



REGULAR MEETING OF THE BOARD OF DIRECTORS

President- James Leap
Vice President- Richard Smith
Director- Marcus Dutra
Director- Wayne Holman
Director- Wayne Norton
General Manager- Vicki Morris
Asst General Manager-Mark Dias

AGENDA
Tuesday, March 28, 2017
7:00 PM

Meeting held at
District Office:
388 Blohm Ave.,
Aromas CA 95004

- I. **CALL TO ORDER:**
- II. **ROLL CALL OF DIRECTORS:** Pres. James Leap, V. Pres. Richard Smith, Wayne Holman, Marcus Dutra and Wayne Norton
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Motion to approve the Minutes of the February 28, 2017 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:**
 - A. **DIRECTORS REPORTS**
 - B. **ATTORNEY'S REPORT**
 - C. **MANAGER'S REPORT** p.6-9
 - D. **SUSTAINABLE GROUNDWATER PLANNING**
 - E. **CORRESPONDENCE** p.10
- IX. **ACTION ITEMS:**
 - A. **Presentation and Acceptance of Audited Financial Statements-** Fiscal Year 2015-16 p.11
by Auditor Robert Smiley, CPA Armanino, LLP
 - B. **Receive procedural update on Robert's Rules of Order-** District Counsel Bosso p.12
 - C. **Financial Reports for the Month of February 2017:** Revenue for February is p.13-18
\$57,300.44; expenditures between February 25th and March 22, 2017 total \$56,329.91.
These financials and monthly expenditures will be presented for discussion and approval.
 - D. **Adjourn to Closed Session** as permitted by Govt. Code Sec. 54956.9, the Board will
adjourn to a closed or executive session to discuss personnel matters.
 - a. Performance evaluation, General Manager
 - E. **Return to Open Session**- Statement of any action of Closed Session
 - F. **Consider General Manager Employment Performance Payment Amendment** p.19
- X. **FUTURE MEETINGS & AGENDA ITEMS:** Next meeting - Tues April 25, 2017
- XI. **ADJOURNMENT**

Next Res. # 2017-01

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.

PAGE INTENTIONALLY LEFT BLANK

**Minutes of the Regular Meeting of
the Board of Directors of the
Aromas Water District
February 28, 2017**

I. CALL TO ORDER:

The regular meeting of the Board of Directors of the Aromas Water District was called to order by President Leap on Tuesday, February 28, 2017 at 7:02 p.m. at the District office located at 388 Blohm Ave, Aromas, California.

II. ROLL CALL:

President Leap, Vice-President Smith, and Directors Holman, Dutra and Norton were all present. Also in attendance were General Counsel Bob Bosso, General Manager Vicki Morris and Asst. General Manager/Board Secretary Mark Dias.

III. PLEDGE OF ALLEGIANCE: President 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.

VI. MINUTES: The minutes of the December 21, 2016 and January 24, 2017 Board Meetings were presented for review and approval. There were no comments or corrections. Vice Pres. Smith moved for approval of the December minutes and Director Holman seconded. With Director Norton abstaining the December Minutes were approved by all remaining directors. Director Norton moved for approval of the January minutes and Vice Pres. Smith seconded. Minutes were approved unanimously.

VII. ORAL COMMUNICATION: There were no public comments.

VIII. REPORTS/PRESENTATIONS

A. Director's Reports

Vice Pres. Smith complimented District staff on their response to the power outages Feb 17-19. Director Norton noted that staff outreach via NextDoor Aromas during the power outage was helpful to educate the public. He also appreciated the new weather station to track weather events. Directors Leap, Norton and Smith had completed their harassment prevention trainings.

B. Attorney's Report

Counsel Bosso briefly reported on two items: (1) the State Supreme court cases regarding various Proposition 218 cases have been briefed but not yet argued. There are no mandatory timelines to argue the cases. Once argued decisions are typically issued within 90 days. (2) Regarding Accessory Dwelling Units (ADUs), the wording of SB 1069 legislation was creating confusion. While Counties and cities cannot require separate connections and charges, this does not apply to special districts due to differences in how these entities are funded.

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

Production:

GM Morris noted production was at the lowest it has ever been with the current number of customers. Rainfall to date in the region was already much higher than the average yearly total.

Operations:

GM Morris noted staff responded admirably during the power outages of Feb 17-19. The generator at Carpentaria was successfully used to maintain tank levels in the majority of the pressure zones. No customers were without water. Staff met the following week and identified several improvements. Carr and Oakridge boosters would be retrofitted to connect to a portable generator that the District will purchase. An electrician has been consulted to match the transfer switches and generator to the pump sizes. Also a standby generator (natural gas) is recommended for the office building so it can operate as a full response center during an outage/emergency. In the event of a major incident a rental generator would be secured for the San Juan site. Other improvements included bringing new staff up to speed on response procedures and learning system hydraulics to understand how some customers in six pressure zones may be impacted during an extended outage.

The intermittent power outages during the storm damaged the Variable Frequency Drive on the San Juan well. The VFD was removed for evaluation and repair -- or replacement -- given its 8 years of service. The VFD will be out of service for up to 6-10 weeks. The system can operate smoothly using the Pleasant Acres and Carpentaria wells.

Work on the warranty repairs at the Oakridge tank is scheduled for the next week. Truck access to haul in the temporary tank was a potential issue under investigation.

