

## REGULAR MEETING OF THE BOARD OF DIRECTORS

# AGENDA

TUESDAY, May 26, 2020, 7:00 PM

### Notice of Zoom Meeting

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

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

- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Wayne Holman, Vice President James Leap, Directors, Marcus Dutra, Wayne Norton and Richard Smith.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Motion to approve the Minutes of the April 28, 2020 Regular 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 (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS & REPORTS**
  - A. DIRECTORS' REPORTS
  - B. ATTORNEY'S REPORT
  - C. MANAGER'S REPORT p.6-9
  - D. CORRESPONDENCE p.10
- IX. **CONSENT CALENDAR**
  - A. Consider adopting Resolution 2020-06; Levying of Assessment Tax for Orchard Acres p.12-14
  - B. Consider adopting Resolution 2020-07; Levying of Assessment Tax for Oakridge p.15-18
- X. **ACTION ITEMS:**
  - A. **Consider receiving the XiO Water SCADA System Informational Report** p.20-21  
Staff will present an informational report on the XiO SCADA System for discussion and Board action.
  - B. **Consider adopting the Proposed New Fees for Fiscal Year 2020-2021** p.22  
Staff will present Proposed New Fees for discussion and Board action.
  - C. **Financial Reports for the Month of April 2020** p.23-28  
Oakridge and Orchard Acres Assessment Districts are now included in the financial reports. Therefore, the reports show a Total Revenue of \$158,451.98; Total expenditures were \$141,806.72 between April 22, 2020 and May 19, 2020. These financials and monthly expenditures will be presented for discussion and approval.
  - D. **Adjourn to Closed Session**  
As permitted by Government Code Section 54956.9, the Board will adjourn to a closed session to discuss personnel matters.
    - a. *Performance Evaluation – General Manager*
  - E. **Return to Open Session**  
Statement of any action from Closed Session
- XI. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting – Tuesday, June 23, 2020
- XII. **ADJOURNMENT**



## Zoom Meeting Instructions

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

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

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

This meeting is being held via Zoom and all attendees are muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>), click the link on the meeting date and time: <https://us02web.zoom.us/j/87684265906>

If you do not have speakers or a microphone on your computer, you can dial in for audio.

Call (669) 900.9128 and enter the Webinar ID: 87684265906

If you would like to speak during the public comment portion of the meeting, you have the following options:

1. **Online** – raise your hand or use the Q&A panel to submit written comments.
2. **Phone** – press \*9 to raise your hand, \*6 to send a request to be unmuted to submit verbal comments.

**The meeting officially will start at 7:00pm, though remote access will be open 15 minutes before the start of the meeting.**

Public engagement is important to the District, and meeting remotely is a new process.

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

**Minutes of the Regular Meeting of  
the Board of Directors of the Aromas Water District  
April 28, 2020**

- I. CALL TO ORDER.** The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Holman on Tuesday, April 28, 2020 at 7:00 p.m. via Zoom online.
- II. ROLL CALL.** President Holman, Vice President Leap and Directors Dutra, Norton and Smith were present. Also in attendance were General Manager Robert Johnson, Counsel Bob Bosso, Board Secretary Louise Coombes and Management Consultant Vicki Morris.
- III. PLEDGE OF ALLEGIANCE.** President Holman led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. MINUTES.** The minutes of the February 25, 2020 Board Meeting were presented for review and approval; Director Smith moved for approval of the minutes and Director Norton seconded. Minutes were unanimously approved by roll-call vote with all Directors present. The regular March meeting of the Board of Directors was cancelled.
- VII. ORAL COMMUNICATION.** There were no public comments.

**VIII. REPORTS/PRESENTATIONS**

**A. Director's Reports.** There were no reports from the Directors.

**B. Attorney's Report.** Counsel Bosso reported on SB 998 which stipulates that customers' water supply cannot be turned off for sixty days due to delinquent payment. Instead a payment plan needs to be offered to the customer first. Since April 2<sup>nd</sup>, 2020, the Governor issued an order against any utility turning off service for lack of payment; this will be in effect until a new order rescinds the first. A good alternative implemented in Scotts Valley is to use a notice that explains that failure to pay may ultimately result in the utility being turned off – around 90% of delinquent customers pay as a result of this notice.

In addition, Counsel Bosso mentioned AB5 which establishes whether or not a private consultant contractor is deemed to be an employee; there are three basic tests and several criteria to determine the status. Counsel Bosso will summarize this statute and send a copy to GM Johnson.

**C. Manager's Report**

***OPERATIONS***

No new connections were established in February or March, so the total number of connections remains at 964.

All water testing continues to be both, filed on time and represent satisfactory results. In February and March, the finished water from the treatment plant showed no trace of iron and manganese.

***Production & Well Levels***

GM Johnson reported total production in March 2020 was 6,090,311 gallons, with a daily average of 196,462 gallons per day. The San Juan and Carpenteria Wells were both used for the entire month and Pleasant Acres Well was utilized for five days.

Reporting operational well levels for both March and April; Carpenteria's level did not change from February but was up two feet in March; San Juan Well was down two feet in March and up three feet in April. Observational well levels; Marshall Well was down three feet in March but up five feet in April; just the opposite at Aimee Meadows which was up six feet in March and down three feet in April.

***MAINTENANCE***

***Incidents***

On April 8<sup>th</sup>, CO DeAlba noticed a sink hole on the side of San Juan Road and informed the proper authorities; GraniteRock made the repairs for Monterey County. This incident was of concern to the District as a water main line runs close by this area; CO DeAlba continued to monitor the situation and made sure the workers knew the location of the water main.

## **ADMINISTRATIVE**

### **Staff & Board Recognition**

All office staff are working well during the continued shelter in place with staff coverage five days a week and everything is running smoothly and on-time.

CO DeAlba and Op Smith have been replacing underreporting meters when possible, however, the supply of meters is dwindling since new meter production has slowed from the manufacturer.

### **Conservation & Rainfall**

Since October 1, 2019, a total of 16.08” of rainfall has been recorded up to April 17, with 2.04” of rain falling in April.

### **Projects**

#### **Carpenteria Well Rehabilitation**

This project had to be pushed back due to a scheduling issue with a subcontractor. The new start date is June 8. GM Johnson expressed his concern that this well is being taken offline during a potential peak demand period.

#### **Ad-Hoc Budget Committee Meeting**

GM Johnson reported that the Budget meeting went well; the result is discussed later in this meeting.

#### **Technology Upgrade for SCADA – XiO Phase 3**

The schedule to implement Phase 3 is delayed due to COVID-19.

- D. Correspondence:** Two months-worth of correspondence was reviewed. GM Johnson drew the Board’s attention to the encroachment permit for the Capron installation.

## **IX. CONSENT CALENDAR**

### **A-D Resolutions 2020-01 through 2020-04**

Four Resolutions were presented for Board adoption. Director Norton requested clarification for Resolution 2020-04 which was written to conform to the State Governor’s legislation during the COVID-19 situation.

Director Norton moved to accept the Consent Calendar Items as presented; seconded by Vice President Leap. There was no discussion and the Consent Calendar Items were unanimously adopted by roll-call vote with all Directors present.

