



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

REGULAR MEETING
MAY 1, 2013
MINUTES

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order at 7:05 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Absent:

- Directors Colleen Fescenmeyer, Anna Girk

Public: No public present

(4) APPROVAL OF AGENDA

Chair Melissa Jordan entertained a motion to approve the agenda.

Motion by: Director Steve Knightley to approve the agenda as presented

Second by: Director Charles Schaupp

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments – no public present

(6) **CORRESPONDENCE**

- a) AB 54 training webinar, May 6, 3-8 pm – General Manager referenced the webinar, he indicated one director had signed up and there was still time to sign up by completing the form and turning it in this evening. General Manager indicated he would register anyone interested.
Director Charles Schaupp referenced the comment made prior to taking the AB 1234 training. Statement suggested AB 54 was for a privately owned utility not a publicly owned service district.
General Manager: Not sure. Distinction would be between a mutual water company and a municipal water company.
Director Charles Schaupp: Asked the General Manager to check the requirement.
- b) CSDA new journal – General Manager presented information on the news journal. Information designed more towards board training. Good benefits if you choose to participate. We are a member of the CSDA. It does provide some operator training but is more geared towards the board.

(7) **APPROVAL OF MINUTES**

Chair Melissa Jordan indicated we will dispense with the approval of the minutes of April 17, 2013 as there is not a quorum of board members present who were in attendance at that meeting.

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

Chair Melissa Jordan entertained a motion to approve the claims

Motion by: Director Steve Knightley as presented

Second by: Director Charles Schaupp

Discussion: Chair Melissa Jordan asked the General Manager when using the district card to note in the description area what it was used for.

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

(9) **GRAND JURY FOLLOW-UP INQUIRY**

Chair Melissa Jordan indicated this is not due until June 30. She questioned if on the supporting documentation website, does it show the entirety; the letter from the Grand Jury and our response.

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General Manager: indicated he has not viewed the website, not sure what appears there.

Chair Melissa Jordan: would like to suggest an Ad Hoc Committee be formed consisting of Director Steve Knightley, Chair Melissa Jordan and the General Manager to generate a response based on the review of the previous letter and bring it back to the board at the 1st meeting in June.

General Manager: in agreement with the subcommittee, but indicated it would be good training for all board members to be aware of what took place and the full board should not be prohibited from discussion on this subject.

Chair Melissa Jordan: indicated once the draft response is prepared it will be brought back to the board for discussion.

(10) REVIEW CAPITAL IMPROVEMENT PLAN (CIP)

General Manager presented a Capital Improvement Plan he developed in response to the CDPH's request for a CIP on our state revolving fund application.

Chair Melissa Jordan: questioned if this was required on the original application.

General Manager: no it was not.

Chair Melissa Jordan: but they are now requesting this, is it allowed that they can make additional requirements.

General Manager: they are continuing to review our application, does not want to get into a discussion with them about what they are allowed to do. The request was for two additional documents, a Capital Improvement Plan and the worksheet for project exemption from CEQA requirements. He indicated the CEQA worksheet had been submitted in the original application, item "O" and after the request for additional information came in I prepared an official notice of exemption and filed it with the county recorder. The additional information was sent today and the recorded official exemption was included; also included the CEQA worksheet and noted it was included in the original application as item "O".

Chair Melissa Jordan question if the revised application that was indexed was accepted. General Manager indicated yes.

Chair Melissa Jordan asked the General Manager to give a brief narrative and Summary of the Capital Improvement Plan.

General Manager: presented a brief explanation of the Capital Improvement document which in essence is an itemized list of the districts infrastructure assets, the year of installation and the life expectancy of assets.

Questions and discussion followed on the potential usefulness of the document.

(11) REVIEW AND FURTHER DEFINE GENERAL MANAGER SPENDING LIMIT

General Manager indicated this agenda item was requested by one of the directors who is not present this evening, asked this be tabled to the next meeting.

Item tabled to next meeting.

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(12) MANAGERS REPORT

- a) Well 4 update – picture in packet of the packer placed on Well 4. Packer was installed exactly over the weld that was questionable for the dissimilar metals after fabrications were made by the well installer. It has apparently shut down the gravel. Pumped for a couple of days, absolutely no gravel. Ran a bac-t test, came back clean. Well is now back on line. Some discussion followed on the metal issue.
- b) Public Notice/Bid Sheet Well 5 repair – Well 4 now back on line, would like to put the Well 5 repair out to public notice. Bid sheet included in your packets for review. No engineers have been consulted.
Question: has the engineer been told we have a possible solution to his problem. General Manager: No.
Chair Melissa Jordan: questioned if we should wait for a period, perhaps two weeks. before beginning this process on Well 5 to give Well 4 the opportunity to run without any further problems.
General Manager: the public notice bid period must run for at least two weeks. If Well 4 continues to run we can proceed with the Well 5 repairs. If a problem arises no contracts for the Well 5 repair would be signed.
Chair Melissa Jordan: if the patch on Well 4 does not hold, we would have to put this out to bid again? This is all predicated on the patch we put on Well 4 is a permanent fix which will be appropriate for Well 5
General Manager: no, not the same type of patch, Well 5 is a swedge which drops into place. They are 6ft in height and are wedged against the casing. They are much more expensive, they are used to repair the casing which is a different type of repair.
Chair Melissa Jordan: we now know what we are going for and it will be easy to compare when the bids come in.
- c) CDPH Additional info Returned today – already discussed.

Request for change of next meeting date:

Chair Melissa Jordan referenced our next meeting is the same night as the community circus. I would like to dispense with the meeting on May 15 to allow our board members to attend the community event, with the agreement of the board I would like to hold our next meeting on Wednesday, May 22. Board in agreement.

(18) FUTURE AGENDA ITEMS

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

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(19) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn the meeting

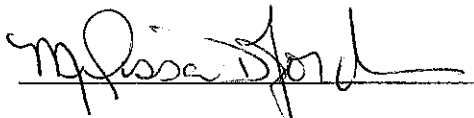
Motion by: Director Charles Schaupp to adjourn the meeting

Second by: Director Steve Knightley

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

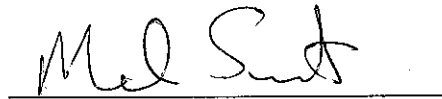
Meeting adjourned at 8:50 pm

Melissa Jordan – Chair of the Board



Date: 5-22-13

Mel Smith - Board Clerk



Date: 5-22-13