Water levels in most wells were at their highest in several years.

Projects

- Shop Building. AGM Dias said he was preparing detailed plot plans for presentation to County Environmental Health.
- Water main relocation at Rocks Road Bridge (near Rancho Larios). AGM Dias reiterated the items in the staff report regarding County funding and bridge design.

D. Sustainable Groundwater Planning Report:

GM Morris and AGM Dias gave brief updates. The State had extended the comment from 60 to 90 days. PVWMA staff had said that the State indicated it would be at least six months before the Alternative plans could be reviewed. To date only two comments had been submitted on PVWMA's Alternative. Federal and State fishery agencies had concerns regarding quantifying surface water impacts from groundwater pumping. Counsel Bosso noted that State Fish and Game had filed legal arguments elsewhere that the "public trust doctrine" for surface water should be extended to apply to groundwater pumping.

E. Correspondence: The monthly correspondence list was reviewed. In response to Board questions GM Morris provided background on three items.

IX. ACTION ITEMS

A. Consider request for annexation and water service at APN 127-192-002, 1179 Via Del Sol. GM Morris presented the information in the staff report. The requester was not in attendance. No public members in support or opposition were present. The Board reviewed the District's Sphere of Influence and the history of annexations in the for Oakridge/Via Del Sol areas, and discussed the pros/cons of piecemeal annexation of single parcels. It was not known if the existing well could be repaired and if a public health issue existed. Director Norton moved to deny the request. The motion was seconded by Director Dutra. The motion passed unanimously with all directors present.

B. Financials: Revenue and expenses for January reporting period were \$59,585.44 and \$73,984.23 respectively. Total assets are \$8.97 million. Total liabilities were similar to last year at \$1.91 million making a net equity of \$7.06 million. The expenditures from January 14 to February 24, 2017 totaled \$73,631.65. President Leap had previously reviewed the expenditures. GM Morris noted that the budget was in line with the modified budget adopted in January. Director Norton moved to accept the financials as presented and Vice Pres. Smith seconded. The financials were accepted unanimously with all directors present.

X. FUTURE MEETINGS & AGENDA ITEMS:

President Leap requested the formation of an ad hoc committee to discuss succession planning. Director Norton volunteered. He and Pres. Leap would set a first meeting. Also the ad hoc Audit Committee would be meeting April 7, 2017.

XI. ADJOURNMENT - Pres. Leap adjourned the meeting at 8:19 PM until March 28, 2017.

Read and approved by:

Board President, Jim Leap

Attest: _____
District Secretary, Mark Dias

Date: _____

Aromas Water District General Manager's Report February 2017

PRODUCTION

Source	Production in Gallons	Average Daily Gal/Day	Days in Service
San Juan Well	1,054,400	52,720	20
Pleasant Acres Well	597,000	74,625	8
Carpenteria Well	2,533,000	90,464	28
Total Production	4,184,400	149,443	

ANNUAL PRODUCTION IN MILLIONS/GALLONS:

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	5.84	5.99	5.68	6.49	5.83	5.77	7.33	5.34	8.11	5.99	5.195	4.717
February	6.12	5.46	5.55	5.38	5.09	5.43	5.81	5.40	5.42	5.48	4.687	4.184
March	5.10	7.99	8.40	6.72	6.34	5.61	5.62	7.37	6.43	7.06	4.797	
April	5.34	10.58	11.95	9.97	6.07	7.46	5.55	9.93	7.42	7.49	5.801	
May	11.56	14.57	14.58	12.42	9.77	10.58	9.94	12.74	11.81	7.93	8.332	
June	16.34	14.71	15.77	14.04	14.13	11.32	13.4	13.14	11.99	9.37	10.286	
July	18.07	16.91	16.02	16.31	14.35	13.41	14.1	14.82	12.59	10.01	10.915	
August	16.61	17.13	16.04	16.68	14.67	12.76	14.0	13.96	11.73	9.93	10.295	
September	14.78	14.27	14.34	13.71	13.28	12.02	11.8	12.79	10.39	9.74	9.701	
October	12.48	10.69	12.99	9.98	10.54	8.90	10.69	11.22	9.34	8.02	7.970	
November	8.41	8.06	7.71	8.36	6.62	6.01	6.83	8.91	5.88	5.37	5.299	
December	6.74	7.20	6.35	6.84	5.68	6.88	5.10	7.81	4.86	4.88	4.873	
Totals MG	127.42	133.6	135.38	126.9	112.37	106.15	110.17	123.42	105.97	91.27	88.152	8.901
Total AcFt	391.1	410.0	415.4	389.4	344.8	325.7	338.05	378.7	325.16	280.05	270.49	27.31

OPERATIONS:

- There are 953 total meters, on 898 parcels
- Loss Production system wide has maintained below 6% for over eighteen+ months
- Carpenteria Well, San Juan Well and Pleasant Acres Well are operational
- Water Treatment Plant- Removing Mn & Fe, results show Mn not detected in finished water
- Extensive water quality testing for all three well sources has resulted in excellent *non-detect* lab results for MTBEs, Volatile Organic Compounds, Synthetic Organic Compounds (reduced list of insecticides & herbicides), Perchlorate and Radium 226 & 228
- Distribution testing for total Coliform- all samples Negative
- All Coliform, iron and manganese & monthly DWR reports were filed timely
- Backwashing WTP filters approximately every 6 +/- days, or 1.5 mg, all from Pleasant Acres Well.
- Monthly Generator in house 15 minute testing under load.
- Storm event and subsequent wide range power outage from 2/17 through 2/20/17 was handled well by staff. The Carpenteria generator was used for power to the well and boosters, all tanks were kept full, there were no main breaks. No homes were out of water.
- Monthly well-level monitoring (see attached chart)