## **X. ACTION ITEMS**

### **A. Proposed Capital Budget of \$391,200 for FY 2020-21**

GM Johnson presented the Capital Budget for the upcoming Fiscal Year. Directors Smith and Leap commented that the Capital Budget has been well thought through by GM Johnson, including the fiscal obligations from the 2019 Rate Study. Director Norton queried if the Budget Committee set priorities for the capital improvements that did not get onto the Capital Budget this year? Director Smith rejoined that there was a list discussed and GM Johnson pointed out that many of the items on the list from the Rate Study were included in this years’ budget.

Director Norton went on to say that an update for the XiO system still has not been presented to the Board. Although Director Norton appreciated that the Operations staff are happy with the performance of the new system, have alternatives been considered? Initially it was in experimental phase and he feels it is a high cost to the District. During the Public Comment section of the discussion, Paul Sagues, the Chairman of XiO, whose background was in water operations, explained that XiO has been in business for the last ten years and now has almost 1000 systems installed throughout California. Their customers include CalTrans and Stanford who have installed XiO in over seventy sites. Their technology uses cloud-based supervisory data acquisition which is currently the most cost-effective to integrate control of wells and tanks.

GM Johnson reminded the Board that if the March meeting had not been cancelled, a presentation of the XiO current setup would have taken place. The Operations staff are finding that they are able to use XiO to monitor the system remotely 24/7, and the service received from XiO is outstanding.

Director Dutra enquired regarding the plans for Ballantree Tank and School Road Tank replacement. GM

Johnson explained that the tanks would not be replaced with new tanks, but to circumvent the need for those tanks utilizing, for example, a pressure reducing station to avoid the safety and accessibility issues associated with those tanks. This project has yet to be engineered, which will reveal more accurate costs involved.

Vice President Leap moved to accept the Capital Budget as presented; seconded by Director Smith. There was no further discussion and the Capital Budget were unanimously adopted by roll-call vote with all Directors present.

**B. Proposed Expense Budget of \$1,611,470 for FY 2020-21**

GM Johnson presented the Expense Budget, including Payroll, for the upcoming Fiscal Year. Proposed Revenue and Expenses were based on the current fiscal year pattern, plus adding the 6% increase from the adopted Rate Study in May 2019, plus an estimated three additional connections. Proposed expenses include building depreciation reserves and increased expenses for power and water treatment, as well as various increased membership fees and payroll changes. GM Johnson also discussed a proposed charge to customers for backflow device testing and another for the county requirement for hydrant flow testing for residential sprinkler installations.

Director Norton raised the suggestion of solarizing as much of the District as possible if power costs are set to continue to dramatically increase. GM Johnson clarified that the only project currently on the horizon is to have solar at the office, but other locations could be considered. Management Consultant Morris also mentioned the California Sustainable Energy Program (CSEP) which could be worth future consideration.

Management Consultant Morris expressed concern regarding the fees for backflow testing on a public relations basis. GM Johnson clarified that these fees are not included in the current budget and he suggested that further discussion at a later date should take place and President Holman agreed.

Director Norton moved to accept the Expense Budget as presented; seconded by Vice President Leap. There was no further discussion and the Expense Budget was unanimously adopted by roll-call vote with all Directors present.

**C. Financial Reports for the Month of March 2020**

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,067,824.69, of which *Total Current Assets* are \$4,386,806.85, and *Total Fixed Assets* are \$6,542,648.84. In *Liabilities*, the *Total Current Liabilities* are \$253,077.04 and *Long-Term Liabilities* are \$4,562,376.08.

In the **P&L Report**, *Water Revenue* for March was \$75,249.46. The total revenue for March was \$77,165.70. Total expenditures were \$80,264.49 between March 20 and April 21, 2020. GM Johnson drew the Board's attention to the over-budget cost of water treatment, however over all the Operations are under budget.

In the **Monthly Expenditures**, GM Johnson clarified several expense entries.

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

**X. FUTURE MEETINGS & AGENDA ITEMS.** The next meeting will be on Tuesday May 26, 2020.

Upcoming agenda items include a report on the status and functionality of the new XiO system so far. Also the GM Performance Evaluation and discussion of new backflow and hydrant testing fees.

