



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

REGULAR MEETING  
April 18, 2012  
MINUTES

**(1) CALL TO ORDER**

Chair Melissa Jordan called the meeting to order at 7:03 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

- Directors: Melissa Jordan, Trish Roath, Anna Girk, Steve Knightley, Colleen Fescenmeyer
- District Counsel: Not Present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Public:** None present

**(4) APPROVAL OF AGENDA**

Chair Melissa Jordan called for a motion to approve the agenda.

**Motion by:** Director Colleen Fescenmeyer to approve the agenda as presented

**Second by:** Director Steve Knightley

Public Comments: none

Discussion: none

**Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed**

**(5) PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments- None received

**(6) CORRESPONDENCE**

Director Jordan indicated she had received an email regarding the new park for Esparto, document stated the water would be provided by the District and that the proposed area must be annexed through LAFCO. Access to the park would be on Clover Street. Email forwarded to General Manager.

- a) **Legal Memo re: Brown Act** - General Manager indicated a memo was received from Tom Barth regarding the information the Board had requested referencing procedures for meetings, notices, additions to the agenda, etc., with regards to the Brown Act. Memo was very clear, easy to interpret and helpful. Board member who reviewed the memo also agreed.

Memo mentioned the use of a Consent Agenda. Chair Melissa Jordan indicated it was a District policy to have a Consent Agenda. General Manager said that in the past numerous items were usually asked to be pulled from the Consent Agenda. But that might not be the case today. After some discussion the Board appeared to be in favor of re-instating the use of the Consent Agenda.

**(7) APPROVAL OF MINUTES**

March 21, 2012

Chair Melissa Jordan called for a motion to approve the minutes

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of March 21, 2012

**Second by:** Director Steve Knightley

**Vote:** Ayes: 5 No: 0 Abstain: 0 **Motion:** Passed

April 4, 2012

**Motion by:** Director Colleen Fescenmeyer to approve the April 4, 2012 as presented

**Second by:** Director Steve Knightley

Discussion followed regarding incorrect wording in the minutes. A friendly amended was initiated to make the correction.

**Friendly Amendment:** Change the word formidable to phenomenal. Sentence should read, Chair Melissa Jordan complimented the General Manager for a job well done in reducing cost in a phenomenal way.

**Vote: Ayes: 3 No: 0 Abstain: 2 (Absent Roath & Girk) Motion: Passed**

## **(8) CLAIMS: FUND 466-0 REGULAR MONTHLY**

Chair Melissa Jordan called for a motion to approve the claims.

**Motion by:** Director Colleen Fescenmeyer to approve the claims as presented

**Second by:** Director Steve Knightley

**Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed**

## **(9) BOARD TRAINING OPPORTUNITIES**

General Manager provided a list of current opportunities for Board training, and indicated the ones that might be most valuable to the Board members.

Discussion on the various training opportunities followed, Directors interested indicated the training seminars they wished to attend.

## **(10) MANAGER REPORT**

- a) Network Server update - completely replaced, system up and running, thanks to our Director Steve Knightley. The Board showed its appreciation by a sincere Thank You for the work performed. Explanation of the problems were provided to the Board. Vital Network association in question.
- b) Regulations on use of "restricted funds" account 469-0 - Covers Development impact fees. Used for Capital improvements, reference Gov. Codes 66012 - 66014. Discussion followed. Chair Melissa Jordan suggested this item be brought back next month as an agenda item to have a more in depth discussion.

- c) Discussion on rates charged for bank owned, vacant lots, fire fees etc.- Tabled to next meeting.
- d) Test Well update - The Yolo County maintenance yard located across the street from Well 3 was the probable source for the Well 3 contamination, discovered in 1990. Well 3 was immediately isolated and quarterly water quality sampling continued until 1993, with reduced levels still present in mid 1993. In 1997, Yolo County required Well 3 to be officially abandoned and sealed off without current water quality sampling. Yolo County had proposed doing a test well but is now saying that they can't do it. I will be putting out an RFP for a small test well to verify water quality and will bring it back to the Board when the bids come in.
- e) Retrofit Well No. 4 - Well 4 has not been used for years. It needs the same retro-fit that was done on Well 5 about 6 years ago. I will also be putting out an RFP for this retro-fit and will bring it back to the Board when the bids come in.

General Manager notified the Board that he will be taking time off beginning April 23 and returning on April 25, 2012.

## **(11) FUTURE AGENDA ITEMS**

- |  |                                |
|--|--------------------------------|
| a) Committee Reports                       | k) Solar Bee                   |
| b) Development Update                      | l) 15 acre solar field         |
| c) Rate Study                              | m) Cal Trans Hwy 16            |
| d) Changes to credit line                  | n) Meeting Schedule            |
| e) MOU w/Madison                           | o) Quarterly Newsletter mailer |
| f) Regulations re: Non-Profit restrictions | p) Budget Appropriation        |
| g) CSA Roles                               | Amendments                     |
| h) Discrimination Complaint                | q) Update Well 5               |
| i) Budget Updates                          | r) Update Well 4 Retrofit      |
| j) Job Descriptions                        | s) Park Study                  |

**(12) ADJOURNMENT**

Chair Melissa Jordan entertained a motion to adjourn.

**Motion by:** Director Trish Roath to adjourn the meeting

**Second by:** Director Anna Girk

**Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed**

Meeting adjourned at 8:30 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

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Date \_\_\_\_\_

Date \_\_\_\_\_