



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

REGULAR MEETING  
June 20, 2012  
MINUTES

**(1) CALL TO ORDER**

Chair Melissa Jordan 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: Melissa Jordan, Trish Roath, Colleen Fescenmeyer

**Absent:**

- Directors Anna Girk and Steve Knightley
- District Counsel: Tom Barth
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Public:** Public not present

**(4) APPROVAL OF AGENDA**

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

**Motion by:** Director Trish Roath to approve the agenda as presented

**Second by:** Director Colleen Fescenmeyer

Public Comments: no public present

Discussion: Suggestion last month that a short informational explanation of what each agenda item is about, did not happen on this agenda. General Manager indicated the rule was to include enough information to

explain what the agenda item is about. I believe our agenda meets the rule. Director Colleen Fescenmeyer indicated this was only a suggestion at the last meeting, it was not voted on.

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

**(5) PUBLIC COMMENTS**

Chair Melissa Jordan opened public comments- No public present.

**(6) CORRESPONDENCE**

- a) Invitation to submit full application to State Revolving Fund for grant funding on new Well #3.
- Received a letter from the California Dept. of Public Health to submit an application to obtain grant funds for new Well No. 3.
  - District would participate for \$200,000, grant would be for \$250,000.
  - Deadline is July 13 to submit our intent to participate
  - Complete application must be in by January 13, 2013, if we meet all criteria the project will be funded.
  - We have already qualified.
  - General Manager explained the process.
  - Board approval was given last year.
  - \$500,000 budgeted to drill new well, districts contribution would only be \$200,000.

**(7) APPROVAL OF MINUTES**

May 16, 2012

Chair Melissa Jordan indicated the approval of the May 16, 2012 minutes would be postpone until the next meeting. Quorum of Directors present at the May 16 meeting to approve the minutes not present this evening.

June 6, 2012

Chair Melissa Jordan called for a motion to approve June 6, 2012 minutes.

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of June 6, 2012

**Second by:** Director Trish Roath

Discussion:

Spelling error noted on page 4, word do should be due.

Reference made to Public Comments, Chair Melissa Jordan indicated a response to a public question should have been noted on the minutes. General Manager disagreed. Chair indicated Public Comments during the Manager Report should be included in the minutes. General Manager disagreed.

**Vote: Ayes: 2 No: 0 Abstain: 1 (Jordan) Motion: Failed**  
Director Colleen Fescenmeyer asked if the motion failed. Chair Melissa Jordan stated the motion to approve the minutes of June 6, 2012 failed.

**Motion by:** Director Colleen Fescenmeyer to move the approval of the June 6, 2012 minutes to the next meeting.

**Second by:** Director Trish Roath

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

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

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

**Motion by:** Director Trish Roath to approve the claims

**Second by:** Director Colleen Fescenmeyer

Discussion followed

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

**(9) COMMUNITY OUTREACH DISCUSSION**

Director Trish Roath provided information regarding communications with the public. It is important to meet the districts obligation to communicate with the community. If the district can provide the following, then we have met our obligation.

- Valley Voice newsletter
- Use of the website to provide a duplicate newsletter
- Direct mailers to the district rate payers.
- Consider a second mailing of the Consumer Confidence Report, perhaps in layman's terms.

Director Roath indicated her company would donate the postage for the second mailing. Chair Melissa Jordan asked the General Manager if he had checked into the legality of a Director, or the company they are affiliated with, to make a donation to the district. General Manager to check, will report back at next meeting.

**(10) BUDGET UPDATE AS OF 5-31-12**

General Manager explained the slightly remodeled format for the budget and the budget updates through out the year. Format changes as recommended by Mark Krummenacker, Yolo County General Accounting Manager.

Biggest change is the Revenue Section which comes first, remainder the same  
Expenses:

- Salary/Benefits, first category under expenses
- Services and Supplies, second category under expenses
- Finance and Other Miscellaneous
- Capital Assets, last major category under expenses
- Reserve Set Asides, includes two USDA loans, reserve for equipment, reserve for building and reserve for land

Last page is the balance of the different funds, cash on hand in the different accounts, provided for our information only. General Manager went on clarify information on the budget format changes. The General Account will be cleared out by year end.

Discussion followed.

**(11) APPROVAL OF APPROPRIATIONS BUDGET FISCAL YEAR 2012-2013**

Chair Melissa Jordan indicated a concern if there was enough Directors present this evening to form the quorum necessary to approve the 2012 - 2013 budget. After discussing and reviewing the rules on acceptable quorums, and with the assistance of the District Counsel, Tom Barth, the directors decided they could proceed with the review and approval of the budget. It was discussed and agreed to review the budget, one page at a time. Directors would take notes on changes and at the end, an amendment to the motion would be made to make any and all changes.

