consolidate the District's election with the larger election occurring November 6, 2018.

Staff Recommendation

Staff recommends adopting Resolution 2018-01 to initiate the election process for the three seats that are coming up for re-election in November 2018.

Submitted by:

Robert Johnson
General Manager



RESOLUTION 2018-01

Resolution Ordering An Election, requesting county elections to conduct the election, and requesting consolidation of the election

AROMAS WATER DISTRICT

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 6, 2018;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the **Aromas Water District** hereby orders an election be called and consolidated with any and all elections also called to be held on November 6, 2018 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the **Aromas Water District** requests the Board of Supervisors of the Counties of Monterey and San Benito County to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department and the San Benito County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the candidate(s) will pay for the publication of the statement of qualifications and shall be limited to two hundred (200) words, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department and the San Benito County Elections Department conduct the election for the purpose of electing the following two offices on the November 6, 2018 ballot:

District/Ward Trustee Area	Office	Term
At large	Director of the Board	11/2018 to 11/2022
At large	Director of the Board	11/2018 to 11/2022
At large	Director of the Board	11/2018 to 11/2022

PASSED AND ADOPTED this 24th day of April 2018 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVE:

ATTEST:

Richard Smith, President of Governing Board

Louise Coombes, Board Secretary

STATEMENT OF ELECTION FACTS

FULL LEGAL NAME OF DISTRICT/CITY AS IT SHOULD APPEAR ON ALL ELECTION DOCUMENTS:

AROMAS WATER DISTRICT

MAIL SHOULD BE ADDRESSED TO: Robert Johnson

TITLE: General Manager

MAILING ADDRESS: PO Box 388 Aromas CA 95004

TELEPHONE: 831-726-3155 FAX: 831-726-3951 E: admin@aromaswaterdistrict.org

WEBSITE: www.aromaswaterdistrict.org

Members of the Governing Body

NAME	ADDRESS	DATE 1-ELECTED OR 2-APPOINTED	TERM ENDS	TERM LENGTH
Wayne Holman	2103 Leo Place Aromas, CA 95004	1 11/2016	11/2020	4 YEARS
Wayne Norton	398 Seely Ave Aromas, CA 95004	1 11/2016	11/2020	4 YEARS
Richard Smith	60 Carr Ave Aromas, CA 95004	1 11/2014	11/2018	4 YEARS
Marcus Dutra	18775 Rea Ave. Aromas, CA 95004	1 11/2014	11/2018	4 YEARS
James Leap	3211 School Road San Juan Bautista CA 95045	1 11/2014	11/2018	4 YEARS

District/Ward Trustee Area: All are elected at large

Name and Address of the Presiding Officer:

Richard Smith 60 Carr Ave., Aromas, CA 95004
Name Address

Name and Address of the Secretary:

Louise Coombes PO Box 388, Aromas, CA 95004
Name Address

The qualifications of a nominee of an elective officer of the district are as follows: Must be a registered voter and reside within the Aromas Water District annexed area.

The Candidate's Statement of Qualifications shall be limited to:

- CHECK ONE:** 200 words
 400 words (double the cost)

The entity charged for the candidate statement sent to each voter will be the:

- CHECK ONE:** District
 Candidate

- (4) Tie votes for District elections are resolved by lot according to Elections Code §15651 and §10551. In lieu of resolving a tie vote by lot the District/City may resolve a tie vote by the conduct of a special runoff election, pursuant to §15651 (b). A special runoff election shall be held only if the legislative body adopts the provisions of this code prior to the conduct of the election. If a legislative body decides to call a special runoff election in the event of a tie vote, all future elections conducted by that body shall be resolved by the conduct of a special runoff election, unless the legislative body later repeals the authority for the conduct of a special runoff election.

To conduct a tie vote by special runoff election for this election and all future elections, check here.

