



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

REGULAR MEETING  
DECEMBER 4, 2013  
MINUTES

**(1) CALL TO ORDER**

Chair Steve Knightley called the meeting to order at 7:03 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, Colleen Fescenmeyer
- District Counsel: Tom Barth
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Public:** no public present

**(4) APPROVAL OF AGENDA**

Chair Steve Knightley called for a motion to approve the agenda.

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

**Second by:** Director Melissa Jordan

Discussion: None

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

**(5) PUBLIC COMMENTS**

Chair Steve Knightley opened public comments – no public present

(6) **CORRESPONDENCE**

Chair Steve Knightley called for correspondence.

- a) Emails from Antonia Hirson, Deputy to Supervisor Chamberlain addressing the concerns from the last meeting. Follow up on maintenance, flood control and MERCESA.
- b) Director Melissa Jordan questioned if she is still a viable member of the board as her term has either ended or near ending. Discussion followed on term end and procedures for posting vacancy. Per research and past history the term ends the first Friday of December, substantiated by letters from the county election office. Director Melissa Jordan is still a viable member of the board until Friday. Newly appointed Board members will be sworn in at the next meeting.

(7) **APPROVAL OF MINUTES**

Chair Steve Knightley called for a motion to approve the minutes of 11-6-13

**Motion by:** Director Anna Girk to approve the minutes of 11-6-13 as presented

**Second by:** Director Charles Schaupp

**Discussion:** None

**Vote:** Ayes: 4 No: 0 Abstain: 1 (Fescenmeyer) **Motion:** Passed

(8) **CLAIMS: FUND 466-0 REGULAR MONTHLY**

Chair Steve Knightley called for a motion to approve the claims for 11-12-13 and 11-21-13

**Motion by:** Chair Steve Knightley to approve the claims for 11-12-13 and 11-21-13

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Reference and discussion on the decrease in the sewer and electric bill.

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

(9) **OPENING OF BIDS WITH POSSIBLE BOARD ACTION ON TEST WELL PROPOSALS**

Chair Steve Knightley indicated he would entertain a motion to open discussion on the approval of a test well with possible action to accept a bid for this project.

**Motion by:** Director Charles Schaupp to open discussion on the possible approval of any bid that has been received.

**Second by:** Director Anna Girk

Discussion: General Manager explained the bid sheet provided in the packet and indicated it was sent to ten different companies to offer a bid. The redesign of the bid sheet was to insure that all contractors are bidding exactly the same thing. Only three local companies responded; Eaton, Vanucci and Layne. Layne responded no, bid would be too high. Eaton's bid did not change much from the sample bid provided. Director Melissa Jordan voiced several concerns: no hydrology report indicating this is the best way to proceed; no information on whether this has been successfully done; under the impression the Board was to see the RFP before it was sent out; what newspaper it was to be published in and exactly what we would be comparing. She does not want to do anything that would jeopardize the water system for this community without knowing this is the optimum move to make.

General Manager: responded a test well is nothing more than a method of gathering data. Once the data is obtained decisions can be made. The data required is soil samples, water quality from two zones, 800ft and 1200ft and the E log which is a test that records the soil density horizontally. And in our case to identify the potential water bearing strata.

Chair Steve Knightley: once data is obtained would we be able to determine if we have a confined aquifer that would not disturb the existing well.

General Manager: yes

Director Charles Schaupp: referenced any hydrologist would be able to confirm, confined aquifers and wells next to each other are common. He also indicated his course of study was hydrology and reference the existing combined wells on his property. Identifying the strata between the two wells is important. Won't know what is on our property until a test well is done.

Director Melissa Jordan: commented on the lack of information on the procedure of having wells located next to each other. Reference made to the information already completed by Luhdorff & Scalmanini for the State Revolving Fund application, which the board has already seen.

Director Melissa Jordan: RFP was not presented to the Board, motion at last meeting approving the bid process to move forward and authorizing the General Manager to send out the bids.

Question on test hole abandonment once the data has been gathered. Information presented.

Chair Steve Knightley: is there a risk to doing a test well next to Well 5

General Manager: explained the situation that could occur. No sure how often, or if that situation has ever occurred. It's not really a problem in Yolo County.

Discussion followed on bids received. Continuing to rely on the existing 300ft aquifer is not smart. Exploring the deeper aquifer with the test well is mandatory.

Chair Steve Knightley: questioned where the funds would come from for this project. Did we put money in the budget for this?

General Manager: development impact account for infrastructure improvements. There is money allocated in the budget for a new well at the Well 5 sight.

Discussion returned to accepting a bid. Eaton included everything in their bid and is a very reputable company.

**Motion by:** Director Charles Schaupp to approve the bid from Eaton Drilling  
**Second by:** Director Anna Girk

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

8:01 Chair Steve Knightley indicated the Board would now enter closed session.

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**(10) CLOSED SESSION**

- (a) Conference with Legal Counsel: Anticipated Litigation, authorized by Gov. Code Section 54956.9(b). (2 cases)
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9:10 Chair Steve Knightley called the meeting back to order.

