



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

REGULAR MEETING  
October 11, 2017  
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, Colleen Fescenmeyer,  
Don England, 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 Anna Girk 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 – no public present

(6) **CORRESPONDENCE**

Chair Don England called for correspondence

- a) Final 6/30/17 financials from Yolo County – General Manager indicated he received the year end totals from the County today, however there were still missing info and entries needing to be posted. He has projections but wants them to be accurate.
  
- b) Balance sheet and P&L through 9/30/17 – General Manager stated enclosed in your packets are the balance sheet and P. & L. through 9/30/17, also enclosed is the County benefit sheet for 2016 for your review.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 9-20-17

**Motion by:** Director Charles Schaupp to approve the minutes of 9/20/17

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Adjournment of meeting of 9/20/17, number of members present stated incorrectly only four members were present, correction noted.

**Amended Motion:** Director Charles Schaupp made a motion to approve the amended minutes with the correction noted.

**Seconded by:** Director Colleen Fescenmeyer

**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 9-22-17, 9-28-17 and 10-6-17

**Motion by:** Director Anna Girk to approve the claims of 9-22-17, 9-28-17 and 10-6-17

**Second by:** Director Charles Schaupp

**Discussion:** Question on the increased cost of transcribing and preparing the minute document, and the PG&E cost. General Manager provided an explanation.

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

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**(9) AUTHORIZE PURCHASE OF USED BACKHOE AS BUDGETED**

**Motion by:** Director Anna Girik to approve the purchase of a used backhoe as budgeted.

**Second by:** Chair Don England

**Discussion:** General Manager provided an explanation of the type of backhoe needed together with the list of desired equipment. He provided the vendor with the budgeted amount and indicated the cost should remain within those guidelines. The vendor located a model year 2013 backhoe with 2950 hrs. if we choose to purchase it a six (6) month warranty together with two (2) years of annual inspections would be included. Initially the cost was over our budgeted amount, in order for the vendor to meet our budget we would have to forgo the bucket, which would be acceptable as buckets are interchangeable and we have extra buckets. The total price includes taxes and shipping to Esparto, we are under no obligation to purchase this backhoe before viewing it, "Jason and I will be going to Sacramento to inspected the equipment prior to purchase".

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

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

General Manager referenced the new balance sheet which is broken down by categories. He questioned whether this could be put out to the public in agenda or made available in the future by individual request. Board members agreed they would be in favor of it being available in the future by individual request.

Question regarding the details on the balance sheet, General Manager explained. He noted one exception which is the USDA loan break down, the new estimated loan is shown in two categories, current liability and long term liability. Next report will have the true liability totals for this loan. He went on to explain the two remaining report pages as well as some of the adjustments which still need to be made. Discussion followed.

**(11) CONSIDER CHANGES TO EMPLOYEE HEALTH INSURANCE CONTRIBUTION AMOUNT**

General Manager referenced the cost of the CalPERS's health insurance has gone up 70% in the last two years. Over that time there has been no increase in the portion the district pays. He referenced the cost the district pays for the lowest cost policy plan for the employees at present as well as the percentage the county pays for its plan. Discussion followed regarding what the district would pay for the lowest cost health plan through CalPERS's. After considerable discussion it was determined the district would pay 80% of the lowest base rate plan for employees. If the employee desires an upgraded plan they would be responsible to pay the cost of the plan above the 80% the district pays.

**Motion by:** Director Anna Girik, the district will pay 80%, employee 20% of the CalPERS's standard lowest base rate plan in each of the three groups based on the family size, any plan the employee desires above the standard, the additional cost above the 80% paid by the district will be at the employee's expense. The plan is for Medical, Dental and Vision.

**Second by:** Director Charles Schaupp

**Discussion:** None

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

**(12) CHANGE IN BOARD MEMBER STIPEND. PAY BASED ON ATTENDANCE OF MEETINGS**

General Manager indicated this was brought before the board due to the increased requirements place on the district for the different projects. Board members are and will be spending more time based on these projects. He felt a discussion regarding an increase in the stipend was warranted.