MAINTENANCE:

- Preventative maintenance as needed, minimal flushing as needed
- Graffiti removal whenever it occurs
- Chlorine chemical pump maintenance & analyzer maintenance at all wells
- AWD continues to offer mulch to the community, located at our Carpenteria site, Cal-Fire also is using our site to provide sand for filling sandbags if needed, by community. Cal-Fire will begin the annual Chipping Program at our Carpenteria site on April 1 through May 15th.
- Warranty repair for Oakridge Tank by MPE's subcontractor Superior Tank began scheduled work on 3/13/17 through 3/17/17; a 10,000 gallon potable water temporary tank was utilized while the Oakridge Tank was taken out of service and repairs made between. No customers were out of water. Tank refilled, cleared bacteriological testing and back in service on 3/22.
- VFD at San Juan Well failed during 2/17 storm event; the VFD was shipped out for repair, it is due back by 3/31, approximate cost is \$6,000 & includes a two year warranty. Failure appears to be from power surges, an appropriate claim will be initiated.

STAFF & BOARD RECOGNITION: AGM Dias met with an Aromas community group on 3/3 and again on 3/14 to share the AWD's role in emergency response. Mark will help with planning and a table/booth for a May 7th Community Emergency Response Fair that will also feature the county Office of Emergency Services, Red Cross, etc.

AGM Dias took his Distribution I certification exam on 3/18/17

AWD's drought tolerant demonstration garden will be on the annual Aromas Garden Tour May 13th.

SAFETY MEETINGS: 2/15/17 Incident Reporting & 3/15/17 Emergency Response

Emergency Response recap meeting on 2/22/17 & 3/15/17 identified a number of areas to enhance for better response in the future. Staff reviewed updated response plan. An in-office, 200watt power supply, phone chargers and catalytic propane space heater were purchased for the office. A meeting is planned with electrician and generator dealer to estimate costs of portable generator for Carr and Oakridge Booster and permanent generator for office.

DROUGHT & CONSERVATION UPDATE:

Governor Brown declared California in a Drought State of Emergency on Jan. 17th 2014; this status has recently been extended through the end of September 2017.

The Annual Water Conservation Report to the State was filed on 12/7/16, with a voluntary reduction in use of 29% over the same period in 2013.

San Benito County Water Forum presents on 4/21/2017, local leaders to discuss current issues of the County at San Juan Oaks

The rains in water year (10/1/16-9/30/17) have been significant, recording **31.60** inches at Chittenden Pass through 03/21/2017.

PROJECTS:

1. Shop Building.

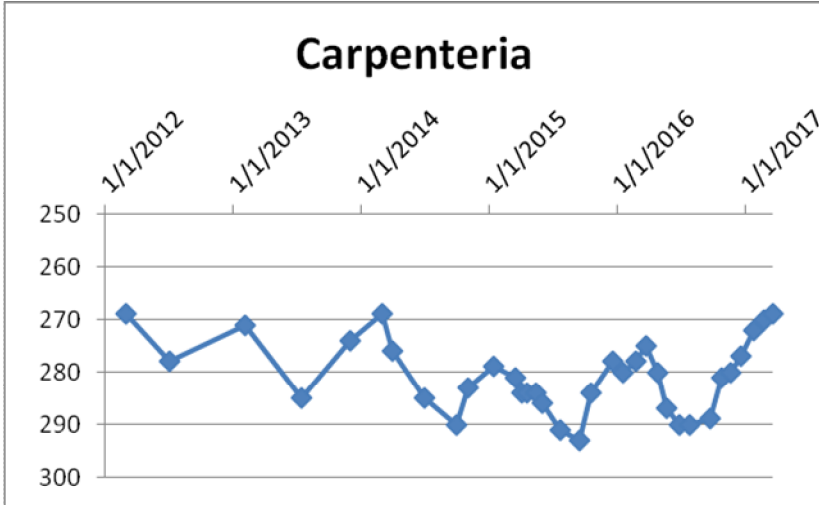
The potential construction of a 30ø x 50ø steel shop building at the Marshall site was under consideration in 2016. Investigations found that requirements from the Planning Dept, Fire Department and a septic system greatly exceeded the initial budget of \$200,000. AGM Dias is researching another option, to enlarge the footprint of the Blohm Avenue garage from existing 24ø x 16ø to a 32ø x 22ø new steel building. This would be adequate for secure parking of two trucks, storage mezzanine and work bench areas. AG Dias has been developing a plot plan to present to Monterey County Environmental Health in April. The goal is to show that adequate septic repair area would still be available in the demonstration garden area.

2. Ad Hoc GSA committee

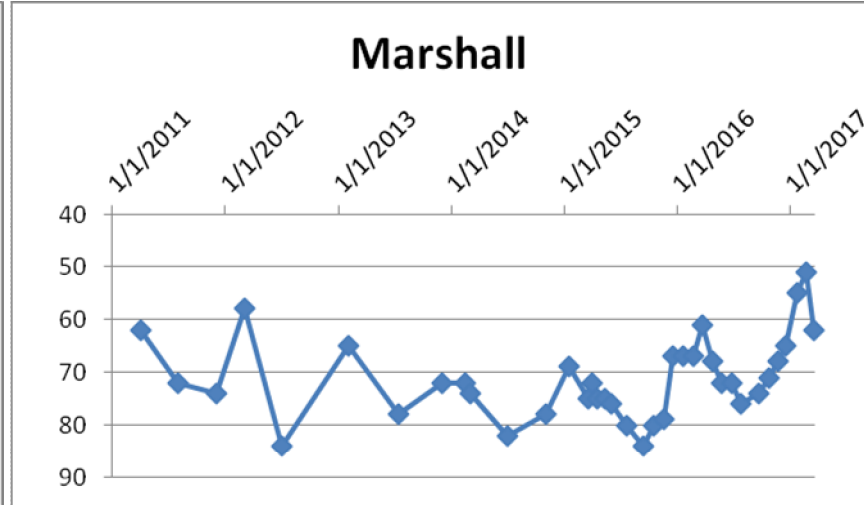
Directors Leap and Smith continue to monitor developments around the need to form a GSA in the portion of our District that is located in the Pajaro Valley 3-02 PUMA, outside of PVWMA's GSA. The filing of the Alternative Plan request to DWR by PVWMA on 12/27/2016 may change the necessity of a GSA formation. AWD is awaiting DWR's response before any District action. AGM Dias continues discussions with PVWMA and DWR as necessary.

Vicki Morris
General Manager
March 22, 2017

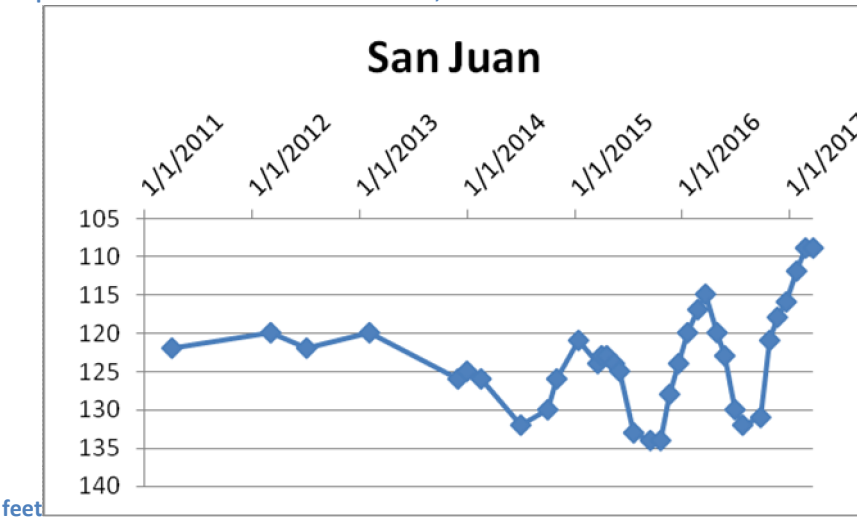
Well Depth Charts - As Of March 20 2017



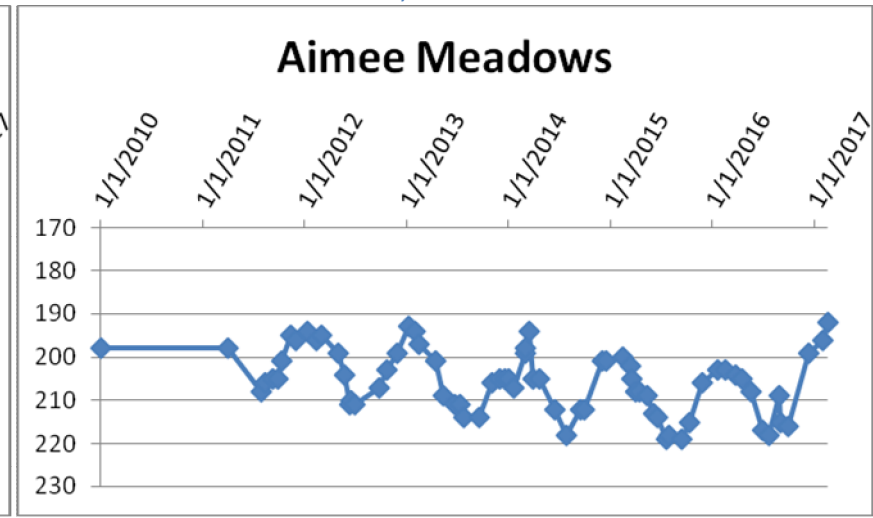
Carpenteria Well: Previous Read = 270 feet ; New Read = 269 feet