- (5) Date of last map change: 2014.
If necessary, who should we contact from your jurisdiction to come to our office at 1370 B South Main St, in Salinas, to review the map on file to confirm the district boundaries and trustee areas (if any)?

Name: Robert Johnson. Phone: 831-726-5071
E-mail: admin@aromaswaterdistrict.org

Louise Coombes, District Secretary

Dated: April 24, 2018

Staff Report



To: Board of Directors

Date: April 9, 2018

Re: Item IX.B ó Consider adopting Resolution 2018-02 to initiate the Social Security Section 218 Agreement error modification process with election dates, and provide direction to staff

Summary / Discussion

The Aromas Water District (District) has found a disconnect with the original Section 218 Agreement established in 1976, which defines which members of District staff make Social Security contributions.

Resolution 2018-02 initiates the six step process of error modification to the original Agreement to bring the District within current Social Security rules. Staff affected (part-time staff also making CalPERS contributions) have already agreed to continue making Social Security payments so the election that occurs, after the Resolution is adopted, will be a Majority type.

If Resolution 2018-02 is adopted, staff can then set a date for the notice of election is to be officially given to the employees. Then, no less than 90 days later than the notice, the election will be held.

Staff Recommendation

Staff recommends adopting the attached Resolution to initiate the process for the error modification of the existing Section 218 Agreement and associated election dates.

Submitted by:

Louise Coombes

Admin Services Officer / Board Secretary

RESOLUTION 2018-02

WHEREAS, Aromas Water District hereinafter designated as "Public Agency", desires to include services performed by its employees in positions covered by California Public Employees' Retirement System in the California State Social Security Agreement of March 9, 1951, providing for the coverage of public employees under the old age, survivors, disability and health insurance system established by the Federal Social Security Act, as amended; and

WHEREAS, State and Federal laws require, as a condition of such coverage, that a referendum first be authorized by the Board of Administration, Public Employees' Retirement System, and conducted among the "eligible employees" (as defined in Section 218(d)(3) of the Social Security Act) of the Public Agency; and

WHEREAS, it is necessary that the "Public Agency" now designate any classes of positions covered by said retirement system which it desires to exclude from coverage under said insurance system;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Administration, Public Employees' Retirement System be, and hereby is requested to authorize the foregoing referendum; and

BE IT FURTHER RESOLVED, that upon receipt of authorization from the Board of Administration, a referendum shall be conducted in accordance with the requirements of Section 218(d) of the Social Security Act, and applicable State and Federal laws and regulations; that such referendum shall be held on the question of whether service in positions covered by said retirement system should be excluded from or included under an agreement under the insurance system established under the Social Security Act, as hereinbefore provided, with such coverage effective as to services performed on and after July 1, 1976; and

BE IT FURTHER RESOLVED, that the following classes of positions covered by said retirement system of the "Public Agency" shall be excluded from coverage under said agreement:

1. All services excluded from coverage under the agreement by Section 218 of the Social Security Act; and

2. Services excluded by option of the Public Agency (**Check a or b; fill in b if checked**):

a. No optional exclusions desired.

b. Service performed: _____

BE IT FURTHER RESOLVED, that not less than ninety days' notice of such referendum be given to all "eligible employees" as hereinabove provided; and that Louise Coombes, Admin.

Services Officer/Board Secretary

is hereby designated and appointed to conduct such referendum on behalf of the "Public Agency" in accordance with law, regulations, and this resolution, including the giving of proper notice thereof to all such "eligible employees"; and

BE IT FURTHER RESOLVED, that with respect to eligible members thereof, the benefits and contributions of the said retirement system shall **(not be modified in any way) (be modified pursuant to provisions of Article 13, County Employees' Retirement Law of 1937) (be modified pursuant to the provisions of the Public Employees' Retirement Law)**; and

BE IT FURTHER RESOLVED, that the Public Agency will pay and reimburse the State at such time and in such amounts as may be determined by the State the approximate cost of any and all work and services relating to such referendum.

