



## REGULAR MEETING OF THE BOARD OF DIRECTORS

# AGENDA

Tuesday, May 22, 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 April 24, 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. DIRECTORS' REPORTS

B. ATTORNEY'S REPORT

C. MANAGER'S REPORT

p.6-9

D. CORRESPONDENCE

p.10

**IX. ACTION ITEMS:**

A. **Consider adopting:**

p.11-18

1) **Resolution 2018-03 for the Orchard Acres Property Tax Assessment Levy of \$35,472 for 2018-2019 Tax Roll and,**

2) **Resolution 2018-04 for the Oakridge Property Tax Assessment Levy of \$157,041.90 for 2018-2019 Tax Roll.**

Staff will present the Orchard Acres and Oakridge assessments for Board review, discussion and action.

B. **Consider adopting the Strategic Plan for fiscal years 2019-2024**

p.19-28

Staff will present a report on the Proposed Strategic Plan for discussion and Board action.

C. **Consider adopting the Proposed Capital Budget of \$153,000 for Fiscal Year 2018-2019**

p.29-30

Staff will present a report on the Proposed Capital Budget of \$153,000 for discussion and Board action.

D. **Consider adopting the Expense Budget of \$1,194,900 for Fiscal Year 2018-2019**

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Staff will present the Proposed Expense Budget of \$1,194,900 for discussion and Board action.

E. **Financial Reports for the Month of April 2018**

p.35-40

Total Revenue was \$88,769.79; Total expenditures were \$141,064.06 between April 19, 2018 and May 16, 2018. These financials and monthly expenditures will be presented for discussion and approval.

**X. FUTURE MEETINGS & AGENDA ITEMS** Next meeting ó *Thursday*, June 28, 2018

**XI. ADJOURNMENT**

Next Res. # 2018-05

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  
April 24, 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, April 24, 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 and Leap were present. Director Dutra was absent. 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 Leap 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 March 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 Holman seconded. Minutes were unanimously approved with Director Dutra absent.
- VII. ORAL COMMUNICATION.** There were no public comments.

**VIII. REPORTS/PRESENTATIONS**

- A. Presentation.** David Hodgin of ACWA JPIA Executive Committee made a presentation to the Board, of a \$7,708 check. This is a refund of excess insurance premiums paid over the year. When that occurs, JPIA returns the surplus.
- B. Director's Reports.** Director Norton reported on the Ad-Hoc meetings with himself, President Smith, GM Johnson and Consultant Morris regarding the Strategic Plan. From a good foundation document, changes and updates have been progressing well, with the need for just one more meeting to assess the Capital Budget.

Director Norton also pointed out that in 2019, Aromas Water District will have its 60th Anniversary, so an appropriate amount should be included in the Budget for celebrations.

Vice President Holman reported on a meeting he and GM Johnson attended, called by the Aromas Community Center Foundation (ACCF), regarding the Aromas Sports Field, to which Aromas Water supplies water. At that meeting, Steve Snodgrass presented ideas for long term maintenance and upkeep that would potentially involve Aromas Water District. The ACCF group needs to do further research to present acceptable options to the District.

- C. Attorney's Report.** Counsel Bosso has been following SB831, the Additional Dwelling Unit (ADU) Statute, which is still in committee and not yet ready for a vote. Counsel Bosso is keeping track of SB831's progress and will report further developments.

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

***Production & Well Levels***

Because the San Juan well has not been pumped for around half of the month, the level is only down by one foot. Aimee and Marshall well levels have increased a foot.

***Operations***

The Operations Team have been handling numerous Kamstrup meter swaps, as well as a number of interactions with the public as, and when, they enquire about the new meter swap activity.

### ***Maintenance & Repair***

GM Johnson remarked that San Juan Well ran for nineteen days last month and was taken offline on March 20, 2018. There were recent issues with the planned rebuild as some of the replacement pipe parts were incorrect, resulting in a delay in getting the well back online.

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

GM Johnson commended ASO Coombes on her recent work required for the District to maintain its Transparency Certification of Excellence. The checklist for the criteria is becoming ever more detailed and demanding; considerable effort was focused on the AWD website where an array of information was added, amended or updated in order to meet the required criteria for this award.

GM Johnson highly commended the entire staff for their role in recent efforts to incorporate existing technology to improve the efficiency of the Work Order process flow. The paper documentation has been superseded by use of the iPad tablets receiving and sending the forms via email directly to the office.

In addition, the same attention was paid to the paperwork for Meter Swaps, so that the recording of all the data for such an event now happens electronically which saves resources and time and avoids lost paper notes.

GM Johnson attended a CSDA Special Leadership Academy last week for 2.5 days with copious valuable material regarding being a Board Member, General Management as well as Financing and Human Resources.

GM Johnson applied for, and has been awarded, a grant for attending the GM Leadership Summit in June 2018.

### ***Drought & Conservation***

GM Johnson reported that we have had almost 13" of rain since the beginning of October, with almost 2" of that falling in April. This is still several inches below the average annual rainfall for the year.

## ***PROJECTS***

### ***1. Installation of new water meter technology***

The Operations Team have been swapping out old meters with the new Kamstrup ultrasonic meters. Kamstrup has been present in Holland for several years and testing shows that these meters do not lose their accuracy over a 20 year period. Kamstrup have recently opened a plant in Georgia to streamline the production and support of the USA market.

### ***2. Public Relations / Outreach***

GM Johnson and ASO Coombes have recently been working on new banners to outline the attributes of the AWD drought tolerant garden as well as details for construction of the rain catchment system. These banners are based on the original information and photographs used since 2013, but brought up to date. These banners are low cost and suitable for outside use. They will not only be on display at the upcoming Aromas Garden Tour in May 2018, but can also be used at other community events in which AWD participates, such as Aromas Day and the Cal Fire Department Open House.

### ***3. Chipper Program***

This program is in full swing, and the community is definitely participating, since there is a large pile of mulch available for collection by anyone in the community.

- E. **Correspondence.** The monthly correspondence list was reviewed; GM Johnson drew attention to the letter sent to Mr. Scrodin regarding the easement completion and power cost reimbursement, the latter of which will be done on a quarterly basis.

**IX. ACTION ITEMS**

A. **Consider adopting Resolution 2018-01 ordering an election for three seats on the Aromas Water Board of Directors.** During discussion, Director Norton asked for clarification on the reason to generate and send this Resolution. Counsel Bosso advised that this Resolution clarifies the number of words, and who pays for, the Candidate statement. Vice President Holman moved to adopt the Resolution 2018-01; the motion was seconded by Director Leap. Resolution 2018-01 was adopted with the following vote:

AYES: Holman, Norton, Leap, Smith  
NOES: None

ABSENT: Dutra  
ABSTENTION: None

B. **Consider adopting Resolution 2018-02 to initiate the Section 218 Agreement Error Modification process.** ASO Coombes outlined that this Resolution officially begins the six step process of error modification. A brief discussion regarding the cost of this process ensued, but GM Johnson explained that we called Ms. Silva-Gil of CalPERS for clarification and there is funding for cases processed sooner rather than later which means that the District may not have to pay for this process. Director Norton moved to adopt the Resolution 2018-02; the motion was seconded by Vice President Holman. Resolution 2018-02 was adopted with the following vote:

AYES: Holman, Norton, Leap, Smith  
NOES: None

ABSENT: Dutra  
ABSTENTION: None

C. **Financial Reports for the month of March 2018.** Total revenue for March was \$70,250.79; Total expenditures were \$87,845.78 between March 22, 2018 and April 18, 2018. Vice President Holman moved to adopt the Financials as presented; seconded by Director Norton. The financial reports were unanimously accepted with Director Dutra absent.

**X. FUTURE MEETINGS & AGENDA ITEMS.** The next meeting will be on Tuesday, May 22, 2018.

**XI. ADJOURNMENT.** Vice President Smith adjourned the meeting at 7.48pm until May 22, 2018.

Read and approved by: \_\_\_\_\_  
President, Richard Smith

Attest: \_\_\_\_\_  
Board Secretary, Louise Coombes

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

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

## Aromas Water District General Manager's Report April 2018

### PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	0	0	0
Pleasant Acres Well	3,455,908	115,197	30
Carpenteria Well	1,778,000	59,600	30
<b>Total Production</b>	<b>5,233,908</b>	<b>174,464</b>	

### ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	<b>2018</b>
January	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717	<b>4.893</b>
February	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184	<b>4.905</b>
March	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	5.327	<b>4.588</b>
April	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	5.406	<b>5.234</b>
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	
<b>Totals MG</b>	<b>133.6</b>	<b>135.38</b>	<b>126.9</b>	<b>112.37</b>	<b>106.15</b>	<b>110.17</b>	<b>123.42</b>	<b>105.97</b>	<b>91.27</b>	<b>88.152</b>	<b>94.638</b>	<b>19.620</b>
<b>Total AcFt</b>	<b>410.0</b>	<b>415.4</b>	<b>389.4</b>	<b>344.8</b>	<b>325.7</b>	<b>338.05</b>	<b>378.7</b>	<b>325.16</b>	<b>280.05</b>	<b>270.49</b>	<b>290.30</b>	<b>60.20</b>

## **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 the entire month.
- San Juan well was taken off-line on March 20 due to a faulty check valve. Further inspection resulted in replacement of the pump column, check valve, pump and motor. The replacement parts were installed on May 1, and after the required testing, the well was put back in service on May 14.
- 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
- Spring maintenance tasks are being performed as time allows.

