

INFORMATION PACKET FOR THE BOARD OF DIRECTORS

As the effects of the Coronavirus (COVID-19) continue to change the way we communicate and interact with each other, the Aromas Water District (AWD) is firmly committed to the health and safety of our customers, our employees and our community.

One of the resulting measures taken was the cancellation of the March 24, 2020 AWD Board of Directors meeting. To maintain AWD transparency, staff has developed an information packet for the Board of Directors and the public. This packet contains the routine information usually presented at a Board meeting, not including any actionable items.

Therefore, following this cover page, you will find the:

- February 2020 AWD Manager's Report
- February 2020 AWD Well Water Levels Report, and
- February 2020 AWD Financials

Staff hopes you find this information useful in this unusual time. Management will be working with the Board of Directors regarding future accommodations for Board meetings, thus maintaining our high level of transparency to our customers.

Know that the dedicated employees of the AWD are working hard to maintain the levels of service our customers have become accustomed too. As new Coronavirus information becomes available, management will keep staff well informed so, by working together, we can accommodate any changes as needed to keep our customers and staff safe, and informed.

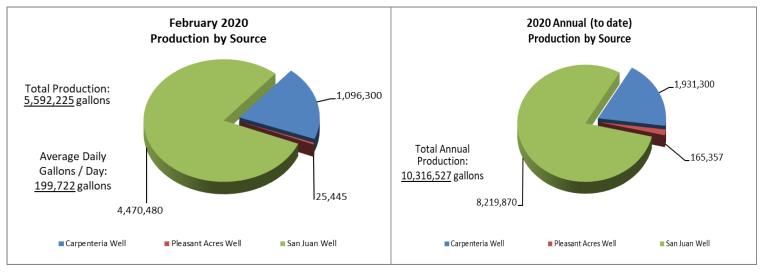
AWD thanks you for your patience and understanding. If you have questions or concerns, feel free to call me at the main office number, 831.726.3155.

Sincerely,

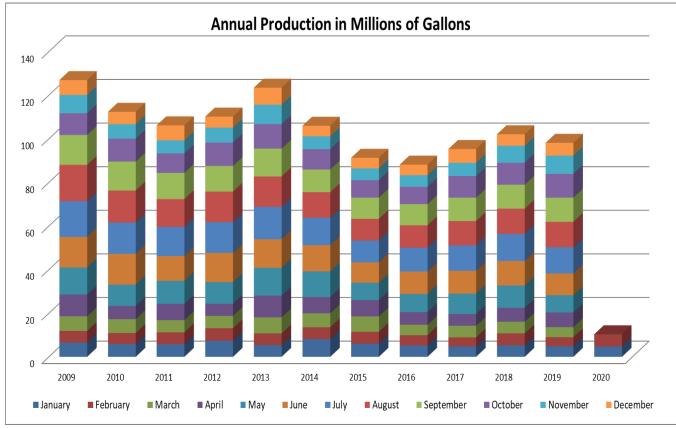
Robert Johnson General Manager

General Manager's Report February 2020





PRODUCTION REPORT



Totals	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Million Gal	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	10.316
Acre Ft	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	31.65

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 964 total meters installed.
- San Juan well was operational the entire month, while Carpenteria Well was utilized all but one day this month, and Pleasant Acres well was used four 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, AC Girõn and GM Johnson have spent time working through the billing process (including the meter set-up process) since the computer change to develop new procedures and methods, reflective of the new technology; resulting in increased efficiency when compared to the last few months.
- ASO Coombes was able to complete the DRINC Report (State-mandate) on time.
- CO DeAlba and Operator Smith removed the old fencing near the power pole in the Marshall Yard, as well as additional clean-up efforts; including the removal of old asphalt and concrete that had been piled up there over the years.
- CO DeAlba and Operator Smith continued to replace broken or under-reporting meters as time allowed. More meters have been ordered, as per the Capital Expense Budget for this year.
- CO DeAlba participated in a national management and leadership training program, offered in Scotts Valley, by the Public Utilities and Waterworks Management Institute located in Salt Lake City.
- GM Johnson has been working 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.

CONSERVATION UPDATE:

February 2020 usage figures are indicative of our customer's response to a dry month. Point of Interest – no rain fell for the month of February 2020; there is no previous record of a rainless February either at Sacramento downtown or the Sacramento airport dating back to 1857. San Francisco's only other completely dry February was in 1864, just 14 years after California became a state.

October 1, 2019 marked the start of a new water year. As of the date of this report, the rain gauge at Chittenden Pass has recorded 13.44 inches of precipitation this water year, with 3.04 inches of rain so far in the month of March (March 24); quite a change from February.

