



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

REGULAR MEETING
JULY 18, 2012
MINUTES

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order at 7:07 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Melissa Jordan, Trish Roath, Steve Knightley, Colleen Fescenmeyer
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Absent:

- Anna Girk (arrived 7:15)

Public: No public 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

Discussion: none

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

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(5) PUBLIC COMMENTS

Chair Melissa Jordan opened public comments - No public present

(6) CORRESPONDENCE

- a) Chair Melissa Jordan announced there will be 5 - 8 new teachers joining the school district this year. There is an effort underway to prepare welcome bags for the new teachers. She went on to suggest the Water District might consider preparing a welcome packet for new customers, this could be added to the teachers welcome bags.

Chair Melissa Jordan asked if there were any Board announcements.

- The Gala opening night at the Yolo County Fair was mentioned, hours from 6 to 8 pm, tickets can be purchased at the fair or here in Esparto at the Esparto Chamber of Commerce.

(7) SEALED BIDS FOR THE RETRO-FIT OF WELL 4 WILL BE OPENED, RECORDED AND DISCUSSED WITH BOARD ACTION POSSIBLE

General Manager indicated 5 bid packages were given out and 5 bids were received.

1. Cache Creek Drilling \$67,787
2. Lane Christensen \$98,588.56
3. Eaton Pump & Drilling \$72,952.97
4. Vanucci Technology \$71,387
5. Roadrunner Drilling & Pump \$70,005.16
6. Wilson Pump - declined to bid

General Manager indicated, the district met all bidding requirements. Lowest bid must be accepted as all company's were bidding on the same requirements. Director Trish Roath questioned if an evaluation check list was used, General Manager indicated no as the bids were all from local company's who met the evaluation criteria. No black marks on any of the company's submitting bids, all company's very qualified and all are current on their state license and liability insurance requirements.

Question: what happens if they can't complete the job for the money they bid? General Manager stated the job then goes to the next bid in line and the original company get nothing, it also puts their state license in jeopardy.

Question: did you receive any references on Cache Creek Drilling? General Manager explained the company just completed a large ag well on Highway 16 which was built to municipal requirements.

Director Trish Roath indicated the owner, is a community resident who's children attend our schools. General Manager indicated both Eaton Pump & Drilling and Vanucci Technology indicated the owner has a lot of experience.

Public Comments: received
Board Discussion: none

Chair Melissa Jordan entertained a motion to accept the lowest bid.
Motion by: Director Trish Roath to accept the bid from Cache Creek Drilling for \$67,787 for the retro fit of Well 4.
Second by: Director Steve Knightley
Discussion: none

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

(8) APPROVAL OF MINUTES

May 16, 2012

Chair Melissa Jordan entertained a motion to approve the minutes May 16, 2012

Motion by: Director Anna Girk made a motion to approve the May 16, 2012 minutes.

Second by: Director Colleen Fescenmeyer

Public Comments: none

Discussion: none

Vote: Ayes: 3 No: 0 Abstain: 2 (Jordan & Roath) Motion: Passed

June 6, 2012

Chair Melissa Jordan entertained a motion to approve the June 6, 2012 minutes

Motion by: Director Trish Roath to approve the June 6, 2012 minutes

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

Vote: Ayes: 3 No: 1 (Jordan) Abstain: 1 (Girk) Motion: Passed

June 20, 2012

Chair Melissa Jordan entertained a motion to approve the June 20, 2012 minutes

Motion by: Director Colleen Fescenmeyer to approve the June 20, 2012 minutes

Second by: Director Trish Roath

Public Comments received

Discussion followed

Friendly Amendment by: Chair Melissa Jordan to include in Item 10, Mark's full name and title, also to include in Item 12, her suggestion regarding staff.
Amendment accepted by both Directors.

Vote: Ayes: 3 No: 0 Abstain: 2 (Knightley & Girk) **Motion:** Passed

Chair Melissa Jordan entertained a motion to approve the July 2, 2012 minutes

Motion by: Director Anna Girk to approve the minutes of July 12, 2012

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

Vote: Ayes: 4 No: 0 Abstain: 1 (Roath) **Motion:** Passed

(9) CLAIMS: FUND 466-0 REGULAR MONTHLY

Chair Melissa Jordan entertained a motion to approve the claims. Three packets being presented, reason for the three packets at this time is because there was no July 4th meeting.

Motion by: Director Trish Roath to approve all three packets of claims

Second by: Director Anna Girk

Discussion: Director Trish Roath questioned the interest payments still being made to Bank of the West. General Manager indicated this was the last one.

