

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

MINUTES OF THE MONTHLY MEETING
Board of Directors

Wednesday May 13, 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: Kristin Grzincic

Meeting Called to Order

- Charron Sparks called the regular meeting of the Garden Farms Community Water District to order at 7:02 p.m.

Public Comment

- Kristin Grzincic addressed the board regarding double billing for the second unit on her property. She informed the board that the unit is not rentable because water is not accessible or connected to a septic system and requested that the billing status be changed to a single unit. The board agreed to not charge the second unit fee and Kristin agreed to notify the district if the unit should become rentable.
- *A motion was made to not charge Tom and Kristin Grzincic the \$100.00 second unit fee. John Pinson/Jay Jamison/All in favor.*

Consideration of Meeting Minutes April 8, 2020

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

Communications

- Marcia requested that the district purchase an additional file cabinet for storing documents and asked the board if they would prefer a standard or a fire proof cabinet. The board wants a fire proof cabinet but asked about the documents which are stored. Marcia explained that the documents are historical, AT&T correspondence, well log reports and financials. The board asked Marcia to research hiring a company to digitize some documents and keep original copies of others. Charron questioned how long financial documents should be kept and asked Marcia to contact Ken Filipponi for his guidance. The district secretary agreed to create backup files of any district records which are on her computer and give the backup files to Marcia. The board also requested that Marcia make an inventory of district documents and report her assessment before purchasing a new file cabinet.

- The board agreed to allow Marcia to dispose of the old printer.
- Marcia received clarification regarding Yarrow Nelson's request for a leak policy credit. She advised the board that the leak was due to a PVC line which is connected to his hose bibb.
- ***A motion was made to give Yarrow Nelson a leak policy credit in the amount of \$354.80. John Pinson/Cory Pereira/All in favor.***
- Marcia informed the board that Melodine Kent's daughter moved out of the Wagon Wheel Antiques building. She requested that the water be turned off and told Marcia that she will not be responsible for any future charges. Marcia asked the board for clarification regarding the monthly \$10.00 non-operation fee. The board advised Marcia that charging the non-operation fee is district policy and the fee will not be waived.
- Marcia has been using a free app called Google Earth Pro Mapping and feels that it could be helpful in mapping the district. The board asked about the status of the district map and Marcia informed them that she has not been able to coordinate with Richard Cassera. The board requested that Marcia email the map that Mr. Cassera has been working on.
- Marcia informed the board that the County of San Luis Obispo will be providing free cloth masks for water and wastewater providers in the county.

Financial Report and Consideration of Recent Expenses

- SDRMA billed the district for annual workers compensation and property liability insurance. Workers compensation insurance is for the amount of \$1,661.91 and property liability is for the amount of \$4,981.19.
- ***A motion was made to pay SDRMA \$1,661.91 for workers compensation and \$4,981.19 for property liability insurance. John Pinson/Jay Jamison/All in favor.***
- The board asked Marcia to have Tracey research the best rates for two CD's which will expire in June and July.
- ***A motion was made to have Tracey research and get the best rates for the CD's which are expiring in June and July. John Pinson/Cory Pereira/All in favor.***
- Charron reported that expenses and financial transactions were routine.

General Manager's Report/Safety/System Maintenance

- Marcia reported that the well head on well two has holes and is rusted. The board asked Marcia to check into having the holes welded and report her findings at the next meeting. Marcia also reported that the seal at the top of the well is broken because tree roots are growing up through it. Cory recommended treating the new root growth with Round-up Herbicide.
- Marcia informed the board that Todd Waelty has provided the district with a new contract and she will email the contract to the board for their review.

Old Business

- **Well Log Report.** Marcia informed the board that there was nothing out of the ordinary to report.
- **Main Line Replacement.** Marcia is continuing to research grants and funding for the main line replacement.
- **Potential Planned PG&E Power Outage.** The board has been discussing purchasing a new generator as a back-up source of power during a power outage. Cory researched the type of generator to purchase and recommends a propane operated generator. John Pinson reported

that a new 250 gallon propane tank would cost the district from between \$1,500.00 to \$1,600.00 and a refurbished tank, about \$1,000.00. A new 500 gallon tank would cost approximately \$2,500.00 and a refurbished tank about \$1,600.00. John advised the board that in order to determine which size tank to purchase, he needs to know the average amount of electricity that is consumed daily during the summer months. The board asked Marcia to research the amount of power consumed and send the information to John Pinson and Cory.

- **Proposed AT&T Contract Extension.** The new AT&T contract which Marcia provided for the board to review addresses an easement but does not have other contract details. Charron offered to contact the AT&T representative and get more information about the contract extension and report what she finds at the next meeting.

Action Item Review

- Charron will contact the AT&T representative regarding the cell site lease extension.
- Cory will get more information about operating a generator.
- John Pinson will research what size of a propane tank the district should purchase.
- Marcia will research hiring a company to digitize district records.
- Marcia will contact Kenneth Filippini and ask him how long financial records should be kept.
- Marcia will contact Yarrow Nelson and inform him that the board approved his leak policy credit.
- Marcia will give board members cloth masks.
- Marcia will check on April lease revenue and send the information to John Billings.
- Marcia will ask Tracey to research the best rates for the CD's which are due to expire in June and July.
- Marcia will resend the Waelyt contract to board members.
- Marcia will research repairing the seal at well two.
- Marcia will email a copy of the district map to board members.

Adjournment

- *A motion was made to adjourn the regular meeting at 8:08 p.m. John Pinson/John Billings/All in favor.*

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: 06/10/2020