



**BOARD MEETING  
ESPARTO COMMUNITY SERVICES DISTRICT  
ESPARTO, CA**

REGULAR MEETING  
November 8, 2017  
MINUTES

**(1) CALL TO ORDER**

Chair Don England called the meeting to order at 7:04 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

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

**Absent:**

- Colin Crerar

**Public:** present

**(4) APPROVAL OF AGENDA**

Chair Don England called for a motion to approve the agenda.

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

**Second by:** Director Anna Girk

**Discussion:** Item 9, Surface Tablets: General Manager indicated the internet was down so live training is not available. Plan to give directors their tablets and have them come in individually for instruction.

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

**(5) PUBLIC COMMENTS**

Chair Don England opened public comment – No comments

**(6) CORRESPONDENCE**

Chair Don England called for correspondence

a) Final 6/30/17 financials from Yolo County – final journal entries not received from county as yet. Will bypass this for now and will represent when final journal entries are received from county.

b) Balance sheet and P&L through 10/31/17 – General Manager indicated information will be available at next meeting through 11/30/17

**(7) APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 10-11-17

**Motion by:** Director Anna Girk to approve the minutes of 10-11-17

**Second by:** Director Charles Schaupp

**Discussion:** None

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

**(8) CLAIMS: FUND 466**

Chair Don England called for a motion to approve the claims of 10-12, 10-25 and 11-2-17

**Motion by:** Director Anna Girk to approve the claims for 10-12, 10-25 and 11-2-17

**Second by:** Director Charles Schaupp

**Discussion:** Question regarding micro signature on computer, space provided very small. Some discussion on alternatives, directors decided they could sign in the space provided.

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

**(9) HAND OUT AND ANSWER QUESTIONS ON NEW SURFACE TABLETS**

General Manager referenced the surface tablets were here for the board members. Information for board will include history from 2013 to present as well as all prior agendas and minutes will be on your desk top. Due to the internet being down I was not able to electronically download the information at this time. He invited the directors to take their tablets and as soon as the internet comes up the information will be downloaded. Directors are welcomed to meet with him one on one for instruction .

**(10) REVIEW BALANCE SHEET AND P& L'S**

General Manager indicated information was not available at this time, still waiting on final totals from County. He referenced last month's report was through September. When final totals have been received the directors tablets will be updated with the information.

**7:15 pm:** Director Colleen Fescenmeyer has joined the meeting.

**(11) CONSIDER CHANGES TO BOARD STIPEND POLICY. PAY FOR SUBCOMMITTEE ATTENDANCE**

General Manager indicated the subcommittee met and discussed a change to the board stipend and payment for subcommittee meetings. He referenced all stipends are paid through payroll. Subcommittee recommendations were to raise the monthly stipend for board members to \$150.00 per month, nonattendance not included, directors perform considerable work aside from board meetings. Stipend for subcommittee to be \$150.00 per meeting, this is to include all necessary prep work for the subcommittee meeting.

Discussion followed. Several concerns were noted. It was decided by the board to table this issue to the January meeting for further discussion.

**(12) ADOPT UPDATED CalPERS RETIRMENT PLANS TO DISTRICT POLICY**

General Manager referenced the form from CalPers; he did not have an opportunity to review the entire document, what was reviewed was not what the board agreed too. Chair Don England reviewed the document and was not pleased with the manner in which it was written. General Manager will contact the CalPers representative and notified them the document was unacceptable as written. Board agreed to table this topic for confirmation and further discussion prior to signing the document. Scheduled for January meeting.

**(13) JOB DESCRIPTIONS AND ACCOUNTING PROCEDURES FROM SUBCOMMITTEE**

General Manager indicated the subcommittee met and came to an agreement on taking on another position, Fiscal Services Clerk. We now have a temporary employee doing the job which has helped to evaluate the job duties. He also referenced two other job descriptions which also need to be adopted by the board. Tabled until January.

**(14) MANAGERS REPORT**

- a) Staff update – as of last week nothing to report, you are all aware next week is Jason's last week; he is currently assisting the new aquatic center. Dillion is the acting operator under Mike and will be filling in on some of Janson's duties.  
Luis has assumed the maintenance of the detention ponds, park and also Fire Station, everyone is pleased with his work, he is doing a great job. The temp is still on the front desk, moving forward on park reservation system, looking into different options on how to reserve

the park. Director Charles Schaupp referenced a face book picture of graffiti painted on the side on the restroom building. General Manager will address. Discussion followed.

- c) Well 7 update and SCADA – Well 7 is now up and running and tied into SCADA Operating System. We have applied for our temporary permit to Operate, SWRCB will issue a temporary and in the future. All testing and reporting requirements are met. He doesn't expect to receive the temporary permit before January. Going to move forward to install a generator at this site for backup.
- d) Pool Water Service / Main – bore completed, 450 ft., from Plainfield to the Campbell's resident on the corner, we will be installing 2" service to the house, County to pay for retrofitting to bring customer on line. Water line will be installed prior to the scheduled ground breaking on November 27. Tomorrow the final tie into the hydrant on the other side of Lamb Valley Slue will be completed, line will be purged and water will be available for construction and the Campbell's residence.  
Director Charles Schaupp: with reference to the pool, have been talking with Cal Trans regarding the street scape, Cal Trans indicated they were unaware of the aquatic park, pool, gas station and restaurant planed for the area, I forwarded documents to their Marysville office for their information. He indicated to their planner to get in contact with our General Manager. Cal Trans not planning for any cross walks, sidewalks or anything in that part of town in their street scape.  
Discussion followed. Enter on future agenda items.

**(15) FUTURE AGENDA ITEMS**

- a) Meter & SCADA Updates
- b) Christmas Party
- c) Jan Stipend
- d) Jan Job Description Change
- e) Jan Pool Disc/street scape
- f) Disc moving meeting date
- g) Almond Festival

**(16) ADJOURNMENT**

Chair Don England called for a motion to adjourn the meeting

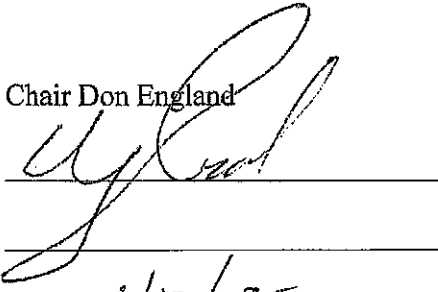
**Motion by:** Director Anna Girk to adjourn the meeting

**Second by:** Director Charles Schaupp

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

Meeting adjourned at 7:45 pm.

Chair Don England



Date:

1/17/18

Steve Knightley - Board Clerk



Date:

1/17/18