

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

**PUBLIC WORKSHOP
MARCH 31, 2011
MINUTES**

1. **CALL TO ORDER** Chairperson Melissa Jordan called the Workshop to order at 6:44 p.m.

MEMBERS PRESENT Terrie Bueno, Melissa Jordan, and Colleen Fescenmeyer

MEMBERS ABSENT Joseph Moreland and Laurel Kiemy

STAFF PRESENT Matt Wheeler – Interim General Manager, and Anna McNamara – Administrative Assistant / Clerk to the Board

PUBLIC Public present

2. **PLEDGE OF ALLEGIANCE**
The Board, Staff and Public recited the Pledge of Allegiance
3. **INTRODUCTION AND OPENING STATEMENTS BY BOARD MEMBERS**
All three Board members gave a little back-ground information as to why they decided to participate on the Esparto Community Services District Board of Directors.
4. **ECSD BOARD MEETINGS**
 - a) Request to shift start time to be earlier in the evening.

Board expressed their availability.

The General Manager expressed he would like to see every meeting have action and information in case there is a time sensitive item that cannot wait until the next meeting.

Chairperson Melissa Jordan preferred two meetings a month.

Director Terrie Bueno stated this issue of not having enough time at the regular meetings has been an issue for some time, and more so with more public coming to the meetings.

Chairperson Melissa Jordan noted it has been suggested to have two board meetings a month, on the second and fourth Wednesday of the month, from 7:00 – 9:00 p.m.

The Board recommended maybe an earlier start time for the meetings, with possibly having the meetings on the second and fourth Thursday to be able to adjust to the new schedule.

Other Board members were not available on Thursdays.

The General Manager notes the Board has been having approximately three board meetings a month.

Chairperson noted for an agenda item: Two meetings a month, on the second and fourth Wednesdays of the month from 7:00 – 9:00 p.m., informational at the first meeting and action at the second meeting.

Director Terrie Bueno stated she does her research within the three days prior to the meeting and would like more time for some of the items.

The General Manager stated often items will be pushed to another meeting, due to Board or public requesting more time, therefore the item is tabled. Also the General Manager does not want the Board to feel pressured, but on the other hand he would like them to have the opportunity to take action if needed.

5. ECSD OFFICE HOURS

- a) Request to have office open during lunch hour.
- b) Request to keep office open past 3:00 p.m.

The General Manager noted this item has been discussed before, but felt this item still had some issues to be resolved.

Chairperson Melissa Jordan noted an email sent on March 26, 2011; a customer's suggested office schedule, had not been included in the agenda packet the Board received. She believed it may have been helpful, and should have been disseminated to all the Board.

The General Manager suggested the customer come in the office to discuss the schedule.

The General Manager had a security issue with the suggested new office hours. His suggestion would be a trial period of April 1 through April 30; staying open on Monday, Wednesday and Friday, all day, he would be in the office until 5:00 p.m., allowing there to be two people until the end of the day. Meanwhile taking notes on the different office hours to see what kind of interaction is going on and with that he would have some kind of information to come back to the board with. Noting the necessity there would be to bring in the Operators.

The General Manager stated he would not like something to happen on his watch.

Director Colleen Fescenmeyer stated she would like to see daily deposits to the bank, a banner on the fence with the new office hours, with an advertisement in the Valley Voice for May. Also, the trial period to include; May and June, suggesting a flyer around town, along with postings and word of mouth.

Further stating she agreed with the morning hours someone being alone rather than in the afternoon, questioning if the General Manager's concern in actually safety, not mishandling of the money.

The General Manager stated it is the safety and having enough staff at hand to fulfill all the customer needs.

Chairperson Melissa Jordan expressed her job duties and the fact that everyone is working under pressure these days.

The General Manager stated the office for the district is in a remote location, and there is cash involved, reiterating the Board gave the discretion to the General Manager, and he felt this was the appropriate way to handle the situation.

The General Manager reiterated his suggested office hours.

The Administrative Assistant stated she does not have a problem with staying open until 5:00, the only problem would be if she was on vacation, or sick, as the Fiscal Services Assistant is only there until 3:30 p.m.

The General Manager stated he could also flex his schedule to be there after hours to meet with a customer.

Chairperson Melissa Jordan recommended trying the General Manager's suggested hours for three months.

Director Terrie Bueno stated it is not the Boards job to micro-manage the General Manager. If the Board does not like the work performed by the present General Manager you fire that person and hire someone else.

Chairperson Melissa Jordan stated the Board needs to familiarize themselves on the policies of the district.

Director Colleen Fescenmeyer stated concerns regarding the sludge removal; the Board had tabled the sludge removal item, and it not going out to bid.