## **STAFF & BOARD RECOGNITION:**

- Administrative Services Officer (ASO) Coombes and Accounts Clerk Giron have started preparing for the annual Audit. A representative for Fedak and Brown LLC will be here in mid-August for the initial work, with another visit in September for audit completion.
- Operators DeAlba and Zelmar worked very hard throughout the month to get the San Juan well back on line.
- ASO Coombes and GM Johnson completed and submitted the Drinking Water Information Clearinghouse (DRINC) Report, which is an annual requirement from the State Water Resources Control Board.
- ASO Coombes and GM Johnson completed the first draft of the Customer Confidence Report (CCR), due to customers July 1. The printers and Post Office stand ready to receive the CCR when ready.
- GM Johnson received an inquiry for more information from TESLA regarding our request for a quote to put the District facility on solar power. The information was gathered and sent back to TESLA. Staff is awaiting their response.
- GM Johnson has been in contact over the last few months with a consultant that has a completely new take to how to control facilities (improvement to SCADA control of facilities). Discussions are continuing for a possible phased implementation of this technology to increase District efficiency (see Project #2).
- ASO Coombes and Customer Service Representative Gonzales represented the District during the recent Garden Tour. The District's Drought-Tolerant, Water-Conserving Demonstration Garden was a success with tour participants; as well as the free succulent cuttings that were made available to the public.

## **CONSERVATION UPDATE:**

April 2018 Usage figures indicate that customers are starting to ramp up their use, though the totals are still April usage in 2016 and 2017. AWD water customers continue to be 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 zero inches falling in the month of May.

## **PROJECTS:**

### **1. Development of District Mission-Critical documents**

This month was focused on the development of three critical documents for the District:

- The Strategic Plan
- The Capital Budget for Fiscal Year 2018 ó 2019, and
- The Expense Budget for Fiscal Year 2018 ó 2019.

These documents, when approved, will provide direction for District activities, both routine and project-related. These documents were developed to complement each other, providing priorities, time lines and funding guidance for the District.

### **2. New type of technology to provide control of facilities**

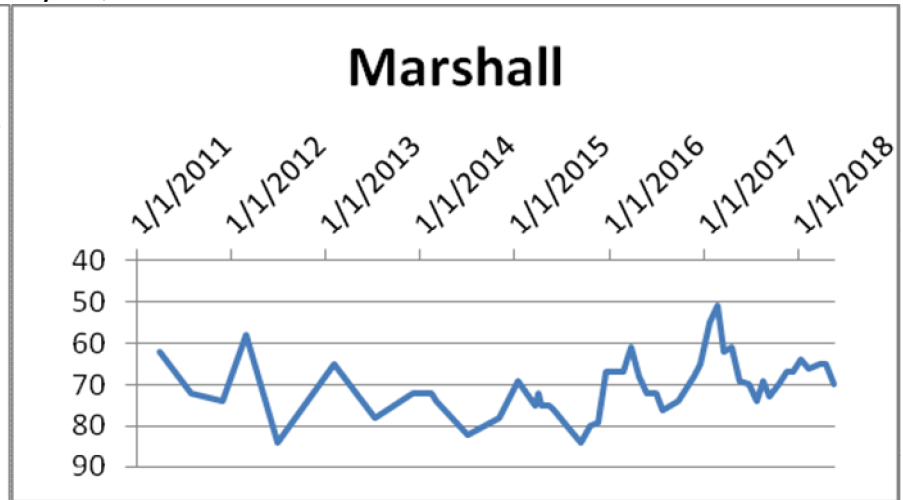
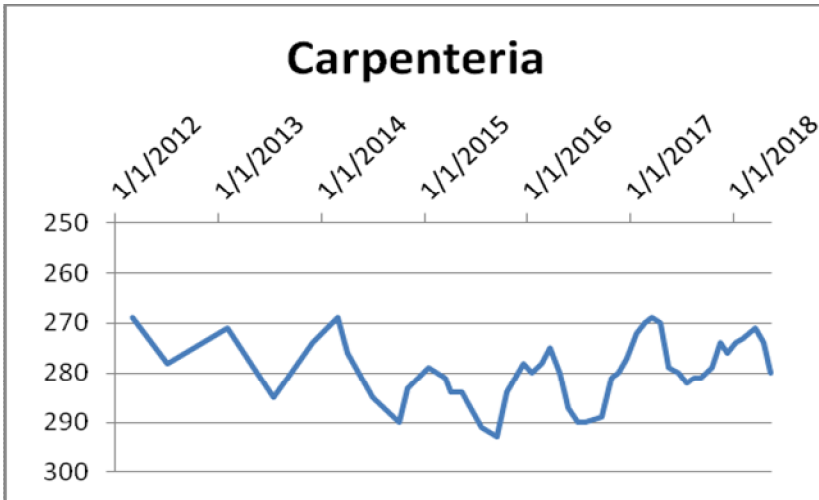
XiO Water Systems has developed a technology that provides complete control of water system facilities through the use of cloud-based computing and a universal control module. Programming changes occur in real-time, and hardware swaps can occur in as little as 24 hours. This is interesting and cost-saving technology that staff is researching for possible future implementation.

Robert Johnson  
General Manager  
May 16, 2018

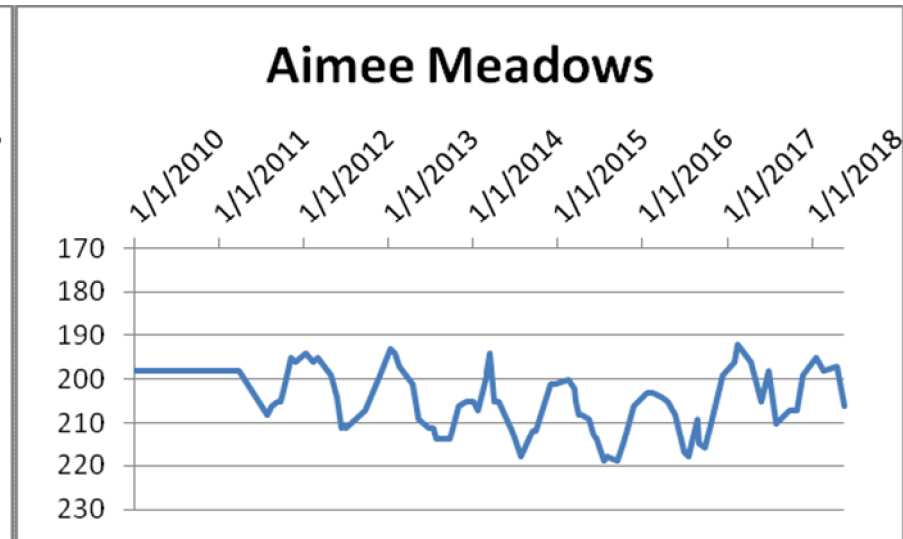
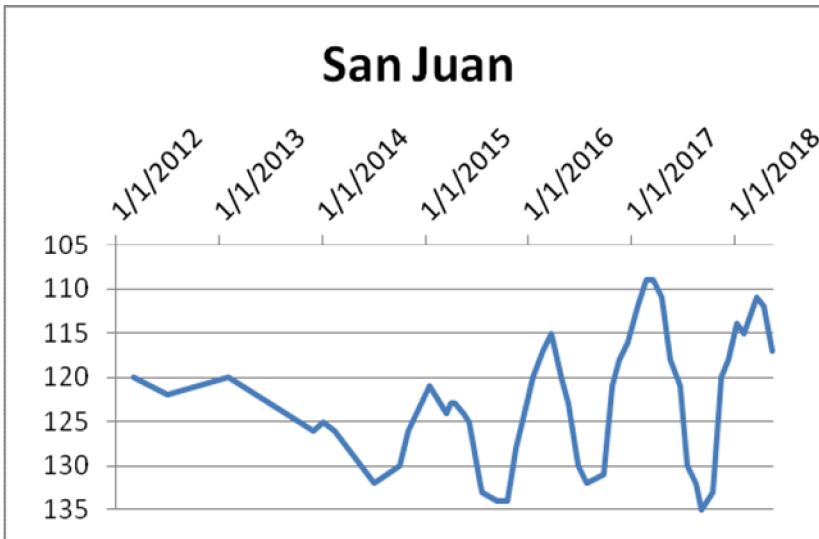


# Well Water Level Monitoring Depth to Water Measurements

Date: May 15, 2018



Carpenteria Well (production): Previous Read = 274 feet ; Current Read = 280 feet Marshall Well (monitoring): Previous Read = 65 feet ; Current Read = 70 feet



San Juan Well (production): Previous Read = 112 feet ; Current Read = 117 feet Aimee Meadows Well (monitoring): 4/17/2018 = 197feet ; 5/16/2018 = 206 feet

