



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

REGULAR MEETING
OCTOBER 2, 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
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Absent:

- Anna Girk

Public: No public present

(4) APPROVAL OF AGENDA

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

Motion by: Chair Steve Knightley to approve the agenda as presented

Second by: Director Colleen Fescenmeyer

Discussion: Director Melissa Jordan question Item No. 14 with regards to this being discussed in open session. She asked if the employee had signed a waiver in order to allow this to be discussed.

General Manager: no waiver has been signed, believes it is not needed.

After additional discussion it was determined to table this item until next meeting in order to verify if this can take place in open session.

Friendly amendment by: Director Colleen Fescenmeyer to remove Item No. 14 from tonight's agenda and place it on the next meeting agenda.

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

(5) PUBLIC COMMENTS

Chair Steve Knightley opened public comments

- Director Melissa Jordan: referenced the Homecoming Parade on Oct. 11 and suggested the district might have a float in the parade. The theme is Hollywood.
- **Street Light Options for Esparto (presentation)**
Sue Highman from the New Seasons Development Corporation presented information on the continuation of the street light project for Esparto. Referenced in the presentation were the local buildings that had been purchased for restoration which is part of the ongoing effort to improve the community. She explained about the IFLBC funding which comes back to incorporated communities for these types of projects, due to the fact Esparto is not incorporate the funds go to the county and we have to apply for the money to move forward on various projects. Currently the county has set aside \$117,000 for street lights. During the meeting with the Esparto Advisory, two projects were referenced that they would like to see accomplished,
1) crosswalk lighting in front of the High School, she indicated there was not enough funds available to accomplish this request.
2) continue the street lighting project, she referenced they were asked by the County to manage the project and look to partnership with the district on the lighting for the community. At this point not requesting any additional funding, only the \$117,000 to install street lights where they are most needed, we suggest the school and park area would be the most desirable.
Questions and discussion followed.

(6) CORRESPONDENCE

Chair Steve Knightley called for correspondence.

- Director Colleen Fescenmeyer: reference the swimming pool project and the intention to move forward with the project, with stipulations, and accepting the grant. Questions and information followed.
- Director Charles Schaupp: verbal request from contractor removing the Burger Barn; needs water for dust mitigation for two days while the building is being removed.
General Manager: explained the procedure to establish short term service and the cost associated with it so they have the necessary water while the job is being completed.

SK

(7) APPROVAL OF MINUTES

Chair Steve Knightley called for a motion to approve the minutes of 9-18-13

Motion by: Director Melissa Jordan to approve the minutes of 9-18-13 as presented

Second by: Director Colleen Fescenmeyer

Discussion: none

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

(8) BUDGET ITEM (Knightley)

Chair Steve Knightley: concerns noted on claims regarding the sewer budget, clarification of items that were questioned at prior meetings, and items that could have been construed as improvements versus maintenance regarding the solar bee's project. It seems we may be spending money that may or may not be associated with the solar bees out of the maintenance budget. Wants assurance there is a budget in place for long term maintenance.

General Manager: maintenance portion of budget is unallocated, nothing planned for those funds, whatever comes up for maintenance of our existing infrastructure is what it is used for. Biggest recent expense was the plumbing done on the ponds, which was not anticipated. He indicated more money was placed in the maintenance budget this year than in the past.

Chair Steve Knightley: stated the money being spent now is not to make improvements or capital improvement to the ponds for the purpose of the Solar Bees.

General Manager: that is correct, the piping that was done was not part of the Solar Bees project, it is part of maintenance.

Director Melissa Jordan: felt these were capital improvements associated with the grid bee installation and were un-necessary without the grid bees. She indicated her concern about purchases being made before coming to the Board for approval and felt this was a decision to make changes to the sewer ponds in anticipation of buying more grid bees.

Director Colleen Fescenmeyer: disagreed, this was a maintenance issue and was treated as such due to the odor problem.

General Manager: gave an explanation as to why the maintenance was done. Repairs do not come to the board.

Discussion followed.

Director Melissa Jordan: asked to see an accounting of the expenses associated with the grid bees at the next meeting.

Chair Steve Knightley: indicated a budget update will be available at the next meeting together with the actual cost of the grid bee's installation.

(9) 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 as presented

Second by: Director Melissa Jordan

Discussion: Items questioned were the expense on travel with a reference to updating the policy manual, the purchase of the tee shirts, and the Yolo County permit. General Manager: explained he had a catalog and felt the board members would like to choose what they individually would prefer. The permit was for the installation of the solar panels.

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

(10) REVIEW AMENDED PROPOSED METERED RATES

General Manager: referenced the proposed metered rates will need to be amended at the commercial level. Discovered the charge per unit was \$.0154 instead of \$1.54. It should have been \$1.54 per unit plus the monthly base rate fees, that was the proposed rate which went through the prop 218 process.

Discussion followed on the commercial rate structure.

General Manager: indicated the sample billing was an eye opener for the commercial customers. He presented a new list of proposed metered rates which adjusted the base rate for all commercial customers. This was extended out so we get closer to being revenue neutral even though the commercial rates are higher. He provided an explanation of the philosophy applied.

Discussion followed.

Concern: new commercial customers, high water rates discouraging Commercial development, increase to district revenue.

Discussion followed on the best approach to correct the error on the commercial rates and move forward. Agreement on amending rates on the 1", 1 1/2" and 3" lines.

General Manager to make adjustments and print new analysis.