PROJECTS:

1. Carpenteria Well Rehabilitation Project

The project currently remains on scheduled and barring any unseen consequences, will begin on April 13, 2020.

2. Response to COVID19 virus

Staff has been working on a variety of strategies in response to the COVID-19 virus to maintain delivery of high-quality water to our customers and keeping staff safe.

3. Ad-Hoc Budget Committee Meeting

GM Johnson will meet with the Ad-Hoc Budget Committee to develop both the Expense and Capital Budgets for Fiscal Year 2020-21 in the near future.

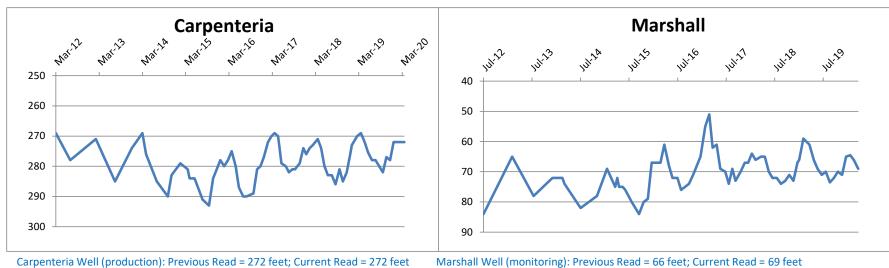
4. Technology upgrade - SCADA

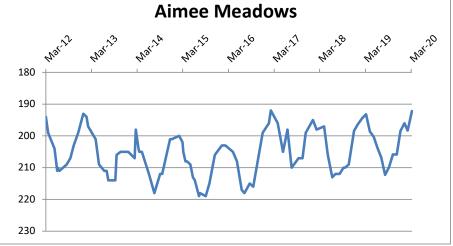
In the Fiscal Year 2019-2020 Budget, Phase 3 of the XiO (SCADA) implementation was budgeted. The configuration for this phase will include the outfitting of the Carr Booster Station and Carr Tank. Additional installs were added due to price reductions in XiO hardware. Additionally, Cole Tank will be 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. Staff continues to work with the District electrician to schedule the installation.

Robert Johnson General Manager March 24, 2020

Well Water Level Monitoring Depth to Water Measurements Date: March 11, 2020







San Juan Well (production): Previous Read = 116 feet; Current Read = 118 feet

140

150

Aimee Meadows (monitoring): Previous Read = 198 feet; Current Read = 192 feet

Aromas Water District Balance Sheet Prev Year Comparison As of February 29, 2020

	Feb 29, 20	Feb 28, 19
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	245,001.56	198,808.96
UB Bk Money Market xxxx7853	317,968.51	210,136.76
LAIF-State of Ca xx-05	826,848.99	807,605.15
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	36,607.42	24,668.45
OAWA Union Bank 101 Redemption	15.48	12,012.06
OAWA Union Bank 102 Reserve	35,877.65	35,896.70
Oakridge Union Checking 5587	399,545.33	378,847.90
Total Assessment District Banks	472,045.88	451,425.11
Total Checking/Savings	1,861,964.94	1,668,075.98
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	13,762.14	12,875.12
128 · Inventory	49,460.11	26,885.37
1200.1 · Accounts ReceivableUBMax	96,774.39	88,911.65
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
1203 · Property Taxes Receivable	4,343.14	0.00
Total Other Current Assets	2,614,917.05	2,738,489.57
Total Current Assets	4,476,881.99	4,406,565.55
Fixed Assets		
1900 · Water System	11,824,448.31	11,769,010.25
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	-6,186,253.75	-5,626,923.75
Total Fixed Assets	6,579,813.84	7,083,588.15
Other Assets		
Deferred Outflow of Resources	138,369.00	187,200.00
Total Other Assets	138,369.00	187,200.00
TOTAL ASSETS	11,195,064.83	11,677,353.70

