



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

REGULAR MEETING
September 5, 2012
MINUTES

(1) CALL TO ORDER

Chair Melissa Jordan called the meeting to order at 7:19 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Public: Public not present

(4) APPROVAL OF AGENDA

Chair Melissa Jordan entertained a motion to approve the agenda.

Motion by: Director Colleen Fescenmeyer to approve the agenda with one change, remove Item 17, Report of Closed Session, as there is no Closed Session.

Second by: Director Trish Roath

Discussion: none

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

(5) PUBLIC COMMENTS

Chair Melissa Jordan opened public comments - No public present.

(6) CORRESPONDENCE

- a) Chamber meeting next Wednesday. 6 - 8 pm at the Mannis Ranch to celebrate their one year anniversary, district invited, spouses may attend.
- b) General Manager has a meeting with LAFCO next Wednesday morning.

(7) APPROVAL OF MINUTES

August 22, 2012

Chair Melissa Jordan entertained a motion to approve the minutes

Motion by: Director Anna Girk to approve the minutes of August 22 as presented

Second by: Director Colleen Fescenmeyer

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

(8) CLAIMS: FUND 466-0 REGULAR MONTHLY

Chair Melissa Jordan entertained a motion to approve the claims.

Motion by: Director Trish Roath to approve the claims as presented

Second by: Director Anna Girk

Discussion: Questions on Pitney Bowes, Sprinkler/Irrigation Repair, is this for the retention basin work being done, is a separate spread sheet kept of the accounting and the PG&E bills look high. General Manager indicated yes a log is being kept for sprinkler repairs and the high PG&E bills are for catching up on some old balances the district has been carrying for a long time.

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

(9) RESOLUTION NO. 12-03 TO ENACT A ONE HUNDRED DOLLAR M (\$100.00) PER MONTH STIPEND, TO BE PAID TO EACH DIRECTOR

Chair Melissa Jordan referenced the procedure from the last meeting indicating two Directors must recuse themselves, Directors Girk and Roath. She indicated the decision from the past meeting still stands with the three chosen members to discuss and vote on this resolution.

The General Manager briefly explained why this was carried over from the last meeting and gave an explanation of the process to be followed. He went on to indicate a stipend is more than warranted especially with two meetings per month

and said this was the public's way of saying thank you. He felt the public is aware of this proposal and noted the lack of public present this evening.

Discussion followed - Referencing community concerns, training requirements for the position, time spent away from families to meet district duties, volunteer status, taking advantage of the district, setting aside funds in the budget to re-reimburse travel expenses and compensation warranted. Chair Melissa Jordan expressed her appreciation to the General Manager for bringing this item forward.

The General Manager stated, this amount would barely cover the missed expenses for being on the Board. It will also help in the future when filling vacancies. When the district is healthy you need to initiate a stipend. Additional discussion followed, mainly, concerns about receiving the stipend.

At this point the General Manager asked for a motion.

Motion by: Chair Melissa Jordan to adopt Resolution No. 12-03 to enact a one hundred dollar (\$100.00) per month stipend to be paid to each Director.

Second by: Director Colleen Fescenmeyer

Discussion: Chair Melissa Jordan indicated she was comfortable with the reasons why Madison enacted the same amount and appreciative of the General Manager's acknowledgement of the untallied cost of being a Board member.

Vote: Ayes: 2 No: 1 (Knightley) Abstain: 0 Motion: Passed

A statement was made at this time by the two Directors who had recused themselves. Director Trish Roath indicated her opposition to the resolution and stated she could not continue service as a board member under these circumstances. Director Anna Girk indicated her agreement with Director Trish Roath. Both Directors agreed to speak with the General Manager after the meeting.

(10) RE-EVALUATE THE NEED FOR TWO BOARD MEETINGS PER MONTH

General Manager is in favor of continuing with two meetings per month due to the many challenges that face the district at this time. To many current and future projects that need attention, not the right time.

Chair Melissa Jordan voiced her concern about the time limits, would like meetings to end by 9:00 pm. If we can get to completing district business by 9:00 pm then my recommendation would be for one meeting per month. Director Colleen Fescenmeyer stated we can't even address maintenance or job descriptions due to the many other items taking priority, should stay at two meetings per month.

Director Trish Roath indicated she agreed with the General Manager, twice a month meetings need to continue until such time it is appropriate to go to one. She also agreed the time limit for the meetings needs to be reasonable.

Chair Melissa Jordan called for a motion, no motion was brought forward. She indicated the Board would continue to meet twice a month or as necessary for operations to move forward.

