

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

REGULAR MEETING
MARCH 8, 2006

MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:03 P.M. by Chairman Laurel Kieny.

2. ROLL CALL

MEMBERS PRESENT Mike Goodin, Laurel Kieny, Joseph Moreland

OTHERS PRESENT Ron Loudon, and Anna McNamara

Director Mike Goodin requested the Board review the closed session items.

3. APPROVAL OF AGENDA

Director Mike Goodin made a motion to approve the amended agenda and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

4. PUBLIC COMMENT

No public comment.

5. APPROVAL OF MINUTES

Chairman Laurel Kieny made a motion to approve the minutes as written of May 16, 2005, December 14, 2005, and February 8, 2006 and was seconded by Director Joseph Moreland.

Director Mike Goodin questioned why the May 16, 2005 minutes were just now being approved.

The District Secretary stated after going through her Fiscal Audit she found they had not been done.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

6. APPROVAL OF CLAIMS

Director Mike Goodin made a motion to approve the claims, fund 466-0 in the amount of \$ 18,077.84 and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

7. ONGOING REVIEW OF SITUATION AT WELL #5

No action was needed.

8. PRESENTATION OF PLAQUES TO BARRY BURNS, JACK HUIE AND DAVID HERBST FOR THEIR COMMITMENT AND TIME SPENT HELPING THE ESPARTO COMMUNITY SERVICES DISTRICT

The Board presented Barry Burns with a plaque and all gave much thanks for all of the dedication and help with the District.

Jack Huie and David Herbst were absent from the meeting and will be given their plaques at a later date.

9. APPROVAL OF CONTRACT WITH GLOBAL VALLEY

The Board and the General Manager reviewed the updated contract between the Esparto Community Services District and Global Valley.

Chairman Laurel Kieny made a motion to reaffirm the acceptance of the Tower Lease Agreement with Global Valley and authorize the Chairman to lay signature to the agreement, and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

The General Manager stated the antenna should be completed in Capay about the 15th of April to then come to Esparto and install into the District office a couple of test sites by the end of April.

No further discussion.

Ayes: 3 Noes: 0 Absent: 0

10. REVIEW OF ACCOUNT #60 (ESPARTO UNIFIED SCHOOL DISTRICTS' SEWER ACCOUNT OF THE WHOLE DISTRICT)

The District Fiscal Services Associate/Administrative Assistant gave an overview of the #60 account with the Board.

After a review the Board stated there would be no change in the account and also

stated if Mr. Word would like to have the account fully reviewed the account would most likely go up and not down.

11. REVIEW OF THE ESPERANZA ESTATES INFRASTRUCTURE

The General Manager reviewed the state of affairs with the Esperanza Estates infrastructure and gave his recommendations to the Board.

Director Mike Goodin stated he spoke with the previous General Manager who also has a lot of reservations about the project.

Director Mike Goodin made a recommendation to postpone item #11 until the General Manager sees fit to put this request back on the agenda, which was the consensus of the Board.

12. AUTHORIZATION GIVEN TO RON LOUDON, NEW GENERAL MANAGER FO THE ESPARTO COMMUNITY SERVICES DISTRICT, TO BE ABLE TO SIGN THE SIGNATURE CARD AT THE BANK OF THE WEST TO BE ABLE TO DO ANY AND ALL BUSINESS WITH BANK OF THE WEST

Chairman Laurel Kieny made a motion to approve the General Manager/Superintendent, Ron Loudon, to be added to the signature card with the Bank of the West, and was seconded by Director Mike Goodin.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

13. AUTHORIZATION GIVEN TO RON LOUDON, TO RECEIVE A CREDIT CARD, THROUGH BANK OF THE WEST, IN THE AMOUNT OF \$2,000.00

Director Joseph Moreland made a motion to authorize the General Manager/Superintendent to receive a credit card through the Bank of the West in the amount of \$2,000.00, and was seconded by Director Mike Goodin.

Director Mike Goodin questioned if the previous General Manager was taken off the signature card, which was confirmed by the District Fiscal Services Associate/Administrative Assistant.

No further discussion.

Ayes: 3 Noes: 0 Absent: 0

14. SIGNING OF THE AUTHORIZATION FORM 05/06 FISCAL YEAR, FOR THE AUDITORS OFFICE

Chairman Laurel Kieny made a motion to authorize the signatures adding Ron Loudon and renew Anna McNamara for the Authorization Form 05/06 fiscal year and was seconded by Director Mike Goodin.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

15. AUTHORIZATION GIVEN TO RON LOUDON TO SIGN ANY/ALL DOCUMENTS REGARDING THE USDA LOAN

Director Mike Goodin made a motion to give the General Manager authorization to sign the documents for the USDA loan, and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

16. APPROVAL OF APPLICATION FOR MEMBERSHIP TO ADVISORY BOARDS, COMMISSIONS, COMMITTEES AND COUNSELS-FOR NEW BOARD MEMBERS TO FILL OUT & APPLICATION SENT TO THE BOARD OF SUPERVISORS TO FILL ONE OF THE ESPARTO COMMUNITY SERVICES DISTRICTS' BOARD SEATS

The Fiscal Services Associate/Administrative Assistant and the Board reviewed the procedures to follow when a Board seat becomes available.

17. APPROVAL OF JOB DESCRIPTION

The General Manager reviewed and gave a recommendation on the job descriptions and job title changes. Also reviewed with the Board the recommendations of the Merit Salary Plan in which the Board was in agreement with and happy to finally have in place for the District.

