



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

REGULAR MEETING  
MARCH 19, 2014  
MINUTES

**(1) CALL TO ORDER**

Chair Steve Knightley called the meeting to order at 7:01 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

- Directors: Charles Schaupp, Steve Knightley, Don England, Anna Girk
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Absent:**

- Colleen Fescenmeyer

**Public:** present

**(4) APPROVAL OF AGENDA**

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

**Motion by:** Director Charles Schaupp to approve the agenda as presented

**Second by:** Director Anna Girk

Discussion: None

**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

(5) **PUBLIC COMMENTS**

Chair Steve Knightley opened public comments – none received

(6) **CORRESPONDENCE**

Chair Steve Knightley called for correspondence.

- Form 700- General Manager included the form in each director package. This form must be completed by each director and filed by March 31. The county can now receive these electronically, so you may file your form in that manner or return it to the General Manager to file.  
Questions, information and discussion followed
- Director Charles Schaupp indicated he would not be present at the April 2 meeting.

(7) **APPROVAL OF MINUTES**

Chair Steve Knightley called for a motion to approve the minutes of 3-5-14

**Motion by:** Director Anna Girk to approve the minutes of 3-5-14

**Second by:** Director Charles Schaupp

Discussion: General Manager indicated there is a mistake on the agenda the minutes are for March 5 not March 19.

Chair Steve Knightley called for a friendly amendment to correct the mistake on the minute date.

**Friendly amendment by:** Director Anna Girk to correct the mistake on the agenda, minute date should be March 5, 2014.

**Seconded by:** Director Charles Schaupp

Further discussion: none

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

(8) **CLAIMS: FUND 466-0: 3-7-14**

Chair Steve Knightley called for a motion to approve the claims for 3-7-14

**Motion by:** Director Anna Girk to approve the claims of 3-7-14

**Second by:** Director Don England

Discussion: Question on what SDRMA is?

General Manager: workman's comp and liability insurance carrier

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

**(9) FORM AD-HOC COMMITTEES**

Chair Steve Knightley open discussion on forming ad hoc committees.

General Manager: referenced in the past two committees were formed, Budget and Policy. It is now time to form the budget committee, the policy amendment committee can be formed at any time.

Chair Steve Knightley: indicated the committee length as 3 months and asked for volunteers.

Chair Steve Knightley appointed Director Anna Girk and Director Colleen Fescenmeyer to the 2014/2015 ad hoc Budget Committee, committee to terminate on 7/1/14.

Chair Steve Knightley: explained the process the policy committee follows to review the policy manual and recommend changes.

Chair Steve Knightley appointed Director Charles Schaupp and Director Don England to the policy committee, committee time frame four months.

**(10) BOARD TO DISCUSS AND GIVE DIRECTION TO GENERAL MANAGER  
RE: PURCHASE OF AUTOCAD SOFTWARE FOR USE IN PREPARING  
AS-BUILT PLANS OF WATER AND SEWER INFRASTRUCTURE**

General Manager presented information. Cost for AutoCAD LT 2014 runs around \$895 per desk. They do offer a five desk package at around \$820, but we only need three.

Chair Steve Knightley: approximate cost around \$2700, do we have it in the budget.

General Manager: yes, in several different categories.

Discussion followed

Chair Steve Knightley: can our system handle this program

General Manager: yes, we are not going to purchase the three dimensional package, just the LT package.

Chair Steve Knightley: can our copy equipment handle this program

General Manager: yes.

Some questions and discussion followed.

Chair Steve Knightley: which budget items will the funds be withdrawn from?

General Manager: from the IT budget first, with the remainder if any from miscellaneous.

Chair Steve Knightley: consensus of the board is to authorize a \$3000 budget for the AutoCAD system.

**(11) MANAGERS REPORT**

- a) Test Well update – is complete and now abandoned. Upon removing the pipe from the hole it broke and 600 ft of pipe is left in the hole. Our design was to use the same hole for the new well, now that cannot be done. Not sure of the cost to drill another hole. Have not received the bill on the test well as yet.

Discussion followed on drilling the new well.

General Manager: don't want to move forward until we get all of the water quality tests back.



Concern about saline in the water questioned.

General Manager: indicated per Yolo County, no saline above 4000 ft.

Chair Steve Knightley: questioned when the results would be available

General Manager: expect to receive them within a few days, a week at the most, the results will be studied and if clean will move forward to have Ludorff & Scalmanini design our production well and then put it out to bid through public notice.

- b) Metered Rates update – this was almost a nonevent. By starting the metered rates in the winter it was almost a guarantee that 90% or more of the customers would receive a decrease in this month's bill. However this won't last. Customers are watching their bills.

Discussion followed

- c) Postponement of trial: due to illness, judge indicated a trial setting date for mid May, estimates trial start date to be in July.

**(13) FUTURE AGENDA ITEMS**

- a) MERCESA News
- b) Strategic Plan
- c) Solar Array/Security Fence
- d) Managers Review
- e) Well 5 update
- f) Well 3 update
- g) New Season's update

**(15) ADJOURNMENT**

Chair Steve Knightley called for a motion to adjourn the meeting

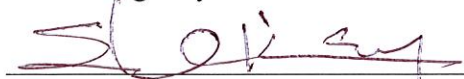
**Motion by:** Director Charles Schaupp to adjourn the meeting

**Second by:** Director Anna Girk

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

Meeting adjourned at 7:55 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 4/2/14

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