



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

REGULAR MEETING
APRIL 17, 2013
MINUTES

(1) CALL TO ORDER

Vice Chair Steve Knightley called the meeting to order at 7:15 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Absent:

- Directors Melissa Jordan and Anna Girk

Public: Public present

(4) APPROVAL OF AGENDA

Vice 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 Colleen Fescenmeyer

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

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(5) PUBLIC COMMENTS

Vice Chair Steve Knightley opened Public Comments.

- Comment from resident involved in the lateral sewer line issue. Not sure what is going to happen with this, problem dropped in my lap, no intention of maintaining the lateral district has always done it. Not going to be responsible for the neighbors, six years ago it was not a problem, willing to work with district but do not believe it is my responsibility to maintain.

(6) CORRESPONDENCE

Vice Chair Steve Knightley opened correspondence.

- a) CDPH letter – received a letter from CDPH stating application was incomplete. Need two additional documents to be submitted within 60 days of receipt of this letter in order to be funded for this year. Otherwise it won't be funded until next year. Documents requested: (1) the Safe Drinking Water State Revolving Fund worksheet for CEQA exemption. It was Item O included in the package. Filed the exemption today and will include it in the response together with a note that the form was included. (2) Capital Improvement Plan – we do not have a plan as such, we do reserve set-a-sides for equipment, buildings and infrastructure. General Manager indicated he has 60% of a plan completed and expects to have it completed within the next week, will submit this within the 60 day time period. The plan must have complete details of every component within our water and sewer system, project a life expectancy and a depreciation schedule. It requires a bottom line number for our annual set-a-sides. Director Colleen Fescenmeyer asked if the board could review the document before it is submitted.
General Manager indicated he could have it available for the first meeting in May.
General Manager indicated the letter provided contact information for the individuals working on application. He will contact them to let them know the information will be presented to the board before being submitted.
- b) Invitation to all board members to the Yolo County Tax Payers Association dinner.
- c) Director Charles Schaupp received certification on the AB 1234 training.
- d) Director Colleen Fescenmeyer indicated she was working with Jeff Riley on the Mercy housing grand opening. She indicated it would be nice for the board to be involved; no date as yet, will keep everyone apprised of what is taking place.

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(7) APPROVAL OF MINUTES

Vice Chair Steve Knightley called for a motion to approve the minutes of 4-3-13

Motion by: Vice Chair Steve Knightley to approve the minutes as presented

Second by: Director Charles Schaupp

Discussion: One pen change noted on page 6 of 7, the word enacting changed to implementing.

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

(8) CLAIMS: FUND 466-0 REGULAR MONTHLY

Vice Chair Steve Knightley called for a motion to approve the claims

Motion by: Director Charles Schaupp to approve the claims as presented

Second by: Director Colleen Fescenmeyer

Discussion: ink cartridges for old printer being returned, new printer contract provides ink cartridges.

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

(9) BIENNIAL REVIEW OF ECS D CONFLICT OF INTEREST CODE

General Manager referenced the memo in the board package from Tom Barth, District Counsel on the conflict of interest policy. Board had asked for confirmation that we were responding correctly by checking the "no amendment is required" box on the form. On past reports the no amendment required box had been checked. Director Steve Knightley indicated we were all in agreement with that, just wanted confirmation we were doing it correctly.

Motion by: Director Charles Schaupp to check the box marked "no amendment is required" on the form.

Second by: Director Colleen Fescenmeyer

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

(10) REVIEW DISTRICT POLICY REGARDING SEWER LATERALS

General Manager presented information.

- 3 documents in board package that trace history of sewer lateral maintenance.
- Reference was made to the letter dated April 2000; a problem with the letter is if it was an amendment to the existing policy manual, it would have required a super majority of 4 of the 5 directors to amend.

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General Manager: referenced the other two documents

- first letter does not really state it is a revision or an amendment of the policy manual. Last document Resolution 07-03 specifically repeals the letter. Complete majority 5 of 5 directors, no doubt of the legitimacy of this resolution.

General Manager referenced several points included in the 2007 resolution

Item 1 - resolution repeals 2000 letter

Item 3 - restates what's in the 2006 resolution

Item 5 - states from here forward it shall be the responsibility of the property owner to install two way clean outs. In the event a two way clean out is installed, district will be responsible for repair, cleaning and maintenance of sewer laterals which are within the right of way for any dedicated alley easement.

Discussion followed on the laterals and the responsibilities of the residents versus the district. What can be repaired, how the use of a camera can identify problems in a line and show the owner what needs to be done?

General Manager indicated we can advise the homeowner what the cheapest fix for their problem is. We always snake if there is a two way clean out at the property line. Questions and discussion followed on this issue..