Chairman Laurel Kieny made a motion to approve the job descriptions for the Utility Systems Operator I, Utility Systems Operator II, Utility Systems Operator III, Fiscal Services Assistant, and Fiscal Services Associate/Administrative Assistant as proposed by the General Manager/Superintendent and was seconded by Director Mike Goodin.

Director Mike Goodin made a comment that the present Secretarial position is not a statutory position that was talked about in the Enabling Act, meaning every district can have a General Manager and a Secretary, not meaning a statutory position of the present Secretary.

The General Manager gave an overview of what a Fiscal Services Associate and the Administrative Assistant positions entail.

Director Mike Goodin questioned if the two titles were two separate positions, and could, in the future, be split into two separate jobs.

The General Manager stated, "Yes, and as time goes on the District will have the need to two separate positions."

No further discussion.

Ayes: 3 Noes: 0 Absent: 0

18. MERIT SALARY PLAN

Chairman Laurel Kieny made a motion to approve the Merit Salary Plan and was seconded by Director Mike Goodin.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

19. PAYMENT OF PREVIOUS GENERAL MANAGERS VACATION

The Fiscal Services Associate/Administrative Assistant recommended paying the General Manager as if he was on vacation for approximately six weeks and then pays Mr. Herbst for the remainder of his vacation hours, and changes his resignation date to be the middle of January.

The Board was in agreement.

Director Mike Goodin made a motion to authorize the General Manager to pay the previous General Manager, Dave Herbst, accrued vacation hours, and was seconded by Chairman Laurel Kieny.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

CLOSED SESSION:

- 20. 1) EMPLOYEE BENEFITS
- 2) MERIT INCREASES FOR THE DISTRICT EMPLOYEES
- 3) CONFIRMATION OF AUTHORIZATION TO FILL UTILITY SYSTEMS OPERATOR I

REPORT OF CLOSED SESSION:

The Board voted on the merit increase for Anna McNamara and Mike Hayes, to advance Anna McNamara from step one to step two, and Mike Hayes from entry to step one.

The Board, by consensus, will vote immediately on close of this session report on the Benefit Package submitted by the General Manager Superintendent.

- 1) The District will pay the employees share of PERS retirement.

Chairman Laurel Kieny made a motion the District pay the employees share of PERS retirement and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

- 2) The District will pay up to the amount of \$1,000.00 for health insurance, eye care insurance, and dental insurance, the balance of monies not spent on those benefits will remain the property of the District, and was seconded by Director Mike Goodin.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

- 3) Director Mike Goodin made a motion that the General Manager's contract be amended to reflect the changes made on prior motions, and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

21. MANAGER'S REPORT

The General Manager reported on;

- 1) Meeting with Dave Herbst, Dan Boatwright, Dave Morrison and Brian Grattidge on their abilities to proceed with District projects as well as their own projects; Castle, Lopes and Orchioli subdivisions.
- 2) Meeting with Mark Richardson on status of the USDA loans and what the General Manager can do to expedite the procedure. Again met with Mark Richardson and learned of deadline of April 1, 2006 for funding in 2006. The General Manager has been working on completing the required forms to submit along with waiting for the audit to bet the 2004 figures needed to finish procedure. The Auditor stated they will have a draft which will be sufficient for the application.
- 3) Meeting with Craig Hoffman of Dunmore Homes to discuss the possibility of merging the Madison district with the Esparto district because they would like to develop their property around Madison and Madison does not even have a Board anymore. They would be agreeable to install new water and sewer systems, build a levee system around Madison to get it out of the flood plain, run a force main to Esparto's sewage treatment facility from Madison treatment facility and do what would be necessary to increase our

- hydraulic capacity. This would add considerable revenues to the District would spread operating costs over a lot more customers.
- 4) Meeting with Emerald/Ryland homes representatives to discuss the building of ponds 9 & 10 at the WWTF, which will probably be starting in mid to late April.
 - 5) Work being performed on the Budget revisions for the new maintenance position.
 - 6) Work being performed on the splitting of the 2003-2004 Budget into water and sewer divisions and will be doing the 2004-2005 when the District receives it from the Auditors office, this being one of the requirement of the USDA loan and has to be done before the District can submit the application for funding.
 - 7) Meeting with John Deterding concerning his Capay Street Cottages project. Mr. Deterding wants a conditional will serve letter. The General Manager stated he has asked Mr. Deterding to forward to him what would be his share in EDU's of the sewer pond expansion.
 - 8) Attendance of the March 7, 2006 Board of Supervisors meeting concerning the Lopez Subdivision. It was pulled off the consent calendar but it turns out the Board just wanted to use it for ADA discussions.
 - 9) Discussions of PERS employee contributions with county employee Barbara Hendrix and she informed the General Manager that she needs something from Esparto's Board for direction on this.
 - 10) Started working on a 15 year plan for equipment and vehicles as well as small capital projects. Then the District can have a capital, vehicle and equipment annual set aside to a special fund for these items. This will require two separate funds, one for water and one for sewer. This will eliminate the wasting of operating funds patching and repairing equipment and vehicles because the District can not afford to replace it.

22. DISTRICT INFORMATION AND CORRESPONDENCE

No information or correspondence.

23. ADJOURNMENT

Director Mike Goodin made a motion to adjourn the meeting and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 3 Noes: 0 Absent: 0

Laurel Kieny-Chairman of the Board

Anna McNamara-Clerk to the Board