



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

REGULAR MEETING
March 9, 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: Colleen Fescenmeyer, Don England, Charles Schaupp, Steve Knightley, Anna Girk
- District Counsel: Not Present
- General Manager: Mel Smith
- Board Clerk: Mel Smith

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: 5 No: 0 Abstain: 0 **Motion:** Passed

(5) PUBLIC COMMENTS

Chair Charles Schaupp opened public comment – no public comments

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

- a) Form 700 – General Manager indicated a Form 700 was placed in directors package together with a copy of the previous year that directors completed. Form 700 is due April 1, 2016. Directors may give their completed forms to the General Manager or file it online themselves.

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 2-10-16

Motion by: Director Anna Girk to approve the minutes of 2-10-16

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: **Ayes:** 5 **No:** 0 **Abstain:** 0 **Motion:** Passed

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claim for 2-5, 2-10, 2-19, 2-29 and 3-03 of 2016

Motion by: Director Anna Girk to approve the claims of 2-5, 2-10, 2-19, 2-29, and 3-03 of 2016

Second by: Director Steve Knightley

Discussion: General Manager indicated the extra claims pack for this period was due to a special run to pay the law suit settlement.

Question on the amount of funds spent for the Almond Festival. General Manager responded.

Vote: **Ayes:** 5 **No:** 0 **Abstain:** 0 **Motion:** Passed

(9) **BUDGET UPDATE 12-31-15**

General Manager indicated this update was for the second quarter of the fiscal year, this includes one month on the old accounting system and two months of the new. He referenced the new account numbers for all accounts; he felt confident that the year to date totals are correct. There were a couple of expense items placed in the wrong accounts but he was able to track the problem and correct most of it, however this is a work in progress to become acquainted with the new accounting system and assure our entries are placed in the correct accounts. The revenue is holding steady. He referenced the legal fees account and other year-end totals. General Manager went on to explain some of the accounts and where we stand for this year. Discussion and questions followed.



(10) ITEM PLACED ON AGENDA BY GENERAL MANAGER REGARDING CURRENT EMPLOYMENT AGREEMENT

General Manager gave notice of his pending retirement; he assured everyone he would not leave until a qualified replacement is in place. Estimate date is the end of June. He discussed preparing a new job description for this position if the board desires. Question if a workshop would be in order to discuss the job requirements.

Discussion followed.

Chair Charles Schaupp suggested the General Manager prepare a new job description and present it at the next meeting for discussion.

(12) MANAGERS REPORT

- a) Almond Festival – General Manager indicated the districts presentation was very successful and well received by the community. Comments indicated that teaching children about water conservation was very important.
- b) P.G.& E – General Manager indicated they were now on line with P.G.& E for our solar array. He referenced the budget on the utilities being over, due to the time it took to go on line with P.G.&E.

(10) FUTURE AGENDA ITEMS

- a) Calendar Update
- b) Fix Parking Lot
- c) GSA Update
- d) Add “visit our website” to bill
- e) GM Job Description
- f) Budget Committee

(11) ADJOURNMENT

Chair Charles Schaupp called for a motion to adjourn the meeting

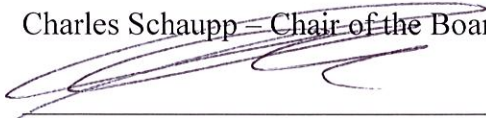
Motion by: Director Steve Knightley to adjourn the meeting

Second by: Director Don England

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

Meeting adjourned at 7:40 pm

Charles Schaupp – Chair of the Board



Mel Smith - Board Clerk



Date: 4-13-16

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