**XI. ADJOURNMENT.** President Holman adjourned the meeting at 8:39pm until Tuesday, May 26, 2020.

Read and approved by: \_\_\_\_\_  
President, Wayne Holman

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

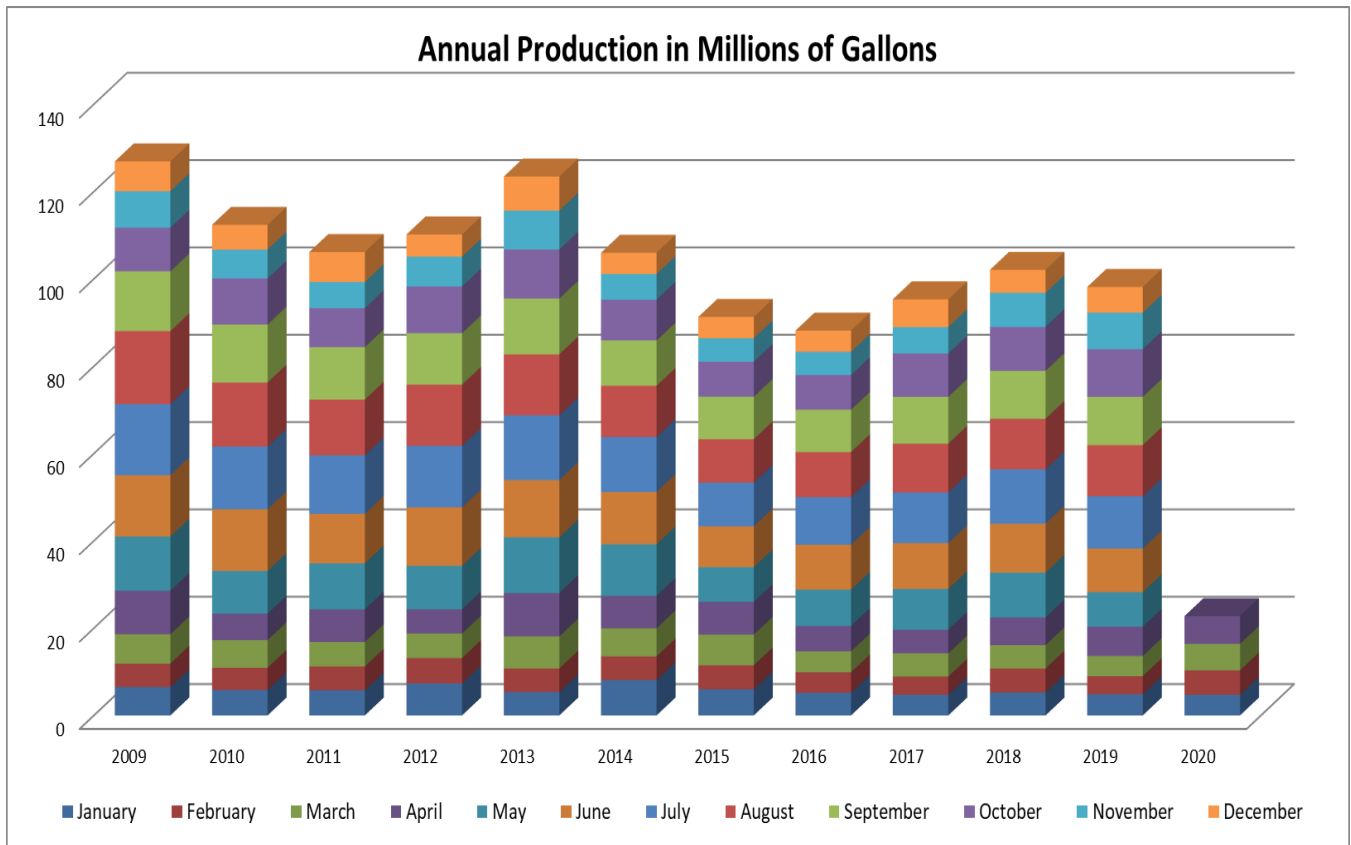
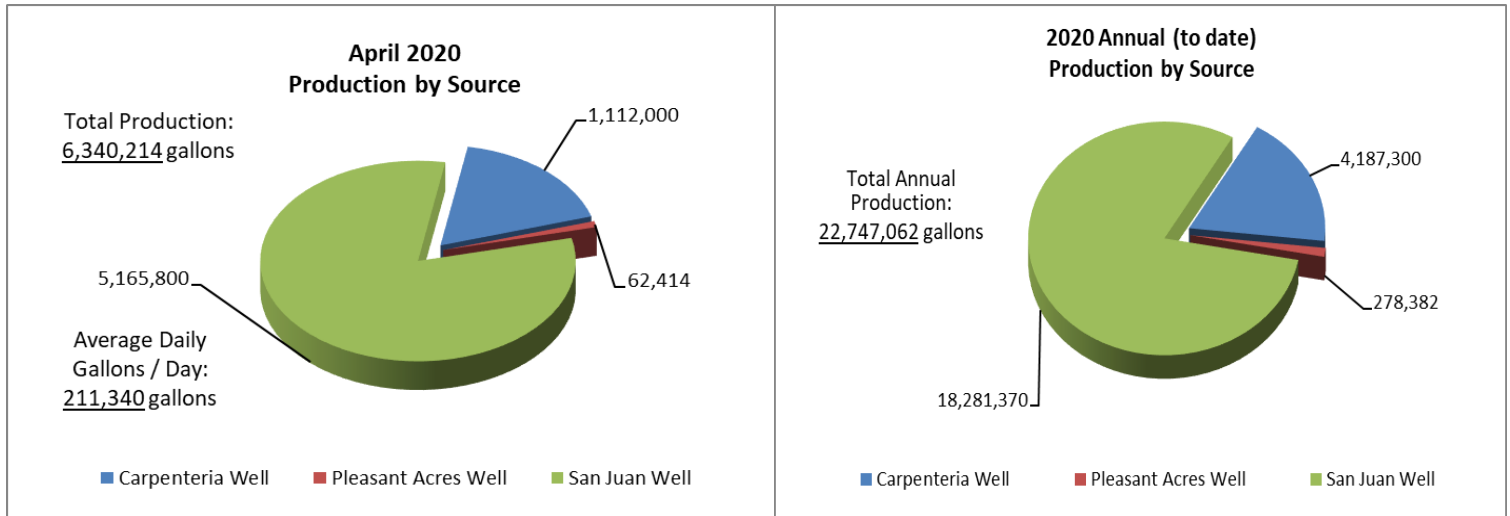
Date: \_\_\_\_\_

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

# General Manager's Report April 2020



## PRODUCTION REPORT



Totals	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Million Gal</b>	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	<b>22.747</b>
<b>Acre Ft</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>292.43</b>	<b>313.18</b>	<b>301.13</b>	<b>69.79</b>

# OPERATIONS AND MAINTENANCE REPORT

## OPERATIONS:

- There are 965 total meters installed (Capron installation May 14, 2020).
- San Juan and Carpentaria wells were operated the entire month, while Pleasant Acres well was used nine days this month.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see attached chart).

## MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed
- Additional maintenance tasks are being performed as time allows

## INCIDENTS:

- None at the time of this writing

# ADMINISTRATIVE REPORT

## STAFF & BOARD RECOGNITION:

- CSR Bowman and AC Girõn are working through the billing process to incorporate the changes based on the Governor's Executive Orders regarding late or non-payments, as well as no shut-offs during the COVID-19 pandemic.
- ASO Coombes and GM Johnson completed the Consumer Confidence Report (CCR) and sent the file to the printer.
- AC Girõn is preparing the documentation for the Interim Testing process, which is part of the annual Financial Audit.
- CO DeAlba and Operator Smith continued to replace broken or under-reporting meters as time allows. More meters are needed and have been ordered (as per the Capital Expense Budget for this year), though the deliveries have been delayed due to the COVID-19 pandemic.
- GM Johnson requested, and received, some face masks for staff from a FEMA grant for water utility workers. More masks may become available in the future, and at that time, the District will request more.
- GM Johnson continues to work with the Executive Committee and staff to develop strategies and protections as a result of the COVID-19 virus situation. Protection of staff and water delivery to customers are the highest priorities during these challenging times.
- GM Johnson developed and disseminated information for our staff and customers regarding the COVID-19 situation.
- GM Johnson continues to attend webinars related to the COVID-19 virus regarding: 1) measures taken by water districts, 2) new parameters regarding shut-offs and late fees, 3) the financial future as it relates to COVID-19, and 4) employee and employer changes at CalPERS.

## **CONSERVATION UPDATE:**

April 2020 usage figures are showing a small ramp up of water use, even with the rainfall we received this month.

October 1, 2019 marked the start of a new water year. As of the date of this report (May 15), the rain gauge at Chittenden Pass has recorded 16.36 inches of precipitation this water year, with 0.28 inches of rain so far in the month of May. The water year ends in September 2020.

## **PROJECTS:**

### **1. Response to COVID-19 virus**

Staff has been working to keep up with the ever-changing COVID-19 (coronavirus) situation. Staff's focus has been on a variety of strategies to maintain high-quality water delivery to our customers and keeping staff safe from exposure.

### **2. Carpenteria Well Rehabilitation Project**

The project has been delayed due to a conflict with a subcontractor's schedule. The new start date is June 8, 2020.

### **3. Ad-Hoc Personnel Committee progress**

The Ad-Hoc Personnel Committee has produced the Board of Directors' Handbook, and has started work on the Employee's Handbook, though that work has been delayed due to the COVID-19 pandemic. GM Johnson will meet with the Ad-Hoc Personnel Committee soon to work through the remainder of the Employee Handbook.

