

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Wednesday December 20, 2017 at 7:00 PM
Garden Farms Bible Chapel Meeting Hall
17025 Walnut Avenue, Atascadero, CA 93422

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

Board Members Absent: John Billings

Employees Present: Marcia Joyce, General Manager and Mary Anne Stephens, District Secretary

Members of the Public Present: James Pierson

Regular Meeting Called to Order

- Chair Charron Sparks called the regular meeting of the Garden Farms Community Water District to order at approximately 7:00 PM.

Consideration of November 8, 2017 Minutes

- *A motion was made to approve the minutes as written. John Pinson/Jay Jamison/All in favor.*

Communications

- AT&T approved and extended the lease. It was reviewed by Jay and Marcia and although some language has been updated, it appears to be in order.
- The district secretary has not been able to upload files into the website because her computer has outdated software.
- *A motion was made to cover the cost for upgrading the secretary's software. John Pinson/Jay Jamison/All in favor.*

Financial Report and Consideration of Recent Expenses

- The district paid all county fees and also paid Cosmo \$26,500 for painting the tank. There were no other unusual expenses.
- Tracey, district bookkeeper is having difficulty when trying to communicate with various banks. Charron recommended making a motion to authorize her to discuss all aspects of district bank accounts with bank representatives and then submit a copy of the minutes to the bank.
- *A motion was made to authorize Tracey to discuss all aspects of district bank accounts with bank representatives. John Pinson/Jay Jamison/All in favor.*
- Ken Filliponi has recommended that the district transfer \$150,000 from the account at Pacific Western Bank to another bank. He is concerned that the current balance exceeds what FDIC insures. Tracey has done research and found an acceptable rate for a one year CD at Pacific Premier Bank.

- *A motion was made to move \$150,000 into a one year CD at Pacific Premier Bank. Cory Pereira/John Pinson/All in favor.*

General Manager's Report and System Maintenance

- James Pierson requested that the district provide him with a Will Serve letter. He stated that the county is requiring the letter before allowing him to obtain a permit to begin remodeling his property. There are already two meters and the letter is a formality showing the district will continue to serve the property.
- *A motion was made to provide James Pierson with a Will Serve letter to help him with his permit process to remodel his house. Jay Jamison/Cory Pereira/All in favor.*
- Dan Migliazzo has offered to give the district a used chlorine analyzer. He told Marcia that it still works but needs reconditioning. Marcia informed the board that the cost to recondition the analyzer is \$1257.25. It is needed because the well cannot pass the county required bacteria test without being chlorinated and therefore, the water must be sampled daily. The cost of a new analyzer would be approximately \$4,000.
- *A motion was made to pay \$1257.25 for reconditioning of a chlorine analyzer. Cory Pereira/John Pinson/All in favor.*
- Ann Robin would like to receive water service as out of district customer. She currently uses a shared well and would need to have a meter installed. The cost for meter installation is \$7,500 and the cost for service for an out of district customer is \$125.00 bi-monthly. Charron informed Ann that the water must be used for domestic purposes only. The board has requested that if she does not disconnect the well, she install a back flow device to prevent commingling. Marcia will relay the information to Ann.
- *A motion was made to approve Ann Robin as an out of district customer. John Pinson/Cory Pereira/All in favor.*
- Dechance Construction is still working on the bid for main line replacement on Walnut Street.

New Business

- Charron informed the board that Ken Filliponi was correct in stating that the district has inadequate property insurance coverage. The current policy provides less than \$400,000 for replacement costs and needs to be increased significantly. The board asked that more information be provided on a detailed spread sheet, which will help to determine what amount of coverage is needed for all three wells and the tank. Jay asked that more information be provided about coverage if a catastrophic event were to occur at one of the sites. Marcia will take an inventory of buildings and structures at each site and Charron and John will work on determining a value for the buildings and structures. The matter will be placed on the agenda and discussed at the next meeting.
- The closed session for annual employee review and election of a new board chair was postponed until the January board meeting.
- *A motion was made to move the employee review and election of new chair to the January meeting. John Pinson/Jay Jamison/All in favor.*

Well Log Report

- Marcia stated that there was nothing unusual to report.

Action Item Review

- Marcia will take an inventory of all four sites.
- Marcia will provide a Will Serve letter to James Pierson.
- Marcia will go to the bank and transfer \$150,000 from Pacific Western Bank into a CD at Pacific Premier Bank.
- Marcia will email district staff requesting information about a pay increase.

Adjournment

A motion was made to adjourn the regular meeting at 7:38 PM. John Pinson/Jay Jamison/All in favor.

Submitted by,

Mary Anne Stephens
District Secretary

Approved: