

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Wednesday February 21, 2018 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: Mary Anne Stephens, District Secretary

Members of the Public Present: Tara Lancaster

Regular Meeting Called to Order

- Chair Charron Sparks called the regular meeting of the Garden Farms Community Water District to order at 7:04 PM.

Public Comment

- Tara Lancaster is moving and will be renting her house out and asked how to have service transferred into the name of a tenant. The board informed her that she should fill out a form which can be found in the procedure manual but that she is ultimately responsible for payment. Tara also stated that she is currently being billed under the double occupancy billing policy but eventually plans to convert her rental unit into a play and laundry space. She asked how to have her service changed back to single occupancy billing. The board informed her that a signed letter would be required stating that the unit no longer has a kitchenette and is no longer rentable.

Consideration of January 10, 2018 Minutes

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

Communications

- Anne Robins has completed her service form agreement to begin service as an out of district customer and has provided a check in the amount of \$7,500 for meter installation. She has the option of submitting an application to LAFCO or, the board can make a resolution to have her added as an out of district customer.
- *The board resolved to accept Anne Robins as an out of district customer under the constraint of the out of district customer policy. John Pinson/Jay Jamison/All in favor.*
- Jerry Zinman asked Marcia for the name of the GFCWD attorney. He is upset with the district policy which states that a landlord is responsible for unpaid

past due bills. Marcia contacted the attorney and was told to send Mr. Zinman a letter with the requested information, advising him that he may contact the attorney with questions about the billing policy. Marcia prepared and mailed the letter to Mr. Zinman.

Communications

- Daniel Burgess is running for LAFCO alternates and has requested that a board member go to the meeting and vote for him. According to LAFCO rules, the vote must be done in person by a board member. John Pinson recommended that the district vote for him. Charron will follow up with Dave Church and get more information about the meeting.
- *A motion was made to vote for Daniel Burgess for LAFCO alternate. Cory Pereira/Jay Jamison/All in favor.*

Financial Report and Consideration of Recent Expenses

- The annual membership fee for California Rural Water Association is due in the amount of \$402.00.
- *A motion was made to pay the annual membership fee for California Rural Water Association in the amount of \$402.00. John Pinson/Jay Jamison/All in favor.*
- Charron noted that there were more late fees than usual. She also stated that John Pinson is being credited for two bases instead of one and will notify Tracey to make the correction.

General Manager's Report/System Maintenance

- Marcia has ordered a new chlorine pump. She has also been working on transferring files and is almost done. There are new testing requirements for TCP. Chlorine levels have been fluctuating but are leveling out and the tank water level was lowered.

Old Business

- **Well Log Report.** Well levels are within normal ranges and there was nothing new to report.
- **Insurance Coverage.** Charron has prepared values for the inventory and given that information to Marcia which will help to determine how much insurance coverage is needed. Marcia will prepare a report and submit it to SDRMA.

Action Item Review

- Charron will meet with Marcia and update her.
- The district secretary will type a resolution accepting Anne Robins as an out of district customer.
- The district Secretary will add the closed session to next month's agenda.
- Charron will follow up with Dave Church.

Adjournment

A motion was made to adjourn the regular meeting at 7:39 PM. John Pinson/Jay Jamison/All in favor.

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: April 12, 2018