Marshall Well: Previous Read = 51 feet ; New Read = 62



San Juan Well: Previous Read = 109 feet ; New Read = 109 feet



Aimee Meadows Well: Previous Two Reads - 1/30/2017 = 196 ; 2/16/2017 = 192 feet

CORRESPONDENCE LIST: 02/22/2017 - 03/22/17

DATE:	TYPE	TO:	FROM:	SUBJECT:
2/22/17	M	V. Morris, AWD	SDRMA (Special Districts Assoc)	Annual Workers' Compensation Longevity Distribution
2/24/17	M	AWD	San Benito Co, Tax Collector	Upcoming Tax Auction Sale of defaulted properties
2/24/17	M	M. Morales, Blue Heron Lane	V. Morris, AWD	Explanation of water service charges
2/27/17	E/M	V. Morris, AWD	Atkinson, Andelson, et.al., attorneys at law	Solicitation for assistance with Groundwater Sustainability Act compliance
2/28/17	M	Oakridge and Via Del Sol residents	V. Morris, AWD	Request to conserve during Oakridge tank repairs
2/28/17	E	L. Bronnar, public	V. Morris, AWD	New service connection costs and policies
3/1/17	M	J. Russo, Via Del Sol	V. Morris, AWD	Board denial of sphere/annexation request
3/2/17	E	SWRCB, Drinking Water Prgm	V. Morris, AWD	Submittal: monthly Total Coliform Report- Feb
3/3/17	E	SWRCB, Drinking Water Prgm	V. Morris, AWD	Submittal: monthly Treatmt. Plant Report- Feb
3/3/17	E/blog	K. Bohlin, Next Door Aromas	V. Morris, AWD	Response to questions re: fluoridation; chlorine residuals
3/6/17	E/blog	Next Door Aromas	Next Door Aromas	Water meter and high usage
3/7/17	M	San Benito Co, Planning/Bldg	V. Morris, AWD	Water supply for 141 Seely Ave
3/8/17	E/M	AWD	ACWA	Information re: potential need to report lobbying activities
3/8/17	E	CalWARN, Coastal Region 2	V. Morris, AWD	Confirmation of contact info for CalWARN
3/10/17	E	SWRCB, Drinking Water Program	V. Morris, AWD	Submittal: quarterly Chlorine Residual Report- 1st quarter
3/10/17	E	AWD Board Members	M. Dias, AWD	Reminder of FPPC Form 700 deadline
3/10/17	E	M. Black, area resident	V. Morris, AWD	Report of water waste at Rancho Larios
3/10/17	E	M. Dias, AWD	SWRCB, Drinking Water Program	Approval of submitted update to Water Quality Emergency Notification Plan
3/6/17	E/blog	Next Door Aromas	Next Door Aromas	Brown water following Fire Dept usage
3/13/17	E	Aromas Tri-County Fire Dst.	V. Morris, AWD	Agreement for additional year for Chipper (Mulch) Program at Carpenteria site
3/14/17	E	Aromas Tri-County Fire Dst.	V. Morris, AWD	Chipping and request for notice from Fire Dept before hydrant usage
3/15/17	E	V. Morris, AWD	A. Sterbenz, MBWWA	Notes from 3/14 MBWWA Meeting
3/15/17	E	Superior Tank	V. Morris, AWD	Warranty repair for Oakridge Tank- water ponding on roof
3/17/17	E	D. Katada, S.B. County P. works	V. Morris, AWD	Clogged culvert at 581 Carr
3/17/17	E	V. Hanrahan, customer	V. Morris, AWD	Transmittal of annual Water quality report
3/17/17	E	V. Morris, AWD	San Benito Co Water Forum	Confirmation of presentation by V. Morris at 04/21/17 water forum in Hollister, CA
3/20/17	E	J. Russo, Via Del Sol	V. Morris, AWD	Potential appeal of Board decision denying annexation and service request
3/20/17	E	Superior Tank	V. Morris, AWD	Warranty repair for Oakridge Tank- follow up on leaking bolts
3/20/17	E	SWRCB, Drinking Water Program	V. Morris, AWD	Submittal: monthly Total Coliform Rpt- Mar
3/20/17	E	SWRCB, Drinking Water Prgm	V. Morris, AWD	Submittal: monthly Total Coliform Rpt- Mar
3/20/17	E	S. Novack, Water Resources Assoc of San Benito County	V. Morris, AWD	Board Proclamation of May as Water Awareness Month
3/20/17	E	M. Hernandez, PVWMA	V. Morris, AWD	Amiee Meadows well level data

AROMAS WATER DISTRICT

Staff Report

To: Board of Directors
RE: **Item IX A: Presentation of Audited Financial Statements for the fiscal year 2015-2016**
Date: 03/16/2017

History:

The Board of Directors is charged with the fiduciary responsibility to oversee and protect the assets of the District. The District is under contract with Armanino, LLP (formerly Berger Lewis Accountancy) for the legally required annual auditing of the financial records of the District. These annual Financial Statements are the relied upon source of information detailing the financial condition of the District. They are utilized by our creditors, bond holders, and our state and county regulators.

The fiscal year 2015-2016 is the twelve month period from 7/1/2015 to 6/30/2016; this is the time frame currently under review.

The Audit Committee included Vice-President Smith and Director Holman, Mr. Smiley AGM Dias and GM Morris; we met on March 7, 2017 for an in-depth review of these Statements.

Current Proposal:

Review and discuss the presentation made by our Auditor, Robert Smiley, CPA, of the Armanino, LLP firm to the Audit Committee. This year's Financials includes the final Single Audit for the Oakridge Assessment District. See separate attachment to your packet of the Draft Financials, Final copy will be presented at the board meeting.

Recommendation:

Accept the Financial Statements as presented.

