

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Wednesday March 14, 2018 at 7:00 PM
Garden Farms Bible Chapel Meeting Hall
17025 Walnut Avenue, Atascadero, CA 93422

Board Members Present: Cory Pereira, Jay Jamison, and John Billings

Board Members Absent: Charron Sparks and John Pinson

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

Members of the Public Present: None

Regular Meeting Called to Order

- John Billings called the regular meeting of the Garden Farms Community Water District to order at 7:05 PM.

Public Comment

- No Public Comment.

Consideration of February 21, 2018 Minutes

- *Approval of the minutes was postponed until the next meeting.*

Communications

- Marcia informed the board that the GFCWD Procedure Manual needs updating to reflect the new rates and fees which became effective January of 2018. A section should also be added which gives detailed charges for upgrading meters. Marcia will work with the district secretary on making the changes and additions.
- Marcia is in the process of submitting Anne Robins request to LAFCO to be served as an out of district customer. Dave Church has informed Marcia that the request should be approved
- Marcia asked that Dave be reimbursed for the cost of his state operator's certification.
- *A motion was made to approve reimbursement for Dave's state operator's certification. Jay Jamison/Cory Pereira/All in favor.*

Financial Report and Consideration of Recent Expenses

- Marcia informed the board that there were no financials to report on because bookkeeper Tracey Finegan was on vacation.

General Manager's Report / System Maintenance

- Marcia informed the board that an electrician needs to be hired to wire the chlorine analyzer and that it also needs a cord. The board feels that because the unit was reconditioned that it should be ready to install and questioned why it still needs wiring and a cord. Marcia agreed and will follow up and report back to the board at the next meeting. She also stated that William installed a box and that neither she nor Dave has been able to determine what the purpose of the box is other than that wires run through it. Marcia will check with John Pinson about the box.
- Marcia has finished transferring historical information and yearly audits into the fireproof cabinet. She is not sure how far back financial records should be kept and asked for clarification. Jay feels that seven years would be sufficient but recommended that she discuss the matter with Charron.
- Marcia asked if she should purchase new parts for the installation of James Pierson's meter. Since some of the parts that the district currently has are more than five years old, she is concerned about lead content. The board asked her to do more research and find out which parts may contain lead and report back at the next meeting.
- Marcia has offered James Pierson the option of moving his meter near to the hydrant on Aquacita Road but he prefers to keep it near the tank. He has asked about moving his service line to avoid running it through Jerry Zinman's property but Marcia told him that because of electrical and cable lines which are located at the tank, this would be difficult and would require board approval. The board asked Marcia to discuss with him the fact that moving the line would not be in his best interest and that he would be responsible for the cost of moving the line. They asked Marcia invite to him to the next board meeting so that the matter can be discussed with him.
- Marcia told the board that she has been looking into upgrading liability insurance and has found that the new policy is going to be much more costly than what the district currently pays. Coverage is going to be limited to within one thousand feet of water line from the scheduled location. The current policy only covers one well and will be expanded to include all three wells instead of one. The board suggested that Marcia talk to the managers of other larger water districts and ask about the principles that they use when determining how to insure assets.

Old Business

- **Well Log Report.** Marcia reported that historically, levels are good. Static levels are not as good as levels from the previous year but are better than the year prior to that. Marcia compared the backwash to last year and found that it is lower so she is going to check with Dan because he was adamant that backwashing needs to be done often.

Action Item Review

- The district secretary will update the procedure manual to reflect the new rates and fees.

- Marcia is going to talk to James Pierson about moving his service line and ask him to come to the next board meeting.
- Marcia is going to call Hach and ask why the reconditioned chlorine analyzer still needs wiring and a cord and is not ready to install.
- Marcia is going to talk to managers of other water districts about liability insurance and ask about what principles they use when insuring assets.

Adjournment To Closed Session for Personnel Discussion

A motion was made to adjourn the regular meeting at 8:15 PM. John Billings/Jay Jamison/All in favor.

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: May 9, 2018