The General Manager requested of a customer, if she knows of some capability on our computers, that he is not aware of, please come in and see him to discuss it with him.

6. PUBLIC COMMUNICATION / INFORMATION

- a) District Web-Site
- b) Page on Facebook / Twitter
- c) Post agendas, minutes, budget, forms, etc.
- d) Board Agenda Packets
- e) Bi-lingual information
- f) Links to other information and organizations

The General Manager stated the Web-Site information has been sent out to the web company and is in production right now, the district is just waiting for the mock-ups.

The General Manager stated none of the staff are doing Facebook or Twitter.

The General Manager stated he would look into on-line bill pay, noting there is additional security for the computers and additional costs to the district. Also reiterating customers can pay on-line and their bank sends us a paper check.

Director Terrie Bueno stated the district has looked into credit card payments, and the Board determined that there would be a fee to the district for that, and only some customers would use the system. It would not be fair to charge everyone for a service only some would use.

Chairperson Melissa Jordan stated the web-site is in progress and they would, in the future, look into the on-line payment options.

7. DISTRICT FINANCE

- a) Request to re-visit current fiscal year budget
- b) Concerns about Profit & Loss statements
- c) Requests for a Forensic Audit
- d) Request to reduce authorized spending limit of General Manager to \$1K
- e) Discussion of maintaining books in-house with a District Auditor / Controller
- f) Software needs for in-house management of finances

The General Manager stated he was not sure what needed to be revisited on the current fiscal year budget, stating the upcoming budget is so close to being started.

Chairperson Melissa Jordan questioned the issue of the district being able to meet the expenses for this current fiscal year.

The General Manager stated yes, it appears so.

The General Manager stated the office is working on Profit and Loss statements, and will be providing them to the Board.

The General Manager stated the Board did approve collecting Request for Proposals for a Forensic Audit.

The General Manager stated if the Board changes the spending limit from \$5K to \$1K, really only changes the limit the manager can spend on an emergency. The

claims go before the Board at the agenda meetings. He felt it is important to have an emergency spending amount.

The General Manager stated there has been talk of doing the books in-house, by hiring an Auditor/Controller, which is something the district is still considering, noting; the County has told the district it is getting too unwieldy, but the General Manager reminded everyone that there is a cost for transferring the job to the district. Stating there would be software needs if the district decided to do this work in-house.

Chairperson Melissa Jordan decided to table the item until the district has hired a general manager.

The General Manager stated the spending freeze has only been lifted enough for the General Manager to ok anything purchased by any of the staff members. Then all the claims will be reviewed by the General Manager before going to the Board for approval.

Director Colleen Fescenmeyer questioned if the General Manager has an ETA for the forensic audit.

The General Manager stated he has requested the current district auditor help with that process, as he does not want to just cast that out there, he wants to define what a forensic audit is, and to define the scope of work.

Director Terrie Bueno stated the Board should only change the amount of spending the General Manager can do when there appears to be a need.

Further stating the sludge removal came before the Board as a consultation item, although some Board members thought it was a decision item, but the Board had made the decision when the budget was approved.

The General Manager stated the Allied computer person handed him a proposal for a web-site.

Chairperson Melissa Jordan commended the General Manager for putting together this agenda, and stated to the Public the Board is making steps to move forward.

Chairperson Melissa Jordan stated some of the financial stuff will have to wait until the district gets a full time manager.

Director Terrie Bueno stated she asked the General Manager about the sludge removal, to get his response, which was there is a time frame to remove the sludge and when the rain comes in it will be more expensive. Also noting the district moved about three times the sludge compared to last year for less money.

Chairperson Melissa Jordan stated everything must go out to bid over \$15K.

Director Terrie Bueno stated the manager told her it was an hourly contract.

Chairperson Melissa Jordan stated the district needs to get its financial house in order, and stated the Board is working on that.

The General Manager stated the staff, he and it appears the Board is all looking to go into that direction.

8. STAFF ACCOUNTABILITY

- a) Time clocks
- b) Job performance concerns
- c) Review of overtime accrual

The General Manager requested to know what the concerns really are and ways to overcome them.

Chairperson Melissa Jordan suggested a hand palm scan clock for about \$2,500.00, believing it to be a very good use of district funds, to instill confidence in the community that time paid has been time worked.

Chairperson Melissa Jordan has concerns with the way the district in the past has spent money.

Chairperson Melissa Jordan noted there have been comments made by the public that the staff is not meeting job expectations. Stating, that if the public has any specific concerns not to blurt them out at a Board meeting to put them into *writing and not put it out into the workshop, to send them to the General Manager and cc the Chair.*

The General Manager stated he would like to know what they are.

The General Manager requested to know what the concerns were with the overtime accrual.

The General Manager stated there is no non-approved overtime.

