

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Thursday April 12, 2018 at 7:00 PM
Garden Farms Bible Chapel Meeting Hall
17025 Walnut Avenue, Atascadero, CA 93422

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

Board Members Absent: Cory Pereira

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

Members of the Public Present: None

Regular Meeting Called to Order

- Charron Sparks 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

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

Consideration of March 14, 2018 Minutes

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

Communications

- Marcia informed the board that Dennis Derickson is using district water for irrigation and is not following out of district customer guidelines. When Marcia told him that he is violating the policy he told her that he hasn't changed anything since purchasing the property and cannot fix it until summer. To correct the problem he must reroute his plumbing so that his irrigation comes off of his well. The board asked Marcia to give him written notice that he has until May 15, 2018 to comply or his water will be disconnected.
- Jerry Zinman has an outstanding past due balance and water at his property has been disconnected for several months. He has not formally notified the district that the property is no longer occupied and charges continue to accumulate. Since the balance is more than three months past due the board asked Marcia to go to the county clerk's office and record a lien against his property.

- Marcia informed the board that Anne Robin has paid fees and submitted a request to LAFCO to receive service as an out of district customer. Anne and Marcia will attend the LAFCO meeting to discuss her application. Charron stated that the application will most likely be approved but that within the next two years, she may be required to annex her property.
- Marcia contacted SDRMA with updated asset information and they have adjusted the policy premium which will renew in July and will be effective from July 1, 2018 through July 1, 2019. SDRMA could not give Marcia an exact premium amount for renewal but stated that there will be an across the board increase of six percent. The district received a supplemental prorated bill for March 2018 through July 2018 in the amount of \$219.18.
- *A motion was made to pay the supplemental prorated insurance bill in the amount of \$219.18. John Billings/John Pinson/All in favor.*
- Marcia informed the board that Jessica Steely qualifies for a leak policy credit in the amount of \$30.45.
- *A motion was made to give Jessica Steely a leak policy credit in the amount of \$30.45. Jay Jamison/John Billings/All in favor.*
- Marcia reminded the board that the leak policy credit is calculated by averaging the last few years and that it is currently being calculated based upon the old bi-monthly rate of \$40.00. She informed the board that the district procedure manual needs to be updated with new fee and bi-monthly rates and asked if the leak policy credit rate should be adjusted as well. Charron will do research and report back to the board but said that the manual needs to be updated with the new bi-monthly rates and asked the district secretary to update the manual.

Financial Report and Consideration of Recent Expenses

- Two months of financials were reported and Charron stated that payroll taxes were paid but that nothing out of the ordinary was paid.

General Manager's Report / System Maintenance

- Marcia sent James Pierson an email detailing the options and cost for his meter upgrade but has not heard from him. The cost of meter installation is a minimum of \$1,000.00 for the short side and a minimum of \$3,500.00 for the long side. These are estimated costs and the actual costs could exceed these amounts because of labor and materials.
- Marcia called Hach about the power cord for the new chlorine analyzer and was told that they will send one. They informed her that the reason they did not send a cord is because the newer units are battery operated and a cord is optional. The analyzer that was reconditioned for the district is an older model and cannot be battery operated.
- Marcia asked that the district hire an electrician to connect the chlorine analyzer to the chart recorder. She stated that more electrical outlets are needed at well one because currently there are only two outlets and that one of them is dedicated to the chlorine pump. Electricraft has done electrical work

for the district in the past and Marcia recommended hiring them for the work at well one.

- ***A motion was made*** to authorize Marcia to hire Electricraft to do the electrical upgrades at well one at a maximum cost of \$1000.00. John Pinson/Jay Jamison/All in favor.
- Marcia has placed financials and historical documents in the fire proof filing cabinet. She asked Charron how many years of financial records should be kept and Charron said that the district is required to keep seven years of records. Marcia asked if all yearly financial audits should be kept and Charron said that only seven years of hard copies are needed and the rest can be put on a CD and stored in the cabinet. Charron will scan her copies of the audits and put them on a flash drive or CD.
- Marcia received a notice from the County of San Luis Obispo stating that the district is in violation of the lead and copper monitoring policy. The policy requires that the district take a sampling of the water of five separate residences and test for lead and copper content. Marcia is going to ask the county about the requirements of the test and if a notice must be posted informing the public that the district is in violation of the policy.

Old Business

- **Well Log Report.** Marcia reported that static levels are up and well balances are good. Dave has made adjustments and is running well two less and running well one more than previously.

Action Item Review

- Marcia will file a lien on Jerry Zinman's property.
- Marcia will call Dennis Derickson and remind him that he is violating district policy and that he has until May 15, 2018 to comply or his service will be disconnected. She will also send him a written notice.
- The district secretary will update the procedure manual to reflect the new bi-monthly rates.
- Marcia will hire Electricraft to install more outlets at well one and connect the chlorine analyzer to the chart recorder.
- Marcia will ask Tracey if she has electronic files of financials.
- Charron will research updating the leak policy credit.

Adjournment

A motion was made to adjourn the regular meeting at 8:06 PM. Jay Jamison/John Billings/All in favor.

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: May 9, 2018