

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

**MINUTES FOR THE REGULAR MONTHLY MEETING  
Board of Directors  
Tuesday October 3, 2023 6:00 PM  
Garden Farms Bible Chapel Meeting Hall  
17025 Walnut Avenue, Atascadero, CA 93422**

**Board Members Present:** Chair Cory Pereira, John Pinson, John Billings, and Charron Sparks

**Board Members Absent:** Jay Jamison

**Employees Present:** Marcia Joyce and Tracey Finnegan (left at 6:42)

**Meeting Called to Order** – Chair Cory Pereira called the regular meeting of the Garden Farms Community Water District to order at 6:13 p.m.

**Public Comment:** None

**New Business** – taken out of order to accommodate the auditor

1. **Financial Audit:** Alexander Horn, with Moss, Levy & Hartzheim LLP, called in at 6:15 to report on the financial audit he prepared for the 2022-23 fiscal year beginning July 1, 2022 and ending June 30, 2023. He reported that the financial statements present fairly, in all material respects, the respective financial position of the business activities and the major funds of the Garden Farms Community Water District, as of June 30, 2023. He offered no recommendations other than to simply keep doing what we have been doing. Tracey asked about the report that typically gets sent to the state, which in past years has been provided to the District during the audit. Mr. Horn responded that there was a report due in January and he would be willing to complete and forward that to the State. He was not aware of any other report. Tracey to contact him when the State makes their request for the state report. The Board thanked Mr. Horn and he exited the meeting.

**Consideration of minutes from the September regular meeting:** *A motion was made to approve the minutes as written. John Pinson/ Cory Pereria. All in favor. John Billings abstained.*

**Consideration of Financial Report and Recent Expenses:** Board members received reports from July forward. They have been held back waiting for the audit and balance adjustments. All expenses had been discussed and approved at prior meetings. Tracey had nothing to report that had not already been addressed.

**Communication**

- Marcia requested clarification for two job duties
  1. Who is responsible for USAN marking? The board agreed it made sense to have Marcia do the markings if she was available to do so as she lives on site. Charron

was asked to make the changes. Below are the requested changes to each job description.

- Respond to USA calls for digging within the District and then either mark the dig areas or assign the marking of dig areas to the Maintenance Operations team.
  - Work with the General Manager to respond to USA calls for digging within the District.
2. Who responsible for weed abatement around all wells and hydrants? The Board agreed that the General Manager was ultimately responsible to ensure that all District properties were maintained as stated in the manual but that the Maintenance Operation team should be observant of any situations where maintenance was needed and advise the General Manager. No changes made to the manual.
- Marcia continues to have issues completing the state required Water Shortage Contingence plan. The State is asking for a water rights ID and a DWR site code. Neither the County nor Marcia are able to locate the information. Marcia has an email into DWR requesting the information.
  - Marcia reported that both Cory and JP have been removed from the Came Security notification list.
  - AT&T (BlackDot) has sent a “Letter of Intent” they want the District to sign. The board requested no response be given. Black Dot is doing what Black Dot does.
  - Michelle Madgett has requested that the District look into the County Low Income Household Water Assistance program, or CAPSL. She qualifies for the program. Board members discussed and opted not to participate. Our water rates are already much lower in comparison with other areas.

#### **General Manager’s Report/Safety/System Maintenance:**

- AT&T has not moved forward with the generator.
- Still no word from Dish Network.
- The telemetry is working correctly.
- The repairs on Well 2 have not progressed. Craig DeChance is on medical leave, thus creating a back log for Brough Construction. Steve Victor will be coming by in the next week to assess the work and see if he can fit it into his schedule. Dan has a call into Miller Pumping to see when they will be wiring up the pump.
- Marcia reports that CWSS continues to have issues recording the month end totals at each of the wells. CWSS has a rotation of 3 employees and thus a different person may be here at the end of each month. The historically used protocol is not in place for all of the employees. Marcia has left notes on each of the log sheets and will meet with each of them on their next scheduled visit to GF to review and explain what needs to be recorded and why.
- Marcia cleaned out the Well 1 storage shed. Obsolete parts were removed from the shelves and stored away in tubs. Unusable parts were trashed. Everything else was organized.

### **Old Business**

1. **Well Log Report** – Marcia acknowledged that last month’s log was wrong. She provided a corrected well log for last month and a log for this month. Nothing unusual to report.
2. **SCADA** – Charron described her conversation with Butch, the result of which was his support to begin with Well 1 and the Tank. Charron was asked to ask him about the options noted on the information sheet as to whether a MyDro 150 or 850 was needed.
3. **Well 2 issues and update** – see GM report above.
4. **Main Line Replacement** – CWSS offered to collect another bid at the last meeting in addition to the one from Souza, which is now over a year old. No action has been taken as well 2 and SCADA are the priorities.
5. **District Map** – Charron has not been able to meet with Joann yet. The previous District map is very old and the one created by Joe Patterson has errors and is not complete.
6. **Clubhouse property “lease”** – Corbin has told Charron he is working on a lease. Charron reported that she contacts him every few weeks as forward progress is needed given the property is being used more often by the community.

### **Action Item Review**

- Marcia is to call County about whether or not a one inch meter is needed for fire flows. She had noted during the discussion about the procedure manual that it did not indicate a charge for upgrading to a one inch. Charron understood that Dan had told the District years ago to create a standard and that was 5/8ths.
- Marcia will talk with Dan about cost of 1 inch meter to assist in updating the procedure manual
- Charron to request that CWSS come up with a SCADA plan for Well 1 and the Tank
- Marcia to talk to Paul Gonzales from Pro 3 Automation (Telemetry) and connect him with Butch to see if the existing telemetry can be worked into SCADA.
- Charron to modify the procedure manual as requested.
- Charron to continue to attempt to schedule time with Joann.
- Charron to continue to work with Corbin on a clubhouse property lease that allows concurrent use and holds the District harmless for issues that may result during a community gathering.

**Adjournment of Regular Meeting: *A motion was made to adjourn the regular meeting at 8:10 p.m. John Billings/John Pinson. All in favor.***

Respectfully submitted by,

*Charron Sparks*

Charron Sparks, Board Member