## CORRESPONDENCE LIST: 4/17/2018 - 5/17/2018

DATE	TYPE	TO	FROM	SUBJECT
NOTE: First item omitted from previous months' correspondence list.				
4/13/2018	M	CFD Customers	R. Johnson, AWD	Notification of Closeout of Community Facilities District 98-1 account and removal of tax lien (sanitized)
4/20/2018	E	L Coombes, AWD	A Beck, Fedak & Brown	Request & response for documentation for Audit Interim Testing
4/23/2018	M	Multiple Entities	B Nicholson, Exec Officer, LAIF SBC	Proposed Fiscal Year 2018/2019 LAFCO Budget
4/23/2018	E	E Giron, AWD	D Freed, SmartProcure	Confirmation of receipt of documentation for Public Records request
4/26/2018	E	J Agüero, Monterey Cty	E Giron, AWD	Notification of property tax funds to be deposited into AWD's account.
5/1/2018	M	J Sweigert, Div'n of Drinking Water	R. Johnson, AWD	1,2,3-TCP Waiver Request Form for the Monitoring Period of Jan 1, 2017 through Dec 31, 2019
5/1/2018	E	V Silva-Gil, CalPERS	L Coombes, AWD	Packet of documentation including Section 218 Election Notice
5/2/2018	M	R Johnson, AWD	J Pascua, Monterey County Resource Mgmt Agency	Countywide Guardrail Replacement Project at Various Location ("A" Letter) Project No. 1149
5/4/2018	E	V Silva-Gil, CalPERS	L Coombes, AWD	Packet of documentation, including signatures, for Authorization for Referendum of Section 218 Agreement.
5/4/2018	E	L Coombes, AWD	V Silva-Gil, CalPERS	Packet containing documentation, including the ballot, for the Section 218 Election
5/4/2018	E	L Coombes, AWD	J Pablo, Monterey Cty	2018 Biennial Notification Enquiry and response
5/8/2018	E	SWRCB	R. Johnson, AWD	Monthly Summary of Coliform Monitoring
5/8/2018	E	SWRCB	R. Johnson, AWD	Monthly Fe & Mn Field Test Results
5/14/2018	M	R Johnson, AWD	M Bachman, Monterey Bay Community Power	Informing AWD of incorrect charges from AWD's March and April bill from PG&E's misreported by them, to be corrected in May, 2018.
5/16/2018	M	J Pascua, Monterey County Resource Mgmt Agency	R Johnson, AWD	Response to Countywide Guardrail Replacement Project at Various Location ("A" Letter) Project No. 1149
5/17/2018	E	L Coombes, AWD	B Hummel, CSDA	Transparency Award for AWD - Application Approval

# Staff Report



To: Board of Directors

Re: Item IX.A ó Consider adopting:

- 1) Resolution 2018-03 for the Orchard Acres Property Tax Assessment Levy of \$35,472 for 2018-2019 Tax Roll and,
- 2) Resolution 2018-04 for the Oakridge Property Tax Assessment Levy of \$157,041.90 for 2018-2019 Tax Roll.

Date: May 16, 2018

## Summary / Discussion

The two assessment districts, Orchard Acres (Ballantree/Marilyn Lane) and Oakridge/Via Del Sol, have their respective annual assessment for the bond payments for the water line extensions placed on their property taxes each year in August, for next year's Property taxes. The amount reflects the principal and interest of the amortized loan which will be collected by the respective county.

## Current

The Assessment District for Orchard Acres was established in 2008 for twenty years for a total of eleven parcels; three have been pre-paid, none are delinquent and the eight remaining each have a total annual assessment levy of \$4,434.00. The total Assessment amount is shown above and on the May 2018 Agenda as well as in Exhibit A of Resolution 2018-03.

The Annual Tax Roll assessment for the Assessment District 2013-01/Oakridge/Via Del Sol was calculated by NBS, encompassing fifty one parcels, and is shown on the May 2018 Agenda. This includes the fire and water for fifty one parcels at the individual rate of \$867.72 and \$3,556.60 respectively. The total Assessment amount is also provided in Exhibit A of Resolution 2018-04.

There is no longer an Assessment levied for the Community Facilities District 98-1 as the final bond payments have been made and the corrections were proportionally distributed to each of the parcel owners in April 2018.

## Staff Recommendation

The Board of Directors should review the annual assessment (see attached itemization) and approve, by Resolution 2018-03 and 2018-04, the amount to be placed on the 2018-19 tax rolls for each Assessment District.

## Submitted by:

Robert Johnson  
General Manager



## **RESOLUTION 2018-03**

### **Orchard Acres Assessment District**

#### **RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS AND PROPERTY RELATED FEES AND CHARGES**

**WHEREAS**, the Aromas Water District (öPublic Agencyö) requests that the San Benito County Auditor-Controller enter those general or special taxes, assessments, or property-related fees or charges identified in Exhibit öAö on the tax roll for collection and distribution by the San Benito County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2018-19.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Public Agency hereby certifies that it has, without limitation complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit öAö, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.
2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of San Benito, its officers, employees, and agents, with regards to the handling of the CD or electronic file identified as Exhibit öAö, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of San Benito, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit öAö and that it shall pay or satisfy any judgment rendered against the County of San Benito, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of San Benito to correct the tax rolls.

**PASSED AND ADOPTED** this 22nd day of May 2018.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**EXHIBIT “A”**

**TO**

**RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH  
RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES,  
ASSESSMENTS AND PROPERTY RELATED FEES AND CHARGES**

**FISCAL YEAR 2018-19**

**GENERAL TAXES:**

**SPECIAL TAXES:**

**ASSESSMENTS: \$35,472.00**

**PROPERTY-RELATED FEES AND CHARGES:**

AROMAS WATER DISTRICT  
ORCHARD ACRES ASSESSMENT DISTRICT

AUDITOR RECORDS  
ANNUAL TAX ROLL ASSESSMENT  
FISCAL YEAR 2018-19

Assmt Number	APN	Individual Assessment	Principal	Percentage	Individual Principal Amount	Total Annual Interest Due	Individual Interest Due	Total Principal and Interest	Administration Charge	TOTAL ANNUAL ASSESSMENT LEVY
1	011-230-006	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
2	011-230-007	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
3	011-230-042	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
4	011-230-043	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
7	011-290-073	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
8	011-290-074	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
10	011-290-076	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
11	011-300-014	\$62,272	\$10,000	0.12500	\$1,250	\$24,680	\$3,085	\$4,335	\$98	\$4,434
		<u>\$498,176</u>								

**\$35,472**



## **RESOLUTION 2018-04**

### **Oak Ridge/Via Del Sol Project Assessment District 2013-1**

#### **RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS AND PROPERTY RELATED FEES AND CHARGES**

**WHEREAS**, the Aromas Water District (Public Agency) requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related fees or charges identified in Exhibit A on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2018-19.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

3. The Public Agency hereby certifies that it has, without limitation complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit A, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.
4. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees, and agents, with regards to the handling of the CD or electronic file identified as Exhibit A, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of Monterey, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit A and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of Monterey to correct the tax rolls.

**PASSED AND ADOPTED** this 22nd day of May 2018.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**EXHIBIT “A”**

**TO**

**RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH  
RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES,  
ASSESSMENTS AND PROPERTY RELATED FEES AND CHARGES**

**FISCAL YEAR 2018-19**

**GENERAL TAXES:**

**SPECIAL TAXES:**

**ASSESSMENTS: \$157,041.90**

**PROPERTY-RELATED FEES AND CHARGES:**



**AROMAS WATER DISTRICT  
ASSESSMENT DISTRICT NO. 2013-1  
FISCAL YEAR 2018/19 PRELIMINARY BILLING**

<b>Assessor's Parcel No.</b>	<b>Mailing Address</b>	<b>City / State / ZIP</b>	<b>Original Principal</b>	<b>Unbilled Principal</b>	<b>Billing Amount (1)</b>
127-171-010-000	1155 VIA DEL SOL	SALINAS, CA 93907	\$61,669.00	\$58,756.90	\$3,553.32
127-171-011-000	1149 VIA DEL SOL	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-171-012-000	1147 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	14,134.48	866.94
127-171-014-000	PO BOX 1669	REDWAY, CA 95560	61,669.00	58,756.90	3,553.32
127-171-028-000	PO BOX 641984	SAN JOSE, CA 95164	14,835.00	14,134.48	866.94
127-171-029-000	1143 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	14,134.48	866.94
127-171-030-000	471 4TH ST	ALLEN, OK 74825	14,835.00	14,134.48	866.94
127-172-001-000	1146 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-181-003-000	21 LA ENCINA DR	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-191-010-000	1184 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-191-011-000	1184 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-191-013-000	1178 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	14,134.48	866.94
127-191-018-000	1172 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	14,134.48	866.94
127-191-019-000	1174 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
127-191-022-000	5900 VIA DEL SOL RD	SALINAS, CA 93906	61,669.00	58,756.90	3,553.32
127-191-024-000	1180 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	14,134.48	866.94
127-191-029-000	1182 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
141-011-005-000	170 DUNBARTON RD	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-011-007-000	164 DUNBARTON RD	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-011-008-000	575 SOUTHSIDE DR	GILROY, CA 95020	61,669.00	58,756.90	3,553.32
141-011-011-000	575 SOUTHSIDE DR	GILROY, CA 95020	61,669.00	58,756.90	3,553.32
141-011-012-000	148 DUNBARTON RD	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-011-013-000	148 B DUNBARTON RD	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-003-000	5752 COUNTRY CLUB PKWY	SAN JOSE, CA 95138	61,669.00	58,756.90	3,553.32
141-071-013-000	19920 MERRITT DR	CUPERTINO, CA 95014	61,669.00	58,756.90	3,553.32
141-071-014-000	19312 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-015-000	19306 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-016-000	14625 CHARTER OAK BLVD	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
141-071-017-000	1060 SAN MARINO WAY	SALINAS, CA 93901	61,669.00	58,756.90	3,553.32
141-071-018-000	19392 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-019-000	19388 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-022-000	19356 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-025-000	PO BOX 476	LOS GATOS, CA 95031	61,669.00	58,756.90	3,553.32
141-071-026-000	19364 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32