Director Steve Knightley asked about the copy machine contract. Indication by another Director that the contract would be up in either October or November.

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

(10) PRESENTATION BY THE ESPARTO/MADISON PARK TASK FORCE

Presentation made by Park Task Force. Representatives explained the process they have followed for this project. Questions and discussion followed.

(11) GM IS REQUESTING BOARD APPROVAL OF A MERIT SALARY INCREASE FOR THE FISCAL SERVICES ASSISTANT TO STEP #3

General Manager indicated the employee is currently a Step 2 and has been for a long time, she is more than qualified for a merit increase to Step 3.

Chair Melissa Jordan entertained a motion to approve the merit salary adjustment for the Fiscal Services Assistant to Step #3.

Public Comments: none

Motion by: Director Trish Roath made the motion to approve the merit salary adjustment for the Fiscal Services Assistant to Step #3.

Second by: Director Anna Girk

Public Comments: received

Discussion: none

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

(12) GM IS REQUESTING BOARD AUTHORIZATION TO RETURN BOTH UTILITY SYSTEMS OPERATORS TO 40 HOUR WORK WEEKS

Chair Melissa Jordan entertained a motion to return both Utility Systems Operators to a 40 hour work week.

Motion by: Director Anna Girk to return the Utility Systems Operators to 40 hour work weeks.

Second by: Director Steve Knightley

Public Comments: none

Discussion: none

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

(13) DISCUSSION REGARDING DIFFERENCE BETWEEN A STANDING COMMITTEE AND AN AD HOC COMMITTEE

General Manager referenced the information he had obtained from the internet, a presentation at an Advisory Meeting and questions raised on this subject at the last training session he attended in Sacramento.

The District needs to set committees as one or the other. Ad Hoc committees do not fall under the requirements of open meetings recognized in the Brown Act. Meetings can be held with out public notice, with out public being present and with out recorded minutes. But the Ad Hoc committee cannot consist of a quorum.

Chair Melissa Jordan provided the other Directors with a simplified copy of the Brown Act. She indicated in her opinion she does not want to see the standing committees go by the way side, she is more than comfortable with taking minutes. There has been no policy committee meetings because of this issue, standing committees are needed to effectively run the district, unless we work more extensively on policy at the board meetings.

Director Colleen Fescenmeyer indicated having Ad Hoc Committees allows for more flexibility, the rigidity of having standing committees are a deterrent. These types of meetings would be good quarterly as long as we keep changing.

General Manager referenced an option that can make an Ad Hoc committee fall under the rules of the Brown Act just by simply adding a staff member or member of the community. Chair Melissa Jordan suggested the General Manager get further clarification on the Ad Hoc committee versus Standing Committee. She also suggested to board members to consider over the next two weeks if you want to deal with all issues here or have them separated out into standing committees, knowing the requirements. Item to be brought back next meeting.

(14) MANAGER REPORT

- a) Information on the temporary work done on Well 5 - temporary repair went well, well now pumping 275 gal per minute, nice clean water, no sand. Total cost of repair was \$16,800.
Public Comments: received
Discussion followed referencing where the expense would be charged in the budget.

9:10 pm: Chair Melissa Jordan called for a short break.

9:21 pm: Chair Melissa Jordan called the meeting back to order.

- b) ECSD Website update - General Manager gave a brief description of the changes and updates that were done to the website.
- c) General Manager reported to the Board regarding filing of the Notice of Intent to the CDPH, to submit a complete application for construction funding at Well #3. Some discussion followed.

(15) FUTURE AGENDA ITEMS

- a) Meeting Schedule
- b) Solar Bee
- c) Rate Study (8-1)
- d) MOU w/Madison
- e) CSA Roles
- f) Budget Amendments
- g) Community Outreach, donate postage (8-15)
- h) Research Impact Fees
- i) LAFCO process to merge the landscape maintenance of MERCESA
- j) Errors & Omissions
- k) Swimming Pool
- l) Committees

9:37 pm: Chair Melissa Jordan announced the Board will now enter Closed Session

(16) CLOSED SESSION:

- a) Public Employee Evaluations: General Manager, authorized by Gov. Code Section 54954.5(e)
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10:01 pm: Chair Melissa Jordan called the meeting back to order

(17) REPORT OF CLOSED SESSION

Board appointed an Ad Hoc committee. Directors Anna Girk and Melissa Jordan will work on the GM evaluations.

(18) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn.

Motion by: Director Anna Girk to adjourn the meeting

Second by: Director Colleen Fescenmeyer

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

Meeting adjourned at 10:01 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

Date _____

Date _____