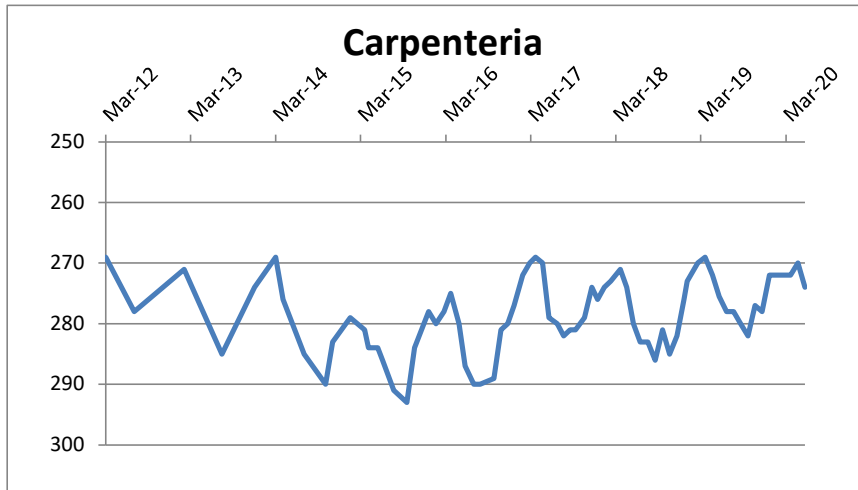
### **4. Technology upgrade – SCADA (delayed due to COVID-19 pandemic)**

In the Fiscal Year 2019-2020 Budget, Phase 3 of the XiO (SCADA) implementation was budgeted. The configuration for this phase will include the outfitting of the Carr Booster Station and Carr Tank. Additional installs were added due to price reductions in XiO hardware. Additionally, Cole Tank will be placed on the XiO System and a special antenna will be placed on the Oakridge Tank as a data reception device, thus saving the monthly charges related to utilizing additional communication equipment.

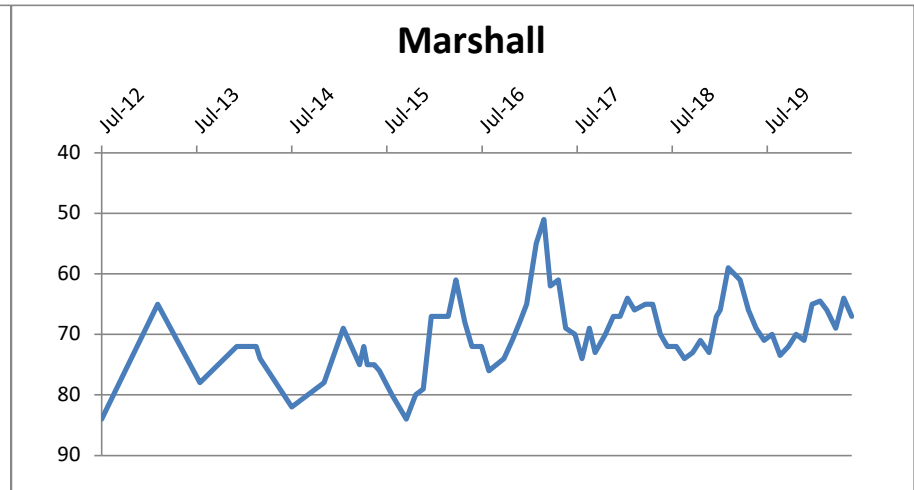
Robert Johnson  
General Manager  
May 15, 2020



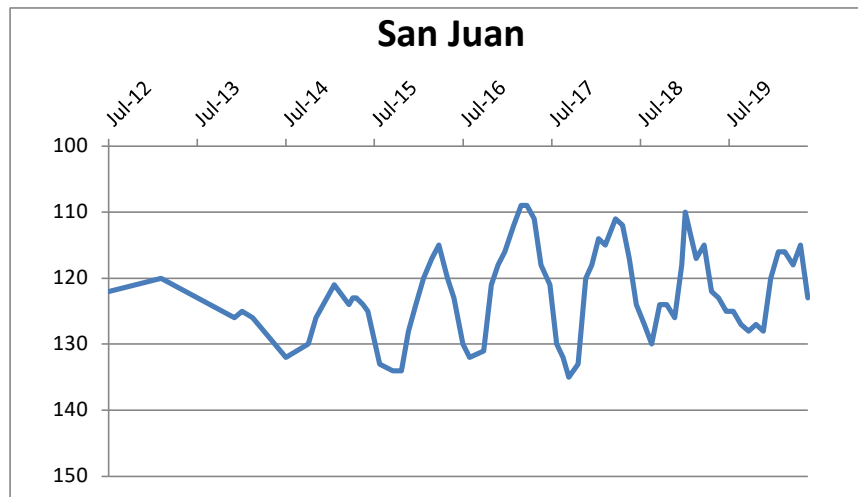
Well Water Level Monitoring  
 Depth to Water Measurements  
 Date: May 15, 2020



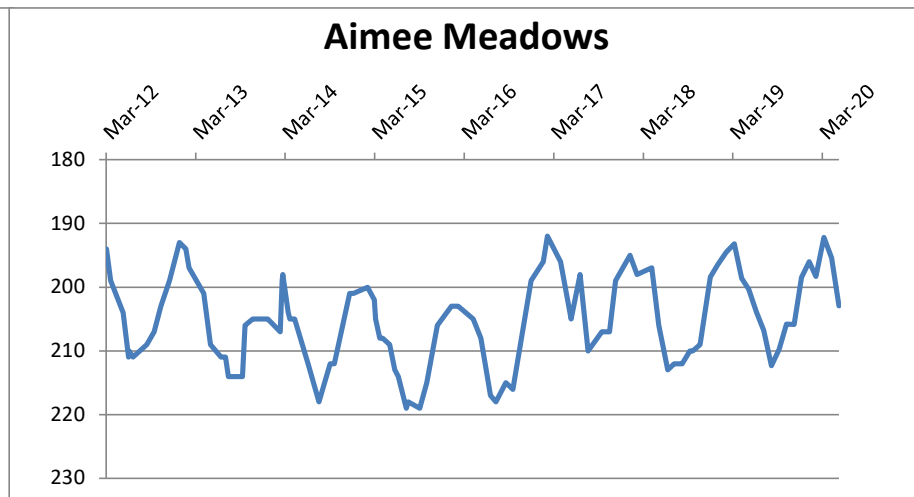
Carpenteria Well (production): Previous Read = 270 feet; Current Read = 274 feet



Marshall Well (monitoring): Previous Read = 64 feet; Current Read = 67 feet



San Juan Well (production): Previous Read = 115 feet; Current Read = 123 feet



Aimee Meadows (monitoring): Previous Read = 195 feet; Current Read = 203 feet

## CORRESPONDENCE LIST: 4/21/2020 - 5/18/2020

DATE	TYPE	TO	FROM	SUBJECT
4.21.20	E	L Coombes, AWD	D Zarate, NBS	AWD 4.10.2020 - 2 <sup>nd</sup> Installment Delinquency Report [Oakridge]
4.21.20	E	AWD	SWRCB	Media Release: State Water Board Adopts Monthly Water Use Reporting Requirements
4.23.20	E	AWD	J Nolasco, Monterey Cty	April 2020 Property Tax Distribution
4.23.20	M	AWD	LAFCo	Proposed FY 2020-21 LAFCo Budget
5.5.20	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
5.5.20	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
5.5.20	E	AWD	Member Services, ACWA JPIA	2020-21 Property Program Renewal Questionnaire
5.11.20	E	AWD	Legal Div'n, FPPC	Conflict of Interest Code Biennial Notice Requirements for Multi-County Agencies
5.11.20	E	ACWA JPIA	L Coombes, AWD	[Submission of] Property Program Questionnaire
5.13.20	E	AWD	ACWA JPIA	Memorandum of Property Coverage Declaration
5.15.20	E	L Coombes, AWD	D Zarate, NBS	FY20/21 Special Taxes, Assessments, Fees/Charges



## CONSENT CALENDAR ITEMS

May 2020

- A. Resolution 2020-06; Levying of Assessment Tax for Orchard Acres
- B. Resolution 2020-07; Levying of Assessment Tax for Oakridge



**RESOLUTION 2020-06**

**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 (“Public Agency”) requests that the San Benito 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 San Benito County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2020-21.

