

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

MINUTES OF THE MONTHLY MEETING
Board of Directors

Wednesday June 10, 2020 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: General Manager Marcia Joyce and Secretary Mary Anne Stephens

Members of the Public Present: None

Meeting Called to Order

- 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 Meeting Minutes May 13, 2020

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

Communications

- Charron informed the board that John Pinson and John Billings board terms are due to expire. She reminded them that if they plan to stay on the board, the board must resolve to consolidate the district's election with the general election. A resolution was made to consolidate the district election with the general election, with all in favor.
- Marcia informed the board that she contacted two records managements companies, DocuTeam and Coastal Reproductive Services (CRS). CRS charges 11 cents a copy to digitize a standard letter size paper, and DocuTeam charges 12 cents per page or \$225.00 - \$250.00 per bankers box. Charron recommended having optical character recognition as part of the service in order to be able to search documents for specific words. She offered to help Marcia create indexes for the documents and the board asked Marcia to get more information about pricing.
- Marcia has not been able to make contact with Richard Cassera regarding completing the district map. She will email an electronic file of the map to board members.
- Marcia has received masks from the County of San Luis Obispo which she will distribute to district employees and board members.

- Academe Property Management contacted Marcia and requested that the Patterson's late fee be waived. They informed her that the check has been mailed but because it is coming from a foreign country, it is still in transit.
- *A motion was made to waive the Patterson's \$15.00 late fee. John Pinson/John Billings/All in favor.*
- Marcia informed the board that the annual backflow testing has been completed.
- Marcia informed the board that the 2019 Consumer Confidence Report (CCR) is complete.

Financial Report and Consideration of Recent Expenses

- Todd Waelty provided the district with a revised contract. The monthly fee has been reduced from \$1,450.00 to \$1,250.00. The reason for the reduction is that Marcia and Charron are reading meters for the bi-monthly billing. Charron noted that the contract still includes reading meters and asked Marcia to contract Todd for clarification about contract pricing.
- Charron reported that expenses and financial transactions were routine.

General Manager's Report/Safety/System Maintenance

- Marcia reported that the chlorine injectors continue to malfunction and informed the board that the problem is with the feed. Todd has recommended that the pumps be replaced with newer, more reliable pumps as they wear out. In the interim, the district has an ample amount of spare parts and the pumps will be repaired as needed.
- Marcia informed the board that Todd has recommended welding the hole in the pump housing at well two with new metal. He also wants to jack hammer down to where tree roots are encroaching into the casing and remove the roots and repour the casing. The board is concerned that jack hammering may cause more damage to the casing and asked Marcia to do more research into the repair.

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.** Cory informed the board that a generator would cost approximately \$15,000.00. John Pinson has been researching the cost of purchasing a new or used propane tank to operate the generator but needed more information about what size of propane tank would be needed. Cory advised him that the generator would need a 500 gallon propane tank. John will do more research about the cost of a 500 gallon propane tank and also get an additional bid for a generator.
- **Proposed AT&T Contract Extension.** Charron contacted the AT&T representative about the contract extension and they agreed that the extension was not necessary.
- **CD expiring June 10, 2020.** Charron informed the board that a certificate of deposit matured on June 10th and recommend rolling it over at the current rate.
- *A motion was made to roll over the certificate of deposit which matured in June. John Pinson/Cory Pereira/All in favor.*

Action Item Review

- Marcia and Charron will contact DocuTeam.

- John Pinson will research propane tanks and generators.
- Marcia will contact Todd Waelty about the contract and get detailed clarification.
- Marcia will research repairing the casing at well two.

Adjournment

- *A motion was made to adjourn the regular meeting at 7:59 p.m. John Pinson/John Billings/All in favor.*

Submitted by,

Mary Anne Stephens

Mary Anne Stephens
District Secretary

Approved: 07/08/2020