(11) DISCUSSION REGARDING THE DIFFERENCES BETWEEN A STANDING COMMITTEE AND AN AD HOC COMMITTEE

General Manager indicated he had done more research on this issue, which included some information on Non-Profit Organizational laws. Local agency's have to come to grips with this issue because in most cases they have been violating the Brown Act with their Ad Hoc Committee's that really don't qualify as Ad Hoc Committee's.

Considerable discussion followed referencing Standing Committee's versus Ad Hoc Committee's. General Manager indicated the consensus throughout the state is to reduce Standing Committee's and create Ad Hoc Committee's. Standing Committee's under the Brown Act do not allow staff members or the public to participate only Board members. Staff can attend these meetings but are not allowed to sit on the committee.

Chair Melissa Jordan stated the time spent discussing this issue may be premature until state lawmakers decide. General Manager indicated using Ad Hoc Committee's instead of Standing Committees would be moving in the right direction.

General Manager also referred to a hand out which states Ad Hoc Committee's come back to the Board with recommendations, where a Standing Committee has Board authority to take action. Chair Melissa Jordan asked the Board members if they would review the information provided, review the District Policy Manual and bring it back to the next meeting.

(12) YEAR END BUDGET UPDATES 6-30-12

General Manager provided an informational recap of the budget, went over items that were instrumental in saving the district money. He indicated cuts were made in every category, the biggest was to salaries, other cuts to professional services and legal fees, all were instrumental in ending the year with a balanced budget.

Chair Melissa Jordan recognized the General Manager for accepting the position at a reasonable rate of pay which also was a big factor. This has also helped keep the district within Budget and she is appreciative of how hard he works. She mentioned the Budget structure, which is now easy to review.

General Manager mentioned he had not hired a district engineer. Chair Melissa Jordan stated she liked this idea of only hiring services when needed and complimented the General Manager on his knowledge, his hands on approach and for finishing the year with a \$92,000 reserve.

Additional questions and discussion followed, together with specific questions on the budget entries.

9:07 pm - Chair Melissa Jordan called for a five minute break.

9:12 pm - Chair Melissa Jordan called the meeting back to order

(14) METERED RATE WORKSHOP

General Manager presented sample metered rate schedule to the Board. He explained the process used to develop this schedule which included revised assumptions on conservation percentages.

Considerable discussion followed referencing the structure of the rate schedule, conservation applied to the tiers, concerns and different scenarios which could occur. The General Manager indicated this is why we hold the workshops to keep working on these metered rates until we get something we are ok with.

The General Manager reminded everyone that this is not intended to increase revenue. The Board needs to have a proposed rate structure that they are willing to adopt before it goes to the public for a vote. At that point public meetings are held and the rate schedule presented, we then are required to log all protest votes. If the protest votes are 50% + 1 it does not get adopted. It was suggested the Board review the sample rate schedule, form any questions, ideas or concerns to be explored and brought back to the next meeting.

(15) MANAGER REPORT

a) Well No. 4 Progress - General Manager explained the video was done after chemical treatment. Only 25 - 30% of the perforations where open, 70% still remain closed. The engineer, Carl Wulff, indicated he had seen this type of situation before and the well still was able to produce 300 gal per minute. His suggestion was to drop a pump in the well and test the production before the new screen was installed. Question referencing if another chemical treatment was needed, General Manager indicated, one could be done but a better option would

be to use a wire brush on a drilling rig. The wire brushing would be an extra on top of the original contract.

10:00 pm - Chair Melissa Jordan entertained a motion to extend the meeting for ten minutes.

Motion by: Director Colleen Fescenmeyer to extend the meeting for ten ten minutes.

Second by: Director Steve Knightley

Discussion: none

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

General Manager continued the report on Well No. 4. Question regarding if sand would still be present. General Manager indicated it would pump sand during this test, but once the screen and new gravel pack are installed there should not be any sand. The test will confirm what the well can do.

(16) FUTURE AGENDA ITEMS

- a) Solar Bee
- b) Rate Study
- c) Job Descriptions
- d) Standing vs Ad Hoc
- e) Meter Rates
- f) Add USDA Balance
- g) Xmas Party
- h) Research Impact Fees
- i) Errors & Omissions
- j) Historical 469 Fund
- k) Electronic Archive

(18) ADJOURNMENT

Chair Melissa Jordan entertained a motion to adjourn.

Motion by: Director Colleen Fescenmeyer to adjourn the meeting

Second by: Director Steve Knightley

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

Meeting adjourned at 10:10 pm.

Melissa Jordan - Chair of the Board

Mel Smith - Board Clerk

Date _____

Date _____