



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

REGULAR MEETING
February 21, 2018
MINUTES

(1) CALL TO ORDER

Chair Don England called the meeting to order at 7:05 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, Colin Crerar,
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Absent:

- Anna Girk

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 Colin Crerar

Discussion: General Manager indicated corrections to the date of the P&L Financials as well as the minute of 1-17, both were listed as 2017 and are actually 2018.

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 1/31/18 – General Manager indicated information was included in this evenings package and will be discussed later as an discussion item (Item 11)

b) Well 5 cost info (item 9) – proposals in package, will be discussed later whether to abandon well or repair.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 1-17-18

Motion by: Director Colleen Fescenmeyer to approve the minutes of 1-17-18

Second by: Director Don England

Discussion: None

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

(8) **CLAIMS: FUND 466**

Chair Don England called for a motion to approve the claims of 1-18, 1-24, 2-2 and 2-9-18

Motion by: Director Colleen Fescenmeyer to approve the claims of 1-18, 1-24, 2-2 and 2-9-18

Second by: Director Don England

Discussion:

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

(9) **OPTION TO REPAIR OR ABANDON WELL 5**

General Manager described the ongoing problems associated with Well 5. The casing appears to be eroding every two years. We have had two test

failures and now the 6 inch screen area is filled with dirt. I am asking the board to either approve the repair costs again or consider abandoning the well.

Discussion followed on the pros and cons and future options. General Manager indicated the well is currently sealed but the final document to abandon the well has not been processed. If the board decides to abandon the well the documents will be completed.

After considerable discussion it was decided to abandon the well.

Motion by: Director Colin Crerar to abandon or repair Well 5

Second by: Director Charles Schaupp

Discussion: none

Amended motion: All in favor of repairing the well

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

Amended motion: All in favor of abandoning the well

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

(10) REVIEW AND APPROVE AMENDED MERIT SALARY SCHEDULE

General Manager indicated this was previously discussed and need changes prior to board approval. A separate Maintenance Category has been added and the the Manager from assistant operator to Chief Plant Operator. He also referenced the split in the fiscal Services Clerk to two different titles to allow for a step up in duties and salary at a later time.

Motion by: Director Colin Crerar to approve the amended merit salary schedule

Second by: Director Colleen Fescenmeyer

Discussion: Question: are all pay levels the same except for the changes noted. General Manager, no, I referenced at our last discussion the need to bring our pay levels more in line with the county in order to keep employees. The only new position added was Park and Field Maintenance.

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

(11) REVIEW OF FINANCIALS THROUGH 1/31/18

General Manager presented the review of the financials through 1/31/18. He referenced one item not budgeted, Other Agencies, funds were reimbursed from the County for the water and sewer work we did for the Aquatic Park.

Discussion followed on why income was higher than budget, how to handle the item not budgeted, water, sewer and utilities. General Manager responded to all the concerns and provided explanations.

Discussion followed on the budget overages and items under budget.

General Manager indicated the budget would be different for January, February and March because we don't spend as much as we do in October, November and December. He explained what he can due regarding the budget numbers by month.

(12) ALMOND FESTIVAL

General Manager indicated all decorations are ready. Mike and Michelle will help set up. Need volunteers to relieve people for lunch. Traded cost of the booth for park Clean up by the district after the event.

(13) EXPAND MADISON BILLING/ACCOUNTING MOU TO INCLUDE PAYROL SERVICE

General Manager referenced this was to add the Madison operator to our payroll service only, which in essence would make him an employee of the ECSD. We become responsible for him as an employee. He indicate the MOU must be written in such a way that we are not liable for anything else. I'm waiting for legal and the county before proceeding. He indicated the cost per month which will be paid by the Madison Community Services District. They would like to have this in place by July1, 2018.

(14) MANAGERS REPORT

- a) Well 7 update – application sent in with all the requested documentation. They returned it asking for copies of the dated permits from the Health and Safety inspection. I need to call for a final inspection.

- c) Pond 3 valve repair update – General Manager explained the valve broke and a gear ground off. Part on order. He explained what is being done in the interim with the movement of water in the other ponds. Discussion followed.

(15) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Board Stipend
- c) Board Training AB 1234
- d) Job Description Updates
- e) Review/update Strategic Plans
- f) March 700 forms

(16) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting

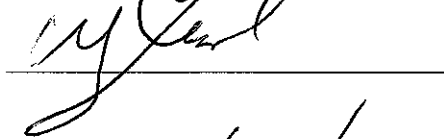
Motion by: Director Charles Schaupp to adjourn the meeting.

Second by:

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

Meeting adjourned at 8:30 pm.

Chair Don England



Date:

3/28/18

Steve Knightley - Board Clerk



Date:

3/28/18