



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

REGULAR MEETING  
JULY 3, 2013  
MINUTES

**(1) CALL TO ORDER**

Chair Steve Knightley called the meeting to order at 7:04 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) Letter to Grand Jury Association – General Manager referenced the letter of response was forwarded to the Grand Jury Association by email. Original correspondence was through email contact, no address was provided to mail our response. Received an acknowledgement back from a Barbara Connor thanking us for our response and indicating it would be distributed to their members.

Director Melissa Jordan: referenced a point of interest, understood the response was directed at only one person and now it's going back to other member's as well.

General Manager: questioned if anyone knows or has met Barbara Connor?

Chair Steve Knightley: commented, would be interested to see how many members' we are talking about. It is possible we may need to look into this request further.

b) Credit Card payment system – General Manager referenced he was contacted by a representative from the billing software company the district uses. Was informed they have a new software package they are promoting for paying your bill on line with a credit card or by check. Several options available, including the one that would be free to us. Customers could access a web page to pay their bills electronically. But a convenience fee of \$5.00 would be charged.

Questions: Is this convenience fee \$5.00 per month per person? And what about the IT support service, is there any additional charge for that?

General Manager: It is \$5.00 per transaction that the customer pays to use the service. No charge for support services, they maintain it at the contracted price in order to levy the convenience fee.

Chair Steve Knightley: still appears they are charging for hosting at \$1500 per year under that customer annual hosting free scenario, that's \$100 plus per month.

Director Melissa Jordan: well worth pursuing the potential, can offer to rate payers they can pay their bills through their bank.

Director Charles Schaupp: referenced setting up credit card, direct debit service through the bank for residents to pay their bill at a lower fee to the district, worth checking into.

Questions/Comments: suggested checking with other districts to determine the positives and negatives, what is the most user friendly and least costly.

This is something the community has long asked for.

What happens if there is not enough usage?

General Manager: another scenario is that we can purchase the software and web portal for \$4000, then we can design our own fees or we can process the transactions for our customers and absorb the credit card fees.

Estimated fess would be about 1 ½% per transaction. With either scenarios the annual hosting fee of \$1500 would still remain.

Director Anna Girk: likes the idea of checking with other districts to see what they are doing.

Chair Steve Knightley: benefits to this being tied into our existing software is that customers can log on and see their bills and be able to manage their usage, whereas what you were looking at a year ago did not provide this.

General Manager: would be an accounting nightmare if the program could not tie into our system. We may be able to find another software product that's available but it probably would not be able to tie into the billing system we have now and may require us to change our billing software.

Discussion followed.

## (7) APPROVAL OF MINUTES

Chair Steve Knightley called for a motion to approve the minutes of 6-19-13 and 6-25-13

6-19-13

**Motion by:** Director Melissa Jordan to approve the minutes of 6-19-13

**Second by:** Chair Steve Knightley

Discussion: Director Melissa Jordan: would like to make the following amendments to the minutes:

- Item 9 – Wants to strike the first two sentences, does not remember saying what is stated.
- Item 10 – first sentence, believe I indicated I received no response
- Item 11 – believes she referenced training opportunities, election forecasts and meeting dates in her statement.

Requested these corrections be made to the minutes.

Friendly Amendment: approve the minutes with the above listed changes.

**Vote: Ayes: 2 No: 2 Abstain: 1 Motion: Failed**

Director Colleen Fescenmeyer asked the approval of these minutes be tabled until the next meeting so the tape can be reviewed.

6-25-13

**Motion by:** Director Charles Schaupp to approve the minutes of 6-25-13

**Second by:** Director Anna Girk

Discussion: Comment referencing statement at bottom of Page 2. Chair Steve Knightly does not recall making that comment, Director Charles Schaupp recalls making the statement.

Friendly Amendment: Bottom page 2 corrected to read: Director Charles Schaupp: indicated it is not a like position, doesn't see a conflict.

Chair Steve Knightly: asked Director Charles Schaupp and Director Anna Girk if they accept the friendly amendment. Both responded, yes.