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 “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.
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 “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 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 “A” 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 26<sup>th</sup> day of **May, 2020**, upon motion of **Director** \_\_\_\_\_ seconded by **Director** \_\_\_\_\_ and carried by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**Attest Board President:** \_\_\_\_\_

**District Secretary** \_\_\_\_\_ **Date: May 26, 2020**

**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 2020-21**

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS: **\$34,304**

PROPERTY-RELATED FEES AND CHARGES:

AROMAS WATER DISTRICT  
ORCHARD ACRES ASSESSMENT DISTRICT

AUDITOR RECORDS  
ANNUAL TAX ROLL ASSESSMENT  
**FISCAL YEAR 2020-2021**

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	\$23,540	\$2,943	\$4,193	\$94	\$4,288
2	011-230-007	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
3	011-230-042	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
4	011-230-043	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
7	011-290-073	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
8	011-290-074	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
10	011-290-076	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
11	011-300-014	\$62,272	\$10,000	0.12500	\$1,250	\$23,540	\$2,943	\$4,193	\$94	\$4,288
		<u>\$498,176</u>								

**\$34,304**



**RESOLUTION 2020-07**

**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 2020-21.

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 “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.
2. 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 26<sup>th</sup> day of **May, 2020**, upon motion of **Director** \_\_\_\_\_ seconded by **Director** \_\_\_\_\_ and carried by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**Attest Board President:** \_\_\_\_\_

**District Secretary** \_\_\_\_\_ **Date:** May 26, 2020

**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 2020-21**

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS: **\$153,985.28**

PROPERTY-RELATED FEES AND CHARGES:



**AROMAS WATER DISTRICT  
ASSESSMENT DISTRICT NO. 2013-1  
FISCAL YEAR 2020/21 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>FY 20/21 Preliminary Billing Amount</b>
127-171-010-000	1155 VIA DEL SOL	SALINAS, CA 93907	\$61,669.00	\$57,126.65	\$3,564.10
127-171-011-000	1149 VIA DEL SOL	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-171-012-000	1147 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	13,742.31	869.52
127-171-014-000	PO BOX 1669	REDWAY, CA 95560	61,669.00	57,126.65	3,564.10
127-171-028-000	PO BOX 641984	SAN JOSE, CA 95164	14,835.00	13,742.31	869.52
127-171-029-000	1143 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	13,742.31	869.52
127-171-030-000	417 4TH ST	ALLEN, OK 74825	14,835.00	13,742.31	869.52
127-172-001-000	1146 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-181-003-000	21 LA ENCINA DR	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-191-010-000	1184 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-191-011-000	1184 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-191-013-000	1178 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	13,742.31	869.52
127-191-018-000	1172 VIA DEL SOL RD	SALINAS, CA 93907	14,835.00	13,742.31	869.52
127-191-019-000	1174 VIA DEL SOL RD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
127-191-022-000	5900 VIA DEL SOL RD	SALINAS, CA 93906	61,669.00	57,126.65	3,564.10
127-191-024-000	8305 PRUNEDALE NORTH RD	PRUNEDALE, CA 93907	14,835.00	13,742.31	869.52
141-011-005-000	170 DUNBARTON RD	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-011-007-000	164 DUNBARTON RD	AROMAS, CA 95004	61,669.00	57,126.65	3,574.60
141-011-008-000	575 SOUTHSIDE DR	GILROY, CA 95020	61,669.00	57,126.65	3,564.10
141-011-011-000	575 SOUTHSIDE DR	GILROY, CA 95020	61,669.00	57,126.65	3,564.10
141-011-012-000	148 DUNBARTON RD	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-011-013-000	148 B DUNBARTON RD	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-003-000	5752 COUNTRY CLUB PKWY	SAN JOSE, CA 95138	61,669.00	57,126.65	3,564.10
141-071-013-000	19920 MERRITT DR	CUPERTINO, CA 95014	61,669.00	57,126.65	3,564.10
141-071-014-000	19312 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-015-000	19306 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,574.60
141-071-016-000	14625 CHARTER OAK BLVD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
141-071-017-000	19384 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-018-000	19392 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-019-000	19388 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-022-000	19356 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-025-000	PO BOX 476	LOS GATOS, CA 95031	61,669.00	57,126.65	3,564.10
141-071-026-000	460 CRESS RD	SANTA CRUZ, CA 95060	61,669.00	57,126.65	3,564.10

Assessor's Parcel No.	Mailing Address	City / State / ZIP	Original Principal	Unbilled Principal	FY 20/21 Preliminary
					Billing Amount
141-071-027-000	19366 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-028-000	6882 GOLDPINE CT	SAN JOSE, CA 95120	61,669.00	57,126.65	3,564.10
141-071-029-000	7468 LEAFWOOD DR	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
141-071-033-000	19346 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-034-000	19329 OAK RIDGE DR	AROMAS, CA 95004	14,835.00	13,742.31	869.52
141-071-035-000	PO BOX 1202	SANTA CRUZ, CA 95061	61,669.00	57,126.65	3,564.10
141-071-038-000	19338 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-071-039-000	19340 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,574.60
141-071-041-000	19332 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-081-004-000	19260 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-081-007-000	19260 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-081-009-000	19290 OAKRIDGE DR	AROMAS, CA 95004	14,835.00	13,742.31	869.52
141-081-010-000	19294 OAK RIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
141-081-011-000	57 CRAZY HORSE CANYON RD	SALINAS, CA 93907	61,669.00	57,126.65	3,564.10
141-081-012-000	8 DOVELA PL	SANTA FE, NM 87508	61,669.00	57,126.65	3,564.10
141-081-013-000	774 MAYS BLVD	INCLINE VILLAGE, NV 89451	61,669.00	57,126.65	3,564.10
141-081-014-000	19240 OAKRIDGE DR	AROMAS, CA 95004	61,669.00	57,126.65	3,564.10
<b>50 Accounts</b>			<b>\$2,661,944.00</b>	<b>\$2,465,873.44</b>	<b>\$153,985.28</b>



## ACTION ITEMS

May 2020

- A. XiO Water SCADA System Informational Report
- B. Proposed New Fees for Fiscal Year 2020-2021
- C. Financial Reports for the Month of April 2020

# Staff Report



To: Board of Directors

Re: Item X.A – Consider receiving the XiO Water SCADA System Informational Report

Date: May 21, 2020

## Summary / Discussion

Supervisory Control and Data Acquisition (SCADA) Systems have been around for over 60 years and have been critical to the success of various industries. These systems utilize technology that can monitor and acquire data related to a variety of factors, which allows system operators to monitor the information, and make control corrections as needed.

