



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

REGULAR MEETING
JULY 17, 2013
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: Melissa Jordan, Steve Knightley, Charles Schaupp, Anna Girk
Colleen Fescenmeyer
- District Counsel: Tom Barth
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Public: No public 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 Anna Girk

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Steve Knightley opened public comments – no public present

(6) **CORRESPONDENCE**

- a) Form 470 – General Manager referenced the 470 form in the Directors package and indicated the Election Department stated the form filed last April did not qualify for the whole year. A new form must be filed by each Director by the end of July. If you wish to complete the form and return to me I will deliver them to the Election Dept. after I make a copy for the file.

(7) **APPROVAL OF MINUTES**

Chair Steve Knightley call for a motion to approve the minutes of 6-19-13 and 7-3-13

Director Melissa Jordan: after reviewing the minutes of June 19 and the changes I am agreeable to accepting them either way.

Minutes 6-19-13 and 7-3-13

Motion by: Director Melissa Jordan to accept the minutes of 6-19 and 7-3 as submitted

Second by: Director Anna Girk

Discussion: General Manager referenced two sets of minutes in packet for June 19; the copy with italics represents the changes.

Friendly amendment: Director Melissa Jordan to accept the changes as submitted
Director Anna Girk accepted the friendly amendment.

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

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

Chair Steve Knightley call for a motion to approve the claims

Motion by: Director Colleen Fescenmeyer to accept the claims as submitted

Second by: Director Melissa Jordan

Discussion:

Director Anna Girk questioned what appears to be a double entry for rack space, the entry appears on both claim ledgers presented.

Discussion followed on the item in question. Several concerns indicated, what can be done to correct the double entry.

Determined credit card bill was overpaid, corrections need to be made. Warrants already issued.

General Manager indicated one check is waiting at the county to be picked up,



believes we can have that one voided. Will make the necessary corrections for next meeting.

Director Colleen Fescenmeyer withdrew her motion to approve the claims
Chair Steve Knightly indicated motion failed. General Manager to bring back corrections at next meeting.

No vote taken.

(9) PROPOSAL FROM CUSI TO PROVIDE HOSTING, WEB DESIGN, SOFTWARE AND MAINTENANCE OF ONLINE CUSTOMER ACCESSIBLE PAYMENT AND ACCOUNT MANAGEMENT SYSTEM

General Manager: this proposal will integrate with our current billing system. This is not just a credit card system. Basic credit card systems can be a booking nightmare by just dumping payments into our checking account and leaving us to separate and decipher who made the payment. To put this out to bid to get something comparable we would have to find another billing software that offers a fully integrated on line bill payment system where customers can access their own account through our website.

There is another company that offers an integrated system, but the cost would be huge as we would have to purchase their billing software. Our current software system is pretty good and if we choose to just offer a credit card system, we're stepping backwards.

Chair Steve Knightley: a payment gateway page could be added, customers would have to know what the amount of their bill is; we would receive an email on what was paid and have to reconcile what is received into our system. This software appears to handle all of this and distributes the payments correctly.

Director Melissa Jordan: concerned we are not large enough to warrant this type of system.

Discussion followed: buy downs are offered as options to lower customer fee. There is no cost to us unless we choose one of the buy down options.

Concern about the demographics of population, people will not use it, lots of customers will use website to access their account especially after metered rates are implemented, customers can view up to seven years account history.

Director Colleen Fescenmeyer: it's a good deal, for that reason. Referenced customers using cash advance options and paying the fee to get cash to pay their bill when they can perhaps use a credit card and pay online for a lower fee.

Question: are we able to determine the usage. If the usage increases we can maybe go to one of the other options that will lower the usage fee for the customers.

Motion by: Director Colleen Fescenmeyer to approve the proposal from CUSI using the "0" out of pocket option.

Second by: Director Anna Girk

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

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(10) REVIEW WITH POSSIBLE ACTION ON PROPOSAL SUBMITTED BY PEHLING & PEHLING TO PERFORM ANNUAL AUDIT

Motion by: Director Melissa Jordan to approve the contract from Pehling & Pehling for the annual audit

Second by: Director Anna Girk

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

7:40 pm – Chair Steve Knightley indicated the Board is now going into closed session

(11) CLOSED SESSION

- a) Conference with Legal Counsel: Anticipated Litigation, authorized by Gov. Code Section 54956.9(b) 1 case
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8:20 pm – Chair Steve Knightley coming out of closed session called for a five minute break

REPORT OF CLOSED SESSION - Direction given to General Manager

8:30 pm – Chair Steve Knightley called the meeting back to order

(12) MANAGERS REPORT

- a) Sewer Pond discussion, Grid Bee slide show and update – referenced odor problem coming from sewer pond. Explained suction tube to deep is creating the problem. Explained what is happening and the desired outcome to fix the problem. Suggestion was to bring the tube up to 2 feet below the surface of the water which would bring the top layer back into a functioning odor cap on the pond.
General Manager referenced another design problem, the gate column; water is pulled from the top. Oxygen is being pulled off top of pond and passing it on in line at the bottom. Should be pulling it off the top and passing through the top. Oxygen is the odor cap.
The cannon recirculates water on top, by the time we get to ponds 3 and 5 the water on top will be very clean. We can then discharge that water into a percolation pond and there would be no need for additional treatment at that time. Need to revamp each of the gates to accomplish the desired goal. Questions and discussion followed.
- b) Calendar – General Manager referenced the calendar on the website, only things listed currently are the board meeting dates.
Suggestions and discussion followed. Concern noted about transparency and access of confidential board package materials.

(13) FUTURE AGENDA ITEMS

- a) Research Impact Fees
- b) Sewer Lateral Review
- c) Metered Rates Outreach
- d) Well Camera
- e) Solar Panels on 15 acres
- f) Electronic Payment Options
- g) Quote Grid Bees
- h) LAFCO update
- i) Budget year end
- j) Payment Update

(14) ADJOURNMENT

Chair Steve Knightley call for a motion to adjourn the meeting

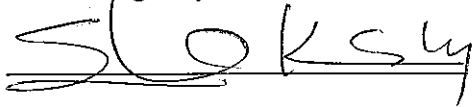
Motion by: Director Melissa Jordan to adjourn the meeting

Second by: Director Colleen Fescenmeyer

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


Meeting adjourned at 9:20 pm

Steve Knightley – Chair of the Board



Date: 8/7/13

Mel Smith - Board Clerk



Date: 8-7-13

