



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

REGULAR MEETING  
OCTOBER 17, 2012  
MINUTES

(1) **CALL TO ORDER**

Chair Melissa Jordan called the meeting to order at 7:09 pm.

(2) **PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

(3) **ROLL CALL**

**Present:**

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

**Public:** Public not present

(4) **APPROVAL OF AGENDA**

Chair Melissa Jordan entertained a motion to approve the agenda.

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

**Second by:** Director Steve Knightley

Discussion: None

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

**(5) PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments – no public present

**(6) CORRESPONDENCE**

- a) Chair Melissa Jordan announced the Taste of Capay, the annual dinner sponsored by the Capay Valley Vision is this Sunday, tickets available at the fire house. This is a wonderful community event and I would encourage everyone to attend.

**(7) APPROVAL OF MINUTES**

Chair Melissa Jordan asked leave of the Board to not approve the minutes as this time but to bring them back at the next meeting to allow time for her to discuss them with the General Manager.

Discussion: Director Anna Girk questioned if there was a problem with the minutes? Chair Melissa Jordan indicated there were some inconsistencies and corrections requested and were not corrected as anticipated. It would be good at this time for the General Manager and I to review the minutes. Question if the minutes were looked at prior to being sent out? Chair Melissa Jordan indicated she did not review them, only the agenda.

General Manager explained the process used to transcribe the minutes per his instructions. He went on to indicate there is a lot of discussion in public agencies of what type of minutes are desired, ultimately it is up to the Board as to what they want. Comment was made if a particular item needs to be transcribed verbatim it should be noted on tape. General Manager agreed and referenced the seminar he attended on minutes which also concurred with that procedure.

At this point Chair Melissa Jordan asked the Board if they were agreeable to tabling the approval of the minutes until next meeting. Board was in agreement.

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

Chair Melissa Jordan entertained a motion to approve the claims

**Motion by:** Director Colleen Fescenmeyer to approve the claims  
**Second by:** Director Steve Knightley

Discussion: Question regarding phone bills, can they be consolidated? General Manager indicated it was time to review our phone service plan with AT&T. Chair Melissa Jordan asked the General Manager to report back at the next meeting on his contact with AT&T regarding the districts phone service.

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

**(9) RESOLUTION 12-04: AMEND BUDGET 2012-2013 BY COST CENTERS**

Chair Melissa Jordan entertained a motion to approve Resolution 12-04: Amend budget 2012-2013 by cost centers

**Motion by;** Director Colleen Fescenmeyer to approve the resolution  
**Second by;** Director Anna Girk

Chair Melissa Jordan read the resolution into the record.

Discussion: Chair Melissa Jordan questioned the paragraph that states, “authorized to take any and all action needed to effectuate”. General Manager explained this was a standard paragraph in corporate resolutions because the officers of the corporation quite frequently have to sign documents or perform other details to carry out the instructions of the Board. It doesn’t give the General Manager or the Yolo County Auditor/Controller authorization to do anything other than follow the resolution.

Chair Melissa Jordan wanted to be sure, it accomplishes this change only and all other changes to the budget will come back to the Board. The General Manager responded yes.

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

**(10) REVIEW PROPOSALS AND SELECT A CPA FIRM TO CONDUCT THE REQUIRED THIRD PARTY ANNUAL AUDIT ON THE FINANCIAL CONDITION OF ESPARTO COMMUNITY SERVICES DISTRICT**

General Manager presented information on the bids.

Discussion: Chair Melissa Jordan indicated the district is required to take the lowest bid.

Chair Melissa Jordan entertained a motion to approve the lowest bid received for our third party audit.

**Motion by;** Director Colleen Fescenmeyer to approve the lowest bid received.

**Second by:** Director Steve Knightley

Discussion: None

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

**(11) REVIEW PROPOSALS AND SELECT A WELL/PUMP COMPANY TO SUPPLY AND INSTALL NEW PUMP AT WELL 4**

Chair Melissa Jordan as if the bids were noticed? General Manager indicated it was not necessary, sealed bids are required for \$25,000 and above. The cost for a new pump install at Well 4 was not expected to reach that amount. A personal invitation to bid the job was sent to each Pump Company that bid on the original Well 4 project. Bids received are in your packet. General Manager gave a brief explanation of what was needed to meet the district requirements. Question asked on the bid proposing a 40 horsepower pump. General Manager indicated all companies were given the same specs; a 30 horsepower pump was what the district required.

Chair Melissa Jordan entertained a motion to select a Well Pump Company to install a new pump at Well 4.

**Motion by;** Director Steve Knightley to accept the lowest bid

**Second by:** Director Colleen Fescenmeyer

Discussion: The lowest bid is from Vanucci Technology. A local company, well known and the price is reasonable. Chair Melissa Jordan announced the bid would go to Vanucci Technology.

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

**(12) BUDGET UPDATE AS OF SEPTEMBER 30, 2012**

General Manager explained this update represents the first quarter of the year. He went on to explain changes to the format and the calculations used to arrive at the totals.

Question asked regarding the year to date revenue total for water and sewer. General Manager explained, it represents only one month of revenue.

He pointed the directors to the extra \$100,000 sitting in The Bank of the West account. It's slow during the first quarter of the year to getting the books caught up as the County is in the process of closing out the fiscal year end, so the 1<sup>st</sup> quarter revenue stacks up in The Bank of the West account.

Questions asked as to where the interest earned is located and the amount of interest being earned on district funds from the County. Board consensus felt it was very low. After considerable discussion it was the consensus of the Board that this was an important issue as well as their obligation to the district, to become educated on investing district funds to receive a better return on the money. It was suggested that questions on this subject be directed to the General Manager during individual conversations with him.