8:35 pm Chair Steve Knightley: called for a break

8:53 pm Chair Steve Knightley called the meeting back to order

Chair Steve Knightley: asked the General Manager if the rates were revised per the discussion. Questioned how the monthly revenues project with the budget with everything factored in.

General Manager: still about \$600 increase per month.

Question: when will these changes be sent out to commercial customers?

General Manager: have not printed commercial bills as yet, so these new rates can be added to provide a sample.

Chair Steve Knightley: with everyone in agreement to the changes asked for the resolution to be read into the record.

**(11) RESOLUTION 13-06 TO AMEND PROPOSED METERED RATE
RESOLUTION NO. 13-02**

Director Colleen Fescenmeyer read the resolution into record.

Motion by: Director Melissa Jordan to accept resolution No. 13-06

Second by: Director Colleen Fescenmeyer

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

(12) CONSIDER PRE-AUTHORIZATION OF ADVANCED TRAINING OPPORTUNITIES FOR BOARD OF DIRECTORS

General Manager: referenced this was to be an action item until he became aware of a training opportunity at the Leadership Academy in Napa. Information included in tonight's package. There is a \$1,500 scholarship availability through SDRMA in any CSDA Leadership Academy program.

Director Melissa Jordan: referenced this was on the agenda for the General Manager to review previous minutes to determine what had already been approved for board training.

General Manager: has not had time to search prior minutes. Nothing in the policy manual on this topic. Based on his observation, each board establishes a routine of how they want to handle these larger training opportunities for the board. This has been brought to the board for action. We have it in the budget, but does that authorize the board members to take the training. Discussion followed

Chair Steve Knightley: asked the General Manager to look into submitting for the Scholarship and bring this back at the next meeting.

(13) DISCUSSION WITH POSSIBLE ACTION ON ADDING A SECOND WELL AT THE WELL 5 SITE

General Manager: action request was for board authorization to hire an engineer to provide a design for a second well on the Well 5 site. This is not a commitment to move forward but to obtain a set of plans to put out for public bid. This new well will be at the 600 foot aquifer, existing well is at 320 foot aquifer.

Question: do we have resources to obtain data to identify if the water is good.

Chair Steve Knightley: spoke to Randy Kriner who put a well out on Highway 16, 50 feet from the road and went down 700ft, has access to plans and water samples that may be helpful to us and is willing to share the information.

Director Melissa Jordan: voiced her concerns, wants to have a time line, see expectations, solid numbers, ideas, and some assurance that punching a new well down right next to another would not cause one well to dry up.

Chair Steve Knightley: indicated Randy stated the well is providing 500 gal per minutes. He also indicated the district should go with an engineer to protect everyone.

Question: where the new well would be in proximity to the existing well.

General Manager: there would be 50ft of horizontal separation between wells. He went on to explain the process needed to ascertain the information gathered by the hydrologist.

Question to General Manager by Director Schaupp: What would you do?

General Manager: I would design the plans myself along with the assistance of a well driller. But he felt the Directors wanted an engineer to design the plans.

Discussion followed.

Chair Steve Knightley: direction to General Manager to provide Board with options.

(14) CONSIDER GENERAL MANAGER RECOMMENDATION OF PROMOTION W/SALARY INCREASE FOR MICHELLE HUITT, FISCAL SERVICES ASSISTANT #3 TO FISCAL SERVICES ASSOCIATE #2

Removed from tonight's agenda; tabled till next meeting.

9:35 pm – Director Melissa Jordan left the meeting for medical reason

(15) MANAGERS REPORT

- a) Yolo/Solano AQMD update – General Manager: no response since sending email requesting procedures to appeal the violation.
Chair Steve Knightley: believe our attorney indicated there was no appeal procedure for this. Perhaps allow a few more days and then contact the field agent and ask if this matter is closed, if not do we need to appear at the Oct. 9 board meeting.
Discussion followed.
General Manager: to follow up on this issue.
- b) Proposed Yolo County Housing Element Update – General Manager included a copy of the letter sent to county referencing the incorrect information. Will check county website to see when it comes on the agenda and see if the changes were made. If not will attend the Supervisors meeting and request the changes be made before moving forward.
- c) Levee Property update – the morning after our last meeting Mike and I met with Cal Trans and explained our problem. He asked what he could do to correct it, we indicated, rebuild the levy back to its original compacted condition. He stated that he would do it immediately. General Manager explained the reason that was given by Cal Trans for cutting down the levy. Our attorney wants to take this up the chain of command and get a legal notice to their legal department should the levy fail. Not sure if he has did this as yet.
- d) Well 4 update – General Manager: updated at last meeting what the status was at well 4. Well 4 not being used at present. Well 6 is running full time. We are in good shape have plenty of well capacity to carry us until July of next year. Well 4 is still a viable producer, it's just good for about 100 gal per minute.

(16) FUTURE AGENDA ITEMS

- a) Research Impact Fees
- b) Sewer Lateral Review
- c) Metered Rates Outreach
- d) LAFCO update
- e) Budget Update
- f) Solar Update
- h) Partner w/New Seasons Street Lighting

(17) ADJOURNMENT

Chair Steve Knightley call for a motion to adjourn the meeting


Motion by: Director Colleen Fescenmeyer to adjourn the meeting

Second by: Director Charles Schaupp

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

Meeting adjourned at 10:05 pm

Steve Knightley – Chair of the Board



Date: 10/16/13

Mel Smith - Board Clerk



Date: 10-16-13