Vicki Morris ó General Manager
Phone (831) 726-5071
Fax (831) 726-3951
Email- aromaswd@aol.com

AROMAS WATER DISTRICT

Staff Report

To: Board of Directors
RE: **Item IX B: Refresher Notes on Robert's Rules of Order**
Date: 03/16/2017

History:

The Board of Directors conducts all board meetings using the standards for business meetings called the Roberts Rules of Order.

Current Proposal:

By recent request from Board of Directors for a refresher course, Bob Bosso will lead a short presentation on the rules, agenda items, public input, motions and seconds, board discussion and voting.

Recommendation:

No action required by board.

Vicki Morris ó General Manager
Phone (831) 726-5071
Fax (831) 726-3951
Email- aromaswd@aol.com

Aromas Water District
Balance Sheet Prev Year Comparison
As of February 28, 2017

	Feb 28, 17	Feb 29, 16
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	85,536.22	65,903.44
Petty Cash	100.00	100.00
UB Bk Money Market xxxx7853	179,930.97	151,135.42
LAIF-State of Ca xx-05	781,556.89	776,734.84
Total Checking/Savings	1,047,124.08	993,873.70
Accounts Receivable		
1200 · Accounts Receivable - Other	0.00	2,028.74
Total Accounts Receivable	0.00	2,028.74
Other Current Assets		
Prepaid Insurance	10,957.19	10,823.12
128 · Inventory	21,549.46	25,665.96
1200.1 · Accounts Receivable--UBMax	66,747.12	62,988.75
1201.9 · Less Allowance for doubtful Acc	-500.00	-500.00
Total Other Current Assets	98,753.77	98,977.83
Total Current Assets	1,145,877.85	1,094,880.27
Fixed Assets		
1900 · Water System	11,509,364.43	11,173,374.09
1910 · Construction in Progress	821.50	0.00
1915 · Office Building & Improvements	389,467.80	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	-4,635,302.75	-4,191,374.75
Total Fixed Assets	7,764,363.12	7,869,272.28
Other Assets		
Deferred Outflow of Resources	87,849.00	21,836.00
LoanBrokerageFees	15,000.00	53,000.00
Accumulated Amortiz-loan fees	-1,625.00	-38,125.00
Deposits		
ACWA Deposit	2,080.80	2,080.80
Total Deposits	2,080.80	2,080.80
Total Other Assets	103,304.80	38,791.80
TOTAL ASSETS	9,013,545.77	9,002,944.35

Aromas Water District
Balance Sheet Prev Year Comparison
As of February 28, 2017

	Feb 28, 17	Feb 29, 16
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - Accounts Payable	10,592.39	8,614.07
Total Accounts Payable	10,592.39	8,614.07
Credit Cards		
First Bankcard - Louise Coombes	-692.60	0.00
First Bankcard -- Trevor Zelmar	218.78	-513.73
Valero - Fuel	277.12	279.21
First Bankcard -- David DeAlba	269.08	977.13
First Bankcard -- Vicki Morris	203.47	-134.95
Total Credit Cards	275.85	607.66
Other Current Liabilities		
2100 - Payroll Liabilities	-8,910.22	0.00
City National Bank - Current	105,477.00	0.00
Deferred Inflows- Actuarial	48,026.00	71,476.00
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	17,011.82	17,274.27
Interest Payable	0.00	11,316.40
Payroll Taxes Payable		
State Payroll Taxes Payable		
Payroll-SWHCA	125.85	0.00
Total State Payroll Taxes Payable	125.85	0.00
Total Payroll Taxes Payable	125.85	0.00
PVWMA Payable	9,502.23	18,959.69
Total Other Current Liabilities	175,382.68	123,176.36
Total Current Liabilities	186,250.92	132,398.09
Long Term Liabilities		
GASB 68 Pension Liability	436,183.00	436,144.00
City National Bank	1,265,394.67	1,474,829.12
Total Long Term Liabilities	1,701,577.67	1,910,973.12
Total Liabilities	1,887,828.59	2,043,371.21
Equity		
Investment in Capital Assets	6,396,001.53	6,346,397.53
Unrestricted Net Assets	3,285,261.86	558,909.25
Allocation of Net Assets	-2,588,320.07	0.00
Net Income	32,773.86	54,266.36
Total Equity	7,125,717.18	6,959,573.14
TOTAL LIABILITIES & EQUITY	9,013,545.77	9,002,944.35