Presiding Officer

Official Name of Public Agency

Date

CERTIFICATION

I, _____, _____ of the Aromas Water District, State of California, do hereby certify the foregoing to be a full, true, and correct copy of Resolution No. _____ adopted by the Board of Directors of the Aromas Water District at the regular/special meeting held on the _____th day of _____, _____, as the same appears of record in my office.

Signature: _____

Title: _____

Date: _____

Employer Questionnaire

Official Agency Name: **AROMAS WATER DISTRICT**

Mailing and Street Address

388 BLOHM AVE / PO BOX 388, AROMAS, CA 95004

Telephone No.

831 726 3155

Name of Governing Body: **Board of Directors**

1. Under what State statutes or code sections was the Agency organized?

This extract is from our first Resolution at the formative meeting in 1959:

Division 12 of the Water Code of the State of California (stats. 1949, ch. 274)

2. a. Does the Agency now have a retirement plan? **Yes**

b. If yes, is it: **CalPERS**

self-insured _____

with a private company _____

(Name of Company)

other (please explain) _____

c. If the Agency does not have a retirement plan now, did it have a retirement plan at any time since January 1, 1951? **N/A**

If yes, please give dates: From ___ through ___

3. Total number of employees:

4. How many of these employees of the Agency (including members of the governing body) will receive coverage: Social Security

"Medicare-Only" *Everyone pays Medicare*

5. a. Are the Board Members elected? **Yes**

b. Do you wish to cover Board Members? **Yes**

c. Do Board Members receive compensation for attending meetings? **Yes**

6. If the Agency intends to exclude part-time positions, please explain what the Agency considers as a part-time position in terms of number of hours of service required in a position. Accepted wording of such a definition is: A position in which services are performed by an employee where the actual performance of duty ordinarily requires not more than 24 hours in each week. (The definition may be in terms of hours per week, month or year.)

Although we are not intending to exclude part-time positions

7. List the types of services performed for the Agency by persons whom you consider to be independent contractors rather than employees, i.e., persons with whom you have entered into a contract or an agreement:

- **Accountant**
- **Financial Auditor**
- **Management Consultant**

8. What date does the Agency wish coverage to be effective? (Same date as stated on Resolution).

July 1st, 1976

9. Please list the titles of all positions to be covered under the program (for Medicare-only process, the statement "Employees hired prior to April 1, 1986 who are members of the retirement system" may be used):

- **Elected Officials: Three Board Directors, one Vice President, one President**
- **Full - Time staff: one General Manager, one Chief Operator, one Operator**
- **Part - Time staff; one Customer Services Representative, one Accounts Clerk, one Admin Services Officer / Board Secretary.**

10. Who will execute the Application and Agreement on behalf of the Agency? (Give name and title of position.)

Robert Johnson, General Manager
Richard Smith, current Board President

11. Who will be the Authorized Agent for the Agency in Social Security matters? (Give name and title of position.)

Louise Coombes, Admin Services Officer / Board Secretary

12. Please give the position title and address of the person who will be responsible for submitting Social Security reports.

**Louise Coombes - Admin Services Officer / Board Secretary
PO Box 388, Aromas, CA 95004**

13. a. When are the employees' paychecks dated? 15th and last day of each month
b. What period of service does the check cover? preceding two or three weeks
c. What day is the regular payday? 15th and last day of each month
d. Do you customarily permit payment of wages to employees prior to the regular payday?
✓ No
-

14. Does the Agency furnish any employee non-cash compensation such as meals, housing, uniforms, etc.? Please explain.

- **Occasional meals when any staff are working on an emergency situation or during offsite training classes.**
 - **Operators have an annual uniform allowance for work boots.**
-

15. IRS Employer Identification Number: **94-1680450**

16. Miscellaneous comments:

- **All three part-time staff who are affected are planning on continuing their SS contributions and therefore the vote will be a MAJORITY.**
 - **I will apprise the Board of the latest developments at the next Board meeting on March 27th, 2018**
 - **The Board meeting at which the Resolution will be presented will be held on April 24th, 2018**
-