Assessor's Parcel No.	Mailing Address	City / State / ZIP	Original Principal	Unbilled Principal	Billing Amount (1)
141-071-027-000	19366 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-028-000	6882 GOLDPINE CT	SAN JOSE, CA 95120	61,669.00	58,756.90	3,553.32
141-071-029-000	7468 LEAFWOOD DR	SALINAS, CA 93907	61,669.00	58,756.90	3,553.32
141-071-033-000	19346 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-034-000	19329 OAK RIDGE DR	AROMAS, CA 95004	14,835.00	14,134.48	866.94
141-071-035-000	PO BOX 1202	SANTA CRUZ, CA 95061	61,669.00	58,756.90	3,553.32
141-071-038-000	19338 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-039-000	19340 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-071-041-000	19332 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-081-004-000	19260 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-081-007-000	19260 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-081-009-000	19290 OAKRIDGE DR	AROMAS, CA 95004	14,835.00	14,134.48	866.94
141-081-010-000	19294 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
141-081-011-000	PO BOX 1170	FREEDOM, CA 95019	61,669.00	58,756.90	3,553.32
141-081-012-000	8 DOVELA PL	SANTA FE, NM 87508	61,669.00	58,756.90	3,553.32
141-081-013-000	774 MAYS BLVD	INCLINE VILLAGE, NV 89451	61,669.00	58,756.90	3,553.32
141-081-014-000	19240 OAKRIDGE DR	AROMAS, CA 95004	61,669.00	58,756.90	3,553.32
<b>51 Accounts</b>			<b>\$2,723,613.00</b>	<b>\$2,595,000.12</b>	<b>\$157,041.90</b>

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# Staff Report



To: Board of Directors

Re: Item IX.B ó Consider adopting the Strategic Plan for fiscal years 2019-2024

Date: May 16, 2018

## Summary / Discussion

A Strategic Plan (Plan) creates a road map of projects, actions to be taken, on-going activities, and possible scenarios that support and complement the mission and vision of the entity the Plan is developed for. The Plan should have a time component associated with it to determine priorities and evaluate effectiveness of Plan implementation.

The Plan was worked on in late 2013, and has been reviewed over the years. The Plan states the Aromas Water District's (District) Mission, Vision and Core Value Statements, as well as a Strategic Work Plan that has six areas of focus: 1) Finance; 2) Environmental and Resource Stewardship; 3) Community and Communication; 4) Facilities and Infrastructure; 5) Operations, Personnel and Management Objectives, and 6) Board. The Plan also has three levels of implementation priorities: 1) Immediate; 2) Short-Term, and 3) Long-Term.

The ad hoc Strategic Plan/Capital Budget committee met twice to review, update and modify the Strategic Plan into the version attached to this report for the full Board's review, comment and adoption if so inclined. The document had language and formatting changes, as well as the addition of a summary table of the Plan's components, and an appendix that lists projects completed within the previous Strategic Plan horizon.

The ad hoc committee mentioned above consisted of Board President Smith, Board Member Norton, GM Johnson, and Consulting GM Morris.

## Staff Recommendation

Adopt the Strategic Plan for fiscal years 2019-2024.

## Submitted by:

Robert Johnson  
General Manager



# STRATEGIC PLAN

Directing the way forward...

Fiscal Years 2019 - 2024

[www.aromaswaterdistrict.org](http://www.aromaswaterdistrict.org)

# AROMAS WATER DISTRICT

## STRATEGIC PLAN

Fiscal Years 2019 - 2024

<b>MISSION STATEMENT.....</b>	<b>3</b>
<b>VISION.....</b>	<b>3</b>
<b>CORE VALUE STATEMENTS.....</b>	<b>4</b>
<b>STRATEGIC WORK PLAN.....</b>	<b>5</b>
1) FINANCE.....	5
2) ENVIRONMENTAL AND RESOURCE STEWARDSHIP.....	5
3) COMMUNITY AND COMMUNICATION.....	5
4) FACILITIES AND INFRASTRUCTURE.....	6
5) DISTRICT OPERATIONS, PERSONNEL AND MANAGEMENT.....	6
6) BOARD OF DIRECTORS.....	7
<b>STRATEGIC PLAN CHART.....</b>	<b>8</b>
<b>APPENDIX A.....</b>	<b>9</b>

# Aromas Water District Strategic Plan 2019 - 2024



## **Mission Statement:**

*"The Aromas Water District is dedicated to providing a reliable supply of high quality water."*

## **Vision:**

**The Vision should motivate and depict an ideal future. In 20 years AWD will say:**

- We remain a strong, independent and locally controlled District.
- There is good stewardship and environmentally sound use of local resources.
- We value the needs and views of our customers.
- We remain financially sound.
- If the need arises, we will consider being a Community Services District.
- We maintain a professional and highly trained workforce which fosters a positive work environment.
- We continue to meet all regulatory requirements for water quality and quantity.
- We maintain strong and up to date policies and procedures.
- Evidence of good planning is demonstrated.
- Our capital facilities and assets continue to be in excellent condition.
- We continue to meet the water needs of our current and future customers.

**In support of that long-term Vision, in 5 years AWD will say:**

- We are a good partner with regional agencies.
- There is evidence of good stewardship of local resources.
- We meet all regulatory requirements for water.
- We continue to make customer service a priority.
- We are financially sound and have reserves to reach an adequate level.
- We are effectively managing our infrastructure maintenance.
- We actively explore and assess renewable energy sources.
- Our board is committed to a high level of staff development.
- We are actively exploring and assessing potential new water sources.
- Our capital facilities and assets are in excellent condition and cost-effectively maintained.
- We are regularly reviewing and updating our emergency response plan.
- We continue to enhance our GIS based mapping system.
- We are improving the corporation yard.
- We are maintaining effective communication with customers and the community while utilizing new technology.
- We have achieved our incremental goal toward conserving water in-line with the 20% 2020 reduction goal in accordance with AB32.
- We continue to innovate and progress as opportunities have arisen.

## **Core Value Statements:**

- Provide safe and reliable high-quality water to our customers.
- Promote local control.
- Support our commitment to maintenance of our infrastructure and assets.
- Provide cost effective and practical services.
- Promote environmentally responsible water use and conservation.
- Promote honesty and integrity.
- Be responsive, open and clear in our relationship with our customers.
- Support regional cooperation and partnerships.
- Be proactive and seek opportunities.
- Attain excellence.
- Support employees to be safe, productive and motivated.

DRAFT

# **STRATEGIC WORK PLAN**

## **1) Finance**

- **Maintain and enhance the District's Financial Health**
  - **Maintain a balanced Budget**
    - Maintain a balanced annual Expense Budget
    - Develop and implement an annual Capital Budget
    - Maintain 60 days cash reserve for operating expenses – estimated at \$200,000 (2018)
  - **Enhance Financial Health with additional funding opportunities**
    - Execute and implement a new rate study for 2019 – 2024 in FY 2018-19
    - Build Reserves and bonding ability
      - Capital Emergency Reserve – Approx 2% of total assets – estimated to be \$300,000 (2018)
      - Capital Funding Reserve- TBD according to planned capital replacement
    - Research and evaluate alternative funding opportunities
    - Research and evaluate grant opportunities

## **2) Environmental and Resource Stewardship**

- **Maintain, enhance and increase understanding of the District's water resources**
- **Encourage infill of existing infrastructure**
  - Increase number of connections to pipeline ratio
  - Encourage growth opportunities within current annexed boundaries
- **Research and evaluate opportunities for developing new water sources**
- **Maintain local independent jurisdictional control**
  - Maintain and Develop regional relationships with SBCWD, PVWMA, LAFCO's, etc
  - Expand Board member involvement w/ outside agencies
  - Maintain and preserve current Sphere of influence boundaries
  - Observe, monitor and report on SGMA issues that could affect the District

## **3) Community and Communication**

- **Maintain, enhance and increase Community Awareness of the District**
  - *District Transparency Certificate of Excellence (achieved 2014, renewed 2016 and 2018)*
  - *Achieve District of Distinction status by 2021*
  - *Achieve Special District Administrator Certification (General Manager) by 2021*
- **Maintain and improve Public outreach and education efforts**
  - Develop a social media presence strategy
  - Participate in appropriate community events