Aromas Water District
Profit & Loss Budget Performance

February 2017

	Feb 17	Budget	Jul '16 - Feb 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	56,701.61	55,000.00	627,457.05	620,000.00	925,000.00
307 · Bulk Water	103.11	50.00	673.29	600.00	1,000.00
302 · Connection	0.00	0.00	0.00	0.00	12,790.00
301 · Taxes Rcvd	0.00	0.00	37,557.07	33,000.00	68,000.00
304 · Misc Income	0.00	205.00	1,200.00	1,660.00	2,500.00
306 · Interest	495.72	420.00	3,559.28	3,320.00	5,000.00
312 · Grant Revenue	0.00	0.00	1,000.00	1,000.00	2,000.00
Total Income	57,300.44	55,675.00	671,446.69	659,580.00	1,016,290.00
Gross Profit	57,300.44	55,675.00	671,446.69	659,580.00	1,016,290.00
Expense					
Operations					
403 · Fuel	722.51	670.00	4,501.54	5,320.00	8,000.00
404 · Truck Maint	22.50	1,000.00	2,266.88	3,600.00	5,000.00
431 · System Repair & Maint	7,970.53	5,000.00	39,786.11	38,000.00	58,000.00
463 · Water Analysis	2,370.00	500.00	5,138.00	3,600.00	6,000.00
464 · Water Treatment	501.11	700.00	5,177.80	5,600.00	8,500.00
468 · Tools	283.79	500.00	2,651.13	3,000.00	5,000.00
470 · Annexation/EIR/Planning	0.00	0.00	1,775.00	2,500.00	5,000.00
Total Operations	11,870.44	8,370.00	61,296.46	61,620.00	95,500.00
Power					
449.75 · 388 Blohm, # C	19.10	10.00	136.88	80.00	120.00
449.5 · 388 Blohm, A & B Office	152.47	125.00	1,045.94	1,000.00	1,500.00
461.5 · RLS Tank Booster	9.53	13.00	75.22	98.00	150.00
447 · Leo Ln Booster	29.44	15.00	260.69	115.00	175.00
448 · Aimee Mdws Well	9.53	11.00	75.64	86.00	130.00
451 · Marshall Corp Yard	24.14	50.00	210.03	320.00	550.00
452 · Rea Booster @ Seely	77.65	60.00	342.29	460.00	700.00
454 · Carr Booster	256.05	300.00	2,950.12	2,900.00	4,500.00
458 · Pleasant Acres Well	111.70	300.00	2,333.49	2,100.00	4,000.00
459 · Seely Booster @ Carpent...	19.06	25.00	-104.47	200.00	300.00
460 · San Juan Well	1,927.37	2,500.00	23,984.57	26,000.00	39,000.00
461 · Cole Tank	11.59	13.00	92.69	98.00	150.00
462 · Rea Tank	11.82	13.00	94.72	98.00	150.00
466 · Pine Tree Tank	11.94	13.00	93.45	98.00	150.00
Total Power	2,671.39	3,448.00	31,591.26	33,653.00	51,575.00
Payroll					
Gross	32,154.94	33,000.00	248,076.84	255,000.00	387,000.00
Comp FICA	1,990.01	2,000.00	15,567.29	16,000.00	24,000.00
Comp MCARE	465.43	470.00	3,640.75	3,720.00	5,600.00
Comp SUI	234.98	265.00	1,507.29	2,120.00	3,200.00
Total Payroll	34,845.36	35,735.00	268,792.17	276,840.00	419,800.00
Employee Costs					
407 · Outside Services	129.25	500.00	3,537.55	4,000.00	6,000.00
408 · Uniform Allowance	0.00	85.00	548.38	680.00	1,000.00
409 · Workers Comp	604.00	900.00	5,111.35	6,300.00	9,915.00
410 · Health Ins	6,596.92	6,600.00	46,840.26	46,600.00	73,000.00
474 · Education	285.00	500.00	1,678.03	4,000.00	6,000.00
477 · Retirement	5,133.43	5,300.00	42,618.77	41,600.00	62,700.00
Total Employee Costs	12,748.60	13,885.00	100,334.34	103,180.00	158,615.00

Aromas Water District
Profit & Loss Budget Performance

February 2017

	Feb 17	Budget	Jul '16 - Feb 17	YTD Budget	Annual Budget
Office					
440 · Misc Exp	637.81	250.00	3,255.89	2,000.00	3,000.00
444 · Postage	262.75	400.00	2,135.92	2,900.00	4,500.00
445 · Office Supplies	360.50	550.00	2,882.36	2,900.00	4,500.00
446 · Office Eqpmt and Maint	170.12	400.00	2,219.64	3,200.00	5,000.00
Total Office	1,431.18	1,600.00	10,493.81	11,000.00	17,000.00
Communications					
455 · Phone, Off	319.56	310.00	2,503.47	2,460.00	3,700.00
456 · Telemetry	298.36	305.00	2,400.49	2,380.00	3,600.00
457 · Answ Serv/Cellular Phone	129.00	300.00	2,098.21	2,300.00	3,500.00
Total Communications	746.92	915.00	7,002.17	7,140.00	10,800.00
Administrative & General					
417 · Capital Loan Interest	0.00	0.00	15,662.86	20,700.00	41,400.00
467 · Depreciation	12,500.00	12,500.00	100,000.00	100,000.00	150,000.00
406 · Liability Ins	1,539.05	1,590.00	12,654.78	12,650.00	19,000.00
420 · Legal Fees	1,250.00	1,300.00	10,000.00	10,400.00	15,600.00
422 · Bank Charges	31.12	125.00	719.52	1,000.00	1,500.00
423 · Litigation Contingency	0.00	0.00	0.00	0.00	10,000.00
425 · Audit	1,500.00	0.00	9,500.00	9,000.00	9,000.00
471 · Bad Debts	0.00	50.00	1,151.06	1,300.00	1,500.00
473 · Memberships	369.00	750.00	9,474.40	15,000.00	15,000.00
Total Administrative & General	17,189.17	16,315.00	159,162.62	170,050.00	263,000.00
Total Expense	81,503.06	80,268.00	638,672.83	663,483.00	1,016,290.00
Net Ordinary Income	-24,202.62	-24,593.00	32,773.86	-3,903.00	0.00
Net Income	-24,202.62	-24,593.00	32,773.86	-3,903.00	0.00

