



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

**REGULAR MEETING AGENDA
NOVEMBER 2, 2011
BOARD MINUTES**

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order 7:04 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Directors:

- Present: Melissa Jordan, Steve Knightley, Terrie Bueno
- Absent: Colleen Fescenmeyer, Joseph Moreland
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Public: Public present

(4) APPROVAL OF AGENDA

Chair Melissa Jordan called for a motion to approve the agenda.

Motion by: Director Terrie Bueno to approve the agenda as presented

Second by: Director Steve Knightley

Public Comments: none

Discussion followed

Friendly Amendment by: Chair Melissa Jordan to remove Item 11 from the agenda.

Motion Amended by: Director Terrie Bueno to remove Item 11 from the agenda.

Second by: Director Steve Knightley

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

(5) APPROVAL OF MINUTES 10-19-2011

Chair Melissa Jordan called for a motion to approve the minutes of October 19, 2011

Motion by: Director Terrie Bueno to approve the minutes of 10-19-2011 as presented

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

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

7:07 pm Director Colleen Fescenmeyer arrived

(6) PRESENT CERTIFICATES OF APPOINTMENT AND ADMINISTER OATH OF OFFICE TO DIRECTORS: COLLEEN FESCENMEYER, STEVE KNIGHTLEY, TRISH ROATH AND ANNA GIRK

Discussion followed

General Manager Mel Smith administered the Oath of Office to returning Director Colleen Fescenmeyer and new Directors Steve Knightley, Trish Roath and Anna Girk. Certificates of Appointment presented to each new Director.

General Manager Mel Smith presented the new Board of Directors to the community.

Chair Melissa Jordan welcomed the new Board

(7) ELECT INTERIM VICE CHAIR PERSON

Chair Melissa Jordan opened nomination for the interim Vice Chair.

Director Trish Roath nominated Director Colleen Fescenmeyer as interim Vice Chair.

Chair Melissa Jordan entertained a motion to elect Director Colleen Fescenmeyer as our interim Vice Chair person.

Motion by: Director Trish Roath to elect Director Colleen Fescenmeyer as Vice Chair.

Second by: Director Steve Knightley

Public Comments received

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

(8) PUBLIC COMMENTS

Chair Melissa Jordan opened public comments: none received

(9) APPROVAL OF CLAIMS

FUND 466-0 - Regular Monthly

Motion by: Director Colleen Fescenmeyer to approve the claims

Second by: Director Steve Knightley

Discussion followed

Vote: Ayes: 3 No: 0 Abstain: 2 (Roath and Girk) Motion: Passed

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

Discussion followed

Removed from agenda, requires 4/5 vote to amend a Policy. Directors Trish Roath and Anna Girk did not receive packets in advance and will abstain from voting.

**(11) APPROVE JOB DESCRIPTION POLICY 2310:
UTILITY SYSTEMS**

Removed from agenda.

(12) PROPOSED AMENDMENT TO POLICY 2300

Discussion followed

Removed from agenda, requires 4/5 vote to amend a Policy. Directors Trish Roath and Anna Girk did not receive packets in advance and will abstain from voting.

(13) GENERAL MANAGER REPORT

- a) **Surplus Property Inventory**- time did not permit compiling of information.
- b) **Employee Contributions** - employees contributing additional amounts.
How are these amounts being handled through our accounting system.
Questions and discussion followed. Add to next agenda.
- c) **LAFCO Meeting** - General Manager attended meeting. Most items tabled.
No discussion at LAFCO regarding Western Yolo Special Districts
Public Comments received
- d) **Life Insurance Benefit** - research when this benefit was put in place.
Currently in place, \$50,000 life insurance policy for each employee.
District pays a total of \$90.00 per month for this benefit. Research when
policy was presented to board and approved.
Public Comments received
- e) **Almond Festival** - District participation, type of booth, deadline to
indicate participation is Nov. 15. Board in favor of participation, General
Manager to co-ordinate booth information.

(14) FUTURE AGENDA ITEMS

- a) Errors & Omissions - closed session item
 - b) Board training for Payroll
 - c) Amended Job Descriptions
 - d) Update Web Site
- Public Comments received

(15) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn.

Motion by: Director Colleen Fescenmeyer to adjourn the meeting.

Second by: Director Trish Roath

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

Meeting adjourned at 8:04 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

Date _____

Date _____

