

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

REGULAR MEETING
JUNE 8, 2005

MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:10 p.m. by Chairman Laurel Kieny.

2. ROLL CALL

MEMBERS PRESENT Laurel Kieny, Jack Huie and Barry Burns

MEMBERS ABSENT Mike Goodin and Joseph Moreland

OTHERS PRESENT Dave Herbst, Anna McNamara and Dwayne Evans

3. APPROVAL OF AGENDA

The Chairman of the Board questioned why item #10 was not addressed in a closed session format. The General Manager stated he waived his rights, and requested to have his annual performance review in open session.

Director Jack Huie made a motion to approve the agenda and was seconded by Director Barry Burns.

No Discussion.

Ayes: 3 Noes: 0 Absent: 2

4. PUBLIC COMMENT

No Public comment.

5. APPROVAL OF MINUTES

Director Barry Burns made a motion to approve the minutes of April 27 and May 11, 2005 and was seconded by Director Jack Huie.

No discussion.

Ayes: 3 Noes: 0 Absent: 2

6. APPROVAL OF CLAIMS

The Board reviewed the General Manager's claim for mileage.

The General Manager explained his mileage sheets to the Board.

Director Jack Huie made a motion to approve claims sheet for fund 446-0 in the amount of \$25,366.42 and was seconded by Director Barry Burns.

The Chairman made a friendly amendment to the motion to notate that the claim sheet which the Board is approving is dated May 11, 2005 but should be changed to read June 8, 2005. Director Jack Huie accepted the friendly amendment.

No discussion.

Ayes: 3 Noes: 0 Absent: 2

7. DISCUSSION OF PROPOSED SCHOOL SITE

Dwayne Evans reviewed the progress of the proposed School site development, which will include the boring of a test Well on Monday.

Note: Director Moreland joined the meeting at 7:18 p.m.

The General Manager addressed all concerns the Board had about the new High School building site.

The General Manager reassured the Board that everything is still in the preliminary stages and that the Esparto Unified School District is just looking to see if the Esparto Community Services District would be *willing* to serve, and understands that the District will have certain concerns which will need to be addressed.

The General Manager reviewed the amount of water supply the District currently has and what will be needed for further development.

The General Manager and Mr. Evans reviewed the route the School's new infrastructure will take and how it will tie into the District's existing infrastructure if it is annexed into the District.

Director Barry Burns made a motion to authorize the General Manager/Superintendent to draft a proposed agreement to serve, taking into consideration all concerned parties and legal aspects of said agreement, as well as the benefits and costs to the District. This agreement would then be brought before the Board for approval. The motion was seconded by Director Joseph

Moreland.

The Chairman of the Board was concerned about the fact that the site was not contiguous with existing development or the current General Plan and requested to see the report from the legal Counsel when finished.

Mr. Evans thanked the Board and the General Manager for their consideration and help with the School's upcoming project.

No further discussion.

Ayes: 4 Noes: 0 Absent: 1

8. THE BOARD DETERMINED LEVEL OF LIABILITY INSURANCE TO BE CARRIED BY THE DISTRICT

The General Manager reviewed the different levels of insurance available.

Chairman Laurel Kieny made a motion to renew the District insurance with SDRMA in the amount of five (5) million dollars at an annual cost of \$11,577.50 and was seconded by Director Joseph Moreland.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

9. BOARD APPROVAL OF THE 2005-2006 BUDGET

The General Manager reviewed the proposed Budget, Fund 466-0, which included a few formatting changes to satisfy USDA and the Yolo County Auditor's Office.

The General Manager reviewed the monies which will be put into a reserve account for future infrastructure repairs, which was close to 10% of revenue.

The General Manager is hoping to construct the new lift station at the WWTF this year, which may include help from the developers if needed, in the form of bridge loans.

The General Manager reviewed the figures on the fund 469-0 Budget sheet.

The General Manager reviewed the continuation of monies coming from St. Thomas Construction to help with the construction projects the District is working on while waiting for the USDA funding.

The Chairman of the Board questioned the coding of the different Budget categories. The General Manager explained that this is the new format required by USDA and requested by the County of Yolo.

All questions were addressed by the General Manager.

Chairman Laurel Kieny made a motion to approve the proposed Budgets for the fiscal year 2005/2006 for both funds 466-0, a total amount of \$991,300 (a combination of \$563,700 for Sewer, \$413,350 for Water and \$14,250 for Street Lighting) and 469-0 a total amount of \$1,012,835 (a combination of \$399,335 for Sewer and \$613,500 for Water).

The General Manager made note of the District's Fund 470-0 which will be used to keep track of the USDA funds, and stated that the actual amount would be determined upon the awarding of the USDA loan.

Director Barry Burns seconded the motion.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

10. GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW

After the Board all made comments on the General Manager's job performance, it was the consensus of the Board that the General Manager is doing an outstanding job.

The General Manager gave an overview of the amount of hours he has worked overtime, in reference to how much time and effort it has taken to bring the District to the point it is at now.

Director Jack Huie made a motion to increase the General Manager/Superintendent's salary by 5% and was seconded by Barry Burns.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

11. MANAGER'S REPORT

The General Manager reported on:

- 1) The Annual Report given to California Regional Water Quality Control Board (CRWQCB), along with the review of the District's Ground Water Monitoring Wells which was performed by Raney Geotechnical.
- 2) A scheduled meeting with CRWQCB on June 9, 2005 to discuss the ground application of the sludge, plans for two new ponds, two new monitoring wells and a lift station, plus rehabilitate two additional ponds at the WWTF, which are the goals of the General Manager for the dry period of 2005.
- 3) A review of the work being performed by Dauwalder Engineering and the

fact that his firm is short handed. This is causing delays in construction at Well #5.

- 4) The performance of a factory test on June 9, 2005 in Napa of all the electrical controls for Well #5. These components will be stored in the District's Shop until their mounting slab is in place.
- 5) The completion of the District's Financial Audit for fiscal year 2003/2004, which was finished in the time frame requested, the only hold up was the District waiting for the County Counsel to submit a letter stating they *were* the District's counsel during that period of time. The District received said letter today and it will be forwarded to Bartig, Basler and Ray so the final audit report can be bound and sent overnight to the District.
- 6) The completion of the Sexual Harassment class attended by the General Manager, in conformance with State law.
- 7) A review of the CRWA Expo in Tahoe attended by the General Manager.
- 8) The new membership to the American Water Works Association (AWWA) by the District.
- 9) The District hosting a smoke testing class on July 19, 2005, which will benefit the District by being able to find sewer system leaks.
- 10) Review of the District's most recent Consumer Confidence Report (CCR), which has just recently been finished, along with some information which will be written in a letter to be attached to the CCR.

12. DISTRICT INFORMATION AND CORRESPONDENCES:

No District information or correspondences.

13. ADJOURNMENT

Director Jack Huie made a motion to adjourn the meeting at 8:36 p.m. and was seconded by Director Barry Burns.

No discussion.

Ayes: 4 Noes: 0 Absent: 1

Laurel Kieny-Chairman of the Board

Anna McNamara-Clerk to the Board
