



**BOARD MEETING
ESPARTO COMMUNITY SERVICES DISTRICT
ESPARTO, CA**

REGULAR MEETING
July 12, 2017
MINUTES

(1) CALL TO ORDER

Chair Don England called the meeting to order at 7:05 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Charles Schaupp, Colleen Fescenmeyer, Don England, Anna Girk, Colin Crerar
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Public: No public present

(4) APPROVAL OF AGENDA

Chair Don England called for a motion to approve the agenda.

Motion by: Director Anna Girk to approve the agenda as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(5) **PUBLIC COMMENTS**

Chair Don England opened public comment – no public present

(6) **CORRESPONDENCE**

Chair Don England called for correspondence

- Signature card to add Don England as signer on Bank accounts at BOWF – General Manager indicated the bank signature cards need to be updated to add Don England as a signer. It was also suggested to add the Vice Chair as a signer as well, as two signatures are required. Director Anna Girk’s signature will also be added.
- Street Lighting – Director Schaupp indicated the tribal representative to the ground water board approached him about the district taking over the street lighting and the maintenance of Main Street. He went on to reference the cost of the street lights and potential suppliers as referenced by the tribal representative. General Manager also referenced he spoke with the representative. Question as to when PG&E will be replacing the bulbs on the burned out lights in front of the high school.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 6-14-17

Motion by: Director Anna Girk to approve the minutes of 6-14-17 as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 4 No: 0 Abstain: 1 (Crerar absent) **Motion:** Passed

(8) **CLAIMS: FUND 466**

Chair Don England called for a motion to approve the claims for 6-16-17, 6-22-17, 7-7-17 (June expenses), and payments 7-17-17

Motion by: Director Anna Girk to approve the claims for 6-16, 6-22 , 7-7-2017 and payments of 7-17-17

Second by: Director Colleen Fescenmeyer

Discussion: General Manager explained the claims for 6-16 and 6-22 are on the normal cover sheets, the claims for 7-7 are actual checks to be signed. First check run was last Friday. Questions regarding claim dates. General Manager addressed, actual check claim sheet to be signed off and checks to be signed. General Manager distributed claim forms for signature as well as checks to be signed by Board Chair. Question: large PG&E sewer bills and none for water. General Manager explained.

Vote: Ayes: 5 No: 0 Abstain: 0 **Motion:** Passed

(9) DISCUSS AND APPROVE 2017-2018 BUDGET

Motion by: Director Anna Girk to approve the 2017-2018 budget

Second by: Director Colleen Fescenmeyer

Discussion: Directors packet this evening includes the old budget format and the new updated version through Quickbooks. An explanation was given on the new format. On the front page of the new format he referenced "Revenue" and the two sub titles listed, "Maintenance" which includes MERCESA and retention pond funds; and "Other" which includes the funds for the park and storm drains.

Question on the storm drains, our responsibility and the funds received for our services. General Manager addressed the question. Some discussion followed.

Under the new format, next year's budget will display last year's totals, this year's totals, plus actuals and variance. Next month budget update will provide up to date totals for July.

Question: On page 2 of the old budget referencing \$20,000 under maintenance which is not reflected on the new budget format. General Manager addressed the question and indicated some minor adjustments and consolidations were made on the new budget format.

Question: Madison funds, recommendation to show a separate line item to identify this account. General Manager will remove this item from the 3699 account and create a new account. Noted changes will be made and brought back to the next meeting for approval.

Vote: Ayes: 0 No: 5 Abstain: Motion: Failed
Tabled to next meeting.

(10) APPROVE PEHLING & PEHLING AUDIT PROPOSAL OF \$7000 FOR FYE 6-30-17

General Manager indicated this is the cost for the annual audit for the coming year, cost remains the same. Board approval needed to move forward.

Motion by: Director Anna Girk to approve the \$7000 cost for the annual audit

Second by: Director Charles Schaupp

Discussion: None

Vote: Ayes: 5 No: 0 Abstain: Motion: Passed

(11) REVIEW NEW IN-HOUSE ACCOUNTING PROCEDURES

General Manager referenced the 59 page document which describes all the procedures and policies needed for the in house accounting system. A policy committee will be needed to review, make changes and additions to the policies and procedures for this system. He indicated the need for two new job descriptions with pay scales, one for apprentice operator and one for in house staff. General Manager will email the document to each board member for review and comments. A sub-committee was

appointed, Director Anna Girk and Director Colleen Fescenmeyer will work with the General Manager to make additions or changes to the policy and to create the needed job descriptions and pay scales. General Manager will bring this back at the next meeting.

