



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

REGULAR MEETING
August 10, 2016
MINUTES

(1) CALL TO ORDER

Chair Charles Schaupp called the meeting to order at 7:23 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Charles Schaupp, Don England, Colin Crerar,
- Retiring General Manager: Mel Smith
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Absent:

- Directors Anna Girk and Colleen Fescenmeyer

Public:

(4) APPROVAL OF AGENDA

Chair Charles Schaupp called for a motion to approve the agenda.

Motion by: Director Colin Crerar to approve the agenda as presented

Second by: Director Don England

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Charles Schaupp opened public comment – no public comments

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

- a) AB1234 – General Manager Steve Knightley indicated it was time to update the AB1234 training. He referenced the Board members who must complete the training. New board members need to complete the training within the first year as a Director. Directors are required to update this requirement every two years. General Manager passed out the applications for the training indicating this was a free web course.

- b) Chrome 6 BSK – General Manager passed around the latest report for the board to view. Chrome 6 has been noted in our wells 5 and 5B above the new MCL. Wells 1 and 6 are below the contaminate level. We will continue to test and monitor this situation closely.

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 7-13-2016 and Special Meeting 7-01-2016

Motion by: Director Colin Crerar to approve the minutes of 7-13-2016 and special meeting of 7-01-2016

Second by: Director Don England

Discussion: Quorum not present for approval of minutes for either date. Approval of both sets of minutes tabled until next meeting.

Vote: Ayes: 0 No: 0 Abstain: 0 **Motion:** Failed

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claims of 6-30 (1), 6-30 (2), 7-18, 7-19, and 7-28 of 2016

Motion by: Director Don England to approve the claims for 6-30 (1), 6-30 (2), 7-18, 7-19, and 7-28-2016

Second by: Director Colin Crerar

Discussion: Question on the billing for the repair of Well 5. General Manager explained.

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

LOS

(9) PEHLING & PEHLING AGREEMENT FOR ANNUAL AUDIT OF 2016-2017

General Manager provided a brief explanation of the new agreement with Pheling & Pheling for the annual audit. He reference a slight increase over last year which he indicated was justified.

Motion by: Director Don England to approve the agreement for the annual audit
With Pheling & Pheling

Second by: Director Colin Crerar

Discussion: None

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

(10) BOARD REVIEW OF PARKING LOT PROPOSALS AND SELECTION OF CONTRACTOR

General Manager referenced the bid sent out which included nine items to be bid on. Copies of the bids are in Directors packages this evening for review and selection. Bids are in order by the least expensive to the most expensive. One bid included an Additional item, changing the handicap ramp to concrete rather than asphalt. This item was removed in order for bid to be equal on all nine items. General Manager indicated the need for cement on this ramp was not needed. The plans indicated asphalt.

Discussion followed.

After discussion it was agreed upon to accept the Eaton bid for the parking lot project.

Motion by: Director Don England to accept the Eaton bid for the repair of the
Parking lot.

Second by: Chair Charles Schaupp

Discussion: Question if parking lot repair was budgeted. General Manager Indicated it was.

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

(11) YOLO COUNTY AUTHORIZATION FORM

General Manager explained the county requirement for this form to transfer access to accounts by removing Mel Smith as General Manager and adding Steve Knightley as the new General Manager providing him access.

A change in staff requires the Boards signatures to make the required change

Motion by: Director Don England to add Steve Knightley and Michelle Hewitt to be authorized with the county to handled general pick up, general claims entries, Mr. Knightley for claims approval, both for deposit and miss claims entries and Mr. Knightley for document approval.

Second by: Director Colin Crerar

Discussion: None

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

(12) BUDGET UPDATE 6-30-2016

General Manager indicated a copy of the proposed year end budget was in the Directors packages this evening. He indicated the county information was not ready for us yet. This the last update for the 2015-2016 fiscal year. We look to finish under budget, made all reserves and at this point it looks good.

(13) MANAGERS REPORT

- a) Repair of 6" water line at Fremont Bridge- Repair completed, 6" line installed. Boring was required and it went smoothly. This was the most expensive option but cost was still under budget.
- c) Calendar Update – Website is updated and items being entered. Suggest board view and provide comments as to what is being added.
- d) GSA Update – Moving forward, General Manager has been attending meetings every two weeks at the flood control office. We are in the management area of the process. He will provide more information on how we fit in the process as the meetings progress. Further explanation of other areas concerned including Woodlands process with the water drawn from the river, treated and recycled.

Board entered close session.

(14) Closed Session

- a) Performance Review of General Manager authorized by Gov. Code Section 54957 (b) (1)

Board return from close session;

Report of Close Session: Board discussed the evaluation of the new General Manager, no action taken.

(15) FUTURE AGENDA ITEMS

- a) Fix Parking Lot
- b) Solar Update
- c) Chrome 6 MCL Update
- d) Meters update
- e) MERCOSA
- f) Caltrans



(15) ADJOURNMENT

Chair Charles Schaupp called for a motion to adjourn the meeting

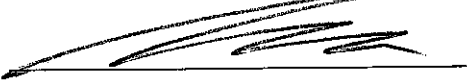
Motion by: Director Don England to adjourn the meeting

Second by: Director Colin Crerar

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

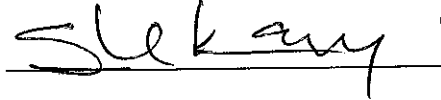
Meeting adjourned at 8:40 pm

Charles Schaupp – Chair of the Board



Date: Nov 9 2016

Steve Knightley - Board Clerk



Date: 11-9-16

