

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Wednesday February 13, 2019 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 Pinson and John Billings

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 7:02 p.m.

Public Comment

- No Public Comment.

Consideration of January 9, 2019 Minutes

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

Communications

- Marcia informed the board that there are two requests for a leak policy credit. The Taylors at 16255 Walnut Avenue discovered a leak and it has been repaired. Paul Torba is also requesting a credit but because of the rain, he has not been able to isolate the leak. He turned off the valve and when the ground is dry, will locate and repair the leak.
- *A motion was made to approve the Taylor's and Paul Torba's request for a leak policy credit. Cory Pereira/John Pinson/All in favor.*
- Go Daddy is charging the district \$239.00 a year to forward emails from manager@gfcwd.org to a Gmail account. Marcia said that the reason there are two email accounts is that when the district website was set up, Go Daddy required that all email be forwarded to a Gmail account. The board asked Marcia to look into deactivating the Gmail account. Marcia is concerned that she may not receive email from vendors because both email accounts are being used. The board asked Marcia to contact Go Daddy and ask if the district can switch to the manager@gfcwd.org at no additional cost and asked Marcia to notify vendors to use this address when contacting the district.

Financial Report and Consideration of Recent Expenses

- The district purchased a QuickBooks software update for bookkeeping. All other financial transactions were normal, routine transactions.
- Marcia informed the board that the Pacific Premier Bank CD which matured on January 9, 2019 was rolled over for a one year term at an interest rate of 2%. She also informed the board that there are two five year CD's at Pacific Western Bank with an interest rate of .7% and asked if they want to explore the idea of reinvesting the funds. She reminded the board that there would be penalties for early withdrawal. The board feels that even if there are penalties, it is still in the best interest of the district to move the funds into CD's with higher interest rates. The board asked Marcia to shop for higher rates for both CD's.

General Manager's Report/Safety/System Maintenance

- Marcia has been shopping for a golf cart for the district. Her neighbor Tom, offered to sell his cart to the district for \$2,800.00. Marcia has purchased a golf cart for her personal use at a cost of \$260.00 and offered to sell the cart to the district. She said that it needs some refurbishing including, new tires, a battery, new seats and a cover. The board agreed to purchase the cart from Marcia and spend no more than \$1,200.00 to refurbish it.
- *A motion was made to buy Marcia's golf cart and spend up to \$1,200.00 to refurbish the cart. John Pinson/Jay Jamison/All in favor.*
- The copper riser on the water meter at 16575 Walnut Avenue had a leak. While Anthony was repairing the meter he discovered that other parts were needed besides what was already on hand. He purchased the parts which included a sump pump, hand pump, some risers and he completed the repair.
- Marcia reported that there have been several tank alarms this month. She said that alarms are communication errors due to weather and alarm settings. She has asked Anthony to make some adjustments to the tank floats which should correct the alarm errors.
- Marcia has been communicating with Joe Patterson about completing the district map. Joe told Marcia that the map can be 100% finished with some additional information including having Joann Head provide more GPS points on El Camino Real and other locations. The board asked Marcia to inform Joe that the district will authorize spending of a maximum of up to \$500.00 to complete the map.
- *A motion was made to authorize Marcia to spend up to \$500.00 to complete the district map. John Billings/John Pinson/All in favor.*
- Anthony told Marcia that the pump at well two will not turn on. Marcia asked him to inspect the well and after inspecting it, he told Marcia that he does not know why it is not operating properly but thinks that it might be an electrical problem. Marcia said that she is not sure how old the pump is and is going to check district records. Dan has offered to inspect the well and Marcia asked the board if she can authorize repairs once the problem is determined. The board requested that Marcia gather more information so that they can properly determine what repairs are needed and how much can be spent on the repairs.

Old Business

- **Well Log Report.** The board told Marcia that they have noticed a strong chlorine smell in their water and said that they are concerned that this appears to be an ongoing problem. Marcia said chlorine levels are high because Anthony is setting levels higher than the 1% and she will remind him that levels must not exceed 1%. The board asked Marcia to prepare a

written policy which states that chlorine levels must not exceed 1% and has asked her to also include chlorine level information on the monthly well log report.

New Business

- There was no new business.

Action Item Review

- Marcia will research interest rates for CD's.
- Marcia will refurbish the golf cart at a cost not to exceed \$1,200.00.
- Marcia will prepare a written chlorine policy.
- Marcia will contact GoDaddy about the Gmail account and forwarding email to the account.
- Marcia will work on determining the reason that well two is not operating properly.
- Marcia will get requested information from CalPortland.

Adjournment

- *A motion was made to adjourn the regular meeting at 8:06 p.m. Cory Pereira/John Pinson/All in favor.*

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: 03/13/2019