Signature	Title	Date
Louise Coombes	Admin Services Officer / Board Secretary	3.12.2018

Aromas Water District
Balance Sheet Prev Year Comparison

As of March 31, 2018

	Mar 31, 18	Mar 31, 17
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	160,581.10	86,470.85
UB Bk Money Market xxxx7853	105,043.95	179,938.69
LAIF-State of Ca xx-05	791,336.27	782,093.89
Petty Cash	100.00	100.00
Assesment District Banks	545,950.99	0.00
Total Checking/Savings	1,603,012.31	1,048,603.43
Accounts Receivable		
1200 · Accounts Receivable - Other	17,290.00	0.00
Total Accounts Receivable	17,290.00	0.00
Other Current Assets		
1292 · Accounts Rec - USDA Loan	2,329,859.60	0.00
1291 · Accounts Rec - Orchard Acres	339,708.47	0.00
Prepaid Insurance	10,064.56	9,534.02
128 · Inventory	22,913.50	21,549.46
1200.1 · Accounts Receivable--UBMax	76,270.05	69,337.61
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,778,316.18	99,921.09
Total Current Assets	4,398,618.49	1,148,524.52
Fixed Assets		
1900 · Water System	11,660,017.95	11,509,880.32
1915 · Office Building & Improvements	387,260.80	387,260.80
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	75,349.31	75,349.31
1990 · Land and Easements	330,195.78	330,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-5,139,460.75	-4,671,807.75
Total Fixed Assets	7,407,830.14	7,725,345.51
Other Assets		
Deferred Outflow of Resources	174,771.00	87,849.00
LoanBrokerageFees	0.00	15,000.00
Accumulated Amortiz-loan fees	0.00	-1,625.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	176,851.80	103,304.80
TOTAL ASSETS	11,983,300.43	8,977,174.83

Aromas Water District
Balance Sheet Prev Year Comparison

As of March 31, 2018

	Mar 31, 18	Mar 31, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	30,978.33	20,895.52
Total Accounts Payable	30,978.33	20,895.52
Credit Cards		
First Bankcard - R. Johnson #31	1,235.06	0.00
ACE Hardware	39.85	0.00
First Bankcard -- M Dias #30	0.00	-750.99
First Bankcard - L Coombes #92	689.24	208.90
First Bankcard -- T. Zelmar #67	105.97	1,928.42
Valero - Fuel	469.59	439.84
First Bankcard -- D DeAlba #35	190.05	62.08
First Bankcard -- V Morris #24	0.00	80.24
Total Credit Cards	2,729.76	1,968.49
Other Current Liabilities		
2100 - Payroll Liabilities	4,818.15	-1,646.59
City National Bank - Current	105,477.00	105,477.00
Deferred Inflows- Actuarial	17,463.00	48,026.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	4,000.00	4,000.00
Hydrant Meter Deposit	150.00	150.00
Total CUSTOMER DEPOSITS	4,150.00	4,150.00
Accrued Vacation Payable	22,769.14	17,011.82
Interest Payable	52,480.90	0.00
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SWHCA	0.00	5,967.02
Total State Payroll Taxes Payable	0.00	5,967.02
Total Payroll Taxes Payable	0.00	5,967.02
PVWMA Payable	6,553.87	4,328.66
Total Other Current Liabilities	213,712.06	183,313.91
Total Current Liabilities	247,420.15	206,177.92
Long Term Liabilities		
2590 - Unearned Revenue - CFD 98-1	13,436.52	0.00
2393 - Long-term Debt - CFD 98-1	80,000.00	0.00
2392 - Long-term Debt - USDA	2,693,000.00	0.00
2391 - Long-term Debt - Orchard Acres	420,000.00	0.00
GASB 68 Pension Liability	501,054.00	436,183.00
City National Bank	1,158,375.84	1,265,394.67
Total Long Term Liabilities	4,865,866.36	1,701,577.67
Total Liabilities	5,113,286.51	1,907,755.59
Equity		
Investment in Capital Assets	6,420,006.53	6,396,001.53
Unrestricted Net Assets	3,019,690.84	3,261,281.44
Allocation of Net Assets	-2,637,407.62	-2,588,320.07
Net Income	67,724.17	456.34
Total Equity	6,870,013.92	7,069,419.24
TOTAL LIABILITIES & EQUITY	11,983,300.43	8,977,174.83

