



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

REGULAR MEETING
NOVEMBER 6, 2013
MINUTES

(1) CALL TO ORDER

Chair Steve Knightley called the meeting to order at 7:02 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Absent:

- Colleen Fescenmeyer

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 as presented

Second by: Director Anna Girk

Discussion: None

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

(5) PUBLIC COMMENTS

Chair Steve Knightley opened public comments

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Antonia Hirson, Deputy to Supervisor Chamberlain addressed the board:

- Culverts being cleaned out by road division, some damage noted to a fence post and curb, county road division assured her damage would be repaired.
- County Board of Supervisors is entertaining grants for broadband services to rural communities. Information presented.

Discussion followed, concern regarding Cal Trans removal of dirt at a slough located at Highway 16 almost to 505 in the Madison area, this could cause flooding of the field as well as Highway 16 if some of the dirt is not replaced to build up the levee prior to the rainy season.

(6) CORRESPONDENCE

Chair Steve Knightley called for correspondence.

- a) Yolo/Solano Air Quality email – General Manager indicated he received a response from Paul Hensleigh which basically put this issue at a stale mate. He referenced the chain of emails on this issue.

Chair Steve Knightley: regards last email as a threat to pay his demands or it will be taken much further. This is the epitome of an incompetent bureaucrat. This should be forwarded to Tom Barth for his advice.

Discussion followed. District did not violate any air quality regulation; this was an administrative violation regarding the late filing of a report.

(7) APPROVAL OF MINUTES

Chair Steve Knightley called for a motion to approve the minutes of 10-16-13

Motion by: Director Anna Girk to approve the minutes of 10-16-13

Second by: Director Charles Schaupp

Discussion: Director Melissa Jordan questioned Item 10 and the statement that Director Charles Schaupp made, she went on to dispute his statement. Director Charles Schaupp indicated the statement is correct and the minutes are correct, this is what I said; whether it's correct or not; if you want to re-discuss it further we need to put it on another agenda.

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

(8) CLAIMS: FUND 466-0 REGULAR MONTHLY

Chair Steve Knightley called for a motion to approve the claims for 10-22-13 and 10-29-13

Motion by: Director Anna Girk to approve the claims for 10-22-13 and 10-29-13

Second by: Director Charles Schaupp

Discussion: Questions on, Amazon Charge, hardware and equipment for the ponds, are we still within budget on the ponds, fees for training and the grant reimbursement? General Manager: responded to all questions.

Director Melissa Jordan: requested a summary of time and materials for the pond

project at the next meeting.

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

(9) **CONSIDER PROPOSED AMENDED POLICY 2145: TRAVEL AND EXPENSE LIMITES**

Motion by: Director Melissa Jordan to amend the existing policy

Second by: Director Anna Girk

Discussion: Director Melissa Jordan questioned the reimbursement for meals; consideration must be given to where the training is located and the cost of meals and lodging in that area (re: San Francisco). Liked the mileage reimbursement, felt there should be no meal reimbursement for 24 hrs.

Discussion followed on air fare costs, meals reimbursement and mileage and how they are applied based on the location of the training. Reference made to federal and county travel guidelines.

General Manager: this new revised policy is much more detailed than the county guidelines, but not quite as specific as the state. This is more conservative on the price of the meals and lodging than the state, county has no specific limits. I received a request to amend the mileage one way from 60 miles to 55 miles and round trip from 120 miles to 110 miles from Director Colleen Fescenmeyer before reimbursement is made.

Discussion followed on changes required to the proposed amendment, prevailing rates, authorization by manager, employee vehicle liability, number of miles before reimbursement, requirements to get reimbursed, whether number of miles before reimbursement should be listed or not, discretion for the General Manager to authorize reimbursement, policy should be applicable to all.

Chair Steve Knightley: questioned if a friendly amendment is in order, take a short break and revise the proposed changes in order to move forward.

Friendly Amendment by: Chair Steve Knightley to take a break and make the changes to the proposed travel policy in order to move forward this evening.

He asked Director Melissa Jordan if she would accept the friendly amendment to take a break and revise the proposed travel policy.

Director Charles Schaupp: recapped the changes as follows:

- add to second paragraph, employees will be reimbursed for meals if on district business in excess of 8 hours
- employee vehicle insurance confirmation, sign a waiver with reimbursement clause.
- use lowest cost method of travel
- out of town lodging change to 50 miles, 100 miles roundtrip, exceptions can be made by board in a meeting
- reimbursement for mileage may not exceed the lowest standard carrier.
- prevailing rate for out of town lodging

8:02 pm: Chair Steve Knightley called for a fifteen minute recess to make the requested changes to the proposed travel policy.