Aromas Water District
Monthly Expenditures
February 25 through March 22, 2017

Date	Num	Name	Amount
UB Checking			
02/27/2017	16072	Aromas Auto Repair	-22.50
02/27/2017	16073	CSSC	-79.00
02/27/2017	16074	HD Supply Waterworks, LTD.	-2,286.41
02/27/2017	16075	Mark Dias	-50.00
02/27/2017	16076	Old Firehouse Market	-59.98
02/27/2017	16077	Oppidea, LLC	-50.00
02/27/2017	16078	P G & E	-2,671.39
02/27/2017	16079	United Way serving San Benito County	-58.00
02/27/2017	16080	Valero	-404.14
02/27/2017	16081	Verizon Wireless	-146.51
02/27/2017	E-pay	United States Treasury (EFTPS)	-4,269.16
02/27/2017	E-pay	Employment Development Dept	-658.74
02/28/2017	DD1019	Coombes (P), Louise P	0.00
02/28/2017	DD1020	DeAlba (P), David	0.00
02/28/2017	DD1021	Dias (P), Mark R	0.00
02/28/2017	DD1022	Giron (P), Ester	0.00
02/28/2017	DD1023	Morris (P), Vicki	0.00
02/28/2017	DD1024	Zelmar (P), Trevor J	0.00
02/28/2017	EFT	QuickBooks Payroll Service	-9,769.18
02/28/2017	ACH	CalPERS	-889.05
02/28/2017	ACH	CalPERS	-2,281.62
02/28/2017	16083	USPO	-260.30
02/28/2017	EFT	Bank Service Fees	-41.12
03/03/2017	16082	VOID	0.00
03/08/2017	16084	A T & T U-verse	-60.00
03/08/2017	16085	ACE Hardware Prunedale	-162.53
03/08/2017	16086	CALNET3	-557.92
03/08/2017	16087	D & G Sanitation	-80.53
03/08/2017	16088	David DeAlba	-107.00
03/08/2017	16089	Davis Auto Parts Store	-42.59
03/08/2017	16090	HD Supply Waterworks, LTD.	-1,251.65
03/08/2017	16091	Monterey Bay Air Resources District	-369.00
03/08/2017	16092	Monterey Bay Analytical Services Inc	-1,342.00
03/08/2017	16093	Oppidea, LLC	-100.00
03/08/2017	16094	R & B Company	-771.13
03/08/2017	16095	Scotts Valley Sprinkler & Pipe	-69.82
03/08/2017	16096	Trevor J. Zelmar	-56.18
03/08/2017	16097	Xerox Corp	-15.70
03/13/2017	E-pay	Employment Development Dept	-527.35
03/13/2017	E-pay	United States Treasury (EFTPS)	-3,267.30
03/14/2017	EFT	QuickBooks Payroll Service	-11,464.05
03/15/2017	DD1026	DeAlba (P), David	0.00
03/15/2017	DD1025	Coombes (P), Louise P	0.00
03/15/2017	DD1027	Dias (P), Mark R	0.00
03/15/2017	DD1028	Giron (P), Ester	0.00
03/15/2017	DD1029	Morris (P), Vicki	0.00
03/15/2017	DD1030	Zelmar (P), Trevor J	0.00

03/22/17

Aromas Water District
Monthly Expenditures
February 25 through March 22, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/15/2017	E-pay	Employment Development Dept	-10.14
03/15/2017	E-pay	United States Treasury (EFTPS)	-175.12
03/17/2017	16098	Dutra (P), Marcus	-205.76
03/17/2017	16099	Holman (P), Wayne R	-202.76
03/17/2017	16100	Leap (P), James E	-205.76
03/17/2017	16101	Norton (P), K W	-205.76
03/17/2017	16102	Smith (P), Richard	-205.76
03/17/2017	16103	Armanino LLP	-1,500.00
03/17/2017	16104	Davis Auto Parts Store	-32.58
03/17/2017	16105	Monterey Co. Recorder-County Clerk	-19.00
03/17/2017	16106	R & B Company	-1,361.11
03/17/2017	16107	Recology San Benito County	-34.46
03/17/2017	16108	Robert E. Bosso	-1,250.00
03/17/2017	16109	San Benito County	-400.00
03/17/2017	16110	USA BlueBook	-225.01
03/17/2017	16111	USPO	-49.00
03/21/2017	ACH	CalPERS	-1,099.68
03/21/2017	EFT	CalPERS	-2,214.84
03/21/2017	EFT	CalPERS	-2,691.32
Total UB Checking			<hr/> -56,329.91
TOTAL			<hr/> <hr/> -56,329.91

AROMAS WATER DISTRICT

Staff Report

To: Board of Directors
RE: **Item IX F: Consider General Manager Employment Performance
Payment Amendment**
Date: 03/16/2017

History:

GM Morris recently had her 24th anniversary with AWD; she is planning for retirement within the year.

Current Proposal:

General Manager has requested, upon review of performance and accomplishments, a reduction from five to four days per week for the next five months. She has agreed to remain on-call as needed by staff and operations. She requests the same current rate of pay for the remainder of her tenure. She will forego any request for salary increase at the next budget cycle on 7/1/2017.

Recommendation:

Discussion and action required by board.

Vicki Morris ó General Manager
Phone (831) 726-5071
Fax (831) 726-3951
Email- aromaswd@aol.com