(12) WELL 4 – RECLAIM EQUIPMENT AND ALLOW YCFC TO USE WELL FOR MONITORING WATER LEVELS

General Manager stated this well is not in operation nor has it been for over 1½ years. And initial thought was to abandon it. We have a pump and chlorine dispenser that can be pulled prior to sanitizing the well and capping it off. Talked with YCFC about taking over the well as they were looking to drill a new well for monitoring water levels in Esparto. It would be a more viable solution for them to take it over and install their equipment rather than the district spending the funds to abandon the well. The district would let them use the well at no cost. General Manager indicated he would bring this back at the next meeting as an action item for board approval.

(13) APPROVE ADDITIONAL \$1000 CREDIT LIMIT AT BOFW (CREDIT CARD FOR NEW OPERATOR)

Motion by: Director Colleen Fescenmeyer to approve the additional credit card with a \$1000 limit at BOFW for new operator

Second by: Director Anna Girk

Discussion: General Manager indicated he is requesting the new credit card and credit limit to avoid reapportioning the existing credit limits among the current staff utilizing the credit card.

Vote: Ayes: 5 No: 0 Abstain: 0 **Motion:** Passed

(14) MANAGERS REPORT

- a) *In-house accounting progress* – going well, Michele is training on the system, chart of accounts set up the same as County's, county has three funding accounts which will be consolidated into one, currently the liabilities, assets or equity are not on the budget, next month a complete financial statement will be available for viewing. We will now have a real time financial statement that will provide more transparency and show all our funds, this is good for the district.
- b) *Well 7 update* – still waiting for power, P.G. & E was to provide power yesterday, however it did not happen and they rescheduled for the 24th without informing us. Well is ready to go, just waiting for power so we can complete the required testing and get authorization to bring the well on line.
- c) *New Operator update* – Dillion's performance is such that we are putting him into full apprentice mode, currently working alongside Jason, he works with both Jason and Mike. He came to us certified as a D2 operator and and just passed Water Treatment T1. Next step is the training for Waste Water Treatment Operator, once he completes this training a salary

review will be required. Dillion could be Jason's replacement when he retires in two years. Questions followed.

- d) *Main Park update* – County was not ready to turn over the maintenance to the district on July 1, but will be done on ASAP, No adjustment to our budget will be necessary as they will pay us from the original agreed upon contract start date. Our intention is to clean the bathrooms daily and mow twice a week. General Manager referenced the conversation with the reservation representative who indicated they wish to pay the district to extend the maintenance on Main Street. Some discussion followed. There are some liability and Union issues regarding the park that need clarification before we assume the duties, wants to be sure district is protected. Issue is currently with the attorneys, therefore the transition is taking longer. We are looking into taking reservations for the use of the park. The district is working with the Chamber of Commerce regarding park reservations, residents will be required to come to the district office to complete the application to reserve the park and pay the fee. A notice indicating the park usage requires a reservation maybe advisable.
- e) *Pool/Park update* – money all received, some budget specification issues, asking for assistance to work with Castle to address water, sewer and electrical issue involving the gas station and the pool. Some boring under Highway 16 is required for water. Asked us to negotiate with Castle to determine their working budget in order to perhaps establish one water line for both projects. Gas station project should begin within the next 90 days. A comment was made that Castle seemed very amicable and there should not be any problems working with them. Some discussion followed. General Manager indicated he will be working with Terry Vernon and Castle on the scope of the water, sewer plans.
- f) *PG&E Lighting* – PG&E has a huge underground short and had to shut off the electrical. People were getting shocked when they touched the light poles. They believe a underground power line was damaged when the new crosswalk was installed. Their design department is working to locate the break in the line.

(15) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Rate Increase
- c) Street Lighting update
- d) Nomination Forms 7-17-17
- e) PG&E Lighting
- f) Tablet
- g) Water Odor

(16) **ADJOURNMENT**

Chair Don England called for a motion to adjourn the meeting

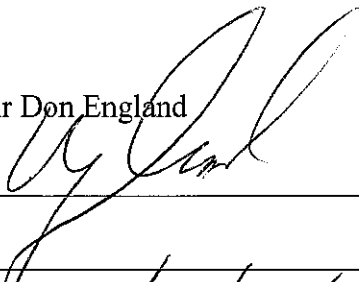
Motion by: Director Colleen Fescenmeyer to adjourn the meeting

Second by: Director Anna Girk

Vote: Ayes: 5 No: 0 Abstain: 0 **Motion:** Passed

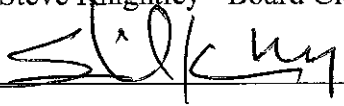
Meeting adjourned at 8:20 pm.

Chair Don England



Date: 8/12/18

Steve Knightley - Board Clerk



Date: 8/12/18