



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

REGULAR MEETING
December 13, 2017
MINUTES

(1) CALL TO ORDER

Chair Don England called the meeting to order at 7:02 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
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

Absent:

- Colin Crerar, 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 Charles Schaupp

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed

(5) **PUBLIC COMMENTS**

Chair Don England opened public comment – No comments

(6) **CORRESPONDENCE**

Chair Don England called for correspondence

- a) P&L Financials through 11/30/17 – Board has a copy of the financials.
General Manager indicated he would not review at this time, only comment was on the utilities which are over budget, this was caused by the four month delay in getting the solar panels in place, and we should be on target next year.

(7) **APPROVAL OF MINUTES**

Chair Don England called for a motion to approve the minutes of 11-8-17

Motion by: Director Charles Schaupp to approve the minutes of 11-8-17

Second by: Director Colleen Fescenmeyer

Discussion: Question on director coming in late and was originally marked absent, however the minutes did indicate the time of arrival, however several items had been approved prior to the director arriving at the meeting. Question as to whether the director could vote to approve the minutes of 11-8-17. Tabled to meeting of January 17, 2018

Vote: Ayes: 0 No: 0 Abstain: 0 Motion: Failed

(8) **CLAIMS: FUND 466**

Chair Don England called for a motion to approve the claims of 11-15, 12-1, and 12-8-17

Motion by: Director Charles Schaupp to approve the claims of 11-15, 12-1, and 12-8-17

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 0 Motion: Passed

(9) **CONSIDER CHANGE TO THE DAY BOARD MEETINGS ARE HELD TO 3RD WEDNESDAY OF EACH MONTH**

Motion by: Director Colleen Fescenmeyer to change of the board meeting to the third Wednesday of each month

Second by: Director Charles Schaupp

Discussion: Question as to why, explanation provided by Chair Don England.

Vote: Ayes: 3 No: 0 Abstain: 0 Motion: Passed

(10) ANNUAL INCREASE FOR GENERAL MANAGER PER EMPLOYMENT AGREEMENT

General Manager indicated he now has all his certifications. His annual increase due 7-1-17 was pending issuance of his waste water certification.

Motion by: Director Colleen Fescenmeyer to approve the annual increase for the General Manager per the employment agreement effective 7-1-17.

Second by: Director Charles Schaupp

Discussion: General Manager provided a brief explanation of the requirement to attain the increase at this time.

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed

(11) MANAGERS REPORT

- a) Well 7 update – Fencing must be completed before we submit our application, everything else has been tested and ready to go. Once we submit the application they will come out and inspect, then we will receive our permit to operate.

(15) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) Board Stipend
- c) Almond Festival
- d) Job Description Updates

(16) ADJOURNMENT

Chair Don England called for a motion to adjourn the meeting

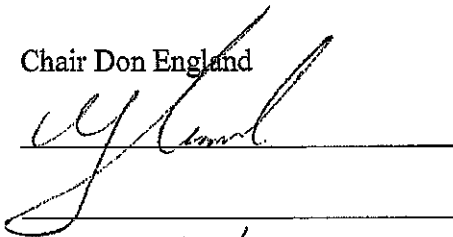
Motion by: Director Charles Schaupp to adjourn the meeting

Second by: Director Colleen Fescenmeyer

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed

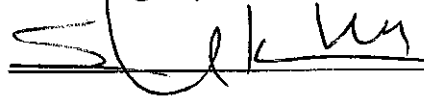
Meeting adjourned at 7:15 pm.

Chair Don England



Date: 1/17/18

Steve Knightley - Board Clerk



Date: 1/17/18