

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

**MINUTES OF THE MONTHLY MEETING**

**Board of Directors**

Wednesday August 15, 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, John Billings and John Pinson

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

**Members of the Public Present:** None

**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 June 14, 2018 Minutes**

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

**Consideration of July 11, 2018 Minutes**

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

**Communications**

- Marcia informed the board that Tom Ghiglia's hose bib was leaking but has been repaired. He qualifies for a leak policy credit in the amount of \$179.98.
- *A motion was made to grant Tom Ghiglia a water leak credit in the amount of \$179.98. John Pinson/John Billings/All in favor.*
- Ty Safreno told Marcia that he is interested in purchasing property at well one which is adjacent to his property and stated that he would grant an easement to the district for well access. The board reminded Marcia that Mr. Safreno leases the adjacent property and therefore cannot grant an easement. The board suggested that Marcia tell Mr. Safreno that if he would like to discuss the matter, he attend the next meeting.

**Financial Report and Consideration of Recent Expenses**

- Charron reported that normal expenses were paid and no unusual payments were made.

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

- Marcia informed the board that work on the reconditioned chart recorder at well one was not completed because Gil from Electricraft could not get a current to pass through the wiring. Marcia contacted Hach and they suggested that she mail the recorder back to them so that they could determine if the problem was due to faulty workmanship. Hach later determined that the circuit board had been damaged during installation. The cost to replace the circuit board is \$800.00. The board feels that \$800.00 is excessive and John Pinson offered to research the cost of a new circuit board. The cost of a new chart recorder is \$3,500.00 but the board feels that since the district has already paid to have recorder reconditioned the circuit board should be replaced. They requested that Marcia contact Electricraft and ask them to pay for half the cost of replacing the circuit board and confirm in writing that they will install it no charge.
- Marcia has asked Dave to lower system chlorine levels. Levels at Cory's house have been high and she has noticed the smell of chlorine and requested that they be adjusted. Dave feels that the levels should be set higher than what Marcia feels they should be at. The board has asked Marcia to remind Dave that levels are determined by the board and have directed her to lower levels.
- Marcia revised the landlord service policy to include verbiage which states that a ten day notice of delinquent account status will be forwarded by mail to the tenant and landlord and a \$15.00 service charge will be applied. The board requested that the verbiage be changed to state that the service charge will be added.

### **Old Business**

- **Well Log Report.** Marcia feels that the wells should be adjusted to push more water out of wells two and three and less water out of well one but other than that, levels are good.

### **New Business**

- The board has recommended that the current leak policy credit be adjusted. The credit is calculated by averaging previous years water usage including the base amount. The board feels that the credit should be based on the volume of water used which is over the base rate. Charron is going draft a revision to the current policy and email it to board members for their review. Charron also reminded the board that she will be revising the section of the procedure manual which references how rate increases are initiated.

### **Action Item Review**

- Marcia will contact Hach and Electricraft about the chart recorder repair and installation.
- Charron will revise the verbiage in the procedure manual regarding the leak policy credit and email a draft to board members.
- Charron will revise the verbiage in the procedure manual regarding the mode of operation for rate increases.
- The district secretary will make approved revisions to the procedure manual.
- Marcia will talk to Dave about chlorine levels.

**Adjournment**

- *A motion was made to adjourn the regular meeting at 7:54 PM. Jay Jamison/John Billings/All in favor.*

Submitted by,

*Mary Anne Stephens*

Mary Anne Stephens  
District Secretary

Approved: 09/12/2018