



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

REGULAR MEETING  
NOVEMBER 7, 2012  
MINUTES

(1) **CALL TO ORDER**

Chair Melissa Jordan called the meeting to order at 7:24 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: Tom Barth
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Public:** Public present

(4) **APPROVAL OF AGENDA**

Chair Melissa Jordan entertained a motion to approve the agenda.

**Motion by;** Director Anna Girk to approve the agenda as presented

**Second by:** Director Colleen Fescenmeyer

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments – none received

**(6) CORRESPONDENCE**

- a) Emerald Homes Complaint - General Manager provided information regarding the lawsuit filed by Emerald Homes.
- b) LAFCO request for information – General Manager indicated the information questionnaire received is extensive and is for the Municipal Services Review of three districts; Esparto CSD, Madison CSD and MERCESA. Last review was approximately 2005. Chair Melissa Jordan requested this item be placed on the November 21 meeting agenda. She indicated after a cursory review, there are items we will want to respond to at the Board level.

**(7) APPROVAL OF MINUTES**

Chair Melissa Jordan entertained a motion to approve the minutes of September 5, 2012, October 3, 2012 and October 17, 2012

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of September 5, October 3 and October 17, 2012

**Second by:** Director Steve Knightley

Discussion: Chair Melissa Jordan indicated that she was working with the General Manager towards a set of minutes that have the jist of every discussion and the vote. After reviewing minutes from other districts it appears we have gone a bit far in what we are including in our minutes. General Manager and I are meeting to review the minutes, a more condensed version will be forth coming.

Director Anna Girk stated she was not present at the October 3 meeting and would have to abstain from that set of the minutes. Chair Melissa Jordan indicated in order to properly approve the minutes we will have to vote separately on each set.

Chair Melissa Jordan entertained a motion to approve the minutes of September 5 and October 17, 2012.

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of September 5, and October 17, 2012

**Second by:** Director Steve Knightley

Discussion: None

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

Chair Melissa Jordan entertained a motion to approve the minutes of October 3, 2012.

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of October 3, 2012

**Second by:** Director Steve Knightley

Discussion: None

**Vote: Ayes: 3 No: 0 Abstain: 1, (Girk) Motion: Passed**

**(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 as  
as presented

**Second by:** Director Anna Girk

Discussion: Director Steve Knightley referenced the significant electrical usage for this period of time in comparison to last year at the same time. He noted two meters appear to have a significant increase in power usage. Discussion followed on this subject. General Manager provided a possible explanation. Chair Melissa Jordan noted this was a great observation and suggested the General Manager chart the PG&E bills for the last several years to see what inconsistencies are obvious. She thanked Director Knightley for identifying a potential problem.

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

**(9) PRESENTATION BY SANDY KARINEN OF THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL REGARDING PROJECT PROPOSAL FOR PROPERTY AT SWC OF WOODLAND AVE. x YOLO AVE.**

Chair Melissa Jordan welcomed Sandy Karinen of the California Department of Toxic Substances Control who was here this evening to present information on the project proposed for the property located on the south/west corner of Woodland Ave x Yolo Ave.

Information presented

**(10) REVIEW APPLICATIONS AND RECEIVE COMMENTS FROM PERSONS APPLYING FOR THE VACANT BOARD OF DIRECTOR'S SEAT. TAKE ACTION ON AN APPOINTMENT.**

Chair Melissa Jordan opened the review process for the applications received to fill the vacant Board position. She indicated one application had been received from Charles Schaupp and after a review of the application it appears Mr. Schaupp meets the criteria required to be a Board member.

Additional questions were posed to Mr. Schaupp regarding his association with the VFW in Esparto and his position as a Board member. Mr. Schaupp responded he was affiliated but the position was not an elected one. He indicated he was retired and attending the required meetings was not a problem. Chair Melissa Jordan asked Mr. Schaupp to step to the podium and present to the Board a recap of his experience, qualifications and associations.

Questions and discussion followed. Chair Melissa Jordan gave a brief explanation of the term for the new appointee and addressed other questions regarding the requirements and policies that need to be adhered to.

Chair Melissa Jordan entertained a motion to fill the vacant board position with Mr. Charles Schaupp.

**Motion by:** Director Colleen Fescenmeyer to fill the vacant board position with Mr. Charles Schaupp.

**Second by:** Director Anna Girk

Discussion: None

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

8:21 pm - Chair Melissa Jordan announced the board would now enter closed session.

---

**(11) CLOSED SESSION**

- a) Conference with Legal Counsel: Existing Litigation, Emerald Homes, authorized by Gov. Code Section 54956.9(b), (1 case)

---

9:49 pm – Chair Melissa Jordan called the meeting of the Esparto Community Services District back to order.

**(12) REPORT ON CLOSED SESSION**

Direction given to General Manager and District Counsel

**(13) MANAGERS REPORT**

- a) Well No. 4 Progress – installed, Jason in the process of hooking it up
- b) Update re: AT&T phone bills – General Manager reported a new agreement, at a reduced rate, has been agreed to with AT&T
- c) Holiday Party Planning – Chair Melissa Jordan asked for volunteers to form an Ad Hoc committee to make the necessary arrangements for the holiday party. Directors Colleen Fescenmeyer and Director Anna Girk volunteered.

**(14) FUTURE AGENDA ITEMS**

- a) Swearing in New Member
- b) Errors & Omissions
- c) MOU w/Madison
- d) CSA Roles
- e) Solar Bee
- f) Job Description Policy
- g) Research Impact Fees
- h) Resolution for Metered Rates
- i) Discussion on Managers Compensation
- j) LAFCO Response

**(15) ADJOURNMENT**

Chair Melissa Jordan entertained a motion to adjourn the meeting

**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting

**Second by:** Director Steve Knightley

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

Meeting adjourned at 10:01 pm

Melissa Jordan – Chair of the Board

Mel Smith - Board Clerk

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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