



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

REGULAR MEETING
MARCH 6, 2013
MINUTES

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order at 7:12 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Melissa Jordan, Charles Schaupp, Steve Knightley
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Absent:

- Director Colleen Fescenmeyer
- Director Anna Girk

Public: Public present

(4) APPROVAL OF AGENDA

Chair Melissa Jordan entertained a motion to approve the agenda.

Motion by; Director Charles Schaupp to approve the agenda as presented

Second by: Director Steve Knightley

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed

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(5) PUBLIC COMMENTS

Chair Melissa Jordan opened public comments – none received

(6) CORRESPONDENCE

- a) Letter in reply to MERCESA – General Manager presented a draft response letter for the Board to review. Some wording changes were recommended. Chair Melissa Jordan referenced the statement regarding Lamb Valley Slough, recognize when we state ECSD to expand all services provided within the ECSD boundaries this also includes we will assume responsibility for Lamb Valley Slough. General Manager indicated the existing staff could handle the majority of the maintenance and some part time help could be considered for Lamb Valley Slough. Chair Melissa Jordan indicated there were other options such as hiring several goats to feed down Lamb Valley Slough, this way growth could be maintained in a more organic way, there has always been an a community interest to incorporate Lamb Valley Slough within the community as a more park like environment. Chair Melissa Jordan: the letter it is ready to go with the corrections noted. General Manager: will make corrections and have the letter ready tomorrow evening for the chair to sign. No other correspondence noted.

(7) APPROVAL OF MINUTES

Chair Melissa Jordan entertained a motion to approve the minutes of January 2, 2013 with one correction to Item No. 13, remove the name “Dan”.

January 2, 2013

Motion by: Chair Melissa Jordan to approve the minutes with the correction noted.

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

Vote: Ayes: 3 No: 0 Abstain: 0 Motion: Passed

February 6, 2013

Chair Melissa Jordan indicated we do not have a quorum of Board members from the Feb. 6th meeting present this evening so we will defer the approval to our next meeting on March 20.

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February 20, 2013

Chair Melissa Jordan indicated we do not have a quorum of Board members from the Feb. 20th meeting present this evening so we will defer the approval to our next meeting on March 20.

(8) CLAIMS: FUND 466-0 REGULAR MONTHLY

Chair Melissa Jordan entertained a motion to approve the claims

Motion by: Director Steve Knightley to approve the claims

Second by: Director Charles Schaupp

Public Comments: none

Discussion: Question regarding copier. General Manager indicated the company proposed replacing it with a color copier at \$30.00 per month less. The numerous service calls on the old one pretty much prompted this change.

Chair Melissa Jordan indicated she did not have this information in her packet.

General Manager: the claim sheet in packet was not the correct one.

Chair Melissa Jordan asked the General Manager to have the correct claim sheet for the March 20th meeting.

No Vote taken due to wrong cover sheet in packet.

(9) POSSIBLE USE OF 15 ACRE WASTERWATER DISCHARGE FIELD FOR COMMUNITY EVENT

Chair Melissa Jordan: questioned if the 15 acres in front of the lagoon which the district owns, could be used for community events, what liability would be involved, what options and possibilities are available. However this is a mute-point a present as the school district as opted to host the circus. Great small circus, school kids will get a free show. General Manager was asked to check on the possibilities for future use.

General Manager:

- No real complications for events especially during summer months
- Fall another story, plans in the works to install a disinfection chlorination chamber at the end of our waste water stream.
- Plan to lower storage levels to bear minimum in fall in order to retain as much holding capacity in the ponds to get through winter months in the event we get a 100 year storm.
- Other than that we don't ever discharge to that field.

Director Charles Schaupp: voiced several concerns, liability for district should anyone be injured, parking, nowhere to park cars, traffic problems, dangerous intersection, fire hazards, no water for fire trucks or hydrants, no potable water and no sewer system. We could be liable should anything happen while the field being used for a community event.

Chair Melissa Jordan: we would have discussed all these issues prior to allowing the field to be used, question was could it be used?

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General Manager replied his comments were directed at would the event effect the operation of our water treatment plant. It most likely would not, only if the event would be in the fall.

7:31 pm: Chair Melissa Jordan announced the arrival of Director Colleen Fescenmeyer to the meeting.

(10) PG&E SPREADSHEET

General Manager provided information regarding P.G. & E. payment irregularities, he indicated P.G. & E. switched us for (2) months to electronic billing and we did not receive any statements and didn't pay any bills.

Question: referencing which meter for which account, how do we identify.

General Manager: they're not labeled

Chair Melissa Jordan: referred back to the 965-7 account, is this a gas charge.

General Manager: no this is for street lights; they are not billed by kilowatts.

Chair Melissa Jordan referenced the total due and the huge fluctuation.

General Manager: explained the total due column and our balance versus theirs.

Question: are we in line

General Manager: yes, we are. We did not send any payments and then caught up in Sept. Oct. and Nov.

Director Colleen Fescenmeyer: we pay the bill but PG&E cycles the new statement before receiving our payment is what appears to be happening.