SCADA has been used in the water business about 30 years and has greatly improved the effectiveness and efficiency of the industry. Unfortunately, SCADA systems usually involve expensive hardware, costly software, and high-priced consultants to perform adjustments when things go awry, or if additions or changes were made to a water system. While there are tremendous benefits to using SCADA, it can be costly endeavor to maintain.

Based on research, the District purchased SCADA in 2004, and had Telstar install and maintain the system from 2004 to 2007. With the purchase and maintenance of the system, the District paid Telstar \$96,000 for the hardware and maintenance over those three years. In 2020 dollars, that would roughly equate to \$122,250.

A new consultant, Calcon, was hired in 2008 and lasted until 2010. They primarily performed maintenance on the system. Over those two years, \$41,300 was paid to Calcon, which in 2020 dollars would roughly equate to \$50,500.

Enter TESCO as the District's SCADA vendor in 2012. They have performed numerous maintenance-related tasks, as well as providing computer hardware and software in 2013. A large project was awarded to TESCO around 2015, and they performed a majority of the work in that contract. In late 2017, a review of the work that needed to be completed was compiled by the Operations staff and in 2018 a punch list was sent to TESCO, requesting completion of the work.

After many months TESCO responded that they would not continue to work on the District's SCADA system because the hardware was outdated. They recommended a complete overhaul of the system. A request for a quote for a complete system replacement was requested; TESCO responded with the contact information of a grant writer, implying the cost would be too great for the District. Over the eight years (2012 – 2019), TESCO charged the District roughly \$55,000, which in 2020 dollars would roughly equate to \$60,500.

While working through the issues with TESCO, staff was also researching other SCADA vendors and technologies. Staff settled on XiO Water. They had been around for a few years, though their SCADA system was managed very differently – using Cloud technology to monitor and adjust the system. This seemed to be an advantage, since they could make necessary adjustments from their offices, and not have to send a programmer to make changes; this was a game-changer when it came to maintenance costs.

Other advantages with the XiO System include:

- Less equipment at each site; less probability of failure,
- Communications is achieved through cellular technology, not unlicensed radio frequencies that tend to be “stepped on” or interfered with by other radios (Granite Quarry for example),
- XiO continuously monitors the system, similar to a home alarm system provider, and
- Interface is organized and easy to interpret

Staff brought the concept of replacing the entire SCADA system with XiO to the full Board in 2018 and was met with hesitance. It was decided to purchase XiO components in phases to see how the system functioned over time, before fully committing to XiO.

Phase 1 of the XiO system (monitor the Rancho Larios Tank (RLT)) was purchased and not installed for almost a year due to staffing issues. Once installed, it has provided continuous record with no interruptions. This has been a tremendous savings to the District, since before this installation, the District had no telemetry or remote interrogation solution for the RLT (usually a 20-minute drive each way, thus saving almost an entire person hour anytime a reading is necessary).

Phase 2 incorporated Pine Tree Tank, Pleasant Acres Well, and related Pleasant Acres Well site components into the XiO system. These have been installed and provide pertinent information without interruption.

Phase 3 has been purchased but not installed due to scheduling issues, including the COVID-19 pandemic, the Capron installation, and the Carpenteria Well Rehabilitation Project (also, the District’s electrician just had his first child). To date, the District has spent roughly \$49,200 on hardware and \$3,300 on telemetry (cell phone-like charges) over the last two years; this includes two installed phases, and one set of hardware that has yet to be installed.

In summary, the District has utilized SCADA over 16 years, with a variety of consultants. XiO manages SCADA a completely different way than it has historically been done. It has been incorporated into the District workflow, and frankly, “just works”, so the Board does not hear about SCADA-related system issues.

### **Staff Recommendation**

Receive the XiO water SCADA System Informational Report 2020-2021.

### **Submitted by:**

Robert Johnson  
General Manager

# Staff Report



To: Board of Directors

Re: Item X.B – Consider adopting the Proposed New Fees for Fiscal Year 2020-2021

Date: May 18, 2020

## 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. At the last Board meeting the Expense Budget for Fiscal Year (FY) 2020-2021 was presented and adopted. Also, a new set of fees was introduced and discussed, though no action was taken. The Board asked that staff bring the item back to this meeting for discussion and possible action.

The fees presented were in relation to activities already performed by District staff, though there has been no designated revenue related to these specialized tasks. After researching other water districts, staff found that the Aromas Water District was the only ones not charging for these services. That led me to develop a fee proposal for the Board to act upon. The services and related fees are as follows:

Service	Fee (each)	Expected Annual Revenue
Backflow Testing (approx. 90)	\$50.00	\$4,000.00
Hydrant Testing	\$500.00	\$1,000.00

Backflow testing is required by California Department of Health Services. Typically, the water supplier sends a notice to the water user that testing of their respective backflow device needs to occur before a certain date. Currently that burden has been on District operations staff – no notifications to the customer, but basically test each backflow device before the end of each calendar year. If the fee structure is implemented, office staff would do the work related to notifying the customers, developing templated-correspondence for notification, receiving testing documentation, receiving payments, and reminding customers who have not completed the required testing to get the test completed by a specific date.

It is assumed that not all of our backflow-outfitted customers would use us to do the testing. At \$50.00 per test, our fee would be very competitive to the other consultants out there, so it is felt that the majority of the tests would still be performed by our operators.

As to Hydrant testing, additional regulations regarding sprinkler systems in new construction or remodels has brought this issue to the forefront in the last 22 months. Testing of a hydrant takes at least two operators, equipment, and chemicals (the water that comes out of the hydrant needs to be dechlorinated before discharging into a natural drainage, and about three to four hours (that is almost a full person-day). Over the last two years, staff has performed about two of these per year.

In summary, these fees are not punitive, they are an attempt at capturing some revenue related to the specialized training our staff has achieved and maintained over the years.

## Staff Recommendation

Adopt the Proposed new Fee Schedule for FY 2020-2021.

## Submitted by:

Robert Johnson, General Manager

Aromas Water District  
 Balance Sheet Prev Year Comparison  
 As of April 30, 2020

	Apr 30, 20	Apr 30, 19
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
UB Checking	178,661.97	197,874.15
UB Bk Money Market xxxx7853	381,291.34	299,893.45
LAIF-State of Ca xx-05	829,468.20	811,010.59
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	24,724.47	24,670.53
OAWA Union Bank 101 Redemption	0.00	19.41
OAWA Union Bank 102 Reserve	35,762.19	35,701.24
Oakridge Union Checking 5587	410,099.05	326,185.86
Total Assessment District Banks	470,585.71	386,577.04
Total Checking/Savings	1,860,107.22	1,695,455.23
Other Current Assets		
ACWA Deposit	2,080.80	2,080.80
1292 · Accounts Rec - USDA Loan	2,125,884.30	2,272,916.60
1291 · Accounts Rec - Orchard Acres	323,112.17	335,320.03
Prepaid Insurance	8,609.80	8,048.88
128 · Inventory	49,460.11	26,885.37
1200.1 · Accounts Receivable--UBMax	102,398.64	91,261.95
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
1203 · Property Taxes Receivable	4,343.14	0.00
Total Other Current Assets	2,615,388.96	2,736,013.63
Total Current Assets	4,475,496.18	4,431,468.86
Fixed Assets		
1900 · Water System	11,824,448.31	11,776,550.25
1915 · Office Building & Improvements	398,261.43	398,261.43
1970 · Office Equipment & Fixtures	93,584.68	93,467.05
1980 · District Vehicles	117,577.39	117,577.39
1990 · Land and Easements	331,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-6,260,583.75	-5,690,923.75
Total Fixed Assets	6,505,483.84	7,027,128.15
Other Assets		
Deferred Outflow of Resources	138,369.00	187,200.00
Total Other Assets	138,369.00	187,200.00
<b>TOTAL ASSETS</b>	<b>11,119,349.02</b>	<b>11,645,797.01</b>

