

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

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

Wednesday April 8, 2020 at 7:00 p.m.

Due to COVID-19 Social Distancing requirements, the meeting was held via a live video/audio meeting using a product known as “Zoom.” A notice was placed on the meeting agenda that community members wishing to participate in the meeting, would be provided with a link.

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

**Board Members Absent:** None

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

**Members of the Public Present:** Todd Waely

**Meeting Called to Order**

- Charron Sparks called the regular meeting of the Garden Farms Community Water District to order at 7:08 p.m.

**Public Comment**

- No Public Comment.

**Consideration of March 11, 2020 Meeting Minutes**

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

**Communications**

- Marcia sent a letter to Tom and Kristin Grzincic informing them that they will be billed as a double residence and they responded that the unit is not currently being used. Tracey recommended that they be double billed because the previous owners had been double billed. The board agreed with Tracey’s recommendation and asked Marcia to inform the Grzincic’s they will be billed as a double residence.
- Marcia sent Ferrell Johnson a letter informing him that he would be billed for a double residence because he has rentable units on his property. He informed Marcia that his out buildings do not have kitchens or bathrooms and he has removed the trailer from his property. Mr. Johnson will be billed as a single residence.
- Marcia provided the board with a contract from AT&T regarding the proposed contract extension but the contract was not complete. The board asked Marcia to provide a completed contract and the matter will be discussed at the next meeting.
- Marcia advised the board that David Church with LAFCO is coordinating daily updates regarding COVID-19.

- Matt and Cheyenne Jekyll are requesting a leak policy credit in the amount of \$598.95. The leak was located in an old capped off galvanized pipe which runs underneath their house and it was repaired the day after it was discovered.
- *A motion was made to give Matt and Cheyenne Jekyll a leak policy credit in the amount of \$598.95. John Pinson/Cory Pereira/ All in favor.*
- Yarrow Nelson is requesting a leak policy credit in the amount of \$354.80. He informed Marcia that the leak was repaired the day after he was notified about it. The board asked Marcia where the leak was located and she stated that Mr. Nelson had not provided that information. The board requested that Marcia contact Mr. Nelson and ask for more details about the leak and the matter will be discussed at the next meeting.

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

- Kenneth Filipponi forwarded Charron information regarding the new SBA loan. He advised that the program is still being developed but feels that it may be an option for providing additional funds for the main line replacement. John Billings stated that he has researched the program and does not feel that the district would qualify. He informed the board that there are \$10,000.00 grants available which the district may qualify for. The board asked John if he would research the SBA loan program and grants.
- A CD at Pacific Western Bank was rolled over into new CD with a term of year at a rate of 1.1%.
- Charron reported that expenses and financial transactions were routine.
- **Delayed Property Tax Payments** – Charron informed the board that the County of San Luis Obispo will be waiving late fees for property tax payments. As a result, tax payments to the county may be delayed and the district may not receive the full amount of revenue (\$25,000.00) that it typically receives from the county.

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

- Todd Waelty spoke to the board about his efforts to fine tune the fee that he charges the district and his maintenance duties. He informed the board that he has found that some of his duties overlap with Marcia's duties and because they overlap, he will be reducing his monthly fee by \$200.00. The adjusted fee will now be \$1,250.00 and on the months when meters are read, if read by the district, he will reduce his fee by another \$200.00. Mr. Waelty stated that he has worked with Marcia on resolving several problems with the system including adjusting residual chlorine levels and starting well three. He will continue to look for areas where his and Marcia's duties overlap and possibly further reduce his fee. If in the future, the district finds that more of his services are needed, he will adjust his fee accordingly.
- Marcia reported that on Sunday, she received a high tank alarm notification from Came Security. She feels that the problems was caused because well three ran for an excessive amount of time due to a timeclock malfunction. Marcia believes that the malfunction was caused by a power surge. Charron suggested using a surge protector but John Pinson reminded her that the system is hard wired. Marcia informed the board that she reset the timeclock and said that it will be closely monitored.

### **Old Business**

- **Well Log Report.** Marcia reported that static levels are good and everything else is standard.
- **Main Line Replacement.** Marcia is researching the project and will provide more information at the next meeting.
- **Potential Planned PG&E Power Outage.** Cory informed the board that the price of a new generator is \$15,000.00. The board feels that the most cost effective way to operate the generator would be by propane. John Pinson offered to research the cost of a propane tank.

#### **Action Item Review**

- Charron will email Kenneth Filipponi requesting more information about the SBA program and copy the email to John Billings.
- John Pinson will get information about the cost of a propane tank.
- Marcia will ask Yarrow Nelson for more information about his request for a leak policy credit.
- Marcia will inform Tom and Kristin Grzincic that they will be double billed.
- Marcia will ask Todd Waelty if his brother researches grants.

#### **Adjournment**

*A motion was made to adjourn the regular meeting at 8:03 p.m. John/ Billings/Cory Pereira/All in favor.*

Submitted by,

*Mary Anne Stephens*

Mary Anne Stephens  
District Secretary

Approved: 05/13/2020