



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

REGULAR MEETING
January 11, 2017
MINUTES

(1) CALL TO ORDER

Director Anna Girk called the meeting to order at 7:03 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Anna Girk, Don England, Colin Crerar
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Absent:

- Charles Schaupp
- Colleen Fescenmeyer

Public: No public present

(4) APPROVAL OF AGENDA

Director Anna Girk called for a motion to approve the agenda.

Motion by: Director Don England to approve the agenda as presented

Second by: Director Anna Girk

Discussion: None

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

(5) PUBLIC COMMENTS

Director Anna Girk opened public comment – No public comments

(6) CORRESPONDENCE

Director Anna Girk called for correspondence

- a) Director Anna Girk indicated she received an email from the county regarding the Form 700 which can be completed on line. Other directors present noted the receipt of the same email.

(7) APPROVAL OF MINUTES

Director Anna Girk called for a motion to approve the minute of 12-14-16
No quorum present, rescheduled to next meeting.

(8) CLAIMS: FUND 466

Director Anna Girk called for a motion to approve the claims of 12-6-16, 1-2-17, and 1-5-17

Motion by: Director Don England to approve the claims of 12-15-16, 1-2-17
And 1-5-17

Second by: Director Anna Girk

Discussion: None

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

(9) APPROVAL OF YOLO COUNTY TO PREPARE SD FIANCIAL REPORT TO THE STATE CONTROLLER

General Manager Steve Knightley explained the process. Yolo County will prepare the report to the state controller, the board will review and sign.

Motion by: Director Don England to approve Yolo County to prepare the SD financial report to the state controller.

Second by: Director Colin Crerar

Discussion: None

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

(10) APPROVE PAYMENT TO EMERALD HOMNES LT FOR MERCY PHASE 2 \$78,356.00

Director Anna Girk referenced email from Mercy Homes & Tom Barth. General Manager Steve Knightley indicated this was being brought to the board for approval as it was not budgeted. He indicated the receipt of the impact fees paid by Mercy Housing Phase 2 being held by the County in restricted funds, however he did have them hold out the amount due to Emerald Homes.

Motion by: Director Don England to approve payment of \$78,356.00 to Emerald Homes LT for Mercy Phase 2

Second by: Director Colin Crerar

Discussion:

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

(11) HIRE OF ENTRY LEVEL CERTIFIED OPERATOR IN PREP OF MERCESA WORK AND CROSS TRAINING

General Manager explained the need for an additional employee to cover the duties we will be accepting from MERCESA. This person would be responsible for the watering, mowing, weeding, meter and sprinkler repair. It would be to our benefit to find someone who we could train as an operator as well. It is my understanding that Jason wishes to retire in three years so this individual could take over his position. We did budget \$20,000 for the equipment needed to accept the MERCESA duties. Discussion followed regarding wages and hours for a new employee. General Manager would like to have this new person in place by February 1.

(12) PARTIAL IN-HOUSE ACCOUNTING VS YOLO COUNTY PAYING CLAIMS

General Manager explained that the county doing our expense processing has cost the district numerous dollars in interest and late fees on our bills are not being paid on time. He referenced the property taxes due the end of December that were not paid even though our claims were submitted on time. Even though we are a County agency we can bring the accounting processing in-house. He went on to explain the in-house process and the banking requirements to issue checks as well as what will be forwarded to the County.

(13) PURCHASE YOLO COUNTY YARD AT 26960 WOODLAND AVENUE

General Manager indicated he has not received a price from the county as yet. So there is no additional information to report at this time.

(14) MANAGERS REPORT

- a) Well 3 update – Eaton drilled down to about 900 feet and their rig broke. They had to order a part and wait for its delivery in order to continue. No additional cost to the district. Everything is back on track now and the well should be finished by Saturday or Sunday.



(15) FUTURE AGENDA ITEMS

- a) Pool update
- b) Almond Festival 2/26/17
- c) Street Lighting/Cross Walk
- d) GSA
- e) Budget Update
- f) Accounting Work

(16) ADJOURNMENT

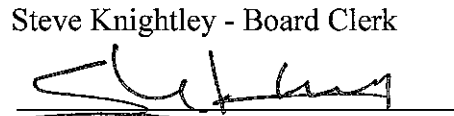
Director Anna Girk called for a motion to adjourn the meeting

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 7:45 pm.

Director Anna Girk


Steve Knightley - Board Clerk


Date: 4-12-17

Date: 3/8/17