Aromas Water District  
Balance Sheet Prev Year Comparison  
As of April 30, 2020

	Apr 30, 20	Apr 30, 19
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	13,695.98	111,938.41
Total Accounts Payable	13,695.98	111,938.41
Credit Cards		
Valero Fleet	492.73	0.00
First Bankcard - S Smith #07	208.66	0.00
First Bankcard - E Giron #86	0.00	194.92
First Bankcard - R. Johnson #31	54.99	1,525.00
First Bankcard - L Coombes #92	19.38	529.14
Valero - Fuel	0.00	633.47
First Bankcard -- D DeAlba #35	558.48	1,112.18
Total Credit Cards	1,334.24	3,994.71
Other Current Liabilities		
Current Portion UB OAWA	10,000.00	0.00
Current Portion USDA Oakridge	34,000.00	0.00
Current Portion City National	115,073.16	0.00
2100 · Payroll Liabilities	68.77	319.52
Deferred Inflows- Actuarial	0.00	7,709.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	2,000.00	4,000.00
Hydrant Meter Deposit	800.00	150.00
Total CUSTOMER DEPOSITS	2,800.00	4,150.00
Accrued Vacation Payable	17,907.50	19,106.97
Interest Payable	51,670.74	52,480.90
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SDI	0.00	9.80
Total State Payroll Taxes Payable	0.00	9.80
Total Payroll Taxes Payable	0.00	9.80
PVWMA Payable	-1,283.80	11,266.56
Total Other Current Liabilities	230,236.37	95,042.75
Total Current Liabilities	245,266.59	210,975.87
Long Term Liabilities		
2392 · Long-term Debt - USDA (Oakrdge)	2,459,480.00	2,629,000.00
2391 · Long-term Debt - Orchard Acres	380,000.00	400,000.00
GASB 68 Pension Liability	544,625.00	562,232.00
City National Bank	925,194.04	1,097,386.26
Total Long Term Liabilities	4,309,299.04	4,688,618.26
Total Liabilities	4,554,565.63	4,899,594.13
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,791,376.36	2,877,112.95
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	-9,024.91	86,657.99
Total Equity	6,564,783.39	6,746,202.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,119,349.02</b>	<b>11,645,797.01</b>



Aromas Water District  
Profit & Loss Budget Performance

April 2020

	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	82,212.28	90,000.00	979,386.95	960,000.00	1,207,500.00
307 · Bulk Water	162.42	600.00	4,080.58	5,400.00	7,000.00
302 · Connection	0.00	0.00	27,240.00	27,300.00	41,820.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assess...	61,555.63	82,100.00	164,725.22	194,200.00	194,200.00
301 · Taxes Rcvd - AWD - Other	13,294.29	13,000.00	57,191.28	57,000.00	66,000.00
Total 301 · Taxes Rcvd - AWD	74,849.92	95,100.00	221,916.50	251,200.00	260,200.00
304 · Other Office Income & Reimbu...	53.07	40.00	501.65	400.00	500.00
306 · Interest	1,174.29	1,650.00	15,716.73	16,500.00	20,000.00
312 · Grant Revenue	0.00	0.00	1,000.00	1,000.00	2,000.00
Total Income	158,451.98	187,390.00	1,249,842.41	1,261,800.00	1,539,020.00
Gross Profit	158,451.98	187,390.00	1,249,842.41	1,261,800.00	1,539,020.00
Expense					
Operations					
403 · Fuel	1,104.15	1,200.00	11,832.29	12,000.00	14,500.00
404 · Truck Maint	749.00	500.00	5,815.45	5,000.00	6,000.00
431 · System Repair & Maint	5,931.19	5,500.00	49,378.95	54,000.00	65,000.00
463 · Water Analysis	332.00	500.00	3,903.00	5,000.00	6,000.00
464 · Water Treatment	0.00	1,200.00	15,117.02	10,600.00	13,000.00
468 · Tools	80.98	580.00	4,303.02	5,800.00	7,000.00
470 · Public Outreach / Annexation	0.00	200.00	1,245.51	2,000.00	2,500.00
Total Operations	8,197.32	9,680.00	91,595.24	94,400.00	114,000.00
Power					
449.75 · 388 Blohm, # C	-27.96	33.00	209.42	330.00	400.00
449.5 · 388 Blohm, A & B Office	110.47	130.00	1,203.74	1,400.00	1,700.00
461.5 · RLS Tank Booster	10.51	12.50	96.92	125.00	150.00
447 · Leo Ln Booster	35.93	32.00	369.88	335.00	400.00
448 · Aimee Mdws Well	9.86	12.50	95.61	125.00	150.00
451 · Marshall Corp Yard	43.10	42.00	391.23	416.00	500.00
452 · Rea Booster @ Seely	52.68	37.50	433.45	375.00	450.00
454 · Carr Booster	373.52	416.00	4,504.14	4,164.00	5,000.00
458 · Pleasant Acres Well	92.28	1,083.00	7,411.05	10,834.00	13,000.00
459 · Seely Booster @ Carpenteria	24.64	42.00	224.46	416.00	500.00
460 · San Juan Well	3,449.12	4,100.00	42,113.34	40,700.00	49,000.00
461 · Cole Tank	12.58	16.00	126.80	164.00	200.00
462 · Rea Tank	12.86	16.00	125.57	164.00	200.00
465 · Lwr Oakridge Boost	64.32	83.00	876.63	832.00	1,000.00
465.5 · Upper Oakridge Booster	0.00	0.00	450.00	500.00	700.00
466 · Pine Tree Tank	13.99	16.00	126.17	164.00	200.00
Total Power	4,277.90	6,071.50	58,758.41	61,044.00	73,550.00
Payroll					
Gross	28,724.35	33,852.00	324,252.00	338,529.00	406,233.00
Comp FICA	1,780.91	2,098.00	19,062.47	20,980.00	25,186.00
Comp MCARE	416.50	490.00	4,701.64	4,900.00	5,890.00
Comp SUI	52.77	195.00	1,732.73	1,945.00	2,335.00
Total Payroll	30,974.53	36,635.00	349,748.84	366,354.00	439,644.00
Employee / Labor Costs					
407 · Outside Services	71.66	500.00	4,224.22	5,000.00	6,000.00
408 · Uniform Allowance	0.00	100.00	1,104.00	2,150.00	3,000.00
409 · Workers Comp	1,034.20	1,025.00	9,554.99	10,250.00	12,306.00
410 · Health Ins	5,941.44	5,900.00	62,270.01	59,000.00	70,842.00
474 · Education	0.00	625.00	3,334.06	6,250.00	7,500.00
477 · Retirement	6,433.29	6,174.00	65,521.11	61,740.00	74,090.00
Total Employee / Labor Costs	13,480.59	14,324.00	146,008.39	144,390.00	173,738.00

