



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

REGULAR MEETING  
July 16, 2014  
MINUTES

**(1) CALL TO ORDER**

Chair Steve Knightley called the meeting to order at 7:00 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, Charles Schaupp
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Absent:**

- Anna Girk

**Public:** Present

**(4) APPROVAL OF AGENDA**

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

**Discussion:** None

**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

(5) **PUBLIC COMMENTS**

Chair Steve Knightley opened public comments

Antonia Hirson, Deputy to Supervisor Duane Chamberlain addressed the General Manager's previous question regarding a new director for Planning & Public Works. She indicated that Taro Echiburu is the new director of Planning, Public Works and Environmental Health; he comes to us from El Grove.

(6) **CORRESPONDENCE**

Chair Steve Knightley called for correspondence – none

Director Charles Schaupp reminded the directors the 460 is due by July 31, 2014.

(7) **APPROVAL OF MINUTES**

Chair Steve Knightley called for a motion to approve the minutes of 7-2-14

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of 7-2-14

**Second by:** Director Don England

**Discussion:** None

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

7:07 pm: Director Anna Girk arrives

(8) **CLAIMS: FUND 466**

Chair Steve Knightley called for a motion to approve the claims for 6-30 and 7-7-2014

**Motion by:** Director Colleen Fescenmeyer to approve the claims for 6-30 and 7-7-2014

**Second by:** Director Don England

**Discussion:** Question on supplies purchased on 6-30-2014.

General Manager indicated it was to reposition the meter at the market on Fremont Street. He also indicated there would be a couple more claims dated 6-30; as the year end has passed we had until 7-11 to process payments on expenses that occurred during the last year.

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



**(9) OPEN AND REVIEW WELL 5(b) BID PROPOSALS. POSSIBLE BOARD ACTION ON SELECTION OF CONTRATOR.**

General Manager indicated two bids were received. Initially six or seven bids were sent out to drilling companies, we followed up with each company, but only two companies responded.

Chair Steve Knightly opened the bids; first bid from Eaton \$401, 707; second bid from Road Runner Drilling and Pump \$541,660

Chair Steve Knightley corrected the Eaton bid; two bids were received with different start dates; Start date of Oct. 13, 2014 cost of \$401,707. Start date of Sept. 15, 2014 cost of \$461,707.

Question referencing the current water situation? General Manager explained Discussion followed.

General consensus was to wait until October. Question on the budget, amendment to budget will be needed to address the total cost.

Question regarding why other companies did not bid. General Manager provided an explanation of the reasons he received from each company for not bidding the project.

Chair Steve Knightley entertained a motion to accept the Eaton Drilling bid with a start date of October 13, 2014.

**Motion by:** Director Charles Schaupp to accept the start date of Oct. 13, 2014, Eaton Drilling for \$401,707 and to amend the budget to allow us to do so.

**Second by:** Director Colleen Fescenmeyer

**Discussion:** None

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

Chair Steve Knightley asked the General Manager to add the budget amendment to the next meeting and to include the connection cost as well.

**(10) REVIEW AND TAKE ACTION ON PEHLING & PEHLING, CPA CONTRACT FOR ANNUAL AUDIT**

Chair Steve Knightley entertained a motion to approve the contract from Pehling & Pehling, CPA.

**Motion by:** Director Colleen Fescenmeyer to approve the contract from Pehling & Pehling, CPA

**Second by:** Director Charles Schaupp

**Discussion:** Question if there were any differences from previous years.

General Manager indicated the price had increased.

Chair Steve Knightley indicated the way he understood the contract was that this is the maximum he would charge us; it could be less depending on how the audit goes.

This will be the 2013/2014 audit; there were some new requirements this year as well. General Manager: this audit is for the directors comfort, if you were satisfied with this auditor we can stay with them or we can put this out to bid.

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

Chair Steve Knightley indicated he would execute the acceptance by signing the May 27, 2014 letter to engage them to complete the audit.

**(11) REVIEW AND TAKE ACTION ON YOLO COUNTY AUTHORIZATION FORM FY 2014-15**

Director Colleen Fescenmeyer question if Michelle would have to make any corrections in order to maintain the checks and balances. General Manager indicated yes, he cannot make any changes to Michelle's work. The county requires this form to be completed each year. Question: why is there no authority for numbers 8 Budget, or 9 Certificate Encumbrance? General Manager explained those are only to be approved by the board, staff should not have authority for those items.

Chair Steve Knightley entertained a motion to approve.

**Motion by:** Director Charles Schaupp to approve the Yolo County Authorization Form for 2014/2015.

**Second by:** Director Anna Girk

**Discussion:** None

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

**(12) MANAGERS REPORT**

- a) Theft at equipment yard – General Manager explained that one of the service trucks was stolen from the storage yard, the lock on the gate had been cut. Truck was found last Friday at Lake Berryessa, some body damage, steering column and dash were shredded; all tool boxes had locks popped out and doors bent. Tools were taken, boxes were completely emptied.

We do have a \$1000 deductible. Truck is in shop to be repaired. Chair Steve Knightley indicated he wanted this to be put on our future agenda for discussion. Suggestions were noted as to what could be installed to prevent this.

Director Charles Schaupp asked the General Manager if he could brief the board on the mix up of split services at the duplex. Meters appeared to have been hook up to wrong apartments and the leak underground caused a huge bill for the residents.



**(13) 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) Budget amendment
- i) Security
- j) Duplex mix up
- k) New State Conservation Law
- l) Fix Parking Lot

**(14) ADJOURNMENT**

Chair Steve Knightley called for a motion to adjourn the meeting

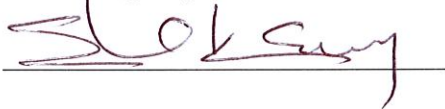
**Motion by:** Director Charles Schaupp to adjourn the meeting

**Second by:** Director Anna Girk

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

Meeting adjourned at 7:55 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 8/6/14

Date: 8-6-14