Aromas Water District
Profit & Loss Budget Performance

March 2018

	Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	65,768.66	70,000.00	801,224.86	765,000.00	1,040,000.00
307 · Bulk Water	0.00	400.00	5,036.81	3,600.00	5,000.00
302 · Connection	0.00	0.00	25,580.00	0.00	12,790.00
301 · Taxes Rcvd	0.00	0.00	45,086.98	40,000.00	66,000.00
304 · Misc Income	3,500.00	100.00	5,150.12	1,500.00	1,600.00
306 · Interest	982.13	800.00	7,531.73	6,600.00	9,000.00
312 · Grant Revenue	0.00	0.00	1,725.00	1,500.00	2,000.00
Total Income	70,250.79	71,300.00	891,335.50	818,200.00	1,136,390.00
Gross Profit	70,250.79	71,300.00	891,335.50	818,200.00	1,136,390.00
Expense					
Operations					
403 · Fuel	695.61	830.00	6,313.07	6,510.00	9,000.00
404 · Truck Maint	142.55	450.00	2,682.94	3,600.00	5,000.00
431 · System Repair & Maint	4,856.34	5,000.00	40,997.48	45,000.00	60,000.00
463 · Water Analysis	681.00	300.00	4,289.00	4,600.00	5,500.00
464 · Water Treatment	452.55	600.00	6,900.20	7,100.00	9,500.00
468 · Tools	0.00	500.00	4,110.38	6,000.00	7,500.00
470 · Annexation/EIR/Planning	29.50	200.00	132.00	1,800.00	2,500.00
Total Operations	6,857.55	7,880.00	65,425.07	74,610.00	99,000.00
Power					
449.75 · 388 Blohm, # C	27.43	20.00	165.67	140.00	200.00
449.5 · 388 Blohm, A & B Office	176.25	140.00	1,153.21	1,180.00	1,600.00
461.5 · RLS Tank Booster	10.51	10.00	84.77	90.00	120.00
447 · Leo Ln Booster	31.22	35.00	258.30	295.00	400.00
448 · Aimee Mdws Well	9.86	10.00	84.46	90.00	120.00
451 · Marshall Corp Yard	34.82	40.00	334.37	280.00	400.00
452 · Rea Booster @ Seely	26.73	45.00	223.57	365.00	500.00
454 · Carr Booster	305.04	390.00	3,334.22	3,430.00	4,600.00
458 · Pleasant Acres Well	707.87	600.00	8,036.56	7,600.00	10,000.00
459 · Seely Booster @ Carpent...	19.72	25.00	175.11	225.00	300.00
460 · San Juan Well	2,947.89	2,600.00	38,882.92	38,300.00	50,000.00
461 · Cole Tank	12.41	13.00	106.82	111.00	150.00
462 · Rea Tank	12.33	13.00	142.13	111.00	150.00
465 · Lwr Oakridge Boost	58.83	100.00	646.60	500.00	800.00
465.5 - Upper Oakridge Booster	0.00	33.00	0.00	297.00	400.00
466 · Pine Tree Tank	12.47	13.00	107.25	111.00	150.00
Total Power	4,393.38	4,087.00	53,735.96	53,125.00	69,890.00
Payroll					
Gross	32,281.60	33,000.00	316,223.27	319,000.00	417,272.00
Comp FICA	1,999.09	2,000.00	19,575.33	19,457.00	25,157.00
Comp MCARE	467.54	450.00	4,578.13	4,521.00	5,771.00
Comp SUI	213.54	523.00	1,778.34	4,707.00	6,276.00
Total Payroll	34,961.77	35,973.00	342,155.07	347,685.00	454,476.00
Employee / Labor Costs					
407 · Outside Services	112.95	500.00	4,712.17	4,500.00	6,000.00
408 · Uniform Allowance	95.98	250.00	1,005.78	750.00	1,000.00
409 · Workers Comp	629.74	850.00	6,457.42	7,450.00	10,000.00
410 · Health Ins	5,850.74	6,000.00	56,165.06	53,300.00	71,300.00
474 · Education	1,187.50	500.00	3,095.23	4,500.00	6,000.00
477 · Retirement	5,308.05	5,600.00	49,702.28	50,200.00	67,000.00
Total Employee / Labor Costs	13,184.96	13,700.00	121,137.94	120,700.00	161,300.00