Aromas Water District  
Profit & Loss Budget Performance

April 2020

	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
Office					
440 · Misc Exp	140.00	340.00	2,417.13	3,320.00	4,000.00
444 · Postage	554.06	280.00	3,071.21	2,800.00	4,000.00
445 · Office Supplies	115.29	330.00	3,014.06	3,300.00	4,000.00
446 · Office Eqpmt and Maint	148.87	300.00	18,478.64	18,785.00	20,000.00
Total Office	958.22	1,250.00	26,981.04	28,205.00	32,000.00
Communications					
455 · Phone, Off	355.07	330.00	3,551.95	3,300.00	4,000.00
456 · Telemetry	675.18	550.00	5,442.80	5,500.00	6,600.00
457 · Answ Serv/Cellular Phone	248.08	300.00	2,629.67	3,000.00	3,600.00
Total Communications	1,278.33	1,180.00	11,624.42	11,800.00	14,200.00
Administrative & General					
4591 · Admin Fee (Bond Admin N...	1,408.50	1,400.00	4,221.19	4,100.00	5,000.00
4590 · Bond Interest Exp - Assess...	0.00	0.00	126,300.18	128,000.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	16,372.01	18,500.00	35,000.00
467 · Depreciation Reserve	37,165.00	37,165.00	371,650.00	371,650.00	445,988.00
406 · Liability Ins	-541.18	1,650.00	13,491.57	16,500.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	13,000.00	13,000.00	16,000.00
422 · Bank Charges	186.36	158.00	1,811.98	1,580.00	1,900.00
423 · Litigation Contingency	0.00	0.00	0.00	5,000.00	10,000.00
425 · Audit	0.00	1,000.00	8,343.00	10,000.00	12,500.00
471 · Bad Debts	0.00	0.00	15.00	0.00	500.00
473 · Memberships	0.00	0.00	18,946.05	17,000.00	17,000.00
Total Administrative & General	39,518.68	42,673.00	574,150.98	585,330.00	691,888.00
Total Expense	98,685.57	111,813.50	1,258,867.32	1,291,523.00	1,539,020.00
Net Ordinary Income	59,766.41	75,576.50	-9,024.91	-29,723.00	0.00
Net Income	59,766.41	75,576.50	-9,024.91	-29,723.00	0.00

05/20/20

Aromas Water District  
**Monthly Expenditures**  
 April 22 through May 19, 2020

Date	Num	Name	Amount
UB Checking			
04/22/2020	E-pay	Employment Development Dept	-620.87
04/22/2020	E-pay	United States Treasury (EFTPS)	-3,548.10
04/22/2020	EFT	CalPERS	-892.08
04/23/2020	EFT	QuickBooks Payroll Service	-5,379.40
04/24/2020	DD1506	Coombes (P), Louise P	0.00
04/24/2020	17718	DeAlba (P), David	-2,739.26
04/24/2020	DD1507	Giron (P), Ester	0.00
04/24/2020	DD1508	Johnson (P), Robert L	0.00
04/24/2020	17719	Smith (P), Shaun	-1,308.88
04/24/2020	DD1505	Bowman (P), Naomi	0.00
04/24/2020	EFT	CalPERS	-2,232.81
04/26/2020	17720	CSSC	-93.58
04/26/2020	17721	Kamstrup Water Metering, LLC	-765.58
04/26/2020	17722	Monterey Bay Analytical Services Inc	-332.00
04/26/2020	17723	R & B Company	-498.88
04/26/2020	17724	USA BlueBook	-815.62
04/26/2020	17725	Valero	-812.28
04/26/2020	17726	Valero Fleet	-489.31
04/26/2020	17727	Verizon Wireless	-104.50
04/26/2020	Paid Online	First Bankcard	-2,395.72
04/26/2020	Paid Online	P G & E	-4,305.86
04/30/2020	EFT	Bank Service Fees	-200.36
05/04/2020	17728	Aromas Water District (Petty Cash)	-140.00
05/04/2020	17729	USPO	-204.06
05/04/2020	NSF	Bill Adjustment Report	-111.67
05/05/2020	17730	A.L. Lease Co.	-266.78
05/05/2020	17731	CALNET3	-590.05
05/05/2020	17732	Osuna Auto Electric	-696.36
05/05/2020	17733	R & B Company	-114.73
05/05/2020	17734	Rob Johnson	-50.00
05/05/2020	17735	Softline Data, Inc.	-175.00
05/05/2020	17736	Streamline	-100.00
05/05/2020	17737	United Way serving San Benito County	-32.00
05/05/2020	17738	USPO	-494.00
05/05/2020	17739	City National Bank	-73,491.07
05/06/2020	EFT	CalPERS	-3,889.97
05/06/2020	E-pay	Employment Development Dept	-664.50
05/06/2020	E-pay	United States Treasury (EFTPS)	-3,735.76
05/06/2020	Auto Pay	Google	-18.00
05/07/2020	EFT	QuickBooks Payroll Service	-5,359.73
05/08/2020	DD1510	Coombes (P), Louise P	0.00
05/08/2020	17740	DeAlba (P), David	-2,980.83
05/08/2020	DD1511	Giron (P), Ester	0.00
05/08/2020	DD1512	Johnson (P), Robert L	0.00
05/08/2020	17741	Smith (P), Shaun	-1,375.96
05/08/2020	DD1509	Bowman (P), Naomi	0.00
05/08/2020	EFT	CalPERS	-2,236.03
05/08/2020	EFT	CalPERS	-937.41

05/20/20

Aromas Water District  
Monthly Expenditures  
April 22 through May 19, 2020

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/12/2020	Auto Pay	A T & T U-verse	-64.20
05/13/2020	17742	Brigantino Irrigation	-309.94
05/13/2020	17743	David DeAlba	-63.25
05/13/2020	17744	Osuna Auto Electric	-273.97
05/13/2020	17745	Recology San Benito County	-53.21
05/13/2020	17746	Robert E. Bosso	-1,300.00
05/13/2020	17747	Shaun Smith	-22.14
05/13/2020	17748	Xerox Corp	-12.39
05/13/2020	17749	Aromas Water District (Petty Cash)	-100.00
05/19/2020	17750	A Tool Shed Rentals	-539.00
05/19/2020	17751	ACE Hardware Prunedale	-129.18
05/19/2020	17752	ACWA JPIA, Emp. Ben. Prog.	-11,882.88
05/19/2020	17753	ADT Security Services, Inc.	-388.26
05/19/2020	17754	Monterey Bay Analytical Services Inc	-154.00
05/19/2020	17755	Osuna Auto Electric	-100.00
05/19/2020	17756	Praxair	-77.64
05/19/2020	17757	USA BlueBook	-761.66
05/19/2020	17758	XIO, INC.	-376.00
Total UB Checking			-141,806.72
TOTAL			-141,806.72

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