



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

REGULAR MEETING
November 16, 2011
MINUTES

(1) CALL TO ORDER

Meeting called to order at 7:06 pm by Vice Chair Colleen Fescenmeyer.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge.

(3) ROLL CALL

Directors:

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

Public: Public Present

(4) APPROVAL OF AGENDA

Vice Chair Colleen Fescenmeyer called for a motion on the agenda.

Motion by: Director Steve Knightley to approve the agenda.

Second by: Director Anna Girk

Public Comments: none

Discussion: none

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

(5) PUBLIC COMMENTS

Vice Chair Colleen Fescenmeyer opened Public Comments: None received.

(6) CONSENT CALENDAR

a. Minutes of 11-2-11: Vice Chair Colleen Fescenmeyer called for a motion on the minutes.

Motion by: Director Anna Girk to approve the minutes as presented.

Second by: Director Steve Knightley.

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

b. Claims fund 466-0 Regular Monthly: Vice Chair Colleen Fescenmeyer called for a motion on the claims.

Motion by: Director Anna Girk to approve the claims as presented.

Second by: Director Steve Knightley.

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

(7) REVIEW POLICY 2300: JOB DESCRIPTION GENERAL MANAGER

Motion by: Director Anna Girk to table item 7, 8 and 9 to a future agenda.

Second by: Director Steve Knightley

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

(8) APPROVE AMENDED POLICY 2310: JOB DESCRIPTION UTILITY SYSTEM OPERATOR:

Tabled

(9) APPROVE AMENDED POLICY 2360: JOB DESCRIPTION CUSTOMER SERVICE REPRESENTATIVE/SECRETARY:

Tabled

(10) PAYROLL PROCESS IN EFFECT AT ECSD

Information was presented/Discussion followed

(11) BUDGET FINANCIALS

Information was presented/Discussion followed

(12) MANAGER'S REPORT

a) Employee appeal update – Information was presented/Discussion followed

b) Surplus Property Inventory – Information was presented/Discussion followed

(13) FUTURE AGENDA ITEMS

- a) Surplus Property
- b) Employee Appeal
- c) Items 7, 8 and 9

ADJOURNMENT

Vice Chair Colleen Fescenmeyer called for a motion to adjourn

Motion by: Director Steve Knightley to adjourn the meeting.

Second by: Director Anna Girk

Meeting adjourned at 7:54 pm.

Melissa Jordan – Chair of the Board

Mel Smith – Board Clerk

Date_____

Date_____