**(13) METERED RATE WORKSHOP**

General Manager commented on the flexibility in the new metered rate schedule

Chair Melissa Jordan stated she personally felt we cannot go forward with our metered rates until we know what we have in our budget, which will really give us a true understanding of what we need for this district. During the last eight years we didn't have a true reality based picture of what was coming in and going out nor did we know what should be coming in and going out. Discussion followed on the implementation of the new schedule.

General Manager felt timing was a factor, if the sneak preview sample bills were sent out during the high usage months, it may encourage conservation and then implement the new metered rate schedule in the fall when usage is low. Some residents may see a decrease in their bills others may have an increase, but it will give the consumer a good idea of what is to come the next summer.

Discussion then revolved around conservation methods and how the district might help the public in this area. Some questioned were also brought forward on revenue projections. The discussion then turned to the timing and implementation of the new metered rate schedule and the process to follow prior to the sneak preview bills being sent out. Chair Melissa Jordan stated she wanted the General Manager to be totally comfortable with the bottom line before the Board adopts the new schedule.

General Manager indicated this will be brought back to the Board in the form of a resolution sometime around the end of November beginning of December, not sure how long it will take to adopt after reviewing the resolution. Timing for the public workshop should be the first of the year.

**(14) MANAGERS REPORT**

- a) Well No 4 progress – General Manager indicate the well was in great shape, old column and concrete removed, old control being removed, power will be cut tomorrow. New pump to be installed once Jason is back from vacation. Chair Melissa Jordan stated she would like to throw the switch for Well 4 with Board members present and a photographer, this would be our article for the Valley Voice.
- b) LAFCO meeting – General Manager indicated he met with the new executive director of LAFCO. She is moving forward with the municipal services review on three districts, MERCESA Madison CSD & Esparto CSD. She came out with David Morrison; they drove through the area and witnessed the dead trees and dead lawns. General Manager stated he was not sure when the MSR will come out of LAFCO, could take five to six months. No comment has been received from Regina on this issue.

General Manager informed LAFCO director that the ECSD is in great shape and has the man power and resources to maintain the parks. He indicated the district is already maintaining the sprinkler and irrigation systems.

**(15) STANDING COMMITTEE VS AD HOC COMMITTEE**

General Manager had no additional comments at this time. Director Steve Knightley stated he reviewed the existing policy as well as the information provided by the General Manager, I think we all have pretty much decided we know what a Standing Committee versus Ad Hoc Committee is.

Chair Melissa Jordan clarified, you mean continue with our existing policy which is spelled out very clearly or do we change it away from what our current policy reads. I personally am totally comfortable with what our policy reads.

General Manager indicated the current policy is not being totally followed; we needed to put out a noticed agenda and record minutes.

Discussion followed on how to adopt correct procedures to continue with the Standing Committees per district policy. Question, do we want to meet one hour prior to a regular Board meeting or on another day?

Chair Melissa Jordan suggested perhaps we possibly could have an Ad Hoc committee to hold two meetings to come up with a couple of options for our Standing Committees or do we want to discuss this in a regular Board meeting.

General Manager indicated the policy in place was designed for a much bigger district than ours. The policy indicates five different Standing Committees are required, Planning, Ordinance, Personnel, Finance and Public Relations. This was designed for a district 30 times our size. Discussion followed on how the policy was designed, written and changed as well as comments from the grand jury investigation and the instructions given referencing the district committees.

Chair Melissa Jordan referenced the existing policy indicates that committees are to be appointed by the chair at such and such time, would you all be comfortable with the General Manager and I getting together and hashing out what is really necessary and what is not. We then could give each member of the Board a chance to choose which committee they wish to serve on. She then asked the General Manager if this would be acceptable with him and he was in agreement. The remaining Board members were also agreeable.

## **(16) SOLAR BEE**

Discussion began on the Solar Bee issue. Chair Melissa Jordan acknowledged that the General Manager had a lot on his plate, but she wants to see that the Solar Bee will pencil out and save money over a mechanical device, the Solar Bees are so expensive.

Director Steve Knightley indicated they have the grid bees, and they are quite a bit cheaper. We have to decide, is it cheaper to run those than it is to run the water cannons, that's number one. And how much will we save in power and how long will it take us to pay for the difference in the Solar Bees.

Question asked if the General Manager could delegate this project to one of the employees to investigate, research and gather information to determine what are the district options and what is the most cost effective method of achieving the goal. General Manager indicated he would delegate this to an employee. Chair Melissa Jordan indicated she would like this brought back to the Board next month.

**(17) HOLIDAY PARTY PLANNING**

Chair Melissa Jordan suggested we hold our second meeting of December at the Road Trip restaurant, district would purchase dollar hamburgers and pitchers of sodas for staff and family, this would be on December 19<sup>th</sup>. Other suggestions included, pot luck to be held at the district office, or a pot luck to be held at Chair Melissa Jordan’s home. General Manager will check with staff to see what their preference would be and report back at next meeting.

**(18) FUTURE AGENDA ITEMS**

- a) Solar Bee
- b) Errors & Omissions
- c) MOU w/Madison
- d) CSA Roles
- e) Job Description Policy
- f) Research Impact Fees
- g) Notice of Vacancy

**(19) ADJOURNMENT**

Chair Melissa Jordan entertained a motion to adjourn

**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting  
**Second by:** Director Anna Girk

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

Meeting adjourned at 9:25 pm

Melissa Jordan – Chair of the Board

Mel Smith - Board Clerk

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