11:52 AM 03/26/20 Accrual Basis

Aromas Water District Balance Sheet Prev Year Comparison As of February 29, 2020

_	Feb 29, 20	Feb 28, 19
LIABILITIES & EQUITY		
Liabilities Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	62,201.86	29,573.62
Total Accounts Payable	62,201.86	29,573.62
Credit Cards		
First Bankcard - S Smith #07	368.87	0.00
First Bankcard - E Giron #86	482.75	75.00
First Bankcard - R. Johnson #31	231.49	-1,092.45
First Bankcard - L Coombes #92 First Bankcard T. Zelmar #67	247.26 0.00	234.54 9.99
Valero - Fuel	565.51	-145.94
First Bankcard D DeAlba #35	172.57	1,160.27
– Total Credit Cards	2,068.45	241.41
	_,	
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	1,184.83	1,222.58
Deferred Inflows- Actuarial	0.00	7,709.00
CUSTOMER DEPOSITS	0.00	1,100.00
Connection Deposits Payable	1,650.00	4,000.00
Hydrant Meter Deposit	800.00	150.00
Total CUSTOMER DEPOSITS	2,450.00	4,150.00
Accrued Vacation Payable	17,907.50	19,106.97
Interest Payable	48,749.63	52,480.90
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SDI _	0.00	1.28
Total State Payroll Taxes Payable	0.00	1.28
Total Payroll Taxes Payable	0.00	1.28
PVWMA Payable	2,361.52	14,063.04
Total Other Current Liabilities	231,726.64	98,733.77
Total Current Liabilities	295,996.95	128,548.80
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	1,153,682.33
Total Long Term Liabilities	4,309,299.04	4,744,914.33
Total Liabilities	4,605,295.99	4,873,463.13
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	15,960.54	144,345.68
Total Equity	6,589,768.84	6,803,890.57
TOTAL LIABILITIES & EQUITY	11,195,064.83	11,677,353.70

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Aromas Water District Profit & Loss Budget Performance

	Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
- Drdinary Income/Expense					
Income					
303 · Water Revenue	77,446.03	65,000.00	821,943.05	795,000.00	1,207,500
307 · Bulk Water	236.51	500.00	3,662.11	4,300.00	7,000
302 · Connection	0.00	0.00	27,240.00	27,300.00	41,820
301 · Taxes Rcvd - AWD	0.00	0.00	400 400 50	440 400 00	404 000 00
3090 · Oakridge / OAWA Assessments	0.00	0.00	103,169.59	112,100.00	194,200.00
301 · Taxes Rcvd - AWD - Other	92.87	0.00	43,896.99	44,000.00	66,000.00
Total 301 · Taxes Rcvd - AWD	92.87	0.00	147,066.58	156,100.00	260,200
304 · Other Office Income & Reimburse	0.00	40.00	228.98	320.00	500
306 · Interest	1,374.53	1,650.00	13,002.87	13,200.00	20,000
312 · Grant Revenue	0.00	0.00	1,000.00	1,000.00	2,000
- Total Income	79,149.94	67,190.00	1,014,143.59	997,220.00	1,539,020
- Gross Profit	79,149.94	67,190.00	1,014,143.59	997,220.00	1,539,020
		01,100.00	.,,	001,220.00	1,000,020
Expense Operations					
403 · Fuel	1,038.89	1,200.00	9,402.43	9,600.00	14,500.00
403 · Fuel 404 · Truck Maint	269.64	500.00	9,402.43 3,750.95	4,000.00	6,000.00
431 · System Repair & Maint	2,645.67	5,000.00	36,226.50	43,000.00	65,000.00
463 · Water Analysis	154.00	500.00	3,417.00	4,000.00	6,000.00
463 · Water Treatment	317.14	900.00	11,628.48	8,500.00	13.000.00
468 · Tools	750.97	580.00	3,815.39	4,640.00	7,000.00
470 · Public Outreach / Annexation	0.00	200.00	587.51	1,600.00	2,500.00
- Total Operations	5,176.31	8,880.00	68,828.26	75,340.00	114,000
Power	-,	-,	,	-,	,
449.75 · 388 Blohm, # C	40.77	33.00	200.02	264.00	400.00
449.5 · 388 Blohm, A & B Office	160.07	130.00	968.08	1,140.00	1,700.00
461.5 · RLS Tank Booster	9.86	12.50	76.88	100.00	150.00
447 · Leo Ln Booster	37.85	32.00	293.44	271.00	400.00
448 · Aimee Mdws Well	10.84	12.50	76.22	100.00	150.00
451 · Marshall Corp Yard	44.45	41.00	308.10	332.00	500.00
452 · Rea Booster @ Seely	52.47	37.50	335.26	300.00	450.00
454 · Carr Booster	428.18	416.00	3,772.21	3,332.00	5,000.00
458 · Pleasant Acres Well	166.95	1,083.00	7,227.78	8,668.00	13,000.00
459 · Seely Booster @ Carpenteria	27.10	41.00	176.00	332.00	500.00
460 · San Juan Well	3,565.02	4,000.00	34,902.22	32,500.00	49,000.00
461 · Cole Tank	13.83	16.00	102.04	132.00	200.00
462 · Rea Tank	14.16	16.00	100.28	132.00	200.00
465 - Lwr Oakridge Boost	62.62	83.00	735.87	666.00	1,000.00
465.5 - Upper Oakridge Booster	0.00	0.00	300.00	300.00	700.00
466 · Pine Tree Tank	15.41	16.00	102.40	132.00	200.00
Total Power	4,649.58	5,969.50	49,676.80	48,701.00	73,550
Payroll					
Gross	30,710.95	33,852.00	265,494.86	270,825.00	406,233.00
Comp FICA	1,904.08	2,098.00	15,419.54	16,784.00	25,186.00
Comp MCARE Comp SUI	445.32 269.38	490.00 195.00	3,849.68 1,512.10	3,920.00 1,555.00	5,890.00 2,335.00
- Total Payroll		36,635.00	286,276.18	293,084.00	439,64
Employee / Labor Costs	,	,	,	,,	,
407 · Outside Services	633.69	500.00	4,078.75	4,000.00	6,000.00
408 · Uniform Allowance	0.00	100.00	1,104.00	1,950.00	3,000.00
409 · Workers Comp	1,034.20	1,025.00	7,486.59	8,200.00	12,306.00
410 · Health Ins	5,941.44	5,900.00	50,387.13	47,200.00	70,842.00
474 · Education	1,623.04	625.00	3,334.06	5,000.00	7,500.00
477 · Retirement	6,441.73	6,174.00	52,650.26	49,392.00	74,090.00
Total Employee / Labor Costs	15,674.10	14,324.00	119,040.79	115,742.00	173,738
Office					
440 · Misc Exp	187.50	330.00	1,749.81	2,640.00	4,000.00
444 · Postage	348.08	280.00	2,184.31	2,240.00	4,000.00
445 · Office Supplies	207.31	330.00	2,298.91	2,640.00	4,000.00
446 · Office Eqpmt and Maint	169.58	260.00	17,025.62	17,825.00	20,000.00
-					
Total Office	912.47	1,200.00	23,258.65	25,345.00	32,000

