



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

REGULAR MEETING
June 18, 2014
MINUTES

(1) CALL TO ORDER

Chair Steve Knightley 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: Steve Knightley, Don England, Colleen Fescenmeyer
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Absent:

- Directors Anna Girk and Charles Schaupp

Public: not present

(4) APPROVAL OF AGENDA

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

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

Second by: Director Don England

Discussion: None

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

(5) PUBLIC COMMENTS

Chair Steve Knightley opened public comments –

Director Colleen Fescenmeyer: suggested using extra panel on water bills for water conservation tips. And asking other agencies along with LAFCO for support with regards to the retention basin.

(6) CORRESPONDENCE

Chair Steve Knightley called for correspondence. No correspondence to report.

(6) APPROVAL OF MINUTES

Chair Steve Knightley called for a motion to approve the minutes of 6-4-14

Motion by: Director Colleen Fescenmeyer to approve the minutes of 6-4-14

Second by: Director Don England

Discussion: none

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

(8) CLAIMS: FUND 466

Chair Steve Knightley called for a motion to approve the claims for 6-2-14

Motion by: Director Colleen Fescenmeyer to approve the claims for 6-2-14

Second by: Director Don England

Discussion: reference made to the decrease in the operating cost of the sewer ponds now that the solar panels are working.

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

(9) BUDGET UPDATE 5-31-14

General Manager presented the budget update as of May 31, 2014. Particular reference was directed to the items that were missed on the prior year's budget. The subcommittee when preparing the budget takes a conservative approach to both revenue and expenditure projections. The revenue budget projection was lower than the actual revenue received.

On the expenditure side: Services and Supplies, was over budget. General Manager addressed the other expenditure categories, pointing out the legal fees were considerably over budget and the payoff of the CDBG loan. Bottom line of budget analysis shows a negative, however this would not be the case if we did not pay off that loan. General Manager feels the numbers as of May 31, 2014 are reliable. Discussion followed on the reserve set- a-sides.

(10) REVIEW AND TAKE ACTION ON PROPOSED FY 2014/2015 BUDGET

General Manager presented the draft of the 2014/2015 budget.

Question: does it take a majority or 4/5ths? Answer: majority

Concern: Election supplies and services.

General Manager addressed the concern regarding the election requirement.

Question: employee salaries, Director Colleen Fescenmeyer referenced the surplus so no changes were made to this category.

Director Don England asked if the test equipment/communication is in the budget.

Chair Steve Knightley: reference the category it would come under for the purchase this equipment, so it is already covered.

General Manager: referenced the category the funds would come from to handle this type of capital improvement.

Suggestion to increase the category by \$50,000 to cover the SCADA equipment and change the title of the category to New Well 5 and SCADA system improvements.

Chair Steve Knightley: entertain a motion to accept the 2014/2015 budget with the addendum to add \$50,000 to the budget category for the SCADA improvements and to change wording of the category.

Motion by: Director Colleen Fescenmeyer to approve the 2014/2015 budget with addendum.

Second by: Director Don England

Discussion: None

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

(11) REVIEW AND TAKE ACTION ON WELL 5(B) DESIGN AND RFP

Chair Steve Knightley entertained a motion to authorize the General Manager to move forward with the RFP.

Motion by: Director Don England to approve the RFP

Second by: Director Colleen Fescenmeyer

Discussion:

Question: regarding the use of the wire wrapped screen, are we comfortable with that.

General Manager: indicated yes and explained the problem that occurred to cause the concern. Did consult with Doug at Kimzey Welding, feel very comfortable with his assessment; also had a discussion with Ludhorff & Scalmanini on the same subject.

Question on default statement.

General Manager addressed the process he intends to follow.

Chair Steve Knightley: need to look at start date, price and completion date.

He also suggested an incentive might be in order to complete the job early.

Discussion followed.

General Manager: this is just to authorize me to move forward and put the RFP

out to the public.

Chair Steve Knightley: requested General Manager to send an email of the RFP details to the Chair for review before putting it out to the public for bid so the committee is comfortable with the language.

Discussion followed

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

(12) MANAGERS REPORT

No Managers Report

(10) FUTURE AGENDA ITEMS

- a) Balance Payment Plan
- b) Bluefin Website update
- c) Solar Array update
- d) Calendar update
- e) Grid Bees addition
- f) MERCSA update
- g) Sewer lateral update
- h) New Development

(11) ADJOURNMENT

Chair Steve Knightley called for a motion to adjourn the meeting


Motion by: Director Don England to adjourn the meeting

Second by: Director Colleen Fescenmeyer

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

Meeting adjourned at 8:03 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 7/2/14

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