General Manager: yes, that's part of the issue, he explained how this is shown on the spreadsheet.

Additional questions and discussion followed. Some attempts were made to identify the various wells.

Chair Melissa Jordan asked the General Manager to identify the different meters between now and next month as method of training and information for the board.

Public Comments: none

Director Charles Schaupp addressed Chair Melissa Jordan: would it be appropriate to go back and approve the minutes of Feb. 6, 2013 at this time since Director Colleen Fescenmeyer is now present.

Chair Melissa Jordan indicated at this time we will return to Action Item No. 7 - Approval of Minutes, will entertain a motion to approve the minutes of Feb. 6, 2013.

Action Item No. 7 – Approval of Minutes

Minutes of Feb. 6, 2013

Motion by: Director Charles Schaupp to approve the minutes of Feb. 6, 2013

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

Vote: Ayes: 3 No: 0 Abstain: 1 (Jordan) Motion: Passed

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(11) MANAGERS REPORT

- a) Almond Festival Report – Great public event. Everyone appeared to have a good time. Not enough public interest in the new metered rate structure, public was there to have a good time not interested in business. Chair Melissa Jordan won the grand prize in the almond baking contest. Chair Melissa Jordan thanked the General Manager and staff for the good job representing the district. Director Colleen Fescenmeyer thanked Jason for providing the sand bags to address the wind issue.
- b) Applicable training requirements for Board of Directors – General Manager provided each director with a spreadsheet that shows term for each seat plus name, date oath of office was taken at the bottom. The note indicates the training needed to meet the requirements of Assembly Bill 1234, which requires elected officials to receive 2 hours of ethics training within the first year of taking office and 2 additional hours every 2 years thereafter.
Questions and discussion followed.
Public Comments: none
- c) Response to 2012 audit questions – General Manager referenced the request for an explanation on the restricted funds on deposit in the 2012 audit, which are the equipment and land reserve accounts. These are restricted reserve accounts and are not allowed to be used for the operations budget. Operations budget cannot be supplemented by reserve accounts.
Deferred Revenue: The 469 fund. These were impact fees from the Mercy Housing project, impact fees go into the 469 fund. Not sure why they were described as deferred revenue.
Chair Melissa Jordan: information was requested to give the board educational information for future reference.
General Manager will get additional information to clarify the title used and why.
- d) Sewer damage claim update – General Manager has communicated with the district insurance agent who indicated the claim was being denied. SDRMA to contact the claimant. Recommendation to board was to deny claim as well. Will be added to next agenda as an action item.
Public Comments: none
Discussion: Director Charles Schaupp questioned if the districts insurance agent would be present or will we be provided information in order to make an informed decision.
General Manager: Agent would probably not be present and additional information will be included at the next meeting.
- e) Consider switching to a larger billing postcard – current supply almost exhausted, will be necessary to redesign in order to accommodate the

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double billing requirements for the new metered rate schedule for the next 7 – 8 months.

Chair Melissa Jordan explained it is mandatory when we go to metered rates that we provide our rate payers their existing bills plus the new rate under the metered rate structure for a fair period of time ; no less than six months.

Questions: when do we hold the first public work shop and when will the vote be taken?

General Manager: workshops will be held during the seven month introductory period. The Prop 218 vote will be done sometime during the middle of the seven month notice period. Idea is to delay the 218 vote until the rate payers get a good look at the new metered rates.

Chair Melissa Jordan: would like to give people a heads up.

Suggestion: new card to include some explanation of what will be coming.

General Manager: the first card to be sent out could be without numbers and list the workshop dates on the bottom.

Discussion followed, check with post office on cost for size of cards.

Also cost of new cards, ask if they already have a template for this type of card.

(12) FUTURE AGENDA ITEMS

- | | |
|-------------------------|--|
| a) Solar Bee | g) Sewer Lateral Review |
| b) Errors & Omissions | h) Solar Panels in 15 acres |
| c) Pending Litigation | i) Errors & Omissions Ad Hoc Committee |
| d) CSA Roles | j) District Calendar |
| e) Research Impact Fees | k) Spreadsheet by Account Number |
| f) LAFCO update | l) Metered Rates |

(13) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn the meeting

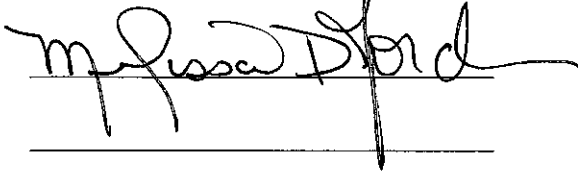
Motion by: Director Colleen Fescenmeyer to adjourn

Second by: Director Steve Knightley

Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Pass

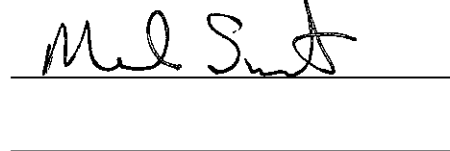
Meeting adjourned at 8:24 pm

Melissa Jordan – Chair of the Board



Date: 3-20-13

Mel Smith - Board Clerk



Date: 3-20-13