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Aromas Water District Profit & Loss Budget Performance

03/26/20	T TOIL & LOSS	Dudget i enomi	unoc		
Accrual Basis	Fe	ebruary 2020			
	Feb 20	Budget	Jul '19 - Feb 20	YTD Budget	Annual Budget
Communications					
455 · Phone, Off	355.81	330.00	2,841.84	2,640.00	4,000.00
456 · Telemetry	675.18	550.00	4,092.44	4,400.00	6,600.00
457 · Answ Serv/Cellular Phone	245.00	300.00	2,147.50	2,400.00	3,600.00
Total Communications	1,275.99	1,180.00	9,081.78	9,440.00	14,200.0
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,910.77	1,800.00	5,000.00
4590 · Bond Interest Exp - Assess Dist	0.00	0.00	76,005.34	64,340.00	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	297,320.00	297,320.00	445,988.00
406 · Liability Ins	1,541.97	1,650.00	12,490.78	13,200.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	10,400.00	10,400.00	16,000.00
422 · Bank Charges	123.48	158.00	1,407.64	1,264.00	1,900.00
423 · Litigation Contingency	0.00	0.00	0.00	5,000.00	10,000.00
425 · Audit	200.00	1,000.00	7,153.00	8,000.00	12,500.00
471 · Bad Debts	0.00	0.00	15.00	0.00	500.00
473 · Memberships	115.00	300.00	18,946.05	17,000.00	17,000.00
Total Administrative & General	40,445.45	41,573.00	442,020.59	436,824.00	691,888.0
Total Expense	101,463.63	109,761.50	998,183.05	1,004,476.00	1,539,020.0
Net Ordinary Income	-22,313.69	-42,571.50	15,960.54	-7,256.00	0.0
Net Income	-22,313.69	-42,571.50	15,960.54	-7,256.00	0.0

