

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

**MINUTES OF THE MONTHLY MEETING**

**Board of Directors**

Wednesday May 9, 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 Billings

**Board Members Absent:** John Pinson

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

**Members of the Public Present:** None

**Regular Meeting Called to Order**

- Chair 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 March 14, 2018 Minutes**

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

**Consideration of April 12, 2018 Minutes**

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

**Communications**

- James Pierson has requested that the district waive his fifteen-dollar late fee. The board agreed to waive the late fee and asked Marcia to inform him that it is a onetime courtesy.
- *A motion was made to waive James Pierson's fifteen-dollar late fee. Jay Jamison/John Billings/All in favor.*
- James Pierson requested a copy of his Service Agreement and Will Serve Letter. The planning department with the County of San Luis Obispo contacted Marcia to verify that the district will be providing service to his property. Marcia told them that she is waiting to hear from Mr. Pierson about where to install the meter. He has been given the option to install it on Aquacita Road or at the water tank.
- Several customers have commented that the district Facebook page is outdated and Marcia informed them that the page is being removed and that they can

access information on the district website. Marcia informed the board that because the page was made in Rob Kimmel's name, in order to permanently delete the page, a death certificate must be provided. Marcia is in the process of working with Karen Kimmel to delete the Facebook page.

- Dan McGee has requested that the district waive his fifteen-dollar late fee. The board agreed to waive the late fee as a onetime courtesy.
- *A motion was made to waive Dan McGee's fifteen-dollar late fee. John Billings/Cory Pereira/All in favor.*
- Marcia informed the board that she notified Dennis Derickson that as an out of district customer he must use water for domestic purposes only and not for irrigation and requested that he reroute his plumbing so that water used for irrigation comes off of his well. Marcia stated that he is not cooperating with the request and that she reviewed the district policy and found that an out of district customer may use water for limited irrigation and asked for guidance about how to proceed since he was given a May 15, 2018 deadline to comply. She stated that he has been using more than the minimum base amount every month and the board asked that she check for leaks. Charron asked Marcia to forward information about out of district customer policies to board members for their review.
- Jerry Zinman still has an outstanding past due balance and his water service has been disconnected for several months. Marcia was contacted by his real estate agent about turning the service on in order to sell the property. The board asked Marcia to relay to the agent that the past due balance must be paid by Mr. Zinman before service is reconnected.

#### **Financial Report and Consideration of Recent Expenses**

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

#### **General Manager's Report / System Maintenance**

- Marcia informed the board that the county inspected the wells and that the only two requests made by the inspector were that the district calk around the top seal of well two and put a screen over the blow off valve. Marcia is in the process of gathering a list of homes which could be used for sampling and testing for lead and copper. The inspector provided a list of testing due dates and a list of properties which have been previously tested and told Marcia that if the district cannot find homes to test that do not have water softeners, then homes with softeners may be used for testing and sampling. The county requested that ten properties be tested but Marcia is going to ask the inspector if testing five properties would still meet testing requirements.
- Marcia provided an update about installing outlets at well one and connecting the chlorine analyzer to the chart recorder. Electricraft has given the district a bid of approximately \$400.00 to install outlets but could not provide a bid for the cost of connecting the chlorine analyzer to the chart recorder because it will vary depending on what needs to be done. The board has already

authorized Marcia to pay Electricraft a maximum of \$1000.00 and she feels that this amount will be sufficient to complete the work.

- The meter at the apartments on Walnut Street does not have a customer shut off valve and needs to be replaced. This would require shutting service off, digging underneath the street and installing a new service line. The board feels that there is no cost benefit to be gained by replacing the meter at this time and recommends that it be replaced when the main service line is replaced.
- Charron drafted a letter notifying customers that the district is in violation of lead and copper monitoring and testing requirements. It is going to be mailed to customers along with the next billing statement. The first line of the letter states that the violation is due to a change in State of California monitoring requirements and the board requested that Marcia highlight that line of the letter before mailing it.
- The district secretary asked for clarification about updating rates and fees in the procedure manual. Marcia will research the updates and forward the information to the secretary. Charron will look for the most recent version of the procedure manual and email it to the secretary and board members and requested that the board review the manual.

#### **Old Business**

- **Well Log Report.** Marcia reported that static levels at the wells are good but that backwashing levels at well three are a little high and is due to the fact that Dave is still learning how to backwash the well.

#### **Action Item Review**

- Marcia will research rates and fees updates.
- Charron will email the most recent version of the procedure manual.
- The board will review the most recent version of the procedure manual.
- Marcia will highlight the first line of the lead and copper testing notice which will be mailed to district customers.
- Marcia will review the policy guidelines for out of district customers and email the information to board members.
- Marcia will ask Tracey to remove late fees for James Pierson and Dan McGee.
- Marcia will notify Jerry Zinman's real estate agent that the past due fees must be paid in order to have his service reconnected.

#### **Adjournment**

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

Submitted by,

*Mary Anne Stephens*

Mary Anne Stephens  
District Secretary

Approved: 06/14/2018