

**GARDEN FARMS COMMUNITY WATER DISTRICT**  
**Walnut Avenue, Atascadero, CA 93422**  
**(805) 438-3751**

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**Board of Directors**  
**Wednesday April 17, 2024 at 6:30 PM**

**Board Members Present:** Cory Pereira, Jay Jamison, John Pinson and Charron Sparks

**Employees Present:** Isaac Kwid via phone for a portion of the Communication and GM report

**Regular Meeting Called to Order:** Chair Cory Pereira called the regular meeting of the Garden Farms Community Water District to order at 6:45 p.m.

**Consideration of minutes from the March regular meeting:** *A motion was made to approve the March minutes as written. John Pinson/Jay Jamison. All in Favor.*

**Public Comment:** No public attended.

**Consideration of Financial Report and Recent Expenses:**

The board did not have financial reports to review due to a miscommunication. Charron had a report of expenses and was able to report that there were no unusual or unexpected payments made. With exception of the 2 CDs with Pacific Western, now Banc of California, that will mature later this year, all accounts and the safe deposit box are now located at Mechanics Bank.

**Communications**

- Ferrell Johnson has requested a leak credit. Marcia and Charron found a significant leak while reading the meter at the end of March. Ferrell's daughter was contacted and she contacted Porter Construction to repair the leak. The leak was fixed within the required timeframe. The credit would be \$633.18. Marcia also talked with Ferrell's daughter about the general difficulty collecting payments from Ferrell. As a result, all future bills will be sent to her. **A motion was made to provide a leak credit to Ferrell Johnson. Charron Sparks/Jay Jamison. All in Favor.**
- Stacey Loeffler, the tenant at 16255 Walnut, has been late three consecutive billing periods with the last two resulting in turn-offs. The bill will revert to the home owner. Marcia had emailed a copy of her text conversation to Charron just in case Marcia did not make it back for the meeting.
- Kourtney Kaney was given a text on March 26 that her bill needed to be paid prior to the reading of meters on the morning of March 29. No payment was received prior to the start of reading meters, thus her meter at the main house was shut off. The renters meter was left on as a courtesy to the renters but Kourtney was still charged for both \$75 reconnect fees. Marcia also sent an email of Kourtney's and her text conversation to Charron. In this case, Kourtney is the property owner. She plans to make the front house a vacation rental and now has a property manager named Sara. Kourtney finally paid the balance owed to include the turn-on fee. Charron confirmed payment and worked with Brian to get the meter for the main house turned back on.

- The District has switched from monthly paper statements to online banking with Mechanics Bank.
- There is confusion as to who is completing the CCR and eAR reports. Isaac confirmed that CWSS would be doing the CCR and could do the eAR but Marcia has that mostly completed so she will complete it as previously determined.
- SDRMA has given the District an estimated cost for our Property/Liability insurance at \$6,800.
- The Atascadero Ground Water 2023 annual report is available at <https://portal.atascaderobasin.com/>.

### **General Manager's Report/Safety/System Maintenance:**

- Isaac confirmed that CWSS would handle the weeding inside the Well site enclosures. Marcia will continue to have Eric and/or Rick take care of the area outside the enclosures.
- John Construction provided a bid to reroof the treatment and storage shed at Well 1. The bid includes removing the old roofing and installing dimensional roofing. The cost would be \$4550 with a \$2000 deposit. The Board asked Marcia to get a bid from another roofing company.
- Marcia has completed the Drought & Conservation (D&C) reports tied to the eAR report. She used the 2013 report, which needs to be updated by the Board. She is waiting on a copy of the 2023 CCR and Isaac's Operator/Distribution information before she can complete the eAR report.
- Came Security has been cancelled.
- Matt Cook has been notified and given the information for our yearly backflow testing.
- Porter Construction replaced the broken meter, which was discovered when the meters were read at the end of March, at 16510 ECR. They will also adjust the meter box at 9235 Poplar – Farrell Johnsons.
- Kourtney Kaney has rented the room above her barn to a fulltime tenant. She also has the rental behind the main house rented. Both of these units are on the same meter, requiring double base rate billing per the procedure manual. Charron to send her a letter regarding two unit billing on Linden. The main house is on a separate meter.
- Paul Torba has set his water payments to automatic on his bank site. He has asked that Marcia call him if there is no payment by the 15<sup>th</sup> of the month. The board noted that this was not really the district's responsibility. Marcia agreed but as courtesy will try to remember to do so.
- CWSS has offered to read meters for a \$500 charge per reading. The Board has declined the offer at this time.

### **New Business**

1. **Drought & Conservation Reporting** – The Board needs to review the prior plan and develop an updated plan. Marcia to send the Board a copy of the 2013 plan.
2. **Tank Cleaning** – CWSS (Butch) has contacted Potable Divers to schedule the cleaning. AT&T will be servicing cell phone equipment at the tank from 4/15 to 5/15 so Potable Divers will schedule the work around them. They will clean, inspect and video the tank, which must be full.

### **Old Business**

1. **Well Log Report** – provided by email. The low volume on well 3 could be a problem come summer, especially if Well 2 is not brought successfully back on line. The Board asked that CWSS make getting Well 2 bank online a priority. Marcia has asked CWSS to take pumping water levels after

running the wells for 20 minutes (to bring them to pumping level versus starting levels). It appears this has yet to occur. It was noted that water use was up from last year. However, it was also noted that last year was an anomaly from prior years.

2. **SCADA** –The Mission system is up and running. Isaac provided a demonstration attended by Charron and Marcia. He has created an account for Board members to access the system. There are instructions at Well One that Charron will send to the Board.
3. **Well 2 issues and update** – CWSS was told that getting this well back online is a priority.
4. **Main Line Replacement** – CWSS offered to collect another bid at the last meeting in addition to the proposal from Souza, which is now over a year old. However, no action has been taken as well 2 is the priority.
5. **District Map** – Charron will be meeting with Joann at the beginning of May to see if the work done so far has value and if so, what more needs to be done.
6. **Clubhouse property “lease”** – The lease is back with Corbin and Charron is awaiting his approval of the changes. Corbin unfortunately does not answer his phone and has not responded to her email requests. As the property is not in use at this time, it is not a problem. Once Corbin signs off on it as acceptable, she will send it to the District’s attorney as requested and approved by the Board previously.

#### **Action Item Review**

- Charron to continue to work with Corbin on the lease.
- Marcia to email the board the Drought and Conservation Plan
- Charron to work with Joann on the map.
- Next meeting is May 8<sup>th</sup> at Charron’s home, 6:30 pm.
- Charron to get quote for one meter reader from CWSS versus 2 incase either she or Marcia are not available.

**Adjournment of Regular Meeting: A motion was made to adjourn the regular meeting at 7:35 p.m. Charron Sparks/John Billings. All in favor.**

Respectfully submitted by,

*Charron Sparks*

Charron Sparks, Board Member