03/26/20

Aromas Water District Monthly Expenditures February 20 through March 19, 2020

Date	Num	Name	Amount
UB Checking			
02/24/2020	NSF	Bill Adjustment Report	-433.21
02/26/2020	E-pay	Employment Development Dept	-635.04
02/26/2020	E-pay	United States Treasury (EFTPS)	-3,672.86
02/27/2020	EFT	QuickBooks Payroll Service	-5,826.37
02/27/2020	17633	A T & T U-verse	-64.20
02/27/2020	17634	ADT Security Services, Inc.	-388.26
02/27/2020	17635	Aromas Water District (Petty Cash)	-100.00
02/27/2020	17636	CSSC	-93.58
02/27/2020	17637	Fastenal Company	-292.15
02/27/2020	17638	First Bankcard	-4,550.72
02/27/2020	17639	Rob Johnson	-50.00
02/27/2020	17640	Shaun Smith	-31.28
02/27/2020	17641	United Way serving San Benito County	-32.00
02/27/2020	17642	USA BlueBook	-277.85
02/27/2020	17643	Valero	-867.06
02/27/2020	17644	Verizon Wireless	-101.42
02/27/2020	17645	XIO, INC.	-376.00
02/28/2020	DD1485	Bowman (P), Naomi	0.00
02/28/2020	DD1486	Coombes (P), Louise P	0.00
02/28/2020	17631	DeAlba (P), David	-2,821.31
02/28/2020	DD1487	Giron (P), Ester	0.00
02/28/2020	DD1488	Johnson (P), Robert L	0.00
02/28/2020	17632	Smith (P), Shaun	-1,320.26
02/28/2020	DD1489	Morris (P), Vicki	0.00
02/28/2020	EFT	CalPERS	-904.20
02/28/2020	EFT	CalPERS	-2,238.61
02/28/2020	17646	MUFG Union Bank, N.A.	0.00
02/29/2020	EFT	Bank Service Fees	-141.48
03/02/2020	EFT	CalPERS	-3,889.97
03/04/2020	17647	A.L. Lease Co.	-429.85
03/04/2020	17648	ACWA JPIA, Emp. Ben. Prog.	-5,941.44
03/04/2020	17649	Central Electric	-11.53
03/04/2020	17650	ESRI Inc	-400.00
03/04/2020	17651	Fedak & Brown LLP	-200.00
03/04/2020	17652	Monterey Bay Air Resources District	-474.00
03/04/2020	17653	Old Firehouse Market	-66.73
03/04/2020	17654	Streamline	-100.00
03/04/2020	17655	West Valley Construction	-7,360.00
03/04/2020	Paid Online	PG&E	-4,482.65
03/05/2020	EFT	Google	-18.00
03/06/2020	17656	USPO	-200.07
03/10/2020	17574	XIO, INC.	0.00
03/11/2020	E-pay	Employment Development Dept	-632.95
03/11/2020	E-pay	United States Treasury (EFTPS)	-3,741.64
03/12/2020	EFT	QuickBooks Payroll Service	-6,062.49
03/12/2020	17661	Granite Drilling Co. Inc.	-156.49
03/12/2020	17662	Shelly Diaz	-133.30
03/12/2020	17663	Todd E Anderson	-10.00
00/12/2020	17000		-10.00

03/26/20

Aromas Water District Monthly Expenditures February 20 through March 19, 2020

Date	Num	Name	Amount
03/12/2020	17664	Katie Dauphin	-29.99
03/12/2020	17665	Barry Tonkin	-69.87
03/12/2020	17666	CALNET3	-624.26
03/12/2020	17667	Mid Valley Supply	-951.42
03/12/2020	17668	Osuna Auto Electric	-666.94
03/12/2020	17669	R & B Company	-372.90
03/12/2020	17670	Recology San Benito County	-53.21
03/12/2020	17671	Robert E. Bosso	-1,300.00
03/12/2020	17672	Xerox Corp	-22.07
03/12/2020	17673	XIO, INC.	-1,518.03
03/12/2020	17674	XIO, INC.	-26,320.07
03/13/2020	DD1490	Bowman (P), Naomi	0.00
03/13/2020	DD1491	Coombes (P), Louise P	0.00
03/13/2020	17657	DeAlba (P), David	-2,739.26
03/13/2020	DD1492	Giron (P), Ester	0.00
03/13/2020	DD1493	Johnson (P), Robert L	0.00
03/13/2020	17658	Smith (P), Shaun	-1,298.74
03/13/2020	17659	Dutra (P), Marcus	-219.24
03/13/2020	17660	Holman (P), Wayne R	-219.24
03/13/2020	DD1494	Leap (P), James E	0.00
03/13/2020	DD1495	Norton (P), K W	0.00
03/13/2020	DD1496	Smith (P), Richard	0.00
03/13/2020	EFT	CalPERS	-2,243.92
03/13/2020	EFT	CalPERS	-931.44
03/16/2020	EFT	Intuit	-55.81
03/19/2020	17675	Maverick Welding	-30.38
03/19/2020	17676	Monterey Bay Analytical Services Inc	-154.00
03/19/2020	17677	Osuna Auto Electric	-273.94
03/19/2020	17678	R & B Company	-1,096.00
03/19/2020	17679	USA BlueBook	-2,958.99
03/19/2020	17680	Verizon Wireless	-90.51
03/19/2020	17681	Viking Septic	-420.00
03/19/2020	17682	County of San Benito	-308.00
Total UB Che	cking		-104,497.20
TOTAL			-104,497.20