



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

REGULAR MEETING
APRIL 21, 2021
MINUTES

(1) CALL TO ORDER

Chair England called the regular meeting to order at 7:04 pm.

(2) PLEDGE OF ALLEGIANCE

(3) ROLL CALL

Present:

- Directors: Schaupp (p), Fostine(p), Fescenmeyer(p), England (p)
- General Manager and Board Clerk: Steve Knightley

Absent:

- Directors: Girk

(4) APPROVAL OF AGENDA

Director England called for a motion to approve the agenda.

Motion by: Director Schaupp motioned to approve the agenda

Second by: Director Fescenmeyer

Discussion: None

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

(5) **PUBLIC COMMENTS**

No Public Comments

(6) **CORRESPONDENCE**

Director Fescenmeyer shared information on FERL events taking place for Big Day of Giving

(7) **APPROVAL OF MINUTES FROM 03/17/2021 REGULAR BOARD MEETING**

Motion by: Director to Schaupp motioned to approve the 3/17/2021 minutes

Second by: Director Fescenmeyer

Discussion: None

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

(8) **APPROVAL OF CLAIMS**

Approval of Claims for 03/19/2021, 03/26/2021, 04/02/2021, and 04/09/2021

Motion by: Director Fescenmeyer motioned to approve claims

Second by: Director Schaupp

Discussion: None

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

(9) **DISCUSS AND APPROVE RESOLUTION NO. 21-03 AUTHORIZING THE PURCHASE OF NEW UTILITY TRUCK AND EQUIPMENT**

Motion by: Director Fescenmeyer

Second by: Director Schaupp

Discussion: Current truck is 13 years old and requiring approximately \$5000 investment for maintenance. Value of truck is almost equivalent to cost for maintenance. Evaluating options of trading in old vehicle or repairing pending diagnosis and estimate from auto repair shop. Proposing to purchase a new utility vehicle in this fiscal year and new valve exerciser to be installed on the truck in fiscal year 2021 - 2022. Approximate cost will be \$70,000.

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

(10) **DISCUSS AND APPROVE ADOPTION OF BOARD POLICY 3025 – DEBT MANAGEMENT (NEW POLICY)**

Motion by: Director Schaupp

Second by: Director Fescenmeyer

Discussion: Required to have policy in place for refinance of USDA loan. Policy is a sample CSDA policy, reviewed and approved by special districts attorneys. The policy has also been reviewed by the bond team.

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

(11) FINANCIAL UPDATE YTD BUDGET VS. ACTUAL

Discussion: General Manager, Steve Knightley, shared updates on the district finances including Balance Sheet, Profit and Loss Budget to Actual, and Check Register. Plan to share similar update each monthly board meeting.

(12) DISCUSS AND APPROVE 2020 – 2021 BUDGET REVISION

Motion by: Director Schaupp

Second by: Director Fescenmeyer

Discussion: General Manager highlighted proposed changes.

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

Note: Director Fostine lost connection to the meeting, thus only 3 votes noted in remaining items.

(13) DISCUSS AND APPROVE 2021 – 2022 SALARY SCHEDULE AND BENEFITS CONTRIBUTIONS

Motion by: Director Fescenmeyer

Second by: Director Schaupp

Discussion: Proposed adjustments related to COLA rates.

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

(14) ECSD RESPONSIBILITIES FOR CENTRAL PARK, VENDORS AND PRIVATE PARTIES SELLING ITEMS

Discussion: Vendors selling in Esparto Park. Legitimate businesses in town have complained about these vendors competing with them without required permits. While ECSD maintains the park, it is the county that technically manages the park. Issues need to be reported to the county. General Manager, Steve Knightley has informed the county. Environmental Health will be making a visit, evaluating and taking appropriate action. ECSD has no jurisdiction or authority.

(15) CLOSED SESSION

Review employee related matters with Board as authorized by Gov. Code Section 54597 A(2)
8:00 pm – 8:30 pm

(16) MANAGERS REPORT

- A. USDA Loan Refinance**
 - a. On track to have loan refinanced by June 2021.
 - b. In process of preparing bond prospectus
 - c. Expect to have information sheet and bond rate ready for next board meeting
- B. Well 1 Retrofit**
 - a. Casing being cleaned, pumped and chlorinated.
 - b. New SCADA and electrical to go online next week.
 - c. Expect to be able to connect into Yolo Ave. segment of pipe and turn back on by beginning of May
 - d. Well 1 will operate on demand vs. current manual operation
- C. CalTrans Yolo Ave Project**
 - a. On track, agreements signed for Story and El Moderna apartments.
 - b. R&R Pacific, developer for Story and El Moderna apartments, is also working on Yolo Ave. project. They are coordinating with Cal Trans, PG&E, ECSD and others.
- D. Orciuoli Project**
 - a. Civil engineering plans submitted to county for approval.
 - b. Owner concerned about moving forward at this time due to price of lumber. May delay start of projects.
- E. Story Project**
 - a. Working through county permits and approvals.
 - b. Possible to start groundwork this year.
- F. El Moderna Project**
 - a. Will most likely kick off before Story and Orciuoli
 - b. Preliminary plans provided
 - c. Working with fire department on minor issues
 - d. Plans include 28 units, 9.4 EDU's
 - e. Anticipate moving forward in next 60 days

(17) FUTURE AGENDA ITEMS

- A. 2019 – 2020 Audit**
 - a. Have received 2019 – 2020 draft audit report. In process of validating.
 - b. May need to call special meeting to review and approve audit in order to provide for USDA loan refinance.
- B. 2021 – 2022 Budget**
 - a. Staff met with Director Fescenmeyer. Director Fostine did not attend.
 - b. May need one additional meeting with budget committee

- C. Resolution 21-04 Authorizing the Issuance, Sale and Delivery of Revenue Refunding Bonds to Refinance Outstanding Prior Obligations
- D. Resolution 21-05 Authorizing the Release of Restricted USDA Waste Water Funds to Establish Bond Reserve with Bank of New York Mellon Trust Co.

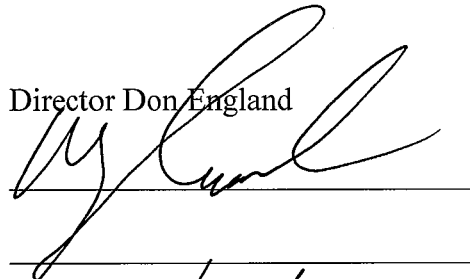
(18) ADJOURNMENT

Motion by: Director Schaupp
Second by: Director Fescenmeyer
Discussion: None

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

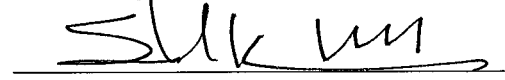
Meeting adjourned at 8:33 p.m.

Director Don England



Date: 5/28/21

Steve Knightley - Board Clerk



Date: 5/25/21