



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

REGULAR MEETING  
AUGUST 21, 2013  
MINUTES

**(1) CALL TO ORDER**

Vice Chair Colleen Fescenmeyer called the meeting to order at 7:18 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

- Directors: Melissa Jordan, Colleen Fescenmeyer, Charles Schaupp
- District Counsel: Not present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

**Absent:**

- Steve Knightley, Anna Girk

**Public:** No public present

**(4) APPROVAL OF AGENDA**

Vice Chair Colleen Fescenmeyer called for a motion to approve the agenda.

**Motion by:** Director Charles Schaupp to approve the agenda

**Second by:** Director Melissa Jordan

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

A handwritten signature in black ink, located in the bottom right corner of the page.

(5) **PUBLIC COMMENTS**

Vice Chair Colleen Fescenmeyer opened public comments – no public present

(6) **CORRESPONDENCE**

Vice Chair Colleen Fescenmeyer called for correspondence.

- a) Yolo/Solano air quality management district – General Manager indicated a notice of violation had been received for a report that was filed late. There is a fee for the annual permit on the backup generator that was paid timely. But there is also a report that is required annually and we were 15 days late in filing this report. On May 3 the agent issued a notice of violation. Notice of violation is for polluting the air and not an administrative violation. Responded to the notice by stating the notice of violation was incorrect based on their rules and a notice to comply was the appropriate notice. Received response indicating decision to stand, but willing to settle for a \$250 fine and a written statement admitting the violation and a promise never to have this happen again. General Manager indicated his preference was to take this to the Yolo/Solano Air Quality Board, believes this person does not have the authority to issue a violation for an administrative action. No current deadline, will continue corresponding with the person on this Issue.
- b) Housing Ordinance – Vice Chair Colleen Fescenmeyer reference some statements made in this ordinance that appear incorrect and should be looked into regarding Esparto and funds received to work with MERCSA on page 114. On page 113 information on zoning re minor infrastructure adjustments. Should look into Housing Ordinance before it is finalized.

(7) **APPROVAL OF MINUTES**

Vice Chair Colleen Fescenmeyer called for a motion to approve the minutes of 7-9-13.

7/9/13 Minutes:

**Motion by:** Director Melissa Jordan to approve the minutes of July 9, 2013

**Second by:** Director Charles Schaupp

Discussion: none

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

Minutes of 8/7/13 tabled; no quorum present. Director Melissa Jordan noted an error on page 5, the word yearend should be two words, year end. Typing error noted.

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

Vice Chair Colleen Fescenmeyer called for a motion to approve the claims

**Motion by:** Director Melissa Jordan to approve the claims for July 2 and July 11

**Second by:** Vice Chair Colleen Fescenmeyer

**Discussion:** Director Melissa Jordan: wants to insure that the board receives an accounting of how the \$1500 plus is used.

**General Manager:** can withhold the approval of July 11 until we accumulate the \$1558.68 and then enter that on the same form.

**Vice Chair Colleen Fescenmeyer:** indicated not necessary as long as it could be marked in some manner.

**Director Melissa Jordan:** clarified how the items could be marked, notation to be made on future claims with an asterisk on the side indicating these funds are being accrued for payment on the credit card and not for a new check to be issued.

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

7:44 pm: Chair Steve Knightley arrives

(9) **LAND ACQUISITION (Director Melissa Jordan)**

Director Melissa Jordan offered an idea for discussion with regards to purchasing a piece of land locked property that is located about half way down the Mercy Housing property. Property is owned by David Hurst and at some point in time there will be future development north of town. Now with the property values being depressed she questioned if this would be a good move for the district for a possible future well site. **Question:** Chair Steve Knightley: how close to our other wells is this property, draw down of the same aquifer may be an issue. Have to see if in fact it is isolated enough to be a viable well location.

**Discussion** followed regarding the cleanup near the Well 3 site.

**Chair Steve Knightley:** question the distance Well #3 is from the property being discussed and also asked how the property is zoned.

**General Manager:** A lot would depend on if current Well 3 site is viable and if that site goes forward it would rule out purchasing another piece of property that close.

**Discussion** and questions followed on the aquifer that would be involved.

(10) **PAYOFF CDGB LOAN**

Chair Steve Knightley opened discussion for payoff of CDGB Loan

**Motion by:** Director Melissa Jordan to payoff CDGB Loan

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Question, what was this loan for.

**General Manager:** This loan was applied for prior to the USDA Loan funding, it came through first, some of the funds were used prior to USDA funding. The balance of this loan sat unused until the USDA funds ran out then the rest of these funds were used to cover some of the expenses at the wastewater treatment plant.

Question: is a resolution needed?

General Manager: not sure, recorded in minutes might be enough, will check with county.

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

**(11) MANAGERS REPORT**

- a) Billing card update – bills are done, custom programing completed. New bills will be printed on three part card for the September billing. Referenced the appointment with senior mobile home park to present preprinted July bills on three part form and introduce them to the new bills and rates at a meeting on August 29. Discussion followed.

**(12) FUTURE AGENDA ITEMS**

- a) Research Impact Fees
- b) Sewer Lateral Review
- c) Metered Rates Outreach
- d) Solar Panels on 15 acres
- e) 2013 Budget review
- f) LAFCO update
- g) Housing Ordinance & Zoning
- h) Yolo/Solano AQMD
- i) Website Update

**(13) 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: 4 No: 0 Abstain: 0 **Motion:** Passed

Meeting adjourned at 8:45 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 9/4/13

Date: 9-4-13