



**BOARD OF DIRECTOR'S MEETING  
ESPARTO COMMUNITY SERVICES DISTRICT  
ESPARTO, CA**

REGULAR MEETING  
June 6, 2012  
MINUTES

**(1) CALL TO ORDER**

Chair Melissa Jordan called the meeting to order at 7:03 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

- Directors: Melissa Jordan, Trish Roath, Steve Knightley, Colleen Fescenmeyer
- District Counsel: Not Present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Absent:**

- Director Anna Girk

**Public:** Public present

**(4) APPROVAL OF AGENDA**

Chair Melissa Jordan called for a motion to approve the agenda.

**Motion by:** Director Colleen Fescenmeyer to approve the agenda as presented.

**Second by:** Director Steve Knightley

Public Comments: none

Board Comments: Chair Melissa Jordan suggested a one line explanation be included under each topic on the agenda to give the public an idea of what the subject is about.

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

## **(5) PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments- public comments received.

Question regarding if district staff is still given election day off as a holiday.

## **(6) CORRESPONDENCE**

- a) Letter from Yolo County Auditor regarding budget details  
General Manager reviewed the information received with the letter which included a template budget and a list of guidelines to follow. He indicated our budget format is in the process of being revised to follow most of the auditors recommendations.

Chair Melissa Jordan suggested all Board members read the information included on the back of the letter. She also asked for a monthly budget progress report.

## **(7) APPROVAL OF MINUTES**

May 2, 2012

Chair Melissa Jordan called for a motion to approve the minutes of May 2, 2012.

**Motion by:** Director Trish Roath to approve the minute of May 2, 2012 as presented.

**Second by:** Director Colleen Fescenmeyer

**Vote: Ayes: 3 No: 0 Abstain: 1 Motion: Passed**

May 16, 2012: A quorum consisting of Directors that were present on 5-16-12 is not available. Approval of 5-16-12 minutes put over till next meeting.

**(8) CLAIMS: FUND 466-0 REGULAR MONTHLY**

Chair Melissa Jordan asked Director Steve Knightley to recuse himself from voting on the claims as his company has an invoice in for payment.

Chair Melissa Jordan called for a motion to approve the claims.

**Motion by:** Director Colleen Fescenmeyer to approve the claims as presented

**Second by:** Director Trish Roath

Public Comments: Received. Question the necessity of having the Director recuse himself from voting on all claims. Stated the invoice in question could be pulled and voted on separately.

**Amended Motion:** To approve the invoice for Allied Computer Network Server Migration separately at this time.

Discussion: None

**Vote: Ayes: 3 No: 0 Abstain: 1** (Director Steve Knightley)

**Motion:** Passed

Chair Melissa Jordan called for a motion to approve the remainder of the claims.

**Motion by:** Director Colleen Fescenmeyer to approve all other claims except for Allied Computer Network Server Migration as presented.

**Second by:** Director Trish Roath

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion:** Passed

Discussion followed referencing county payment cycles for payment of district claims. General Manager explained the change in the payment cycles.

**(9) COMMUNITY OUTREACH DISCUSSION OF A SAMPLE METERED RATE SCHEDULE**

General Manager presented information on a sample metered rate structure. Discussion followed, it appears more information and study needs to take place, general consensus suggested the Board could conduct workshops or allow a longer time period at regular meetings for discussion on this subject.

Public Comments received on metered rate structure.

**(10) AUTHORIZE YOLO COUNTY AUDITOR TO PREPARE AND SUBMIT THE FINANCIAL TRANSACTION REPORT TO CA STATE CONTROLLER'S OFFICE**

Chair Melissa Jordan called for a motion to authorize the preparation and forwarding of the report to the CA State Controller's Office.

**Motion by:** Director Colleen Fescenmeyer to authorize Yolo County Auditor to prepare and forward the Financial Transaction Report to the Ca State Controller's Office for an estimated cost of \$396.00.

**Second by:** Director Steve Knightley

Public Comments received: Questioned why and the reasoning for this report. Concern about district finances being viewed by unauthorized concerns.

Board Discussion: None

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

8:23 pm: Chair Melissa Jordan made a motion to take a 10 minute break.

8:32 pm: Chair Melissa Jordan called the meeting back to order.

**(11) CAL TRANS HWY 16**

No information at this time.

**(12) CANCEL JULY 4 BOARD MEETING**

Chair Melissa Jordan called for a motion to cancel July 4 meeting

**Motion by:** Director Colleen Fescenmeyer to cancel July 4 meeting, next meeting to be held on July 18, 2012

**Second by:** Director Trish Roath

Public Comments: None

Board Discussion: Concern about the length of time between meetings with the budget being do.

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

### **(13) COMMITTEE REPORTS**

- a) Policy Committee: Will begin meeting on June 19, at 5:00 pm
  - b) Budget Committee: Work in process, met with General Manager, working on getting numbers in place. Board has most recent copy of budget.
- Public Comments: Committee should help to eliminate the line by line item review that took place in the past. Reducing the amount of time the full Board needs to review the Budget.

### **(14) MANAGER REPORT**

- a) Update Well 4 Retrofit - General Manager presented information on the process for the Well 4 Retrofit. He is very confident a high quality retrofit can be accomplished and put Well 4 back in service with no sand and a good solid 300 gallons per minute. He indicated he has a written recommendation for the scope of work to be done, however he has not placed the job out to bid as of this time.

Considerable discussion followed on this project.

Chair Melissa Jordan asked that the General Manager check the scope of the prevailing wage requirements prior to placing the job out to bid.

Public Comments: Two well companies analyzed the problem in the past and indicated the sand problem can not be solved. He likes the General Managers appraisal of the Well 4 problem and hopes it will work.

- b) Information on sale of surplus equipment - General Manager indicated he sold the old generator for \$3000. Questions were raised regarding how to dispose of remaining surplus items.

General Manager to check into the legal requirements for disposal of surplus equipment, if a public notice is necessary and how it can be advertised.

**(15) FUTURE AGENDA ITEMS**

- a) Meeting Schedule
- b) Solar Bee
- c) Rate Study
- d) MOUw/Madison
- e) CSA Roles
- f) Budget Amendments
- g) Job Descriptions (7-18-12)
- h) Community Outreach (6-20-12)
- i) Research Impact Fees
- j) LAFCO process to merge the landscape maintenance of MERCSA
- k) Chamber Membership
- l) Update Website
- m) Sale of Surplus Property
- n) Purchase Tablets for Directors
- o) Errors & Omissions

9:20 pm: Chair Melissa Jordan indicated the Board would now enter closed session.

**(16) Closed Session:**

- a) Public Employees Evaluations: Fiscal Services Assistant, Utility Operators and General Manager, authorized by Gov. Code Section 54954(e)

9:55 pm: Chair Melissa Jordan called the meeting back to order.

**(17) REPORT OF CLOSED SESSION**

No action taken

**(18) ADJOURNMENT**

Chair Melissa Jordan entertained a motion to adjourn.

**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting.

**Second by:** Director Steve Knightley

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

Meeting adjourned at 9:57 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

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Date \_\_\_\_\_

Date \_\_\_\_\_

