



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

REGULAR MEETING
September 20, 2017
MINUTES

(1) CALL TO ORDER

Chair Don England 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: Charles Schaupp, Colleen Fescenmeyer, Don England, Colin Crerar
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Absent:

- Director Anna Girk

Public: None

(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 Colin Crerar

Discussion: None

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

(5) **PUBLIC COMMENTS**

Chair Don England opened public comment – no public present

(6) **CORRESPONDENCE**

Chair Don England called for correspondence

- a) Final 6/30/17 budget update – General Manager indicated he is still waiting on final June balance sheet from county. Turnover in county staff has created delays, county currently behind in payments. We are very current on our bills with our new payment system. We did receive a spread sheet from the county with last year's totals that showed all the fund balances at the top. This gives a view of what we actually had in the bank as of June 30th. General Manager went on to explain the spread sheet information. Referencing the county's balance sheet and income statement as of June 30th there are several items listed on the schedule that are unclear as to what they are; checking on these items to get clarification before entering them into our books.
Discussion and questions followed.

- b) New balance sheet and P&L through 8/31/17 – already included in above presentation.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 8-9-17

Motion by: Director Colleen Fescenmeyer to approve the minutes of 8-9-17

Second by: Director Charles Schaupp

Discussion: Vote listed as 5 members present should have been 4, Colin Crerar absent, General Manager to correct prior to Chairs signature.

Vote: Ayes: 3 No: 0 Abstain: 1 (Crerar) **Motion:** Passed

(8) **CLAIMS: FUND 466**

Chair Don England called for a motion to approve the claims of 8/11, 8/17, 8/25, 9/8, and 9/14/17

Motion by: Director Colleen Fescenmeyer to approve the claims of 8/11, 8/17, 9/8, and 9/14/17

Second by: Director Charles Schaupp

Discussion: General Manager indicated claims are done every Friday, working with credit card companies to get the statements on time. Chair Don England questioned

claims for 9/8/17, General Manager indicated there was an error which has now been corrected, the claim forms in tonight's packet are correct. Chair Don England had originally signed the claim form for that date which was incorrect and the correct claim form is in tonight's packet and needs to be re-signed.

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

(9) REVIEW AND PURCHASE OF BOARD TABLETS

Chair Don England called for a motion to approve the purchase of tablets for the board officers by the General Manager.

Motion by: Director Colin Crerar to approve the purchase of tablets for the board officers by the General Manager.

Second by: Director Charles Schaupp

Discussion: General Manager indicated he did extensive research for the purchase of the tablets so the total cost would remain within our budget for the year. He found a package which includes the cover, screen protector, tablet with touch screen and key board for under \$500.00. He indicated this is a windows base tablet and provided a demonstration of its use, he also included an explanation of the information that will be available on the tablet for board members to review.

General Manager went on to explain the tablets features and a cost breakdown. Questions and discussion followed.

Amended Motion: Director Colin Crerar amended his motion to approve the purchase of the tablets at a cost of \$2500.00.

Seconded by: Director Charles Schaupp

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

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

General Manager indicated this was already discussed under correspondence. He re-affirmed that he will obtain the answers to the issues noted above which are in question.

Some discussion and questions followed.

7:30 pm: Board entered Close Session:

(11) CLOSED SESSION

a) Public Employee Evaluation/Disciplinary Action
authorized by Gov. Code 54957 (b) (1)

8:00 pm: Board returned from close session, nothing to report.

(12) MANAGERS REPORT

- a) Temporary Employee Hire – General Manager indicated he was working on a job description for the front counter. He hired a temp who will be in this capacity until November 1. The employee has water district and banking experience, she lives in Esparto and is Spanish speaking. Madison had questioned if we had sufficient staff to cover customer service for their area. The new hire should reaffirm their concerns. With the onset of new responsibilities, such as the park, new job descriptions are needed. Currently I am working with Michelle regarding the expectations of her job as well as the front counter. The need to cover lunch breaks, sick time, etc. with the office staff we currently have is badly needed.
Discussion followed.
- b) Well 7 update – the Title 22 was completed but have not received the results as yet. It takes three weeks for the BSK to do the Title 22, which covers all of the deep water testing, in order to get the permit to operate. SCADA will be on line next Thursday, there were a few issues which were in need of correction. We should have the water results back by tomorrow or Friday. Jason and I will work to get the permit documents submitted to the resource control board. All of our preliminary testing came back excellent. In general all of our Title 22 testing came back below or at the MCL level on everything.
Some questions and discussion followed.
- c) WWTP alternate path to head-in – General Manager indicated we have one 12” line to the sewer ponds that is 60yrs old and in need of relining. To have this relined is extremely expensive perhaps an alternative should be looked at. He referenced a piece of property along the drainage ditch that the owner wants to build a home on and is willing to trade us a 10ft easement all the way to the ditch for the connection fees. It amounts to a 382 ft strip from the cul-de-sac all the way to the ditch; we already have a 10ft easement along the ditch to the WWTP. This would provide the capability of adding a new line in the future. General Manager looking at options,
Discussion followed
- d) Main Park update – now have possession of the park 100% and our billing the county parks dept. for the agreed annual fee. Bathrooms are checked and cleaned daily and remain on timed lock and unlock. County still has the trees and any unforeseen damages to the park. Park is mowed every Friday on both sides of the street. The Fire Protection Dist. is responsible for the water bill on the Fire District side of park, our responsibility covers the water needs on the other side of the park and the bathrooms. We are

working on a reservation system for the use of the park facility. Plan is to have three sections available.
Discussion followed.

- e) Pool/Park/Gas Station update – General Manager referenced the ECAC meeting which Director Fescenmeyer and Director Schaupp were in attendance. Director Schaupp provided information regarding the meeting. General Manager provided a recap of the water and sewer line services needed for the projects as well as referenced an issue with a resident who does not want the project to move forward. Reference was also made regarding Highway 16 and the bridge crossing over the slue. The county will be paying for the water service to the pool. He referenced the need to work with the resident who is objecting regarding the water and sewer lines to be installed on the property.
Discussion followed on other concerns regarding the project and the County's responsibility.
Gas station project approved as written.

(13) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Rate Increase
- c) Street Lighting update
- d) Christmas Party
- e) Financials

(14) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting

Motion by: Director Charles Schaupp to adjourn the meeting
Second by: Director Colin Crerar

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

Meeting adjourned at 8:40 pm.

Chair Don England



Date: 10/11/17

Steve Knightley - Board Clerk



Date: 10/11/17

