

**GARDEN FARMS COMMUNITY WATER DISTRICT
17005 Walnut Avenue, Atascadero, CA 93422
(805) 438-3751**

MINUTES FOR THE REGULAR MONTHLY MEETING

Board of Directors

Wednesday July 19, 2023 7:00 PM

**Garden Farms Bible Chapel Meeting Hall
17025 Walnut Avenue, Atascadero, CA 93422**

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

Board Members Absent: None

Employees Present: Marcia Joyce

Meeting Called to Order – Chair Cory Pereira called the regular meeting of the Garden Farms Community Water District to order at 7:10 p.m.

Public Comment: None

Consideration of Financial Report and Recent Expenses and purchase of new CD

- Tracey provided Charron with a list of checks written for the prior month. Nothing unusual. Of note are checks written for the District's insurance coverage. There will be no financials until the audit is complete. The audit process has been started with our new auditors.
- Charron reported that she has tried to work with US bank on multiple occasions but is getting nowhere. She has copies of the documents from the Safe Deposit bank to prove the District's existence and authority. She has also met with a representative of Pacific Western and there is no issue with the District setting up a CD with them. Their current CD rate is 5.35 to 5.5 versus US Bank's rate of 4.8 to 4.95. She has not taken action due to conflicting discussions vs motions in previous meetings. The Board asked that she proceed with Pacific Western Bank at 5.5%.

Open session announcement - Special Closed meeting session June 21, 2023 regarding personnel - topic to be discussed under New Business in open session

Consider Minutes of June 2023 Meeting - A motion was made to approve the minutes as written. John Billings/John Pinson. All in favor.

Communications:

- Cory contacted Alltech about maintenance. They will do an annual maintenance for \$395 per year. **A motion was made to contract with Alltech to provide annual maintenance. John Billings/Jay Jamison. All in favor.**
- We still need to run the generator on a monthly basis. CWSS needs to be advised and given instruction.
- Norm Hibble has moved out with no forwarding address. He has an outstanding balance of \$170.62. The meter is locked.

- Jerry Archie has not paid his bill. His bill was forwarded to his Yuma, Arizona address but as of now he has not responded. His meter is turned off.
- The board motioned and approved Marcia spending up to \$500 in June to resolve her computer issues. They have not been. She has been accessing her email access via the internet, which was working but she has found that both sent/received mail is sporadic. Tracey provided her with a reliable person to trouble shoot and fix the situation. Marcia asks that you text her with questions as her email is sporadic.
- Susan Fletcher has asked to waive her late fee. She had been a habitual tardy but has been on time for the last two or three billings. ***A motion was made to waive the late fee. John Pinson/John Billings. All in favor.***

General Manager's Report/Safety/System Maintenance:

- AT&T has not moved forward with the generator.
- No word from Dish Network.
- Backflow testing has been completed.
- In the process of adjusting the float, the alarm went off. When Isaac attempted to resolve with CAME, he was denied access. Marcia asked if CWSS should be given privileges. ***A motion was made to provide CWSS with full access. Charron Sparks/John Pinson. All in favor.*** Marcia will get that set up with CAME and work with CWSS to explain CAME security and the tank flags.
- The Molle' meter will be repaired next week by Porter Construction. It appears there is a problem with the meter connection after the work done last month. Only the Molle' water will be off during the repair. Porter will be working on it next week.
- Eric Soto has completed round one of weeding. Marcia will contact him to have him weed areas that have regrown.
- Charron reported on behalf of CWSS that Well One is now working off the large chlorine tank and the other two wells will be converted to the smaller 15 gallon delivery containers to avoid transporting chlorine between wells.

New Business:

1. **Job tasks for CWSS** – see job tasks for General Manager
2. **Job tasks for General Manager** – Marcia was provided a list of job tasks to be updated into the procedure manual with the onboarding of CWSS prior to the meeting. She had multiple questions. She asked who would be ordering chlorine and supplies. She asked who would be doing the water samples and the water quality reports. She also expressed concerns about the tank alarm and who was responding to what. She stated that having a job be the responsibility of both the GM and CWSS was confusing and duplicative. The Board determined that a meeting including CWSS, the GM and the Board, should be set to get the job responsibilities established/communicated and to get the District's working communication channels set up. The best date is the morning of July 27th or July 25th, no earlier than 9:00. Charron to contact CWSS. Marcia stated she does not want to be secretary as this was an area she knows nothing about and stated she would make a poor one. The biggest concern was taking minutes. After some discussion, board member Charron Sparks indicated a willingness to continue as secretary in this time of transition.

3. **Resulting proposed changes to Procedure Manual** – deferred until after the Special Meeting
4. **Onboarding of CWSS** – CWSS has been onsite during the month of July. Marcia was not in District much of this time. Topic to be fully explored at the Special Meeting to be held next week.

Old Business:

1. **Well Log Report** – Nothing unusual.
2. **Well 2 issues and update** – The board was sent information regarding the proposals provided by three companies and with Dan’s recommendation, selected Miller Pump and Drilling. ***A motion was made to have Miller pull the pump and video Well 2. John Pinson/Charron Sparks. All in favor.***
3. **Main Line Replacement** Board will revisit after Certified Water System Service is fully on-boarded. There was no discussion about the quote that Marcia had volunteered to get at the last meeting.
4. **District Map** – Charron contacted Joann and has played a bit of sporadic phone tag. She would like to set up a meeting to discuss the current condition of the digital map and determine if more should be done.
5. **Clubhouse property “lease”** - Charron is the hold-up and she recognizes that with the amount of activity, she needs to get moving.

Action Item Review

- Charron is to make the purchase of the CD happen.
- Charron to advise every one of the numbers for Isaac and Butch.
- Butch and Marcia will be asked to provide monthly reports.
- Well 3 is cinched down too low – Marcia will talk with CWSS.
- Charron to contact CWSS about a special meeting.
- Marcia to talk to Tracey about waiving the late fee on Fletcher.
- Marcia to give CWSS access to CAME security
- Marcia to contact Eric about weeding

Adjournment of Regular Meeting

A motion was made to adjourn the regular meeting at 8:58 p.m. Charron Sparks/John Pinson/All in favor.

Respectfully submitted by,

Charron Sparks

Charron Sparks
Board Member