Aromas Water District
Profit & Loss Budget Performance

March 2018

	Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
Office					
440 · Misc Exp	302.70	400.00	2,483.88	2,800.00	4,000.00
444 · Postage	257.20	350.00	2,420.86	2,950.00	4,000.00
445 · Office Supplies	217.79	400.00	2,201.75	2,800.00	4,000.00
446 · Office Eqpmt and Maint	1,956.58	600.00	8,101.54	5,700.00	7,500.00
Total Office	2,734.27	1,750.00	15,208.03	14,250.00	19,500.00
Communications					
455 · Phone, Off	318.22	320.00	2,915.09	2,840.00	3,800.00
456 · Telemetry	299.99	300.00	2,687.05	2,700.00	3,600.00
457 · Answ Serv/Cellular Phone	207.65	300.00	2,057.44	2,700.00	3,600.00
Total Communications	825.86	920.00	7,659.58	8,240.00	11,000.00
Administrative & General					
417 · Capital Loan Interest	0.00	0.00	19,593.40	19,200.00	38,400.00
467 · Depreciation Reserve	17,000.00	17,000.00	153,000.00	153,000.00	207,724.00
406 · Liability Ins	1,475.00	1,666.00	5,603.53	14,994.00	20,000.00
420 · Legal Fees	1,300.00	1,400.00	11,700.00	11,800.00	16,000.00
422 · Bank Charges	167.88	130.00	524.58	810.00	1,200.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	1,477.00	0.00	12,200.00	10,500.00	11,500.00
471 · Bad Debts	0.00	0.00	0.00	300.00	400.00
473 · Memberships	0.00	200.00	15,668.17	15,400.00	16,000.00
Total Administrative & General	21,419.88	20,396.00	218,289.68	226,004.00	321,224.00
Total Expense	84,377.67	84,706.00	823,611.33	844,614.00	1,136,390.00
Net Ordinary Income	-14,126.88	-13,406.00	67,724.17	-26,414.00	0.00
Net Income	-14,126.88	-13,406.00	67,724.17	-26,414.00	0.00