Chairperson Melissa Jordan questioned; when would the Board receive a review of leave time taken.

The General Manager stated he did not believe that the Board does. The Board can review the General Manager who reports to you, but it is the General Manager's job to deal with staff.

Chairperson Melissa Jordan would like to see a one page document stating; leave time taken, and leave time accrued.

Chairperson Melissa Jordan would like to see the time clock come back to a future agenda.

9. JOB DESCRIPTIONS AND CLASSIFICATIONS

- a) Summer Work Program
- b) Request for desk and field audits

Chairperson Melissa Jordan encouraged the summer youth program, but would like to work with the school district.

The General Manager stated the school has been contacted and the programs they offer are not available to all students at the school, they are for special education or under privileged kids.

Chairperson Melissa Jordan requested the General Manager to contact the Winters School District.

The General Manager stated he had looked into Rise and the Work Ability Program. Also there is the liability of utilizing the students.

Chairperson Melissa Jordan encouraged the General Manager to look into doing a summer youth program.

Chairperson Melissa Jordan stated if it is going to take too much staff time to put into place, it may not be appropriate.

Director Terrie Bueno stated the Board would have to look at the budget, and the work needed.

Chairperson Melissa Jordan notes it has been requested by the community to have a desk and field audit to see if people are performing their job as described in their job descriptions.

Director Terrie Bueno noted it was recommended someone outside of the district staff and manager perform the audits. Also stating she would like to see the cost first before approving anything.

Chairperson Melissa Jordan would like to bring back to the next meeting, two Board meetings a month, along with the items which did not get addressed at this meeting, and have the Board devote 30 minutes to finishing them.

Chairperson Melissa Jordan asked, if there is any community announcements to be made by the public.

There were none.

12. ADJOURNMENT

Meeting was adjourned at 9:01 p.m. by Chairperson Melissa Jordan.


Melissa Jordan – Chairperson of the Board



Date

5-11-11

Anna McNamara – Clerk to the Board



Date

5-13-11

4a

- Suggested to have two meetings a month and have information on one agenda and action on the next, that way people have time to adjust to what you are presenting.
- Having a special meeting to address items not finished on regular meetings, has caused the public not to be notified the day of the meeting and therefore not to be prepared.
- Feelings of being rushed at the end of a regular meeting.
- Recommendation of producing draft minutes of the first meeting and putting that information on the web-site, then having the action item agenda meeting and then finalize the minutes.
- Recommendation to have two shorter meetings a month.
- Each agenda would have action and information items.

5a-b

- Customer requested he hear from the manager regarding the staff scheduling document sent to him.
- Suggested the part time person start later in the day, also does not feel there is a safety issue. Further suggesting not cash, only check or money orders.
- Customer stated Barry and operators drive by all day, regarding the safety issue.
- Customer does not feel any one out of the area would know there is money in the building.
- Suggested to do a regular deposit every day.

6a-f

- Some do not feel Facebook and Twitter are appropriate, should be on web. Others wished it to be on Facebook.
- On-Line bill pay.
- From Facebook, could provide a list-serve.
- Concerns with payments on-line which the bank sends a paper check, and them not wanting to be late.
- Customer states the bank bundles the checks and then sends them in, causing them not to go out exactly on the day you have sent the check from your computer.
- Customer recommended Pay-Pal, which is a secure web-site.
- Customer questioned the spending freeze the General Manager brought up.
- Concerns regarding the spending on the sludge removal.
- Concerns regarding not following a bid process along with the trucking company who hauled the sludge.
- Customer stated she had spoke to Allied Computers regarding the districts computer capability, and he stated he had been dealing with Ron for awhile, he further stated he had looked in the system on how the district dispensed payments and other things.
- Customer concerned with not getting anything accomplished since January, other than a successful booth at the Almond Festival.

- Customer stated the number one responsibility of the Board is the fiscal portion of the district.
- Concerns regarding Boards inability to manage the past manager, and it's ability to reprimand the past manager.
- Taking Ron Loudon's name off the building.
- Public concerned with spending so much in the past and now worried about paying \$2,500.00 for a palm scan machine.
- Public agreeable to paying \$2,500.00 for a palm scan machine for the employees.
- Public wants to re-gain faith in the staff and the manager, the palm scan is the beginning of that process. Also wishes the manager would be more agreeable to the public.
- Questioned if there is any overtime which has not been approved.
- Public agreed the summer youth program would be beneficial.
- Customer stated the youth may need to be 18 years old, depending on what their job duties may be.
- Debra Winger is the person at the Winters School District to contact regarding past programs.
- Suggested during desk audit to look, also, at the past job descriptions.
- Customer reiterated the need for the Board to be informed of the Policies of the district.