

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

REGULAR MEETING
APRIL 11, 2007

MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Chairman Laurel Kieny.
2. ROLL CALL

MEMBERS PRESENT Mike Goodin, Laurel Kieny, Joseph Moreland and Bill Setnik

MEMBERS ABSENT: George Daniel

STAFF PRESENT Jeffrey Mitchell, Ron Loudon, Anna McNamara, and Delana Brown

3. APPROVAL OF AGENDA
Director Mike Goodin made a motion to approve the agenda as written and was seconded by Director Bill Setnik.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

4. PUBLIC COMMENT
No public comment.

CONSENT CALENDAR

5. a) MONIES SPENT BY RON LOUDON TOWARD FUEL FOR MARCH - \$198.69.
- b) APPROVAL OF MINUTES
February 7, 2007
- c) APPROVAL OF CLAIMS
Fund 466-0 (two sheets, one from March 27, 2007, and one from April 11, 2007)
Fund 469-0

The General Manager stated there is a date change on the March minutes. Director Mike Goodin questioned the February minutes; being a Special Meeting, not a Regular Meeting.

The General Manager and the Board discussed the issue.

Chairman Laurel Kieny made a motion to approve the Consent Calendar excluding item #b to be approved separately, and was seconded by Director Mike Goodin.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

Chairman Laurel Kieny made a motion to approve the minutes of March 14, 2007 with the correction of the date (from September 13, 2006 to March 14, 2007, and the February 7, 2007 with the following correction; the February 7, 2007 be a Special Meeting in lieu of a Regular Meeting, also Staff will publish Regular Meeting Minutes for February 14, 2007, to include that the Regular Meeting had been cancelled and occurred on February 7, 2007, and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

6. EXPLANATION OF ERROR MADE BY MANAGER

The General Manager apologized to the Board and to Anna McNamara for misspeaking at a previous meeting for Anna McNamara not doing the deposits correctly, when the General Manager did not know for sure, and after doing some research found the deposits are and always have been done correctly and that Mrs. McNamara had not made any mistakes.

Discussion only.

7. CLOSED SESSION CONVENED AT 7:13 P.M.

- a) Public Employee, Contract Employee, Section 54957.6 Discipline/Dismissal/Release
- b) Public Employee, Performance Evaluations, 54957.6
 - 1. Utility Systems Operator I
 - 2. Utility Systems Operator II
 - 3. Administrative Assistant

OPEN SESSION RECONVENED AT 9:32 P.M.

8. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Chairman Laurel Kieny stated there was no action taken in closed session.

9. APPROVAL OF RESOLUTIONS FOR BRIDGE LOANS – WATER AND WASTEWATER

The General Manager stated the need for the Bridge Loans.

The General Manager announced the USDA Rural Development selected the Esparto Community Services District as the Earth Day Project of California.

There will be a presentation of the funds for the Water and Wastewater at 10:30 a.m. at the new office site, to include dignitaries from Washington D.C., and Sacramento. The General Manager has been asked to invite Board Supervisors along with the news paper reporters.

Chairman Laurel Kieny made a motion to authorize the laying of signature by Anna McNamara-Administrative Assistant, and Ron Loudon-General Manager to Corporate Resolution to Borrow, #07-08, and was seconded by Director Bill Setnik.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

Chairman Laurel Kieny made a motion to authorize the laying of signature by Anna McNamara-Administrative Assistant, and Ron Loudon-General Manager to Corporate Resolution to Borrow, #07-09, and was seconded by Director Mike Goodin.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

10. APPROVAL OF FUNDS FOR CREDIT WITH THE UNITED STATES POSTAL SERVICE

Consensus of the Board to allow \$1,200.00 be credited to the United States Postal Service for postage.

11. APPROVAL OF FUNDS TO ESTABLISH A CASH DRAWER FOR RECEIVING UTILITY BILLS

Consensus of the Board to allow \$500.00 for a cash drawer in the office.

12. REPORT AND APPROVAL OF NEEDED SAFETY EQUIPMENT AND COSTS

The General Manager reviewed the list and the need for the safety equipment.

Director Mike Goodin questioned the fact that some of the safety equipment which had been purchased in the past.

The General Manager stated the equipment was out of date.

The Administrative Assistant noted they used to have three certified persons, but after two of the three previous employees had left the district there, was only one left.

Further was stated the Administrative Assistant requested to her prior manager to become certified to become the third person if he would become certified, but to no avail.

This deemed the district having to call out a private company and pay them to go down in the hole.

Chairman Laurel Kieny made a motion to approve \$13,661.97 for needed safety-equipment and was seconded by Director Mike Goodin.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

13. **REPORT ON TREASURY OVERSIGHT COMMITTEE**

The General Manager reviewed the committee.
Information only.

14. **REPORT ON AID PROGRAM TO HELP CUSTOMERS**

The General Manager has contacted Rise of Esparto and the staff stated they felt it was a good idea and will get back to the Manager with more information at a later date.

District Counsel gave recommendation on the program.

Information only.

15. **REPORT ON ENGINEER AND CONTRACTOR ON WELL #5**

The General Manager explains the time-lines from Nolte.
Information only.

16. **RESOLUTION TO DECLARE WELL #5 AND THE RELATED TANK AND BOOSTER PUMP STATION AN EMERGENCY SITUATION**

Consensus to Continue Resolution at Well #5.

17. MANAGER'S REPORT

The General Manager reported on;

1) Construction on the control/office building is starting to move along. The gas, telephone, drainage pipe across the entrance road, increase in water main size and sewer main are in. The contractors are working getting the sub-base down and placing the gravel road base down.

The building internals are in and they are sheet rocking the walls. They will then paint and get the tile and carpet down as well as setting bathroom fixtures in the next two weeks.

Announced Earth Day Presentation of Funding on the 23rd of April.

2) Delana has been doing a great job for the district. We are starting to see the benefits of the knowledge and dedication she has brought to the district.

3) I did not have time to continue work on simplifying the Yolo Counties monthly ledger status reports.

4) I also have not gotten all the rate information together, to notify the customers of rate increase for USDA loan, hopefully by next billing cycle.

5) I met with CalTrans on the district property they were planning on taking for the HWY 16 roadway and storm water issues project.

6) Still working on the application for the Yolo-Solano Air Resources District Permit for the new generator and moving the existing generator at well #5 to the Sewer Plant.

7) I now meet weekly with John Fadden of Nolte Engineering on progress of project. I also met with Dave Dauwalder and his supervising Engineer and got some of the districts issues straight with them and they will be setting a time-line for the completion of the Well #5 and the rest of the Water and Sewer projects and forward that to me. You will get a copy of that at the next meeting.

8) Met with Matt Bozo to compare notes on the HWY 16 CalTrans project.

9) Inquired and discussed the customer aid program with Tammy Fullerton and will meet with Mrs. Wicks when she gets time. I need to know what are the Boards plans on starting the funding, how will we get advertising started and paid for, as I have not located any grants or charities as of yet.

Staff Report (Mike & Jason)

1) Have been performing the weekly and monthly monitoring of the water system and sewer system.

2) Jason and Mike installed four water services and four sewer taps.

3) Jason and Mike sprayed weeds at the ponds.

4) Mike took his sewer test again and Jason took his grade II test, we will know if they made it in six weeks.

18. DISTRICT INFORMATION AND CORRESPONDENCE
Ledgers.

19. ADJOURNMENT

Director Mike Goodin made a motion to adjourn the meeting at 10:12 p.m. and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

Laurel Kieny-Chairman of the Board

Anna McNamara-Clerk to the Board