**(11) REPORT OF CLOSED SESSION**

Direction given to Legal Counsel and General Manager under Gov. Code Section 54956.9 (b) in regards to the two cases discussed.

**(12) BOARD MEMBER COMMENTS REGARDING PARTICIPATION IN THE SPECIAL DISTRICT LEADERSHIP CONFERENCE HELD IN NAPA, CA**

Chair Steve Knightley indicated he asked to have this added to the agenda to allow the Board members who attended the leadership conference to share what they learned with the other board members. He referenced the importance of getting the calendar in order, learned of items that we need to be doing and perhaps don't know about.

Director Melissa Jordan: noted the board seating arrangement needs to be set up for all board members to see each other. Stress the importance of a unified board, seating arrangement is crucial. She went on to mention a list of items that the board needs to be aware of and follow, found the training to be invaluable

Chair Steve Knightley: noted that the 2012 Financial Compensation Report needs to be file annually with the State Controller's Office. Referenced the audit and noted the auditors need to be present when the audit is reviewed.

Director Charles Schaupp: biggest thing to learn to be good board members is to not micro manage, let the General Manager and the professionals we have working for us do their job. If we micro manage them we are doing their job and fail as board members. Never intervene, as the board we set guidelines and goals, not do the job.

**(13) DRAFT LETTER IN SUPPORT OF NEW SEASONS STREET LIGHT PROJECT**

Chair Steve Knightley: reference the draft letter prepared by the General Manager and entertain a motion to consider signing the letter in support.

ms

**Motion by:** Director Melissa Jordan to send a letter in support for the use of the street scape funds for additional lighting on Highway 16

**Second by:** Director Colleen Fescenmeyer

Discussion: Question on adding notation of street scape funds.

Director Charles Schaupp: no confidence in the street scape committee, if they want us to support more lighting when funds could have been used for more safety issues.

Director Colleen Fescenmeyer: gave an explanation regarding the safety issues. Funds are limited.

Discussion followed. Reference made to minutes of Oct. 17, where we were asked to support the use of the funds for additional lighting.

Director Melissa Jordan: would like to see the \$117,000 remain within the community.

General Manager: nothing in the letter to indicate we would contribute funds to the project.

Discussion followed on revising the letter and endorsing the project and retaining funds in the community. Responsibility of the project.

General Manager: reiterated the letter only indicates the Board is in support of the street lighting project.

**Friendly Amendment:** decision was to revise the letter, strike the last sentence of the second paragraph and change the name.

**Vote:** Ayes: 4 No: 1 (Schaupp) Abstain: 0 Motion: Passed

#### (14) METERED RATE OUTREACH

General Manager: last meeting on Nov. 18 was very productive. Everyone understood the information, three people signed the protest. Another meeting tomorrow at 1:00 pm, last outreach meeting. Sent out ballots, not receiving a large number being returned. Michelle and I talked with people individually about their accounts. Not a large public outcry.

Chair Steve Knightley noted the meeting needed to be extend; suggested a 15 minutes extension, suggestion was to extend to 10:30 pm, all in agreement.

#### (15) MANAGERS REPORT

- a) Cost totals for sewer pond piping modifications – cost of modifications was \$9,100. DO levels were checked on the three ponds with grid bees, running plus or minus 5.0; two ponds without are barely 1.2 more than marginal, will start to develop odors at that level. Comment: may need to turn cannons back on for those ponds until a decision is made to add two more grid bees.

Director Melissa Jordan: what company was the solar equipment purchased from?

General Manager: Soligent.

Director Melissa Jordan: does any of the district employees have an association with the Soligent?

*MS*

General Manager: indicated yes, Jason does, he is a distributor just like ECSD.

Chair Steve Knightley: does not see a conflict of interest, he just recommended the company.

- b) Christmas Party – Sign-up sheet out, VFW Hall is scheduled, not the bar, bring your own drinks, pot luck.
- c) Solar Update – General Manager presented a PG&E spread sheet for the meter at the Waste Water Treatment Plant.. Referenced when the solar panels went on line, PG&E meter charge was \$1,332 per month is now \$30.19 per month with solar panels complete. This is an annual reduction of \$15,600 a year in operation expense. The system cost was plus or minus \$20,000, fast payoff. Additional solar arrays are in our budget. Discussion followed.

**(16) FUTURE AGENDA ITEMS**

- a) Sewer Lateral Review
- b) Metered Rate Outreach
- c) LAFCO update
- d) Flood Control Maintenance
- e) Job Description from Policy Committee
- h) Vacancy Notice & Appointment Date
- i) Budget Update
- j) GM Training
- k) Strategic Plan
- l) Additional Board Training

**(17) ADJOURNMENT**

Chair Steve Knightley called for a motion to adjourn the meeting

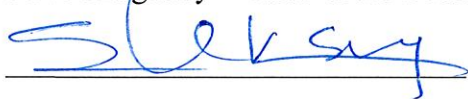
**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting

**Second by:** Director Charles Schaupp

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

Meeting adjourned at 10:22 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 12-18-13

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