Discussion: whether a board member be paid a stipend if not in attendance of meetings, pay versus stipend re IRS rules, should stipend and meeting pay be different and how should it be paid, hourly rate pay for meetings versus flat stipend for both, amount of stipend increase.

General Manager indicated the stipend paid is a district policy and any changes would require a policy change. It was determined the Policy Committee would consider and review the issues, review the current policy and return to next meeting with recommendations and answers to concerns.

**(13) REVIEW AND ASSIGN SUBCOMMITTEES TO ADDRESS RETIREMENT CHANGES MADE BY CalPERS, BUT NOT REFLECTED IN OUR CURRENT ADOPTED DISTRICT POLICIES**

General Manager indicated this policy needs to be updated to comply with CalPERS's current retirement policy. Current plan show 3%/ retirement at age 60, back in 2013 per state regulations it was changed to 2% retirement at 62 yrs. Currently you receive 2% of you ending salary per year. CalPERS procedures have changed, it is important we get current with CalPERS's for our new hires. General Manager indicated the policy changes necessary could also be addressed at the Policy Committee meeting scheduled.

**(14) MANAGERS REPORT**

- a) Staff changes - General Manager indicated Jason has officially retired, received his 90 day notice today , he has vacation time coming which he plans to take. Job position opening notice was posted for the detention basin position. Job duties will include mowing all areas required, maintenance of park bathrooms and detention basin. General Manager indicated he is looking to restructure the current job duties regarding administration duties and maintenance of the water treatment/wastewater responsibilities, current applications received for the open position indicated 90% of the applicants had either water distribution & treatment or wastewater experience but not both within our salary range. He indicated after some deliberation he felt a restructure of job duties would be to the districts benefit. By promoting a senior employee to an administrative/supervisory position; to handle compliance and reporting for water treatment, /distribution and wastewater, as well as provide supervision to two entry level employees would work better than hiring individual employees for each position, it would also be more cost effective for the district and provide advancement opportunities to our

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employees. In the spring he will look to hire another entry level employee in order to have the required number of staff for the district.

Discussion followed regarding advancement, required probationary period, salary, supervisory ability and additional training.

- c) Well 7 update – completion was delayed three weeks by the SCADA Company. They are scheduled to come this week to finish. Once we have all the well information we can complete the final paper work to get the permit to operate. It takes about 2 to 3 weeks for the Regional Water Quality Board to review and issue a conditional permit to operate pending their review. The final operational permit will come at a later date.
  
- d) Pool Water Service/Main Project begins Nov. 27. We have to get water to corner before they begin. Terry Vernon approved a \$45,000 budget for us to do the water line. He asked us to speak with Castle about sharing some of the cost as the gas station will benefit from the water line. Castle has an engineer to come up with the cost to offset the county. The district will be providing all the labor, purchasing materials and renting and purchasing the necessary equipment, we will not do the boring. The boring contractor has agreed to a price not exceed the lower bidding requirement.  
Discussion and questions followed.

**(14) FUTURE AGENDA ITEMS**

- a) Meter & SCADA Updates
- b) Rate Increase
- c) Christmas Party 12/13/17
- d) Committee Info

Next Meeting: November 8, 2017

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(16) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting

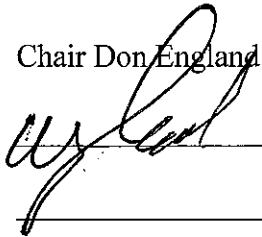
**Motion by:**

**Second by:**

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

Meeting adjourned at 8:30 pm.

Chair Don England

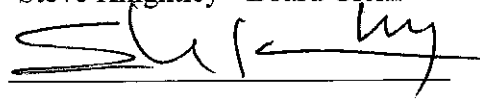


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Date: 11/8/17

Steve Knightley - Board Clerk



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Date: 11/10/17