



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

REGULAR MEETING
July 13, 2016
MINUTES

(1) CALL TO ORDER

Chair Charles Schaupp 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, Colleen Fescenmeyer
Anna Girk, Colin Crerar
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley and Mel Smith

Absent:

- Don England

Public: Public present

(4) APPROVAL OF AGENDA

Chair Charles Schaupp called for a motion to approve the agenda.

Motion by: Director Anna Girk to approve the agenda as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

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

A handwritten signature in red ink, possibly reading "CS", is located in the bottom right corner of the page.

(5) **PUBLIC COMMENTS**

Chair Charles Schaupp opened public comment
David Sloane, resident, stated a concern with landscape strip not being watered on Clover Street. This has been an issue for about five years. Area has not been watered for a while, plants are starting to die, which is very unsightly. He is aware there is an issue between the county and the district regarding the maintenance of this area. He indicated he had a conversation with Yolo County regarding this problem in hopes of getting this issue resolved.
Mel Smith: Indicated the water is off in this area due to breaks in the irrigation line and attempts have been made to contact MERCESA regarding the problem with no response.

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence
a) Steve Knightley explained we are working on the spreadsheet the County is requiring our approved budget to be submitted on. Once completed it will be forwarded to the county after board approval.
b) LAFCO letter: General Manager, Steve Knightley passed out copies of the letter received from LAFCO to each board member. If anyone has any comments they can turn them into the General Manager and he will forward the comments to LAFCO.

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 6-8-2016.

Motion by: Director Anna Girk to approve the minutes of 6-8-2016

Second by: Director Colin Crerar

Discussion: Question as to when the special meeting minutes will be available.

Mel Smith: indicated they will be available at the next meeting.

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

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claims of 6-6, 6-17, 6-20 and 6-30 of 2016

Motion by: Director Anna Girk to approve the claims for 6-6, 6-17, 6-20 and 6-30 of 2016

Second by: Director Colleen Fescenmeyer

Discussion: Questions: on Cal Pers billing, the card billing, USA Blue Book. General Manager Steve Knightley and Mel Smith provided information on the Cal Pers question. General Manager, Steve Knightley addressed the question regarding the card billing and the USA Blue Book.

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

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(9) APPROVE REPAIR OF 6" WATER LINE AT FREMONT BRIDGE

General Manager, Steve Knightley explained the problem and discussed the options for the repair along with a \$15,000.00 budget request for the most costly repair option if necessary. The difficulty in making this repair is the pipe is 17ft deep and discussion followed.

Motion by: Director Anna Girk to authorize a limit of \$15,000 to repair the broken pipe line at the Fremont Bridge.

Second by: Director Colleen Fescenmeyer

Discussion: None

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

(10) APPROVE PARKING LOT DESIGN BY NK ENGINEERING AND DIRECTION TO PUT OUT FOR PROPOSALS

Mel Smith explained the design for the parking lot repair submitted by NK Engineering. Emphasis was placed on the need to correct the water drainage concerns during the rainy season. He went on to explain how this problem will be corrected. The request is for board approval to put this project out to bid. Questions and Discussion followed.

Motion by: Director Anna Girk to approve obtaining proposals to redo the parking lot.

Second by: Director Colleen Fescenmeyer

Discussion: None

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

(11) APPROVE CHANGING OF ECS D CREDIT CARDS AND LIMITS

General Manager Steve Knightley indicated to the board his desire to consolidate all existing credit cards on to one account. Multiple cards would be issued under one account which would provide for better control. Currently there are multiple credit cards issued to employees with different limits. Mel Smith indicated consolidation to one account would be a benefit and suggested the board set the limit on the account to \$7500. General Manager, Steve Knightley is requesting board approval to cancel all existing credit cards except one and obtain three credit cards on one account for authorized employees to use; he is also requesting to add his name to the authorized user list.

Discussion followed.

Motion by: Director Anna Girk to reduce the credit card accounts to one, issue multiple cards on one account, add Steve Knightley, General Manager to the authorized user list and set the credit limit on the account to \$7,500.

Second by: Director Colin Crerar

Discussion: None

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

(12) PRESENTATION OF 2016 AUDIT AND REQUEST FOR BOARD DIRECTION TO HAVE ZACH PEHLING ATTEND BOARD MEETING TO ANSWER QUESTIONS

General Manager Steve Knightley indicated in the past Mr. Pehling was present at the board's request to address questions on the annual audit. If the board has any concerns regarding the audit, Mr. Pehling is willing to come and answer questions. Discussion and questions followed.

Board indicated they had no questions and it was not necessary for Mr. Pehling to attend a meeting regarding the audit.

(13) MANAGERS REPORT

- a) Visit our Website on invoices – General Manager Steve Knightley indicated our web address is printed on the billing cards. Will look into the possibility of printing on the rear of the card.
- b) PG&E Solar Update – General Manager Steve Knightley indicated success getting the credit started. Next step is to get all our meters on one billing. Discussion followed.
- c) Caltrans right of way easement – we are at the end of the process with Caltrans. Caltrans has agreed to pay but wants us to take on the moving of the monitoring well and the berm. The final purchase price will be brought to the board for approval once the negotiations are completed. Discussion followed
- d) Working on year end info to County of Yolo Due 7-21-16 – General Manager, Steve Knightley stated that he along with Mel Smith are working on putting together the information for the county for the fiscal year end 2015-2016.
Information is due to the county by 7-21-16.

(14) FUTURE AGENDA ITEMS

- a) Calendar Updates
- b) GSA Update
- c) Solar Updates
- d) Chrome 6 MCL update

(15) ADJOURNMENT

Chair Charles Schaupp called for a motion to adjourn the meeting

Motion by: Director Anna Girk to adjourn the meeting

Second by: Director Colleen Fescenmeyer

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

Meeting adjourned at 8:25 pm

Charles Schaupp – Chair of the Board



CHARLES SCHAUPP

Date: 14 Sept 2016

Steve Knightley - Board Clerk



Steve Knightley

Date: 9-14-16