#### 4) Facilities and Infrastructure

- **Maintain, enhance and improve District's Facilities and Infrastructure**
  - **Immediate (One to Two years):**
    - Upgrade water meters to radio-read – replace up to 10% per year
    - Remodel apartment (paint, linoleum, bathroom)
    - Design and implement the District Facility Alternative Energy Project
    - Investigate security options for the current Marshall shop area
    - Add baserock to and around the Carr Tank driveway
    - Install transfer switches at Carr and Oakridge Booster Stations for auxiliary power
    - Replace the 2004 Operator Vehicle
    - Incorporate District infrastructure into the Rock Road Bridge Project (SBC)
    - Incorporate District infrastructure into the Carr Avenue Bridge Project (SBC)
  - **Short Term (Three to Five years):**
    - Design and implement the School Road Tank Replacement Project
    - Upgrade District storage shed
    - Design and implement the Marshall Facility Improvement Project
      - Fencing, new well, Water Treatment Plant, Maintenance Shop, Solar
  - **Long Term (Five-plus years):**
    - Design and implement the Ballantree Tank Replacement Project
    - Develop, design and implement Main Looping Program
    - Design and implement the Pleasant Acres Mainline Replacement Project

#### 5) District Operations, Personnel and Management

- **Maintain and improve delivered water quality to meet and exceed current standards**
- **Maintain and enhance District Customer Service**
- **Maintain and enhance District Technology to increase efficiency and effectiveness**
  - Develop District Technology Utilization Plan
    - Update, replace and augment hardware and software
    - Provide Technology training opportunities
    - Research and replace (if necessary) utility billing software
- **Maintain and enhance District's preparedness for emergencies**
- **Maintain and enhance District employee training opportunities**
- **Maintain and improve District policies for operations and office personnel**
- **Continue to utilize internships to facilitate learning opportunities**

## 6) Board of Directors

- **Maintain and enhance District Board of Directors culture**
  - Develop new Board of Director member training materials
  - Complete required Board of Director training
    - Ethics (every two years)
    - Prevention of Sexual Harassment (every two years)
  - Research and evaluate opportunities for Board of Director professional development
  - Attend Board professional development opportunities
- **Provide clear guidance to management**
  - Review and update District Policy and Procedures as necessary
  - Continue to provide oversight of District activities
  - Continue to provide an annual evaluation of the General Manager

DRAFT

## AWD Strategic Plan for FY 2019 - 2024

#	Category / Goal / Project	Immed (1 - 2 years)	STerm (3 - 5 years)	LTerm (5 + years)
1	<b>Finance</b>			
2	Maintain a balanced annual Expense Budget	X	X	X
3	Enhance Financial Health with additional funding opportunities	X	X	X
4	Execute and implement Rate Study - FY 2019 - 2024	X		X
5				
6	<b>Environmental and Resource Stewardship</b>			
7	Maintain, enhance and increase understanding of District's water resources	X	X	X
8	Encourage infill of existing infrastructure	X	X	X
9	Research and evaluate opportunities for developing new water sources	X	X	X
10	Maintain local independent jurisdictional control	X	X	X
11				
12	<b>Community and Communication</b>			
13	Achieve District of Distinction by 2021	X	X	
14	Achieve Special District Administrator (GM) by 2021	X	X	
15	Develop a social media presence strategy	X		
16	Participate in appropriate community events	X	X	X
17				
18	<b>Facilities and Infrastructure</b>			
19	Purchase RR meters annually (2018 - up to 10% of system)	X	X	X
20	Remodel apartment	X		
21	Design and implement the District Facility Alternative Energy Project	X		
22	Investigate security options for Marshall Shop area	X		
23	Add baserock to and around Carr Tank driveway	X		
24	Install transfer switches at Carr and Oakridge Booster Stations	X		
25	Replace 2004 Operator Vehicle	X		
26	Incorporate AWD infrastructure into Rocks Road Bridge Project (SBC)	X		
27	Incorporate AWD infrastructure info Carr Avenue Bridge Project (SBC)	X		
28	Design and implement the School Road Tank Replacement Project		X	
29	Upgrade District Storage Shed		X	
30	Design and implement the Marshall Facility Improvement Project	X	X	X
31	Security Fencing, new well, WTP, Maintenance Shop, Solar power			
32	Design and implement Ballantree Tank Replacement Project			X
33	Develop, design and implement Water Main Looping Program			X
34	Design and implement Pleasant Acres Mainline Replacement Project			X
35				
36	<b>District Operations, Personnel and Management</b>			
37	Maintain and improve delivered water quality to meet and exceed current standards	X	X	X
38	Maintain and enhance District Customer Service	X	X	X
39	Maintain and enhance District Technology	X	X	X
40	Develop District Technology Utilization Plan	X		
41	Maintain and enhance District's preparedness for emergencies	X	X	X
42	Maintain and enhance District employee training opportunities	X	X	X
43	Maintain and improve District policies for operations and office personnel	X	X	X
44	Continue to utilize internships of facilitate learning opportunities	X	X	X
45				
46	<b>Board of Directors</b>			
47	Maintain and enhance District Board of Directors culture	X	X	X
48	Provide clear guidance to management	X	X	X

# APPENDIX A

This Appendix was added to track the completion of projects that are identified in the Strategic Plan from FY 2013 forward.

The District’s Strategic Plan is a living document, and that includes this Appendix. As the Plan is updated through the years, this section will also be updated, memorializing the projects that are completed within the life of the Plan.

<b>COMPLETED TASKS</b>	
Develop Solar Energy System at Carpenteria Well	6/2015
Oakridge / Via del Sol Water System	7/2015
Rancho Larias Water Tank – sandblast and repaint	8/2015
Security fencing at Carpenteria / front and landscape on street side	8/2015
Fencing around Pleasant Acres Well – replaced after SCADA, VFD, and PG&E upgrade	11/2015
Fencing and rolling gate at San Juan Well	11/2015
Reseal asphalt at Rancho Larias and Cole Tank roads	11/2015
Fog seal asphalt at District office, Carpenteria Well and San Juan Well	11/2015
Marshall Well study – pump test, video, study replacement and treatment costs	7/2016
Upgrades to SCADA, as needed at Pleasant Acres Well	8/2016
Rebuilt Carpenteria Well	7/2016
Pleasant Acres Well – replaced pump and motor, and repaired well casing	6/2017
Rebuilt San Juan Well	4/2018

# Staff Report



To: Board of Directors

Re: Item IX.C ó Consider adopting the Proposed Capital Budget of \$153,000 for Fiscal Year 2018-2019

Date: May 16, 2018

## Summary / Discussion

The Capital Budget reflects the Strategic Plan (Plan) and is the fiscal component in relation to projects and priorities delineated in the Plan. Some projects listed in previous Capital Budgets have been completed, and were removed from the list for ease of reviewing the document; though they were added to the appendix portion of the Strategic Plan for recordation purposes.

The Proposed Capital Budget for Fiscal Year 2018-2019 is comprised of the items that have estimated costs associated with them. The Proposed Capital Budget reflects the implementation and/or completion of the following projects:

- New five-year Water Rate Study
- Continuing to purchase radio-read water meters (goal would be 10% of system annually)
- Remodeling the District Facility Apartment
- Implementation of the District Facility Alternative Energy Project (solar)
- Addition of baserock to and around the Carr Tank driveway
- Investigation of security options at the Marshall site
- Installation of transfer switches at Carr and Oakridge Booster Stations
- Replacement of the 2004 Operations Vehicle

There are a couple of placeholders for projects that the District will need to be involved with, if they come to fruition, though the costs and scope are currently unknown ó so they are included in the Proposed Capital Budget. The total estimated Proposed Capital Budget costs, not including the placeholder projects, is \$153,000.

The ad hoc Strategic Plan/Capital Budget committee met twice to review, update and modify the Capital Budget into the version attached to this report for the full Board's review, comment and adoption if so inclined.

The ad hoc committee mentioned above consisted of Board President Smith, Board Member Norton, GM Johnson, and Consulting GM Morris.

## Staff Recommendation

Adopt the Proposed Capital Budget of \$153,000 for Fiscal Year 2018-2019.

## Submitted by:

Robert Johnson  
General Manager

AWD Capital Budget  
FY 2018-19



<b>AWD Capital Budget for FY 2018 - 2019 (Proposed)</b>		
#	Strategic Plan Category / Goal	Estimated Cost (\$)
1	<b>Finance</b>	
2	Maintain a balanced annual Expense Budget	
3	Enhance Financial Health with additional funding opportunities	
4	Execute and implement Rate Study - FY 2019 - 2024 (in FY 2018-19)	<b>20,000</b>
5		
6	<b>Environmental and Resource Stewardship</b>	
7	Maintain, enhance and increase understanding of District's water resources	
8	Encourage infill of existing infrastructure	
9	Research and evaluate opportunities for developing new water sources	
10	Maintain local independent jurisdictional control	
11		
12	<b>Community and Communication</b>	
13	Achieve District of Distinction by 2021	
14	Achieve Special District Administrator (GM) by 2021	
15	Develop a social media presence strategy	
16	Participate in appropriate community events	
17		
18	<b>Facilities and Infrastructure</b>	
19	Purchase RR meters annually (2018 - up to 10% of system)	<b>25,000</b>
20	Remodel apartment	<b>15,000</b>
21	Design and implement the District Facility Alternative Energy Project	<b>20,000</b>
22	Investigate security options for Marshall Shop area	<b>8,000</b>
23	Add baserock to and around Carr Tank driveway	<b>5,000</b>
24	Install transfer switches at Carr and Oakridge Booster Stations	<b>10,000</b>
25	Replace 2004 Operator Vehicle	<b>50,000</b>
26	Incorporate AWD infrastructure into Rocks Road Bridge Project (SBC)	<b>Unknown</b>
27	Incorporate AWD infrastructure into Carr Avenue Bridge Project (SBC)	<b>Unknown</b>
28	Design and implement the School Road Tank Replacement Project	
29	Upgrade District Storage Shed	
30	Design and implement the Marshall Facility Improvement Project	
31	Security Fencing, new well, WTP, Maintenance Shop, Solar power	
32	Design and implement Ballantree Tank Replacement Project	
33	Develop, design and implement Water Main Looping Program	
34	Design and implement Pleasant Acres Mainline Replacement Project	
35		
36	<b>District Operations, Personnel and Management</b>	
37	Maintain and improve delivered water quality to meet and exceed current standards	
38	Maintain and enhance District Customer Service	
39	Maintain and enhance District Technology	
40	Develop District Technology Utilization Plan	
41	Maintain and enhance District's preparedness for emergencies	
42	Maintain and enhance District employee training opportunities	
43	Maintain and improve District policies for operations and office personnel	
44	Continue to utilize internships or facilitate learning opportunities	
45		
46	<b>Board of Directors</b>	
47	Maintain and enhance District Board of Directors culture	
48	Provide clear guidance to management	
		<b>\$153,000</b>

