

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

**MINUTES OF THE MONTHLY MEETING**  
**Board of Directors**

Wednesday November 28, 2018 at 7:00 p.m.  
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

**Board Members Absent:** None

**Employees Present:** Marcia Joyce, General Manager, Mary Anne Stephens, District Secretary and Tracey Finegan, District Bookkeeper.

**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 7:03 p.m.

**Public Comment**

- No Public Comment.

**Consideration of October 3, 2018 Minutes**

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

**Consideration of October 17, 2018 Minutes**

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

**Annual Financial Audit**

- Kenneth Filipponi presented the findings of the annual financial audit and informed the board that there were no reportable conditions or material weaknesses. He suggested that the district seek grants for assistance with funding for replacement of the main water line.

**Communications**

- Marcia informed the board that Joe Patterson will be attending the next meeting to talk about the district map. He was paid \$3,200.00 to make a map and told Marcia that a sizable portion of that was paid to JoAnn Head for GPS fees. Marcia said that the map is not complete or readable and that she needs the map for reports and to get bids for replacement of the main water line. John Pinson asked Charron if she could provide a county map with property boundary lines and said that meters and hydrants could be penciled in. Charron agreed but

asked Marcia to remind Joe that he was paid to provide the district with a PDF version of the map which can be printed.

- Marcia informed the board that the state is requiring that by 2022, the district provide a map which shows the location of service lines containing lead. In the interim, Marcia will give the state copies of existing district maps. John Pinson suggested testing service lines where the copper line attaches to the service line. He said that lead test kits are relatively inexpensive and could be used to determine which lines have lead solder.

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

- Tracey provided financial statements through October 2018. Charron informed the board that there were no unusual expenses.
- Charron questioned why there were \$11,000.00 in service charges listed on the financial audit and Tracey said that the amount included \$10,500.00 in meter installation charges.
- Tracey reminded the board that two CD's currently held at Pacific Premier Bank will be maturing in December 2018, and January 2019. The current rate for both CD's is 1.09% and if no action is taken, they will automatically roll over at the same rate. Tracey contacted Pacific Premier Bank and they have offered 1.45% for a short term CD and 1.95% for a 3 – 5 year CD. The bank informed Tracey that if she can find a higher advertised rate, from a brick and mortar bank, they will match that rate. The board requested that the funds be placed into a short term CD in order that they will be available to complete the main water line project. They asked Tracey to shop for rates from various banks and asked Marcia to continue looking for grants to help with financing of the main water line. Cory also offered to research various grants.
- *A motion was made to request Tracey to shop rates for 12 to 18 month CD's for the CD's that are maturing in December 2018 and January 2019, and request that Pacific Premier Bank match that rate. If the bank is unwilling to match the rate, then Tracey will advise the chairperson and general manager that funds need to be moved into the best rate bank. John Pinson/Jay Jamison/All in favor.*

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

- Marcia informed the board that system chlorine levels continue to fluctuate. Readings have reversed, and levels are now low at the south end of the district, and normal at the north end. Anthony flushed the lines but it did not fix the problem. He will consult Dan and continue to trouble shoot the system.
- Anthony does not have a truck for hauling chlorine. Marcia feels that a golf cart would be a good option for transporting chlorine and tools. The board agreed and asked Marcia to research purchasing a new cart. Jay has previously purchased carts from a company and will email information to Marcia. She will check into the pros and cons of purchasing an electric cart versus a gas fueled cart and will also research the best options for storing the cart.

### **Old Business**

- **Well Log Report.** Marcia informed the board that well levels were within normal ranges and there was nothing significant to report.

### **New Business**

- Charron suggested that because the November meeting was held at the end of the month, a December meeting is not necessary. Wage and personnel discussion are usually held at the December meeting and recommended that these discussions be held at the January meeting.
- *A motion was made to suspend the December board meeting. John Pinson/John Billings/All in favor.*
- Election of a chairperson was discussed and Charron offered to serve for the coming year.
- *A motion was made to elect Charron as the board chairperson. John Pinson/Cory Pereira/All in favor.*

### **Action Item Review**

- The district secretary will meet with Charron, Cory and Jay and swear them in for a new four year term.
- Jay will forward golf cart information to Marcia.
- Cory will research grants.
- Marcia will research grants and golf carts.
- Charron will make a PDF of financial information and submit it to the county, and email copies to board members and the district secretary.
- Marcia will send a PDF of the district map to board members.

### **Adjournment**

- *A motion was made to adjourn the regular meeting at 8:32 p.m. Jay Jamison/John Billings/All in favor.*

Submitted by,

*Mary Anne Stephens*

Mary Anne Stephens  
District Secretary

Approved: 01/09/2019