



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

REGULAR MEETING  
April 12, 2017  
MINUTES

**(1) CALL TO ORDER**

Chair Charles Schaupp called the meeting to order at 7:03 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
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley
- 

**Absent:**

- Directors Don England and Colin Crerar

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

**(5) PUBLIC COMMENTS**

Chair Charles Schaupp opened public comment –

Antonia Hirson, Deputy to Supervisor Duane Chamberlain was present to observe the meeting this evening and to see how things are going.

She provided information on the following two concerns:

(1) Clean Up in Esparto; there is a group forming headed by Jim Durst. We are aware there has been some question regarding whether the ECSD will have a roll in the maintenance going forward.

(2) Traffic Safety Concerns: our office has received numerous calls and emails regarding this issue. Taro Echiburu, Community Services will be available at the May 16<sup>th</sup> meeting of the Esparto Advisory Committee meeting and possibly a representative from the highway patrol to address the concerns and talk about traffic calming . Director Anna Girk indicated the main problem is the speeding on

Grafton Avenue. Antonia indicated we are aware of the concerns and acknowledge that problem. Taro Echiburu will go over the options available to hopefully correct the safety problem evident on that road.

Antonia indicated the painting of the cross walk has been delayed due to the weather. As soon as weather permits it will be painted.

**(6) CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

a) Deed on new yard – a copy of the grant deed for the new parcel is included in director packets this evening. We are moving forward to clean up all the vandalism and replace damaged doors prior to turning on the power.

b) Chair Charles Schaupp referenced a face book notation indicating that the ECSD has agreed to help with the cleanup and maintenance. I have no recollection of this being brought before the board. If this is correct it needs to be on the agenda for board discussion.

General Manager indicated there has been no agreement and this will be on the next agenda. We have been asked to participate by the nonprofit group led by Jim Durst is doing the cleanup; we will be entertaining the possibility of doing the maintenance once the clean-up is done. Not enough concrete information yet. This will be on next agenda for discussion.

**(7) APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 3-8-17

As there was no quorum present to approve the minutes of 3-8-17 they were tabled to the next meeting.

**(8) CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claims of 3-14-17, 3-17-17, 3-24-17 and 3-29-17

**Motion by:** Director Anna Girk to approve the claims of 3-14, 3-1, 3-24 and 3-29 of 2017,

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Question regarding the purchase of the 24ft trailer versus the smaller one. General Manager addressed the question.

Question on claims of 3-29-17 – Starter pipe clamp conduit

General Manager: these are for the two sewer ponds for use with the pumps; Starter for SCADA system burned out, needed replacement.

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

**(9) Approval to post Public Notice for hearing as required by the Sustainable Groundwater Management Act of 2014 (SGMA) to discuss the Adoption of a Resolution authorizing the ECSD to enter into a joint exercise of power Agreement Establishing the Yolo Sub-basin Groundwater Agency**

General Manager indicated the above wording was SGMA and our district counsel. The director's packets include a copy of the public notice to be posted in the Valley Voice for approval. The Valley Voice has more circulation to all Esparto residents. He is requesting board approval to post the public notice.

**Motion by:** Director Anna Girk to direct the General Manager to post the public notice in the Valley Voice.

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Question on the resolution, does it have to be read this evening.

General Manager: it has to be voted on, read and signed at our next board. I will be available at 5:30 pm on that day to address resident questions prior to our meeting. He also addressed the request to have it posted at the library and at the district office.

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

**(10) APPROVAL TO ADOPT REVISED ECSD LOGO ADDING MAINTENANCE AND REMOVING TREE IMAGE**

**Motion by:** Director Anna Girk to approve the new logo

**Second by:** Director Colleen Fescenmeyer

**Discussion:** General Manager explained this issue came to light when we needed a logo placed on the new truck. Upon checking no one had a high resolution logo: I started working with a company that would redo the logo for \$100, learned at that time we did not have legal ownership of the tree on the logo; looked into to other tree

designs with no positive outcome. Thought the logo should display more professionalism and the word maintenance needs to be added. The copy of the logo presented to you this evening is an example of the design of the new logo we came up with.