04/18/18

Aromas Water District
Monthly Expenditures
 March 22 through April 18, 2018

Date	Num	Name	Amount
UB Checking			
03/26/2018	NSF	Bill Adjustment Report	-38.60
03/28/2018	16653	A T & T U-verse	-60.00
03/28/2018	16654	Aromas Water District (Petty Cash)	-220.00
03/28/2018	16655	CALNET3	-299.99
03/28/2018	16656	CSSC	-79.00
03/28/2018	16657	First Bankcard	-1,719.80
03/28/2018	16658	R & B Company	-629.47
03/28/2018	16659	Rob Johnson	-50.00
03/28/2018	16660	United Way serving San Benito County	-38.00
03/28/2018	16661	Verizon Wireless	-78.65
03/28/2018	Paid Online	P G & E	-3,673.04
03/28/2018	E-pay	Employment Development Dept	-674.19
03/28/2018	E-pay	United States Treasury (EFTPS)	-3,872.00
03/29/2018	EFT	QuickBooks Payroll Service	-5,958.47
03/30/2018	DD1196	Coombes (P), Louise P	0.00
03/30/2018	16650	DeAlba (P), David	-2,838.70
03/30/2018	DD1197	Giron (P), Ester	0.00
03/30/2018	16651	Gonzales (P), Toleen	-705.17
03/30/2018	DD1198	Johnson (P), Robert L	0.00
03/30/2018	16652	Zelmar (P), Trevor J	-1,660.46
03/30/2018	DD1195	Morris (P), Vicki	0.00
03/31/2018	16675	USPO	-257.20
03/31/2018	EFT	Bank Service Fees	-167.88
03/31/2018	16681	Robert E. Bosso	-1,300.00
04/04/2018	16662	ACE Hardware Prunedale	-14.63
04/04/2018	16663	ACWA JPIA	-950.00
04/04/2018	16664	D & G Sanitation	-80.81
04/04/2018	16665	Fedak & Brown LLP	-277.00
04/04/2018	16666	Grainger Inc	-777.65
04/04/2018	16667	Green Rubber Kennedy	-113.30
04/04/2018	16668	Iflow Energy Solutions Inc.	-13,897.50
04/04/2018	16669	Mid Valley Supply	-452.55
04/04/2018	16670	Monterey Bay Analytical Services Inc	-681.00
04/04/2018	16671	PVWMA	-10,496.29
04/04/2018	16672	R & B Company	-391.31
04/04/2018	16673	Scotts Valley Sprinkler & Pipe	-207.97
04/04/2018	16674	Streamline	-100.00
04/04/2018	16676	Xerox Corp	-19.64
04/06/2018	Paid Online	P G & E	-720.34
04/09/2018	ACH	CalPERS	-2,237.39
04/09/2018	ACH	CalPERS	-934.65
04/09/2018	EFT	CalPERS	-2,969.24
04/11/2018	16677	ACWA JPIA, Emp. Ben. Prog.	-6,914.12
04/11/2018	16678	Aromas Auto Repair	-250.23
04/11/2018	16679	Fedak & Brown LLP	-1,200.00
04/11/2018	16680	Recology San Benito County	-34.66
04/11/2018	16682	West Valley Construction	-1,000.00
04/13/2018	E-pay	Employment Development Dept	-621.90

04/18/18

Aromas Water District
Monthly Expenditures
March 22 through April 18, 2018

Date	Num	Name	Amount
04/13/2018	E-pay	United States Treasury (EFTPS)	-3,709.42
04/16/2018	EFT	QuickBooks Payroll Service	-7,817.07
04/17/2018	DD1202	Coombes (P), Louise P	0.00
04/17/2018	DD1203	DeAlba (P), David	0.00
04/17/2018	DD1204	Giron (P), Ester	0.00
04/17/2018	16685	Gonzales (P), Toleen	-568.15
04/17/2018	DD1205	Johnson (P), Robert L	0.00
04/17/2018	16686	Zelmar (P), Trevor J	-1,582.88
04/17/2018	16683	Dutra (P), Marcus	-210.10
04/17/2018	16684	Holman (P), Wayne R	-210.11
04/17/2018	DD1199	Leap (P), James E	0.00
04/17/2018	DD1200	Norton (P), K W	0.00
04/17/2018	DD1201	Smith (P), Richard	0.00
04/18/2018	16687	Dan Scrodin	-261.90
04/18/2018	16688	ACE Hardware Prunedale	-126.90
04/18/2018	16689	Brigantino Irrigation	-425.10
04/18/2018	16690	CALNET3	-258.22
04/18/2018	16691	R & B Company	-3,013.13
Total UB Checking			-87,845.78
TOTAL			<u>-87,845.78</u>