**Motion by:** Director Colleen Fescenmeyer to approve the 2012-2013 budget as presented.

**Second by:** Director Trish Roath

Discussion: a review of the budget proceeded, changes to be made at the end of the review by a friendly amendment.

**Motion Amended by:** Director Colleen Fescenmeyer to increase Equipment Reserve to \$15,000, increase Building and Land Reserve to \$20,000, increase Total Reserve Set Asides to \$60,593.00, increase Budget Less Capital Improvements and Total Operations Budget to \$1,082,293.00 and decrease Balance to the Positive or Negative to \$1,341.00.

Amendment accepted by Director Trish Roath.

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

**(12) UPDATE WEBSITE**

Director Trish Roath stated she requested this item be place on the agenda to address posting the agenda and minutes on the website on a regular basis. Director Colleen Fescenmeyer indicated we must also have the current agenda posted in order to be in compliance with the new requirements.

General Manager indicated there is a problem adding an additional page to the website for the agenda. He indicated Director Knightley provided instruction on uploading the minutes, perhaps he could contact him on the page for the agenda as well. The General Manager indicated he is not proficient on the development of web pages. Director Trish Roath suggested she could be of help with the agenda page for the website. Director Jordan suggested using staff for website update and career development.

**(13) PURCHASE OF ELECTRONIC TABLETS FOR BOARD MEMBER TO USE AT MEETINGS AND WORKSHOPS**

Discussion: Suggestion was to have a device the Board and staff could use to have easily access to documents, less paperwork. After further discussion it was stated this perhaps could be of use in the future, but to many complications at this time. Reconsider at a later date.

**(14) ECSD MEMBERSHIP IN ESPARTO CHAMBER OF COMMERCE**

Chair Melissa Jordan indicated this would be a good community outreach for the district and would like staff to be able to take advantage of chamber activities as well. Discussion followed on amount to alot for the membership.

**Motion by:** Chair Melissa Jordan for ECSD to obtain membership in Esparto Chamber of Commerce not to exceed \$500.00 per year.

**Second by:** Director Colleen Fescenmeyer

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

**(15) SALE OF SURPLUS EQUIPMENT**

General Manager indicated he was unsure why this item was marked to be placed on the agenda again. Chair Melissa Jordan indicated the reason was to check into government codes for the sale of surplus equipment to be sure the district is proceeding correctly.

General Manager indicated that the government code requires the district to have a policy for this, which it does have in the Policy Manual. Director Colleen Fescenmeyer read the policy. General Manager stated we will strictly follow the policy already in place.

**(16) MANAGER REPORT**

- a) Update Well 4 retrofit - Bid information going out for public notice, 3 days this week, 5 days next week, in The Daily Democrat. Notice includes contract information, deadline for submitting bids, and the time and place for opening of sealed bids. General Manager indicated bid packages are prepared and ready to distribute.

Sealed bids will be opened at the July 18 meeting at 7:30 pm during open session of the Board meeting. We are required to take the lowest bid after evaluation of the bids submitted. The General Manager will review the bids and a recommendation will be made to the Board at the next meeting.

Some discussion followed.

**(17) FUTURE AGENDA ITEMS**

- a) Meeting Schedule (8-1)
- b) Solar Bee
- c) Rate Study (8-1)
- d) MOU w/Madison
- e) CSA Roles
- f) Committee Policy (7-18)
- g) Community Outreach (Aug)
- h) Research Impact Fees
- i) LAFCO process to merge the landscape maintenance of MERCESA.
- j) Errors & Omissions
- k) Sealed Bid Opening (7-18)
- l) Rec. Task Force (7-18)

10:00 pm Chair Melissa Jordan called for a motion to extend the meeting until 10:30 pm.

**Motion by:** Director Colleen Fescenmeyer to extend the meeting until 10:30 pm

**Second by:** Director Trish Roath

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

10:07 pm: Chair Melissa Jordan indicated the Board would now enter close session

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**(18) Closed Session:**

- a) Public Employees Evaluations: General Manager, authorized by Gov. Code Section 54954.5(e)
- b) Conference with Legal Counsel: Anticipated Litigation, authorized by Gov. Code Section 54956.9(c), (1 case)

10:41 pm Chair Melissa Jordan called the regular meeting back to order

**(19) REPORT OF CLOSED SESSION**

- a) No action taken
- b) Direction given.

**(20) ADJOURNMENT**

Chair Melissa Jordan entertained a motion to adjourn.

**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting

**Second by:** Director Trish Roath

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

Meeting adjourned at 10:43 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

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Date\_\_\_\_\_

Date\_\_\_\_\_