8:17 pm: Chair Steve Knightley called the meeting back to order.

Director Melissa Jordan: read the Travel Policy 2145 with the changes into the record.

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

(10) CANCEL BOARD OF DIRECTORS MEETING SCHEDULED FOR NOVEMBER 20, 2013

Motion by: Director Melissa Jordan to cancel the regularly scheduled Nov 20, 2013 district meeting.

Second by: Director Anna Girk

Discussion: None

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

(11) DISCUSSION ON YOLO COUNTY GROUNDWATER STUDIES WITH BOARD ACTION ON GENERAL MANAGER RECOMMENDATION TO PROCEED WITH TEST WELL AT THE WELL 5 LOCATION

General Manager: presented information, he referenced two extensive ground water studies on the Yolo County Flood Control Website. Included in Director Packet's are the sections that pertain to Esparto. He made reference to the map and the cross section to focus on. Specific reference was made to the water levels depicted on the study; the lower area is where the most water is at. Our wells are pumping from the intermediate level.

Discussion and questions followed on the information presented.

Chair Steve Knightley: questioned if we had a conclusion drawn by someone to suggest if we put it test well down 500 to 900 feet in this area it would not cause a cone of depression with Well 5 being so close?

General Manager: that will happen in the design of the well and you design the well after you get the data from the test well and the E log.

Director Melissa Jordan: reference the request made a couple of months back for a complete packet of how this was to be accomplished, putting a test well next to the existing well.

General Manager: it was my understanding that the board wanted more documentation and that's what I have presented this evening, what I have been trying to accomplish is to build a case for us to invest in a test well and E Log.

Director Melissa Jordan: remained concerned about the RFP being sent out without the information being presented to the Board as requested.

Discussion followed on the procedure which needs to be followed for the test hole and the bids, information on the RFP in order to obtain comparative bids.

General Manager: there is an urgency for doing this, Well 6 has been down for two days, situation is under control but it points out the need to take action to bring new water sources on line. We are going to have to do a test well.

Chair Steve Knightley: how long would it take to put this out to bid?

General Manager responded one week.

Discussion followed on the bidding options important to do the project and the companies that can address the district requirement for the test well at 1200 feet.

MS

General Manager: feels the district needs to acquire some data from the middle zone and the deep zone.

Motion by: Director Charles Schaupp to prepare an RFP and put out to bid for a test hole of 1200 feet at the Well 5 location.

Second by: Director Anna Girk

Discussion: How are we going to insure we are going to be able to have a comparison? RFP will spell out the requirements of the bid.

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

(12) MANAGERS REPORT

- a) \$84,000 impact fees – 6 of the 13 lots from the Lopez Subdivision that were not built on were purchased by another builder who processed building plans with the county, came by and requested us to sign off and paid the impact fees of \$14,014.00 per lot. 6 lots in question totaled \$84,000 to our Development Impact Account 469.
- b) Update on Metered Rate Outreach – first meeting on 10-30-13, very small turn out. Did commit to have ballots by mail no later than Nov. 15, to be returned by Dec. 31, 2013. Next meeting Nov. 18 and the last meeting is Dec. 5 for residential.
Question: were there any oppositions? Two or three no votes from the last meeting. The outreach meetings have an opportunity to shut it down if there is public outcry or there is more than 50% of the property owners that vote no. The one meeting has to be 45 days before the election, election is Dec. 31.
Discussion followed
General Manager: Assessor is preparing labels for the mailing.
- c) Deposition – Spent Monday with Tom Barth preparing for the deposition on the Emerald Ponds litigation; went all day on Tuesday, looks good.
- d) Well 6 – the soft start controller went out on the well. The delay putting it back on line was because the brand is no longer in production. A part was ordered and installed but did not solve the problem. Jason instructed the tech from Eaton to provide a starter for a 30 horse power pump so we can fire it up without the soft start, will put on a timer for the interim. Started looking today for a distributor to get the needed part.
- e) Xmas Party – VFW Hall already approved. Second December meeting would be on the 18th. General Manager asked if that date would be agreeable with an early board meeting preceding the party. Check with employees regarding the date.

MS

(14) FUTURE AGENDA ITEMS

- a) Research Impact Fees
- b) Sewer Lateral Review
- c) Metered Rates Update
- d) LAFCO update
- e) Partner w/New Seasons Street Lighting
- f) Job Description from Policy Committee
- g) Flood Control Maintenance
- h) Xmas Party
- i) Test Well
- j) Solar Update
- k) Pond Totals

(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 Anna Girk

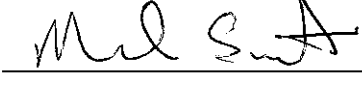
Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed

Meeting adjourned at 9:36 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 12/4/13

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