

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

MINUTES OF THE MONTHLY MEETING

Board of Directors

Wednesday November 10, 2021 at 7:00 p.m.

Garden Farms Bible Chapel Meeting Hall
17025 Walnut Avenue, Atascadero, CA 93422

Board Members Present: Chair, John Billings, Charron Sparks, Jay Jamison and John Pinson.

Board Members Absent: Cory Pereira

Employees Present: Marcia Joyce, General Manager, Mary Anne Stephens, Secretary and Bookkeeper, Tracey Finegan

Members of the Public Present: Kenneth Filipponi

Meeting Called to Order

- John Billings called the regular meeting of the Garden Farms Community Water District to order at 7:10 p.m.

Public Comment

- Kenneth Filipponi presented the annual audit.

Consideration of Meeting Minutes October 13, 2021

- *Consideration of the minutes was postponed due to a lack of quorum.*

Communications

- Charron informed the board that the building where the District's monthly board meetings are held has been sold. She recommended that the District contact the new owner and review the current agreement to use the facilities to hold meetings. Marcia will provide John Billings with the new owners phone number and he will contact them to discuss the matter.
- Tracey informed the board that duplicate checks provided by Kourtney Kaney were both inadvertently deposited. Kourtney was advised that in lieu of a refund, a credit was applied to her account. The credit did not cover the entire amount due and she is refusing to pay the balance and is demanding a full refund for the duplicate check. The board asked Tracey to send a 10 day notice if the balance is not paid by November 30 and requested that Kourtney's tenants also be provided with a 10 day notice and notice of any pending disconnection of service.

Financial Report and Consideration of Recent Expenses

- Charron informed the board that there were no unusual financial expenditures.

General Manager's Report/Safety/System Maintenance

- Marcia informed the board that the wells have passed bacteria tests.

- Marcia informed the board that she is having difficulties maneuvering the sounder into the wells. Dan feels the problem is that the wrong replacement probe was purchased and Marcia will be asking for his help to resolve the issue.
- Marcia informed the board that the backup generator was activated during several PG&E power outages and continued to unnecessarily operate throughout the entire day. Todd, the generator installer, has recommended that in order to conserve propane, the generator be left in the off position and be manually turned on only when needed.

Old Business

- 1. Well Log Report.** Marcia reported that she is continuing to monitor static well levels and that water balances are good.
- 2. Main Line Replacement.** Marcia informed the board that there is no new information regarding the main line replacement.
- 3. Removal of Small Tree at District Water Tank.** This District continues to research bids for removing the small tree near the water tank.
- 4. Water Tank Screen Repair.** Marcia and Charron will repair the water tank screen when possible.
- 5. Back Wash Valves at Well One.** There was nothing new to report regarding the back wash valves other than a small amount of water leakage.
- 6. District Map.** John Billings contacted a mapper regarding completion of the District map. The mapper informed John that he would contact the county and ask what the minimum requirements are. John is waiting for a follow-up call from the mapper.
- 7. FRM Contract Proposal.** The board will review the proposal from FRM (Fluid Resource Management) and also discuss other possible maintenance options.

New Business

- 1. Annual Financial Audit.** Kenneth Filipponi presented the findings of the annual financial audit and informed the board that there were no reportable conditions or material deficiencies. He stated that the District continues to operate consistently from year to year with cash reserves increasing and the most significant expenses being repairs and maintenance.
- 2. Bi-Monthly Meter Reading.** Charron advised the board that she will not be available to help Marcia read meters on November 30th. John Billings offered to assist Marcia with meter reading on that day.

Action Item Review

- John Billings will discuss the agreement to use the church for board meetings with the new owners.
- Marcia will provide John Billings with Corban and Ann Holland's phone number.
- Marcia will provide Tracey with the name of Kourtney Kaney's new tenant.
- John Billings will help Marcia read meters.
- Charron will resend the FRM proposal to Board members.
- Charron will send reminder to District employees about annual salary evaluation.
- District secretary will send a notice to board members regarding a special meeting to be held on Monday, November 22, 2021 at 7:00 p.m.
- John Billings will follow-up with mapper regarding the District map completion.

- Charron and Marcia will replace the screen on the water tank.

Adjournment

- *A motion was made to adjourn the regular meeting at 8:15 p.m. Charron Sparks/John Pinson/All in favor.*

Submitted by,

Mary Anne Stephens

Mary Anne Stephens

District Secretary

Approved: 12/08/2021