# Staff Report



To: Board of Directors

Re: Item IX.D ó Consider adopting the Proposed Expense Budget of \$1,194,900 for Fiscal Year 2018-2019

Date: May 16, 2018

## Summary / Discussion

The Proposed Expense Budget is adopted annually by the Board of Directors as the financial guide for District expenses; including all annually-recurring income and expenses. In addition to this Proposed Expense Budget, the Proposed Capital Budget for new fixed assets and improvements will be presented at this Board meeting also.

The Proposed Expense Budget worksheet includes actual revenue and expenses for fiscal years 2015, 2016, 2017, the adopted 2018 Budget, and the actual expenses for 10 months of the current fiscal year.

The total revenue projection is estimated to be \$1,194,900; which includes the water revenue, one connection charge, property taxes and miscellaneous interest and grants. The water use is projected to be similar to the current year, though there is a water rate increase of 5.6% that will go into effect on July 1, 2018. On a side note, this is the last year of the previous rate increase study. The Proposed Capital Budget has a new rate increase study that will be initiated this fiscal year.

Changes to the expenses from the 2017-2018 Budget are estimated for each line item; including the depreciation reserve, which saves monies for future system repairs and replacement. This Proposed Expense Budget builds this reserve by approximately \$59,000 more than last fiscal year. The personnel costs are expected to be lower than last year; attached to this report is an itemization of the anticipated employee costs. Total expenditures, less the depreciation reserve, are approximately \$60,000 higher than 2017-18.

Also included in this Proposed Expense Budget are monies for an election (if necessary) and the District's 60<sup>th</sup> anniversary celebration.

## Staff Recommendation

Adopt the Proposed Expense Budget of \$1,194,900 for Fiscal Year 2018-2019.

Board President Smith and Board Member Norton will report on the ad hoc Strategic Plan/Capital Budget and Expense Budget Committee meeting with GM Johnson and consulting GM Morris, and provide their recommendation to the full Board. Their comments and your input will be solicited to amend or adopt the proposed Expense Budget of \$1,194,900 for fiscal year 2018-2019.

## Submitted by:

Robert Johnson  
General Manager

Aromas Water District  
**PROPOSED Expense Budget**  
 FY 2018-2019

AROMAS WATER DISTRICT EXPENSE BUDGETS	2014 - 2015	2015 - 2016	2016 - 2017	THROUGH 4.30.2018	2017- 2018 BUDGET	PROPOSED 2018 - 2019 BUDGET	Difference between FY2019 and FY2018
	Actual	Actual	Actual	ACTUAL	APPROVED	Proposed	
<b>REVENUE</b>							
303 · Water Revenue	804,767	889,600	952,822	876,909	1,040,000	1,092,000	52,000
307 · Bulk Water	17,437	3,282	1,202	5,193	5,000	6,000	1,000
302 · Connection	576,626	12,790	12,790	12,790	12,790	13,300	510
301 · Taxes Received	62,290	60,805	60,989	57,058	66,000	66,000	-
304 · Misc Income	6,995	4,233	2,484	5,150	1,600	3,000	1,400
306 · Interest	1,771	3,465	6,219	8,542	9,000	12,000	3,000
312 · Grant Revenue	2,014	675	1,000	1,725	2,000	2,600	600
<b>Total Revenue</b>	<b>1,471,900</b>	<b>974,850</b>	<b>1,037,506</b>	<b>\$ 967,366</b>	<b>\$ 1,136,390</b>	<b>\$ 1,194,900</b>	<b>58,510</b>
<b>EXPENSES</b>							
<b>Administrative &amp; General</b>							
467 · Depreciation/Reserve	360,462	423,928	451,158	170,000	207,724	266,352	58,628
405 · Election	550	0	400	-	-	5,200	5,200
406 · Liability Ins	17,109	18,070	16,355	(629)	20,000	20,000	-
417 · Interest Payment	87,432	46,161	36,033	19,594	38,400	36,820	(1,580)
420 · Legal Fees	14,400	15,000	15,000	13,000	16,000	16,000	-
423 · Litigation Contingency	0	0	0	0	10,000	10,000	-
422 · Bank Charges	1,127	1,594	3,469	667	1,200	1,000	(200)
425 · Audit	6,725	11,000	12,350	12,200	11,500	11,625	125
471 · Bad Debts	66	2	1,151	-	400	500	100
473 · Memberships	12,886	14,140	14,708	15,668	16,000	16,000	-
<b>Total Administrative &amp; General</b>	<b>500,757</b>	<b>529,894</b>	<b>550,624</b>	<b>230,500</b>	<b>321,224</b>	<b>383,497</b>	<b>62,273</b>
<b>Communications</b>							
455 · Phone, Off	3,455	3,334	3,797	3,239	3,800	3,500	(300)
456 · Telemetry	3,477	4,183	3,594	2,987	3,600	3,600	-
457 · Answ Serv/Cell Phone	3,131	2,387	3,371	2,298	3,600	3,600	-
<b>Total Communications</b>	<b>10,063</b>	<b>9,905</b>	<b>10,762</b>	<b>8,524</b>	<b>11,000</b>	<b>10,700</b>	<b>(300)</b>
<b>Payroll</b>							
Gross	315,260	314,876	392,695	348,061	417,272	405,740	(11,532)
Comp FICA	19,465	19,479	24,805	21,547	25,157	25,156	(2)
Comp MCARE	4,552	4,556	5,525	5,039	5,771	5,883	112
Comp SUI & SDI	2,737	2,705	1,854	1,930	4,764	2,335	(2,429)
<b>Total Payroll</b>	<b>342,014</b>	<b>341,615</b>	<b>424,879</b>	<b>376,576</b>	<b>452,964</b>	<b>439,114</b>	<b>(13,851)</b>
<b>Employee Costs</b>							
407 · Outside Services	6,481	5,145	5,811	4,894	6,000	6,000	-
408 · Uniform Allowance	1,553	1,277	1,121	1,006	1,000	1,500	500
409 · Workers Comp	6,392	5,922	7,527	7,087	10,000	12,702	2,702
410 · Health Ins	52,948	58,837	73,228	62,015	71,300	70,224	(1,076)
474 · Education	4,677	4,958	5,256	3,595	6,000	6,000	-
477 · Retirement Contrib	43,150	55,731	63,162	57,956	67,000	73,914	6,914
<b>Total Employee Costs</b>	<b>115,201</b>	<b>131,870</b>	<b>156,105</b>	<b>136,554</b>	<b>161,300</b>	<b>170,340</b>	<b>9,040</b>



