



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

REGULAR MEETING  
SEPTEMBER 18, 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, Colleen Fescenmeyer, Charles Schaupp, Steve Knightley, Anna Girk
- District Counsel: Not present
- 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:** Chair Steve Knightley to approve the agenda as presented

**Second by:** Director Melissa Jordan

Discussion: Director Melissa Jordan questioned why the following items were not on this agenda for discussion: AQMD violation, County Housing Element, Lamb Valley Slough and Budget items on the previous claims.

General Manager: majority of items in question listed on the Managers report, which is a discussion item.

Chair Steve Knightley: questioned which item was not listed this evening.

Director Melissa Jordan: budgeted items on claims.

Chair Steve Knightley: questioned if the item listed on future agenda items is the budget item in question, if so, it should be first on the next meeting agenda for discussion.

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

**(5) PUBLIC COMMENTS**

Chair Steve Knightley opened public comments – no public present

**(6) CORRESPONDENCE**

Chair Steve Knightley called for correspondence.

- a) Director Melissa Jordan provided a brief explanation of an email from the county referencing the C Max wind turbine 1 year mandated study to see if any animals were found deceased at the site. Report has now been completed.
- b) Capay Valley Coalition Annual Fund Raising Dinner to be held on Oct. 20 at the Historic Oakdale Ranch on Highway 16. Always a fun event.
- c) Letter from CDPH on state revolving fund application indicating the district has been updated to a “C”, Construction Mode. Also noted was the EPA reprimand of the CDPH for withholding funding scheduled for 2013 and the instruction to double the required funding for the 2014 year cycle. Discussion followed.

**(7) APPROVAL OF MINUTES**

Chair Steve Knightley called for a motion to approve the minutes of 9-4-13

**Motion by:** Director Melissa Jordan to approve the minutes as presented

**Second by:** Director Colleen Fescenmeyer

Discussion: none

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

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

Chair Steve Knightley called for a motion to approve the claims

**Motion by:** Director Colleen Fescenmeyer to approve claims as presented

**Second by:** Director Charles Schaupp

Discussion:

Director Melissa Jordan: some confusion on the claims, questioned the claims for Aug. 7 and Aug. 20.

Director Colleen Fescenmeyer: both of those claims were already approved as evidence by the minutes.

Question on the cost of the billing cards on the current claims and last month's claims.

General Manager: explained the breakdown of the cost for billing cards on both claims ledgers.

Questions on the following items, meters, PG&E bill being so high, 633 for sewer and the sensor.

General Manager: provided an explanation on each item questioned and also addressed the PG&E bill.

Discussion followed.

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

**(9) RESOLUTION 13-05 TO PAY OFF CDBG LOAN**

**Motion by:** Director Anna Girk to accept resolution to payoff CDBG loan

**Second by:** Director Colleen Fescenmeyer

**Discussion:**

Chair Steve Knightley read Resolution 13-05 into the record.

One error noted: change wording to indicate regular meeting and delete special meeting. Document revised by Chair Steve Knightley with board approval.

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

**(10) REVIEW THE PROPOSED METERED RATES FOR COMMERCIAL 1",  
RETAIL OFFICE AND MEETING HALLS**

Director Charles Schaupp requested this issue be on the agenda for discussion. The reason being the charging of the same rate for ¾" and 1" commercial customers. Proposal is to establish a ¾ inch commercial rate for small business and drop the meeting hall rate. The ¾ inch commercial customers would pay the same rate as a single family. Not equitable for customers with ¾ inch lines to pay the same rate as commercial customers with 1 inch lines.

Discussion followed.

General Manager: very good point, needs more discussion, if we follow the proposed rate structure on the commercial customers we will not remain revenue neutral, it will be a significant increase in revenue.

Chair Steve Knightley: everyone pays the same per unit; the remedy then would be as you are suggesting to lower the base monthly rate to commercial users. Then the other structured rates would remain the same.

General Manager: yes we need to bring the base monthly rate down for the commercial user.

Director Melissa Jordan: asked if the General Manager can bring the suggested changes back to the next meeting for review.

Some additional discussion followed on the commercial base rate decrease.

**(11) CONSIDER PRE-AUTHORIZATION OF ADVANCED TRAINING OPPORTUNITIES FOR BOARD OF DIRECTORS**

Director Melissa Jordan: indicated she would like to sign up for two Webinars, one on Oct. 3, and the other on Oct 9.

Chair Steve Knightley: indicated after receiving an email regarding a conference he wanted to be sure we have all the necessary authorizations and procedures in place for board members to attend educational classes or conferences of their choice without first having to come to the board for approval before signing up.

General Manager: indicated he was not clear as to what policy was in place, thought board had to approve conferences in advance. He questioned where the board is on pre-approval prior to board members registering for a conference, or is each board member free to register for a conference that works into their schedule without prior board approval?

Chair Steve Knightley: reference the concern of attending a conference where the fees were excessive in his opinion and attending said conference without board approval.

Director Melissa Jordan: believes we have approved this in the past and this is available to board members.

General Manager: would like to put this on the agenda in order for the board to make a new motion.

Discussion followed as to what path to follow prior to enacting a new motion to cover this issue.

Chair Steve Knightley: bring it back as an action item

Director Melissa Jordan: or if we have something already in place we can bring it back and review it.

