



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

SPECIAL MEETING
March 28, 2018
MINUTES

(1) CALL TO ORDER

: Chair Don England called the meeting to order at 7:15 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

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

Absent:

- Colin Crerar

Public: None

(4) APPROVAL OF AGENDA

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

Motion by: Director Colleen Fescenmeyer to approve the agenda as presented

Second by: Director Charles Schaupp

Discussion: None

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

(5) PUBLIC COMMENTS

Chair Don England opened public comment – none

(6) CORRESPONDENCE

Chair Don England called for correspondence

a) P&L Financials through 2-21-18

b) Board training classes

General Manager indicated both items will be discussed latter in the agenda

(7) APPROVAL OF MINUTES

Chair Don England called for a motion to approve the minutes of 2-21-18

Motion by: Director Charles Schaupp to approve the minutes of 2-21-18 as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 1 (Girk-absent) **Motion:** Passed

(8) CLAIMS: FUND 466

Chair Don England called for a motion to approve the claims of 2-23-18 and 3-5-18

Motion by: Director Anna Girk to approve the claims of 2-23-18 and 3-5-18

Second by: Director Charles Schaupp

Discussion: None

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

(9) REVIEW FINANCIALS OF THROUGH 2-28-18

General Manager provided the board with a revised 2/28/18 report. He indicated the audit should be completed and forwarded to us next week, Mark Krumenacker will be here to tie the audited financials into our books upon receipt of audit. The next board meeting should have a report from Mark and our monthly totals and will be tracking with the budget by month. Currently we are in the black as we have not begun to spend our capital expense funds on budgeted projects. A new sewer line is needed; General Manager provided a brief explanation of where this line will go. He also noted there will be recommendations or a few budget changes in May.

(10) SWRCB UPDATE OF BACTERIOLOGICAL SAMPLE SITE PLAN

We have received a citation for a water test indicating bacteria in our water. Last September, we tested a vacant home site that resulted in a positive for chloroform bacteria in the water. A test is done monthly in one location, no positive signs since

we have been testing. The faucet bib on the original home with the problem was replaced, all the lines were flushed, test came back negative, no bacteria. Two additional houses within close proximity of the original home site were tested and both came back negative. Two positive tests in a one month period is an automatic citation. General Manager explained how the homes came back with negative tests, regardless; He went on to explain what has been done and what needs to be done to correct the problem. Discussion followed.

We have to put this information out in our Consumer Confidence Report.

General Manager indicated we must now do four tests per month.

(11) MANAGERS REPORT

- a) Well 7 update – Should receive permission to operate by next Tuesday. It will be rotated with Well 1, Well 7 is now included in the bacterial samples required. New test they wanted 123TCP before they give us permission to turn it on. Test completed. Discussion followed.
- c) Pond 3 valve repair update – new valve is supposed to be here next week, pond is still dry. To compensate we moved a large amount of water to the finishing pond for evaporation. Discussion followed.
- d) New Operator – hired a new operator to work as an apprentice under Mike. He has 8 years of training with the Woodland Water District. He is a grade 2 water operator plus distribution experience; he lives in Esparto and will be working on weekends.

(15) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Board Stipend
- c) Job Description Updates
- d) Review/update Strategic Plans
- e) Board training
- f) Jury Report
- g) Pay Insurance in lieu of

(16) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting

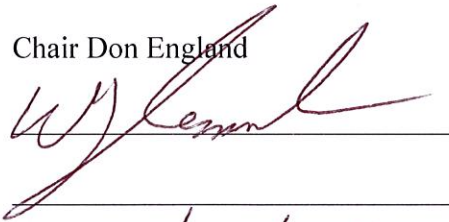
Motion by: Director Charles Schaupp to adjourn the meeting

Second by: Director Anna Girk

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

Meeting adjourned at 7:52 pm.

Chair Don England



Date: 4/25/18

Steve Knightley - Board Clerk



Date: 4/25/18