Aromas Water District  
**PROPOSED Expense Budget**  
 FY 2018-2019

	2014-2015	2015 - 2016	2016 - 2017	THROUGH 4.30.2018	2017- 2018 BUDGET REVISION	PROPOSED 2018 - 2019 BUDGET	
Office	Actual	Actual	Actual	Actual	APPROVED		
440 · Misc Exp	2,717	3,723	6,553	2,606	4,000	4,000	-
444 · Postage	4,255	4,310	4,086	2,919	4,000	4,000	-
445 · Office Supplies	4,703	4,839	3,675	2,202	4,000	4,000	-
446 · Office Eqpmt Maint	6,541	6,663	6,240	9,030	7,500	10,000	2,500
<b>Total Office</b>	18,216	19,534	20,554	16,757	19,500	22,000	2,500
<b>Operations</b>							
403 · Fuel	7,985	7,804	7,525	7,210	9,000	10,000	1,000
404 · Truck Maint	3,824	4,950	3,731	3,459	5,000	5,000	-
431 · System Repair & Maint	47,583	40,817	61,692	49,219	60,000	60,000	-
463 · Water Analysis	6,075	2,980	7,680	4,795	5,500	6,000	500
464 · Water Treatment	7,821	7,148	8,149	6,884	9,500	9,500	-
468 · Tools	3,895	7,449	7,295	5,066	7,500	7,500	-
470 · PR/Annex/Conserv	170	-190	1,845	450	2,500	4,000	1,500
<b>Total Operations</b>	77,353	70,958	97,917	77,083	99,000	102,000	3,000
<b>Power</b>							
449.75 388 Blohm #C	53	148	221	148	200	200	-
449.5-388 Blohm A & B	1,431	1,637	1,630	1,297	1,600	1,600	-
447 · Leo Ln Booster	227	309	419	291	400	400	-
448 · Aimee Mdws Well	116	124	121	95	120	125	5
451 · Marshall Corp Yard	451	360	364	364	400	500	100
452 · Rea Booster @ Seely	724	598	523	252	500	400	(100)
454 · Carr Booster	4,350	4,423	4,768	3,675	4,600	4,500	(100)
458 · Pleasant Acres Well	1,986	1,655	4,894	9,327	10,000	12,000	2,000
459 · Seely Pump & Carpenter	27,038	125	125	196	300	300	-
460 · San Juan Well	39,382	44,744	40,085	40,773	50,000	45,000	(5,000)
461.5 RLS Tank	116	124	121	95	120	125	5
461 · Cole Tank	145	146	149	120	150	175	25
462 · Rea Tank	147	161	151	155	150	175	25
465 · Lwr Oakridge Bstr	-	-	314	710	800	1,000	200
465.5 · Upr Oakridge Bstr	-	-	-	199	400	600	200
466 · Pine Tree Tank	156	134	149	121	150	150	-
<b>Total Power</b>	76,322	54,688	54,034	\$ 57,818	69,890	67,250	(2,640)
<b>TOTAL EXP</b>	1,139,926	1,158,464	1,314,875	903,812	1,134,878	1,194,900	60,022
<b>NET INCOME</b>	331,974	(183,614)	(277,369)	63,554	1,512	0	(1,512)
Add back in Depreciation/Reserve	360,462	423,928	451,158	170,000	207,724	266,352	58,628
Net incl. Depreciation	692,436	240,314	173,789	233,554	209,236	266,352	57,116

Aromas Water District  
 FY 2018-2019  
 Payroll Worksheet

JobTitle	Yrs w/ AWD	Hrs p/ yr	2017 - 2018 Hourly	Proposed Hourly 2018-19	PROPOSED 2018-2019	FICA	MCare	SDI 1.0% SUI 2.7%	Health	CalPERS	Workers Comp
General Mgr - R Johnson	1	2080	\$ 138,000		\$ 144,900	6.20%	1.45%	<\$7000	24,636	13,634	2855
Ex-Gen Mgr VM on-call		250		\$ 60.00	\$ 15,000	930	218	259	0	0	296
											1.97 W/C rate
Admin Services Officer	2	1248	\$ 23.00	\$ 24.15	\$ 30,139	1,869	437	259	0	2,062	157
											0.57 W/C rate
Accounts Clerk	1	1248	\$ 18.00	\$ 18.90	\$ 23,587	1,462	342	259	0	1,614	134
											0.57 W/C rate
CSR	1	1248	\$ 15.00	\$ 15.60	\$ 19,469	1,207	282	259	0	1,332	111
Chief Operator I	11	2080	\$ 40.00	\$ 42.00	\$ 87,360	5,416	1,267	259	33,324	8,220	4936
o/call & OT		220	\$ 40.00	\$ 42.00	\$ 9,240	573	134			869	522
											5.65 WC rate
Operator II	3	2080	\$ 25.65	\$ 26.93	\$ 56,020	3,473	812	259	12,264	3,833	3165
o/call & OT		220	\$ 25.65	\$ 26.93	\$ 5,925	367	86			405	335
											5.65 WC rate
yrs of serv	19										0.65 WC rateDir
Directors (5)	40	72	\$ 230.00	\$ 235.00	\$ 14,100	874	204	522	0	0	92
+CalPERS addl unfunded liab										41,945	0
Interns				\$ -						0	100
	59				\$ 405,740	25,156	5,883	2,335	70,224	73,914	12,702
					ee contrib	4.20%	1.45%	1.20%	20% co-py	7.00%	

Aromas Water District  
Balance Sheet Prev Year Comparison

As of April 30, 2018

	Apr 30, 18	Apr 30, 17
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
UB Checking	144,864.26	37,255.00
UB Bk Money Market xxxx7853	117,020.08	141,592.18
LAIF-State of Ca xx-05	792,341.27	782,694.24
Petty Cash	100.00	100.00
Assesment District Banks	545,950.99	0.00
Total Checking/Savings	1,600,276.60	961,641.42
Accounts Receivable		
1200 · Accounts Receivable - Other	3,500.00	0.00
Total Accounts Receivable	3,500.00	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	7,959.82	7,709.85
128 · Inventory	22,913.50	21,549.46
1200.1 · Accounts Receivable--UBMax	87,389.63	72,367.65
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	2,787,331.02	101,126.96
Total Current Assets	4,391,107.62	1,062,768.38
Fixed Assets		
1900 · Water System	11,660,017.95	11,515,210.93
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	-5,156,460.75	-4,684,307.75
Total Fixed Assets	7,390,830.14	7,718,176.12
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
Deposits - Other	93.01	0.00
Total Deposits	2,173.81	2,080.80
Total Other Assets	176,944.81	103,304.80
<b>TOTAL ASSETS</b>	<b>11,958,882.57</b>	<b>8,884,249.30</b>

Aromas Water District  
Balance Sheet Prev Year Comparison

As of April 30, 2018

	Apr 30, 18	Apr 30, 17
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	76,281.21	3,788.97
Total Accounts Payable	76,281.21	3,788.97
Credit Cards		
First Bankcard - E Giron #86	75.00	0.00
First Bankcard - R. Johnson #31	2,405.82	0.00
ACE Hardware	39.85	0.00
First Bankcard - L Coombes #92	1,114.14	98.65
First Bankcard -- T. Zelmar #67	1,045.81	0.00
Valero - Fuel	683.12	293.92
First Bankcard -- D DeAlba #35	429.96	68.06
First Bankcard -- V Morris #24	0.00	-10.00
Total Credit Cards	5,793.70	450.63
Other Current Liabilities		
2100 - Payroll Liabilities	621.98	-6,365.76
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	10,940.78	7,412.53
Total Other Current Liabilities	213,902.80	181,678.61
Total Current Liabilities	295,977.71	185,918.21
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	1,103,690.29	1,212,273.51
Total Long Term Liabilities	4,811,180.81	1,648,456.51
Total Liabilities	5,107,158.52	1,834,374.72
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	49,434.30	-19,088.32
Total Equity	6,851,724.05	7,049,874.58
TOTAL LIABILITIES & EQUITY	11,958,882.57	8,884,249.30

Aromas Water District  
Profit & Loss Budget Performance

April 2018

	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	75,632.86	80,000.00	876,846.86	845,000.00	1,040,000.00
307 · Bulk Water	155.80	400.00	5,192.61	4,000.00	5,000.00
302 · Connection	0.00	0.00	12,790.00	0.00	12,790.00
301 · Taxes Rcvd	11,971.17	13,000.00	57,058.15	53,000.00	66,000.00
304 · Misc Income	0.00	0.00	5,150.12	1,500.00	1,600.00
306 · Interest	1,009.96	800.00	8,541.69	7,400.00	9,000.00
312 · Grant Revenue	0.00	0.00	1,725.00	1,500.00	2,000.00
Total Income	88,769.79	94,200.00	967,304.43	912,400.00	1,136,390.00
Gross Profit	88,769.79	94,200.00	967,304.43	912,400.00	1,136,390.00
Expense					
Operations					
403 · Fuel	896.93	830.00	7,210.00	7,340.00	9,000.00
404 · Truck Maint	776.08	450.00	3,459.02	4,050.00	5,000.00
431 · System Repair & Maint	6,444.73	5,000.00	47,442.21	50,000.00	60,000.00
463 · Water Analysis	506.00	300.00	4,795.00	4,900.00	5,500.00
464 · Water Treatment	-16.59	800.00	6,883.61	7,900.00	9,500.00
468 · Tools	955.62	500.00	5,066.00	6,500.00	7,500.00
470 · PR/Annexation/Conserve	317.95	200.00	449.95	2,000.00	2,500.00
Total Operations	9,880.72	8,080.00	75,305.79	82,690.00	99,000.00
Power					
449.75 · 388 Blohm, # C	-17.31	20.00	148.36	160.00	200.00
449.5 · 388 Blohm, A & B Office	143.68	140.00	1,296.89	1,320.00	1,600.00
461.5 · RLS Tank Booster	9.86	10.00	94.63	100.00	120.00
447 · Leo Ln Booster	32.31	35.00	290.61	330.00	400.00
448 · Aimee Mdws Well	10.51	10.00	94.97	100.00	120.00
451 · Marshall Corp Yard	29.34	40.00	363.71	320.00	400.00
452 · Rea Booster @ Seely	28.54	45.00	252.11	410.00	500.00
454 · Carr Booster	340.85	390.00	3,675.07	3,820.00	4,600.00
458 · Pleasant Acres Well	1,290.78	600.00	9,327.34	8,200.00	10,000.00
459 · Seely Booster @ Carpent...	21.03	25.00	196.14	250.00	300.00
460 · San Juan Well	1,890.00	3,500.00	40,772.92	41,800.00	50,000.00
461 · Cole Tank	13.26	13.00	120.08	124.00	150.00
462 · Rea Tank	13.21	13.00	155.34	124.00	150.00
465 · Lwr Oakridge Boost	63.55	100.00	710.15	600.00	800.00
465.5 · Upper Oakridge Booster	261.90	33.00	198.91	330.00	400.00
466 · Pine Tree Tank	13.34	13.00	120.59	124.00	150.00
Total Power	4,144.85	4,987.00	57,817.82	58,112.00	69,890.00
Payroll					
Gross	31,837.35	33,000.00	348,060.62	352,000.00	417,272.00
Comp FICA	1,971.57	1,900.00	21,546.90	21,357.00	25,157.00
Comp MCARE	461.09	450.00	5,039.22	4,971.00	5,771.00
Comp SUI	151.30	523.00	1,929.64	5,230.00	6,276.00
Total Payroll	34,421.31	35,873.00	376,576.38	383,558.00	454,476.00
Employee / Labor Costs					
407 · Outside Services	181.95	500.00	4,894.12	5,000.00	6,000.00
408 · Uniform Allowance	0.00	0.00	1,005.78	750.00	1,000.00
409 · Workers Comp	629.74	850.00	7,087.16	8,300.00	10,000.00
410 · Health Ins	5,850.31	6,000.00	62,015.37	59,300.00	71,300.00
474 · Education	625.00	500.00	3,595.23	5,000.00	6,000.00
477 · Retirement	5,284.46	5,600.00	54,986.74	55,800.00	67,000.00
Total Employee / Labor Costs	12,571.46	13,450.00	133,584.40	134,150.00	161,300.00

