



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

REGULAR MEETING
DECEMBER 19, 2012
MINUTES

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order at 6:12 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Absent:

- Colleen Fescenmeyer
- Anna Girk

Public: Public not present

(4) APPROVAL OF AGENDA

Chair Melissa Jordan entertained a motion to approve the agenda.

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

Second by: Director Charles Schaupp

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments – No public present

(6) **CORRESPONDENCE**

General Manager had no correspondence to report.

Chair Melissa Jordan announced the following meeting:

Jan. 23, 4 – 7 pm at the Scout Cabin – Cal Trans meeting with community members regarding the state of Highway 16, believe this will not just cover Esparto but will go from Madison up the valley. No agenda received as of this date. Referenced review by Federal Transportation Authority which indicated Esparto lighting is inadequate as well as safety at the Yolo Ave (Hwy 16) school crossing. She urged everyone to attend.

6:17 pm – Director Anna Girk is in attendance.

(7) **APPROVAL OF MINUTES**

Chair Melissa Jordan entertained a motion to approve the minutes of November 21, 2012 and December 5, 2012.

Motion by: Director Steve Knightley to approve the minutes of November 21 and Dec. 5, 2012

Second by: Director Charles Schaupp

Director Anna Girk noted she was not in attendance for the meeting of Dec. 5, 2012.

Friendly amendment: Chair Melissa Jordan asked if the motion could be amended to separate the minutes. Both Director Knightley and Schaupp had no objection.

November 21, 2012

Motion by: Director Anna Girk to approve the minutes of November 21, 2012 as presented.

Second by: Director Charles Schaupp

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 1 (Knightley) Motion: Passed

Chair Melissa Jordan entertained a motion to approve the minutes of December 5, 2012.

December 5, 2012

Motion by: Director Steve Knightley to approve the minutes of December 5, 2012 as presented.

Second by: Director Charles Schaupp

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 Steve Knightley to approve the claims

Second by: Director Anna Girk

Discussion: Question by Director Steve Knightley is Mobile Image a quarterly or monthly expense. General Manager indicated quarterly.

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

(9) BUDGET UPDATE AS OF NOVEMBER 30, 2012

General Manager indicated we look to be in good shape for year end. Year end revenue estimate is fairly accurate at \$1,188,000, which is \$105,000 above the budget estimate of \$1,083,000. Expenses are at or below budget estimates; it appears we will end the year with a reserve. This will provide us an opportunity to make adjustments to the meter rate structure so more people will get a decrease.

6:19 pm - Director Colleen Fescenmeyer is in attendance.

Well No. 4 update: Budgeted \$100,000, as of Nov. 30 we are at \$91,000 and we will probably use all of the remainder. Estimate another \$4,000 to \$5,000 will be needed to complete the process. It would be best to keep the operating budget separate from Capital Improvements, which means we would need to amend the budget once the exact totals are compiled for the Well 4 project.

Well No. 5 update: Question: Is there more to do on Well No. 5.

General Manager indicated nothing is being done at present. County auditor Mark Krummenacker considers the work already done to be maintenance unless we can convince him this was a Capital Improvement.

Director Steve Knightley stated the work already done will not be lost when the actual repair to the casing is made.

General Manager: correct, 4" pipe will be reused and added to, pump will be dropped down another 40 – 60 feet after the hole in the casing is repaired. He added current pump is still to big and needs to be downsized.

Chair Melissa Jordan: questioned can we sell that pump to another district?

General Manager: yes, or keep in inventory as backup for Well 6.

Some further discussion followed on the pump in question, size of current pump versus what is actually needed.

Question: Is the \$50,000 allocated for Well 5 going to come in on target, or will we need to amend that total along with Well 4.

General Manager: feels the \$50,000 will be enough for Well 5.

Chair Melissa Jordan: requested the General Manager to prepare a spread sheet showing the estimated cost versus the reality of where we are now on the expenses for Well 5. Also would like copies of the bids involved.

General Manager: existing revenue remains the same through this budget year, we will not be activating the metered rates before year end.

Chair Melissa Jordan: that will make two years in a row of surplus.

Director Charles Schaupp: how does that work, do we reduce our rates?

Chair Melissa Jordan: there are alternative scenarios, increase reserves, reduce rates, etc., we need healthy set aside reserves just in case of an emergency, such as the Well 5 situation. I want to see us operate in the black and that we are paying our way.

Question: on set asides; we missed an entire year of USDA set asides, funds could be applied there to bring us up to date.

General Manager: I feel large reserves will not be needed once we see what revenue does when we put the metered rates into place.

(10) MANAGERS REPORT

- a) Audit – one day into our 3rd party audit, auditor will return tomorrow, committed to have audit completed by the Jan. 11 deadline for the application on the grant to the State Revolving Fund for source improvements.
- b) Grant Application – Jan. 11 – fully engaged to complete application by Jan. 11. Requesting \$450,000 in grant funds on a \$575,000 project, district would participate \$150,000 out of the Capitol Improvement reserve for the Well No. 3 system.

Question: Chair Melissa Jordan asked when we call this the Well 3 System does that mean bringing it on line to our system?

General Manager: yes, it will be a complete water station as we have at this site, a well, a storage tank, an air pressure tank and a booster pump with a variable speed motor for maintaining pressure in the system. The well pumps into the holding tank.

General Manager gave a brief explanation of the pumping systems at the other wells opposed to what is proposed for Well 3. He indicated if funds are available in our Capital Improvement fund we would match the Well 5 site to the Well 3 site and add another well at the Well 5 site.

Chair Melissa Jordan: would like to see us go for a grant for Art in Public Places to have our tanks painted something complimentary to the community.

Director Colleen Fescenmeyer referenced a community project along these lines that Yolo County is trying to establish, looking for people to form a committee. Will advise as more information becomes available.

- c) Monday closure – unpaid – General Manager requested the Boards approval to close the office on Monday, Christmas Eve. Employees would take as a vacation day.

Chair Melissa Jordan asked to see the policy manual. After a short discussion and review of policy, Chair Melissa Jordan asked Board members if they were in agreement with the General Manager using his discretion on closing the office for the Christmas Holiday. Board in agreement. General Manager indicated a sign would be posted for the public giving an emergency number to call.

(14) FUTURE AGENDA ITEMS

- a) Solar Bee
- b) Errors & Omissions
- c) MOU w/Madison
- d) CSA Roles
- e) Job Description Policy
- f) Research Impact Fees
- g) Resolution for Metered Rates
- h) Discussion on Managers Compensation
- i) Well 4 and 5 costs
- j) Grant Docs & Resolution
- k) Election of Officers
- l) Pending Litigation

(15) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn the meeting

Motion by: Director Steve Knightley to adjourn the meeting

Second by: Director Colleen Fescenmeyer

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

Meeting adjourned at 6:53 pm

Melissa Jordan – Chair of the Board

Mel Smith - Board Clerk

Date: _____

Date: _____