General consensus: new logo design was liked. A question regarding the font size. General Manager: if the general application of the new logo meets with board approval adjustments can be made.

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

**(11) READ AND SIGN RESOLUTION 17-02 AMENDING BUDGET FOR FISCAL YEAR 2013/2017 AS PASSED AND ADOPTED 3-8-17 AND RESOLUTION 17-01 ESTABLISHING COST OF LIVING ADJUSTMENT AS PASSED AND ADOPTED 3-18-17.**

General Manager indicated the county would not accept the budget changes without a resolution approved, read into record and signed by the board.

**Motion by:** Director Anna Girk to read and amend Resolutions 17-01 and 17-02 into the record.

**Second by:** Director Colleen Fescenmeyer

Chair Charles Schapp read both resolutions into the record.

**Discussion:** Question regarding Resolution 17-01: why was General Manager excluded? General Manager's income is under a separate contract.

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

**(12) NOMINATIONS AND ELECTION OF NEW BOARD OFFICERS**

After discussion it was decided to table this election to the next meeting as two board members were not present. It was also decided to hold nominations and election of board officers every December.

**(13) RATE INCREASE WORKSHOP AND SUBCOMMITTEE UPDATE**

General Manager: stated he did not want to call the workshop together until he checked with the district counsel on some questionable concerns regarding the last 218 vote. Main concern was the lack of visibility noted by residents. He checked with the district counsel and now has the structure to follow to assure that all residents are properly notified. He provided information on how other cities handle their 218 vote by using a percentage increase over a period of time. The last 218 to establish metered rates was in 2013.



**(14) MANAGERS REPORT**

- a) New yard at 26891 Woodland Avenue – have deed to property, now in the process of cleaning up the facility to make it usable, all our assets will be stored inside the locked facility, employee will report to work and obtain their work vehicles at this site, regular insurance covers all assets, fire insurance has been added, security coverage will be extended from our current shop to save money.
- b) Office water damage – clean up completed, we paid out approximately \$12,000, will receive reimbursement from insurance company of \$10,519.00, they would only cover a portion of the mold damage, carpet being installed on Friday which completes the repairs.
- c) Pool Update – General Manager provided a recap of the pool meeting he attended. He noted the state has approved the new site, project is moving forward to complete all requirements, their budget and schedule is prepared and they noted they had a lot of options to raise funds. He mentioned a loop system may be needed after discussing the project with the Operators. Discussion followed.
- d) In-house accounting update – our contracted CPA indicated we do not have the accounting procedures in our policies. Policies and procedures must be adopted before we can start handling our own in house accounting. He suggested we delay the start of our in house accounting to July 1. This will provide the time to get our policies and procedures in place and adopted. Once we take over our own books we will be required do the annual reporting to the state, our CPA will aid. A monthly report will be provided in the director packets indicating how our accounting is proceeding.
- e) Madison agreement update – met with Leo, he discussed the termination of the agreement with the person currently handling the accounting, effective July 1, 2017. We will take over their billing, accounting processing to County, and general administrative services. We will be paid by Madison to handle these services. This will put them in a better position to approach USDA for a loan to update their systems and convert to metered rates.

**(15) FUTURE AGENDA ITEMS**

- a) Budget update w/changes 4-17
- b) Security camera update
- e) In-house accounting policies & procedures (adopt)

- c) Alley Maintenance
- d) Nomination & Election of Board Officers

f) Meter upgrades

**(16) ADJOURNMENT**

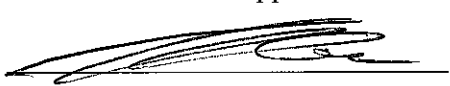
Chair Charles Schaupp called for a motion to adjourn the meeting

**Motion by:** Director Anna Girk to adjourn the meeting  
**Second by:** Director Colleen Fescenmeyer

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

Meeting adjourned at 8:00 pm.

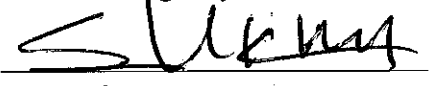
Chair Charles Schaupp



CHARLES SCHAUPP

Date: 14 JUN 2017

Steve Knightley - Board Clerk



Steve Knightley

Date: 6/14/17