(11) BOARD TO REVIEW AND CONSIDER PURCHASING OF SOLAR BEE EQUIPMENT FOR WASTEWATER TREATMENT FACILITY

General Manager referenced photo included in package of the first six ponds. He explained ponds 1, 2, and 3 are pictured with solar bee mixers installed. Ponds 1, 2, 3, 4, and 5 are preliminary treatment ponds. We will need to put mixers on all five ponds, funds were budgeted this year that would cover the cost of three ponds. The additional two can be done next year. This mixer will digest 6 inches of solid accumulation per year, possible we will never have to do sludge removal again once we install the mixer. The district has had to do sludge removal once at the cost of approximately \$100,000. Given the size of the district, I would estimate we would have to do sludge removal every eight years, not to mention the \$1,000 per month we spend for the water cannons, the solar bees pay for themselves.

Discussion followed on the use, cost, dependability of the product, are they movable, are they reliable, length of time in use and warranty of the product?

General Manager: indicated it would be approximately \$10,000 less per pond to put in grid bees versus solar bees. For five ponds the savings would be \$50,000 which could be used to put up a \$50,000 solar array at the wastewater treatment plant which would roll back the meter for the mixers to zero as well as the whole plant.

Discussion followed on how grids would be installed and maintained, some comments on insurance coverage for project. Solar array idea was favorable. Lots of real estate along north side of levee, in the future the flood plain on the south side could be used for another solar array where we can use the energy in other areas.

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General Manager indicated it was harder to pencil the cost due to PG&E method of purchasing through a purchase agreement, does not pay well, better to use the solar to roll back our meters to zero for a much better benefit.

Question if the project was going to be put out to bid?

General Manager indicated that is his intention once Jason specs out the project, then we will put it out to bid.

Question regarding what the conflict of interest would be, if any, if a qualified district employee installs the solar array once all the equipment has been purchased, and the board approves. Should not be any type of a conflict.

Vice Chair Steve Knightley indicated he liked the idea, we have an action item and we need to give the General Manager direction. In the case where we do solar equipment, we should plan for future expansion of the solar array as we add the other grid bees.

General Manager questioned if the board wish to take action on the purchase of the grid bees or solar bees now, or wait until I bring back the cost of the solar equipment? After a short discussion the consensus was to move forward with the purchase of grid bees and the solar array.

Vice Chair Steve Knightley called for a motion.

Motion by: Director Charles Schaupp to authorize the purchase of grid bees and the solar array to accomplish the task of aeration of our ponds and to get a bid on the solar array equipment.

Second by: Director Colleen Fescenmeyer

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

(12) REVIEW AND FURTHER DEFINE GENERAL MANAGERS SPENDING LIMIT

Vice Chair Steve Knightley suggested this be tabled until a full board is present. Tabled until the next meeting.

(13) MANAGERS REPORT

- a) Well 4 update, including memo from legal counsel – General Manager referenced memo from legal counsel, Tom Barth that addresses the Well 4 liability questions.
All components were discussed, personally discussed the two items the board wanted answers on.
Conclusion, the districts action to mitigate the loss and put Well 4 back in service is fundamental.
Parts arrived yesterday to make the repairs recommended. General Manager explained how they were going to proceed to fix the problem.
Question: if gravel continues then we know the problem is below the weld.
General Manager indicated if it stops we know we have a long term fix and we can file a legal claim against the engineer to recoup our cost.

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Questions followed on if the well fails can the well be pulled, or what if the gravel comes from above.

General Manager explained the process. He stated the casing above the weld is a new material and not touching any dis-similar metals, has a 35 year life expectancy and there is no damage to the casing above the weld.

Director Steve Knightley stated if we make the repair as explained, the damage claim will be so small they probably will just pay it.

General Manager indicated a claim would most likely be submitted to the engineer's insurance carrier.

- b) Public Notice/Bid Sheet Well 5 repair – General Manager indicated we have two holes in Well 5. The hole in the middle of the screen where the pump sits we can't use a packer must use a swedge. The high hole we could go with a packer underneath that hole, but I believe the swedge is the correct fix on the high hole.

The casing is five years old; believe dis-similar metals caused the holes.

General Manager indicated this has not been put out to bid or public notice as yet. Well 4 must be up and running before we can make the repairs on Well 5.

Bid sheet included to give board an opportunity to review and comment.

- c) General Manager advised board that he would be away from the office next Monday, Tuesday and Wednesday, he will follow up with an email to all directors.

(14) FUTURE AGENDA ITEMS

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| a) CDPH – Capital Improvement | f) Research Impact Fees |
| b) Sewer Lateral Review | g) Solar Array |
| c) Metered Rates Outreach | h) Well Camera |
| d) District Calendar | i) Update customer billing/metered rates |
| e) Solar Panels on 15 Acres | j) Pay off CDGB loan |

(15) ADJOURNMENT

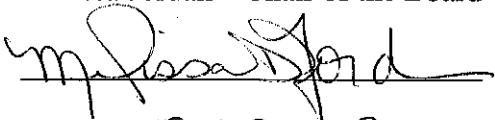
Vice Chair Steve Knightley called for a motion to adjourn.

Motion by: Vice Chair Steve Knightley to adjourn the meeting

Second by: Director Charles Schaupp

Vote: Ayes: 3 No: 0 Abstain: 0 Motion: Passed
Meeting adjourned at 9:50 pm

Melissa Jordan – Chair of the Board



Date: 5.22.13

Mel Smith - Board Clerk



Date: 5-22-13