



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

REGULAR MEETING
January 17, 2018
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, Don England, Colleen Fescenmeyer, Colin Crerar, Anna Girk
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Public: None

(4) APPROVAL OF AGENDA

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

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

Second by: Director Anna Girk

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Don England opened public comment – General Manager noted the spelling error on discussion item number 11 of the agenda, correction, should read Almond Festival.

(6) **CORRESPONDENCE**

Chair Don England called for correspondence

- a) P&L Financials through 12/31/17 – General Manager gave a brief explanation of the P&L Financials through 12/31/17 included in your packages. Question on missing grand total line, General Manager explained.
- b) Form 700 – General Manager indicated the deadline for submitting this form is April 1, 2018. Directors England and Fescenmeyer have already completed and submitted theirs. Directors Girk, Crerar and Schaupp still need to completed and file their forms. General Manager will make sure all forms are completed by the deadline.
- c) Grand Jury Request – General Manager indicated he received and email request for information. He contacted the district counsel and forwarded the email. They are looking for information; I clarified what they wanted explicitly.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 11-8-17

Motion by: Director Anna Girk to approve the minutes of 11-8-17

Second by: Director Charles Schaupp

Discussion: None

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

(8) **APPROVE MINUTES**

Chair Don England called for a motion to approve the minutes of 12-13-17

Motion by: Director Colleen Fescenmeyer to approve the minutes of 12-13-17

Second by: Director Charles Schaupp

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 2 (Girk, Crerar) **Motion:** Passed

(9) CLAIMS: FUND 466

Chair Don England called for a motion to approve the claims of 12-18, 12-29-17, 1-5-18 and 1-12-18

Motion by: Director Anna Girk to approve the claims for 12-18, 12-29-17, 1-5-18 and 1-12-18

Second by: Director Charles Schaupp

Discussion: Question on claims entry 1/9 through 1/13/18. General Manager explained the entry in question and provided additional information on the in house process.

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

(10) REVIEW AND APPROVE AMENDED MERIT AND SALARY SCHEDULE

General Manager indicated this would be a discussion item only, no motion or vote to be taken this evening as he neglected to include this in package.

We are in the process of redoing job descriptions, the main reason being we do not have a job description for “Managing Utility Assistant Operator and Chief Plant Operator”. He indicated he has researched these positions with the neighboring cities to see where are salary scale fits, we need to be comparable to retain our operators. Mike is doing a great job, once we hire an additional operator, it will provide three people to rotate for on call. General Manager indicated at present he was filling in if needed. Looking for a person who has both credentials in wastewater and distribution treatment. Dillon at present does not have the training or credentials as yet for both jobs in order to relieve Mike. Applications are currently being accepted. Questions on the job description for Officer Manager and Cashier/Clerk, job responsibilities. General Manager gave a brief description of the job duties for each position. He also referenced the three parks the district will be responsible for scheduling their use.

(11) ALMOND FESTIVAL

General Manager indicated there is no need to purchase additional promotional handouts or prizes as we have enough left from last year. The booth is free to the district this year. All that is needed is man power for the booth. I will be there and if any director is available for an hour or so would help. Michelle, Mike and I will set up the booth. The prize wheel will be used again, it worked well last year. We still have one more meeting before the festival to finalize everything.

(12) EXPAND MADISON BILLING/ACCOUNTING MOU TO INCLUDE PAYROLL SERVICES FOR ONE EMPLOYEE

General Manager indicated that Madison was pleased with how we are handling their Services. Leo Refsland, Madison General Manager indicated he would like to get out Of the process doing payroll for one person. Madison only has one employee. Currently Leo is certified for water distribution only, Mike Hayes is the consultant overseeing the wastewater and ponds for Madison. By making this change it would add Leo to our payroll giving him the opportunity to work under Mike and get his wastewater certification. General Manager asked Leo to get his boards approval before moving forward. With this change Leo would still work for Madison but be paid by ECSD, currently we process their bill and collect payments, we would bill for employee payroll and all costs.

General Manager went on to explain the other benefits available to Leo by making this change. I received confirmation of the Madison Boards approval.

If our board is also in agreement I will add this to the next agenda as an action item.

Questions and discussion followed liabilities, insurance and medical.

General Manager indicated he has already provided Madison with the cost to make this change.

Moving forward the General Manager assured the board he would check to be sure the county and LAFCO are okay with this and be sure the current MOU includes all administrative and payroll services. If an additional MOU is required he will take care of preparing the document as well to cover any other concerns.

(14) MANAGERS REPORT

- a) Well 7 update – still on hold, Water Resources wants the fencing in place and the security system operable before they will approve. Weather delayed the fencing, now able to move forward. We are doing a lot of the work ourselves to cut costs. Hope to be completed within the next two weeks so Water Resources can re-inspect and give us the approval to move forward.

- b) Pheling & Pheling Audit. – we received the audit yesterday, auditor was on sight and found no issues. They will audit financials next month. Current audit was on the June 30th closing. They did review what has been done, corrected the errors on the books between district and DFS. Mark and I have also been reviewing; we are attempting to get the county and our books together. There are still numbers which are not correct on the county and our books. When the process is complete, auditor requested a copy of the books to review. Hopefully by March meetin, Mark will be ready to provide a monthly report to the board.

(15) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Board Stipend
- c) Almond Festival
- d) Job Description Updates
- e) Board training update
- f) 2-21-18 next meeting
- g) GSA meeting

(16) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting


Motion by: Director Collen Fescenmeyer to adjourn the meeting

Second by: Director Anna Girk

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

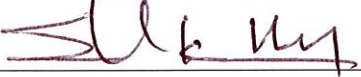
Meeting adjourned at 8:05 pm.

Chair Don England



Date: 2/21/18

Steve Knightley - Board Clerk



Date: 2/21/18

