



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

REGULAR MEETING
OCTOBER 16, 2013
MINUTES

(1) CALL TO ORDER

Chair Steve Knightley 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: Melissa Jordan, Colleen Fescenmeyer, Charles Schaupp, Steve Knightley, Anna Girk
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Public: present

(4) APPROVAL OF AGENDA

Chair Steve Knightley called for a motion to approve the agenda.

Motion by: Director Melissa Jordan to approve the agenda

Second by: Director Colleen Fescenmeyer

Discussion: Question why discussion/action item regarding partnering with New Seasons on street lighting project was not on the agenda.

Chair Steve Knightley: believe they were looking for support; however no date was given for our comments. I see no problem with adding this to our next agenda as we have already had discussion on this item.

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

(5) PUBLIC COMMENTS

Chair Steve Knightley opened public comments
Antonia Hirson introduced herself as the new deputy in Supervisor Chamberlains office and indicated she is the new point person for Esparto. She provided her email, antonia.hirson@yolocounty.org.

(6) CORRESPONDENCE

Chair Steve Knightley called for correspondence.
General Manager: no correspondence to report.
Director Melissa Jordan: questioned the training session scheduled for Nov. 18 through Nov. 20, is it taken care of? Also noted Nov. 20 was a scheduled meeting date that perhaps should be canceled as it conflicts with the training.
General Manager: topic will be covered during manager report.

(7) APPROVAL OF MINUTES

Chair Steve Knightley called for a motion to approve the minutes of 10-2-13

Motion by: Director Colleen Fescenmeyer to approve the minutes of 10-2-13
Second by: Director Charles Schaupp
Discussion: Comment regarding the street lighting presentation, no date was given for follow up.

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

(8) CLAIMS: FUND 466-0 REGULAR MONTHLY

Chair Steve Knightley called for a motion to approve the claims

Motion by: Director Colleen Fescenmeyer to approve the claims
Second by: Director Anna Girk
Discussion: Question on the past claim fund that needed adjustment.
General Manager: credit has been used up with the training session, will have a report at the next meeting.
Question on legal fees, is this for a specific one or a group added together?
General Manager: it is one litigation

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

(9) BUDGET UPDATE AS OF 9-30-13

General Manager: used the end of the first quarter totals and projected them out to year end to obtain an estimate. Year to date totals are for the first three months of the year.
Question: do we have actual figures
General Manager: the year end is an estimate.

Question: year end analysis shows a positive figure considerably less than last year, why?

General Manager: provided an explanation on the budget categories that created the difference in the total year to date. Figure will rise at year end. We have not received a payment from Mercy housing as yet and that will be reflected when it happens. Additional questions on the effect of the new meter rates, office supplies and maintenance of building and improvements.

General Manager: indicated the maintenance of buildings and improvements is estimated to come in at the budgeted amount.

Discussion followed on investment of district funds with the county and the amount of interest being earned.

(10) MAINTENANCE OF THE CANAL NEAR THE SEWER PONDS (Jordan)

Director Melissa Jordan addressed a concern with Lamb Valley Slough and the need for maintenance. The slough is clogged with cat tails and to hire an organization to maintain the slough is extremely expensive. But using goats has two benefits, expense is considerably lower and the goats will eat everything down. I wanted to present this to the committee as an informational item and as stewards of the canal and the fact that it runs past district property we need to be sure it's cleaned and maintained. Getting the canal cleaned out might prevent the flooding of Highway 16 during the rainy season. Would like the district to look into this as a very cost effective and beneficial way to address a potential problem.

Director Charles Schaupp: indicated concern, it is not our mission but MERCESA's to maintain the canal, if we clean out the canal so the water bypasses us and floods Madison, we could be sued; I believe it's the county's issue.

7:35 pm – Board enters Closed Session

(11) CLOSED SESSION

- a) Public employee Evaluation: Fiscal Services Assistant advancement to Fiscal Services Associate, authorized by Gov. Code Section 54954.5 (e)
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8:34 pm – Chair Steve Knightley calls the meeting back to order.

(12) REPORT OF CLOSED SESSION

Chair Steve Knightley: indicated a motion was made in close session to approve the promotion of Michele Huitt to Fiscal Services Associate, Step 2.

Motion by: Director Charles Schaupp to approve the promotion of Michele Huitt to Fiscal Services Associate, Step 2

Second by: Director Colleen Fescenmeyer

Chair Steve Knightley request the General Manager to call roll on the vote.

Vote: **Ayes:** 3 (Schaupp, Fescenmeyer, Knightley) **No:** 2 (Jordan – Girk)
 Abstain: 0 **Motion:** Passed

(13) MANAGERS REPORT

a) Yolo County Housing Element update – the requested changes were not reflected in the county report. General Manager attended the Supervisors meeting and presented the changes directly to the Supervisors and provided a copy of our letter. Eric Parfrey, Principal Planner for the project, indicated Esparto’s letter was included in the Supervisor’s packets and the changes would be made. The Supervisors then approved the Housing Element.

b) Solar Array Update – we have been producing power, rolled the meter back to the negative and it will carry on into the winter months, so we now have a credit on the meter at the plant.
Comments: on the approximate return on investment for the district cost for the project followed.
General Manager: referenced the utility cost on the budget.

c) Leadership Training, Scholarship and Travel Expense – applications for scholarship funds for three directors have been submitted. Can only get \$1500 for district, but will not be received until after it’s approved and the training has been completed.
Question: what happens if someone becomes ill or can’t make it?
General Manager: explained
Policy Manual, Travel Expense: information from the policy manual on travel and expense limits in tonight’s package. He indicated per the policy manual the General Manager authorizes the travel expenses. He has the authority to authorize, \$.25 per mile plus \$79.00 per day per lodging, plus \$37.00 per day for meals.
Concern: this is only if the training is 100 miles away, Napa is not 100 miles away.
Director Melissa Jordan: would like this to be brought back at the next meeting. There is enough time for the travel policy to be reviewed by the Policy Committee and updated before the training begins. This policy is outdated and needs to be revised.
Chair Steve Knightley: indicated this policy needs to be modified, we have two weeks to complete the update and place on next agenda.
Discussion followed on the training conflicting with the meeting date of Nov. 20th. Suggestion was made to put on next agenda.

(14) FUTURE AGENDA ITEMS

- a) Research Impact Fees
- b) Sewer Lateral Review
- c) Metered Rates Outreach
- d) LAFCO update
- e) Partner w/New Seasons Street Lighting
- f) Travel Policy
- g) Cancel Nov. 20 meeting
- h) Job Descriptions from Policy Committee

(15) ADJOURNMENT

Chair Steve Knightley called for a motion to adjourn the meeting

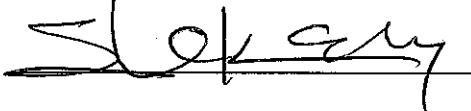
Motion by: Director Melissa Jordan to adjourn the meeting

Second by: Director Charles Schaupp

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

Meeting adjourned at 8:50 pm

Steve Knightley – Chair of the Board



Date: 11/6/13

Mel Smith - Board Clerk



Date: 11-6-13