**(12) HOW TO RECOVER COSTS OF REPAIRS BEING MADE TO MERCESA LANDSCAPE IRRIGATION SYSTEM**

General Manager: during the past year we have spent approximately \$1200 in repair parts for MERCESA irrigation system.

Chair Steve Knightley: how would we go about recovering our cost, perhaps a memorandum of understanding with MERCESA?

General Manager: given the current situation I don't believe we can recoup any of our cost.

Suggestions: invite Supervisor Chamberlain to a meeting, write a letter to Regina Espinoza.

Chair Steve Knightley: basically a memorandum of understanding is a simple contract that states if something breaks and we repair it you will compensate us for the cost.

General Manager: reminded the board this was brought to the board and a decision was made to take on these repairs knowing full well we would not be compensated and this was done for two reasons, to save water and for the community.

Director Melissa Jordan: indicated she recalls that an accounting of expenditures related to MERCESA repairs is being kept for future reference, is this still correct.

General Manager: yes, that is still being done

Chair Steve Knightley: feels strongly that a memorandum of understanding is needed with the county in order to recover our cost of repairs in the future if they wish us to continue making repairs to their system.

Director Colleen Fescenmeyer: recommended a letter be sent to the Board of Supervisors, with a copy to MERCSA and LAFCO, explaining the district position and concern that MERCSA fails to make necessary repairs when needed.

Suggestion: enclose an invoice for the cost of the repairs already completed; indicate for the future if the county wants the district to make repairs, an MOU (memorandum of understanding) needs to be drafted by the county to clarify the agreement.

General Manager: will attempt to draft a letter from the comments on the tape.

### (13) MANAGERS REPORT

- a) Yolo/Solano AQMD update – General Manager contacted Tom Barth, copies of documents were forwarded to his attention on Sept. 16. Spoke with him direct, he reviewed the necessary regulations, advised me to review the regulations he noted and file an appeal with the air quality control officer that issued the violation. Advised the General Manager to be sure he has a thorough understanding of how this all tracks together. Tom Barth agrees the notice of violation was inappropriate, overkill and he didn't have the authority to issue the violation. General Manager tracked all the references given by Tom Barth and explained the information obtained and how it pertains to the violation issued. Discussion and concerns followed. General Manager stated a letter was forwarded to the air quality control officer requesting procedure to appeal the Notice of Violation.
- b) Proposed Yolo County Housing Element update – General Manager referenced the two items in question: 1) the notation of a private well being available for connection to the ESCD system, where did this information come from, 2) \$2.9 million dollar grant to ESCD – #2 is a easy fix, notify Eric Parfrey this is not accurate. #1 the Private well – contacted Eric Parfrey and he indicated the information came from the Facility Master Plan by Wood Rogers. General Manager: \$2.9 million error can be fixed, the other is questionable. Committee feels the incorrect information must be corrected. Information documented in the facilities report needs to be checked; also noted was a comment regarding a privately owned well on Alpha Street that is available for purchase by the district. Board feels this information must be verified together with the notation in the facilities report identifying a privately owned well. Should it be determined the information in the facilities report is incorrect, board feels a letter be drafted requesting the incorrect information be removed from the County Housing Element document prior to it being approved.
- c) Website/Credit Card System update – General Manager indicated we need to downgrade our software in order to be compatible. Downgrade would be to Server 2008 from Server 2012.

- d) Levee Property Ownership – General Manager presented a handout identifying the property in question. He explained the property notations on the map.

Discussion followed.

General Manager feels there are things happening on the levee that we need to address. Referenced dirt being removed from the top of the levee basically creating a spillway. This was done on district property without an encroachment permit, without permission, and they left a dirt covered spillway that will erode during the first heavy rain we get and the whole levee will be washed out.

Chair Steve Knightley: without an EIR

Director Melissa Jordan: Cal Trans easement stops 12 feet from the road edge. Trees were cut down.

Concern: the potential damage to our discharge field and monitoring wells. Board feels this is a major issue; they are questioning who authorized this. Board requested General Manager to contact Tom Barth on this issue and provide him with the information.

#### (14) FUTURE AGENDA ITEMS

- |                             |                           |
|-----------------------------|---------------------------|
| a) Research Impact Fees     | g) Housing Element        |
| b) Sewer Lateral Review     | h) AQMD update            |
| c) Metered Rates Outreach   | i) Future Well Discussion |
| d) LAFCO update             | j) Well 4 update          |
| e) Commercial Rates         | k) Cal Trans levee        |
| f) Budget Items (Knightley) |                           |

#### (15) ADJOURNMENT

Chair Steve Knightley call for a motion to adjourn the meeting

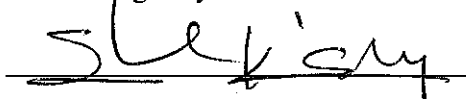
**Motion by:** Director Melissa Jordan to adjourn the meeting

**Second by:** Director Colleen Fescenmeyer

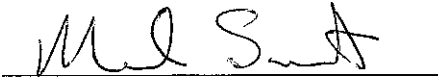
**Vote:** Ayes: 5 No: 0 Abstain: 0 **Motion:** Passed

Meeting adjourned at 9:35 pm

Steve Knightley – Chair of the Board



Mel Smith - Board Clerk



Date: 10/2/13

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