**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 Melissa Jordan to approve the claims as presented

**Second by:** Director Anna Girk

**Discussion:** Question on the SCADA parts purchased from Platt and what they were for?

**General Manager:** parts were for the radio antenna at the sewer plant and tower.

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

7:35 pm - Chair Steve Knightley announced the board would be entering closed session at this time.

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**(18) CLOSED SESSION**

- a) Conference with Legal Counsel: Anticipated Litigation, authorized by Gov. Code Section 54956.9(b) 1 case

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8:22 pm – Chair Steve Knightley called the meeting back to order

**REPORT OF CLOSED SESSION**

Direction was given to General Manager and Legal Counsel.

**(14) MANAGERS REPORT**

- a) Billing Card Review – General Manager indicated he continued the discussion with CUSI on getting the sample billing cards printed with the three tabs. Went over the text with one of their supervisors, indication was that it could be done, but a special fee would be charged for the custom programming. Requested a cost and time frame for the printing of the billing cards. Received a response indicating a cost of \$1100. Original cost for the redesign was \$500 but with the custom programming it has gone up to \$1100. I gave them the go ahead to produce the sample billing card as requested, will have them within a week. We ordered today the billing cards to go to into print at the printers. We are now back on target to have the sample billing cards go out with the August billing.
- b) District Calendar update – General Manager referenced we have a calendar on our website but has not received training as yet on how to update and manage that calendar.

Chair Steve Knightley: it appears that there is only one calendar? Is there a place for more? I'm sure you will get some training on this.

General Manager: go to the website and click on the event tab and it comes up with the monthly calendar. Calendar can be rolled backwards and forwards as needed. Currently the only thing listed is the twice monthly board meetings.

Chair Steve Knightley: so we submit things to you for the calendar. Is there a way for us to put in a request to put things on the calendar?

General Manager: send me an email or by a telephone call and I'll put them on the calendar.

- c) Board Elections for open seats – General Manager indicated he received a phone call from the election office requesting a corporate resolution calling for an election on the three (3) seats that are up. They were satisfied with me, as the clerk of the board, filling out their notice of election but it has to be followed up by a resolution from the board by next Wednesday.

Director Melissa Jordan: that is something that I've been saying we need to get moving on, but I believe if there are not applicants exceeding the number of seats, it would just be reappointments.

General Manager: yes, the whole process is that it is open to nominations, papers have to be pulled from the election office or the district can have the nomination packets on hand to distribute upon request. Packets available July 15 and must be returned by August 9, 2013. If no application packets are returned for each seat then the supervisors can filled that seat by appointment.

Director Charles Schaupp: if there are less than the number of seats available then the supervisors can fill the seat, but if there is one more then the seats available, an election takes place.

Director Melissa Jordan: referenced the 180 day rule and suggested the General Manager double check who is up for election or reappointment.

General Manager: requested today from the election office the names of the directors up for re-election, they verified my list. He reviewed which seats were up and the term for each seat. Indicated when the nomination papers are pulled you must be clear on which seat you are running for.

Chair Steve Knightley: it appears we need to schedule a special meeting to meet the deadline. And for the future we need to be more proactive and have these important dates posted on our calendar.

Discussion followed on date, time, availability of board members, posting requirements, number of directors needed and pertinent information availability for the meeting.

Special meeting set for Tuesday, July 9, 2013 at 7:00 pm. General Manager to have an agenda out and posted by Friday July 5, 2013

**(15) 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) Special Meeting 7-9-13, 7:00pm
- g) Electronic Payment Options
- h) Quote Grid Bees
- i) LAFCO update
- j)

**(16) ADJOURNMENT**

Chair Steve Knightley call for a motion to adjourn the meeting

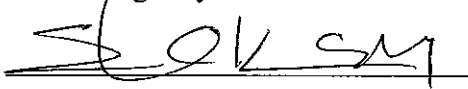
**Motion by:** Director Melissa Jordan to adjourn the meeting

**Second by:** Director Charles Schaupp

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

Meeting adjourned at 8:45 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 7/17/13

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