

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

**MINUTES OF THE MONTHLY MEETING**

**Board of Directors**

Wednesday July, 11 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 and Jay Jamison

**Board Members Absent:** John Billings and 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 7:06 PM.

**Public Comment**

- No Public Comment.

**Consideration of June 14, 2018 Minutes**

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

**Communications**

- John Neil requested nominations for non-voting members for the Atascadero Basin GSA executive committee.
- Marcia informed the board that Chris Wallace qualifies for a leak policy credit in the amount of \$138.81.
- *A motion was made to give Chris Wallace a leak policy credit in the amount of \$138.81. Cory Pereira/Jay Jamison/All in favor.*

**Financial Report and Consideration of Recent Expenses**

- Kenneth Filipponi submitted an engagement letter in the amount of \$3,300.00 for the district's annual financial audit.
- *A motion was made to approve the engagement letter rate in the amount of \$3,300.00 for the annual audit. Jay Jamison/Cory Pereira/All in favor.*
- Charron reported that there were no unusual payments.

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

- Electricraft submitted a proposal in the amount of \$2,692.00 for electrical work at well one. The proposal exceeds initial board approval of \$1,000.00 but it includes additional improvements which the board feels are necessary such as removing rusted conduit from the floor and adding outdoor flood

lights. Charron stated that because the bid is under \$5,000.00, the district does not need additional bids from other contractors.

- ***A motion was made to approve the proposal from Electricraft in the amount of \$2692.00 to complete electrical work at well one. Jay Jamison/Cory Pereira/All in favor.***
- At the last board meeting, a discussion was held about James Pierson replacing his two-inch service line with a one-inch line. He did a pressure test on his two-inch line and it was approved by the county and does not need to be replaced.
- Marcia will be testing the water supply for lead and copper. The county required that the testing be done after July 1, 2018. She will be contacting the Environmental Health Department for assistance and clarification but feels that testing five separate residences will be sufficient.
- The eyewash station at well one is broken and Marcia turned off the valve. Dave will repair the eyewash station and the valve will be turned back on.
- Marcia informed the board that the leak policy credit may need to be adjusted because of the raise in bi-monthly fees. The current credit is determined by averaging a customer's past bills using a forty-dollar baseline and that baseline has not been adjusted even though there have been several rate increases. The board feels that the credit should be based on gallons used and not a dollar amount. Charron stated that the credit is designed to assist customers who have large bills because of an undetected leak. The board agreed that the policy should be adjusted and asked Marcia to consult with Tracey and the matter will be placed on next month's agenda.
- Marcia feels that landlords should be signing a rental agreement when renting their property. The form will clearly state that they understand and agree that they are responsible for any outstanding water bills which have not been paid for by the tenant who rents their property. She said that this would remove any confusion about who is ultimately responsible for payment of an outstanding water bill. The board feels that adding this form to the rental agreement is in the best interest of the district and asked Marcia to draft an agreement.
- Charron reviewed the procedure manual and suggested several revisions. First, the agenda format needs to be changed in the manual. The second change is regarding who can authorize emergency repairs. Charron informed the board that emergency repairs up to \$500.00 are under the jurisdiction of the maintenance department. The manual should clearly state that maintenance has the authority make emergency repairs. The third revision is regarding cell site income. The manual states that revenue will be kept in a separate account apart from general funds. The revenue is not held separately and Charron suggested revising the manual to state that it will be accounted for separately. The fourth change is revising rates to reflect the recent water rate increase and adding information about proposition 218. The last revision is regarding safety meetings. The manual states that records relating to safety issues will be kept and that quarterly safety meetings will be held. Charron suggested adding safety to the agenda and discussing safety issues at each meeting.

### **New Business**

- Charron read resolution number 55 requesting consolidation of the biennial election with the November 6, 2018 consolidated general election.
- *A motion was made* to approve the resolution to consolidate the biennial election with the November 6, 2018 general election. Cory Pereira/Jay Jamison/All in favor.

### **Old Business**

- **Well Log Report.** Marcia reported that static levels at the wells are good.

### **Action Item Review**

- Charron will write a revision to the rate increase section of the procedure manual.
- Marcia will update the landlord section of the water service agreement.
- Marcia will ask Tracey to report the checks written in the audit period.
- Marcia will schedule Electricraft to begin work at well one.
- Marcia will work with Tracey to update verbiage regarding the leak policy credit.
- The district secretary will update the procedure manual.
- Board members will read page 60 of the procedure manual regarding safety record keeping.

### **Adjournment**

*A motion was made to adjourn the regular meeting at 8:07 PM. Jay Jamison/Cory Pereira/All in favor.*

Submitted by,

*Mary Anne Stephens*

Mary Anne Stephens  
District Secretary

Approved: 08/15/2018