Aromas Water District  
 Profit & Loss Budget Performance

April 2018

	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
<b>Office</b>					
440 · Misc Exp	122.37	400.00	2,606.25	3,200.00	4,000.00
444 · Postage	498.10	350.00	2,918.96	3,300.00	4,000.00
445 · Office Supplies	0.00	400.00	2,201.75	3,200.00	4,000.00
446 · Office Eqpmt and Maint	805.79	600.00	9,029.87	6,300.00	7,500.00
<b>Total Office</b>	<b>1,426.26</b>	<b>1,750.00</b>	<b>16,756.83</b>	<b>16,000.00</b>	<b>19,500.00</b>
<b>Communications</b>					
455 · Phone, Off	323.50	320.00	3,238.59	3,160.00	3,800.00
456 · Telemetry	299.99	300.00	2,987.04	3,000.00	3,600.00
457 · Answ Serv/Cellular Phone	240.78	300.00	2,298.22	3,000.00	3,600.00
<b>Total Communications</b>	<b>864.27</b>	<b>920.00</b>	<b>8,523.85</b>	<b>9,160.00</b>	<b>11,000.00</b>
<b>Administrative &amp; General</b>					
417 · Capital Loan Interest	18,805.52	19,200.00	38,398.92	38,400.00	38,400.00
467 · Depreciation Reserve	17,000.00	17,000.00	170,000.00	170,000.00	207,724.00
406 · Liability Ins	-6,233.02	1,666.00	-629.49	16,660.00	20,000.00
420 · Legal Fees	1,300.00	1,400.00	13,000.00	13,200.00	16,000.00
422 · Bank Charges	142.88	130.00	667.46	940.00	1,200.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	0.00	0.00	12,200.00	10,500.00	11,500.00
471 · Bad Debts	0.00	100.00	0.00	400.00	400.00
473 · Memberships	0.00	200.00	15,668.17	15,600.00	16,000.00
<b>Total Administrative &amp; General</b>	<b>31,015.38</b>	<b>39,696.00</b>	<b>249,305.06</b>	<b>265,700.00</b>	<b>321,224.00</b>
<b>Total Expense</b>	<b>94,324.25</b>	<b>104,756.00</b>	<b>917,870.13</b>	<b>949,370.00</b>	<b>1,136,390.00</b>
<b>Net Ordinary Income</b>	<b>-5,554.46</b>	<b>-10,556.00</b>	<b>49,434.30</b>	<b>-36,970.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-5,554.46</b>	<b>-10,556.00</b>	<b>49,434.30</b>	<b>-36,970.00</b>	<b>0.00</b>

05/17/18

Aromas Water District  
**Monthly Expenditures**  
 April 19 through May 16, 2018

Date	Num	Name	Amount
UB Checking			
04/22/2018	ACH	CalPERS	-813.90
04/22/2018	ACH	CalPERS	-2,028.05
04/25/2018	16692	ACE Hardware Prunedale	-58.94
04/25/2018	16693	Aromas Water District (Petty Cash)	-100.00
04/25/2018	16694	Mid Valley Supply	-603.41
04/25/2018	16695	Monterey Bay Analytical Services Inc	-506.00
04/25/2018	16696	R & B Company	-415.92
04/25/2018	16697	Rob Johnson	-50.00
04/25/2018	16698	Valero	-681.98
04/27/2018	E-pay	Employment Development Dept	-675.11
04/27/2018	E-pay	United States Treasury (EFTPS)	-3,895.90
04/30/2018	E-pay	Employment Development Dept	-1,213.43
04/30/2018	DD1206	Morris (P), Vicki	0.00
04/30/2018	DD1207	Coombes (P), Louise P	0.00
04/30/2018	16704	DeAlba (P), David	-2,727.33
04/30/2018	DD1208	Giron (P), Ester	0.00
04/30/2018	16703	Gonzales (P), Toleen	-605.52
04/30/2018	DD1209	Johnson (P), Robert L	0.00
04/30/2018	16702	Zelmar (P), Trevor J	-1,748.98
04/30/2018	EFT	QuickBooks Payroll Service	-6,125.25
04/30/2018	16701	VOID	0.00
04/30/2018	16700	VOID	0.00
04/30/2018	16699	VOID	0.00
04/30/2018	ACH	CalPERS	-950.75
04/30/2018	ACH	CalPERS	-2,218.81
04/30/2018	16715	USPO	-254.40
04/30/2018	16722	Robert E. Bosso	-1,300.00
04/30/2018	EFT	Bank Service Fees	-142.88
04/30/2018	Paid Online	P G & E	-3,900.26
05/01/2018	EFT	CalPERS	-2,969.24
05/02/2018	16705	A T & T U-verse	-60.00
05/02/2018	16706	ACE Hardware Prunedale	-76.67
05/02/2018	16707	CALNET3	-563.49
05/02/2018	16708	City National Bank	-73,491.07
05/02/2018	16709	CSSC	-79.00
05/02/2018	16710	First Bankcard	-2,362.55
05/02/2018	16711	R & B Company	-274.78
05/02/2018	16712	Tri-County Fire Protection	-139.95
05/02/2018	16713	USPO	-225.00
05/02/2018	16714	Verizon Wireless	-111.78
05/09/2018	16716	ACE Hardware Prunedale	-58.47
05/09/2018	16717	ACWA JPIA, Emp. Ben. Prog.	-6,914.12
05/09/2018	16718	Aromas Water District (Petty Cash)	-90.11
05/09/2018	16719	D & G Sanitation	-80.81
05/09/2018	16720	R & B Company	-1,681.01
05/09/2018	16721	Recology San Benito County	-34.66
05/09/2018	16723	Softline Data, Inc.	-145.00
05/09/2018	16724	Streamline	-100.00

05/17/18

Aromas Water District  
Monthly Expenditures  
April 19 through May 16, 2018

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Date	Num	Name	Amount
05/09/2018	16725	United Way serving San Benito County	-38.00
05/09/2018	16726	Xerox Corp	-19.59
05/10/2018	16727	Simone LaJeunesse	-490.00
05/14/2018	E-pay	Employment Development Dept	-666.50
05/14/2018	E-pay	United States Treasury (EFTPS)	-3,780.34
05/15/2018	EFT	QuickBooks Payroll Service	-9,775.49
05/16/2018	DD1213	Coombes (P), Louise P	0.00
05/16/2018	DD1214	DeAlba (P), David	0.00
05/16/2018	DD1215	Giron (P), Ester	0.00
05/16/2018	16729	Gonzales (P), Toleen	-677.13
05/16/2018	DD1216	Johnson (P), Robert L	0.00
05/16/2018	DD1217	Zelmar (P), Trevor J	0.00
05/16/2018	16728	Holman (P), Wayne R	-210.10
05/16/2018	DD1210	Leap (P), James E	0.00
05/16/2018	DD1211	Norton (P), K W	0.00
05/16/2018	DD1212	Smith (P), Richard	0.00
05/16/2018	16730	ACE Hardware Prunedale	-64.65
05/16/2018	16731	Aromas Hills Artisans	-50.00
05/16/2018	16732	Mid Valley Supply	-538.69
05/16/2018	16733	Monterey Bay Analytical Services Inc	-66.00
05/16/2018	16734	USA BlueBook	0.00
05/16/2018	16735	USPO	-214.00
05/16/2018	ACH	CalPERS	-854.15
05/16/2018	ACH	CalPERS	-2,053.88
05/16/2018	16736	USA BlueBook	-1,074.65
05/16/2018	16737	Trevor J. Zelmar	-16.36
Total UB Checking			-141,064.06
TOTAL			<u>-141,064.06</u>