



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

REGULAR MEETING
JUNE 30, 2021
MINUTES

(1) CALL TO ORDER

: Chair England called the regular meeting to order at 7:02 pm.

(2) PLEDGE OF ALLEGIANCE

(3) ROLL CALL

Present:

- Directors: Schaupp, Girk, England, Fescenmeyer (*Fescenmeyer joined at 7:07pm*)
- General Manager and Board Clerk: Steve Knightley

Absent:

- Directors: Fostine

(4) APPROVAL OF AGENDA

Director England called for a motion to approve the agenda.

Motion by: Director Girk motioned to approve the agenda

Second by: Director Schaupp

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed
Fescenmeyer not present at this time

(5) PUBLIC COMMENTS

No Public Comments

(6) **CORRESPONDENCE**
Groundwater Board Update

(7) **APPROVAL OF MINUTES FROM 05/19/2021 REGULAR BOARD MEETING**

Motion by: Director Girk motioned to approve the minutes

Second by: Director Schaupp

Discussion: None

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

Fescenmeyer not present at this time

(8) **APPROVAL OF MINUTES FROM 06/02/2021 SPECIAL BOARD MEETING**

Motion by: Director Girk motioned to approve the minutes

Second by: Director Fescenmeyer

Discussion: None

Vote: Ayes: 3 No: 0 Abstain: 1 (Schaupp) Motion: Passed

(9) **APPROVAL OF CLAIMS**

Approval of Claims for 05/20/2021, 05/27/2021, 06/07/2021, 06/10/2021, 06/17/2021, 06/24/2021

Motion by: Director Fescenmeyer motioned to approve claims

Second by: Director Schaupp

Discussion: None

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

(10) **DISCUSS AND APPROVE JOB DESCRIPTION – ASSISTANT GM**

Motion by: Director Fescenmeyer

Second by: Director Schaupp

Discussion: None

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

(11) **DISCUSS AND APPROVE 2021 – 2022 SALARY SCHEDULE**

Motion by: Director Fescenmeyer

Second by: Director Girk

Discussion: None

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

(12) 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.

(13) DISCUSS AND APPROVE FISCAL YEAR 2021 – 2022 BUDGET

Motion by: Director Girk

Second by: Director Fescenmeyer

Discussion:

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

(14) DISCUSS GUIDELINES FOR TREE MAINTENANCE OF DETENTION PONDS

Agenda amended from Discussion/Action item to Discussion only

Discussion: General Manager and Operations Supervisor had discussion with Yolo County regarding maintenance of trees around detention ponds. ECSD's understanding of agreement was for ECSD to clean up from trees, such as downed limbs that fell off of trees, but not to maintain trees. County says that it was in agreement for ECSD to maintain the trees and wants ECSD to do so. County may be willing to assist with cost. GM and Operations Supervisor will obtain quotes from arborist for tree removal and/or maintenance of trees. Quotes will be submitted to County and County will determine if they can assist with cost. GM will bring back to Board to review and approve recommendations.

(15) DISCUSS AND APPROVE RESOLUTION 21-07 AUTHORIZING POST-ISSUANCE COMPLIANCE AND CONTINUING DISCLOSURE COMPLIANCE PROCEDURES

Motion by: Director Fescenmeyer

Second by: Director Girk

Discussion: General Manager provided an overview of what the resolution is for and why it is needed, related to issuing bonds to refinance the USDA loans.

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

(16) BOARD MEMBERS FORM 700 STATEMENT OF ECONOMIC INTERESTS, AB1234 COMPLIANCE TRAINING AND SEXUAL HARASSMENT PREVENTION TRAINING

General Manager reminded Board Members to complete required compliance training and documentation. Links to resources were provided.

- A. Form 700 Link: <https://www.southtechhosting.com/YoloCounty/edisclosure/>
- B. AB1234Training:
<https://members.csda.net/imis1/ItemDetail?iProductCode=WEBSETHICS2021>
- C. Sexual Harassment Prevention Training: www.freesexualharassmenttraining.com

(17) MANAGERS REPORT

A. Well 1 Update

- a. Well has been rehabilitated. SCADA is only outstanding item and is scheduled to be completed by July 2.

B. New Sub-Developments

- a. Orcioui project moving forward.
 - i. Will be trenching through the Winters canal for pipes and lines as soon as dry
- b. Story project moving through final county processes
- c. El Moderna permits to be pulled early July
 - i. ECSD should receive impact fees
 - ii. Developer traded impact fees for doing work on connection lines
- d. Yolo Ave – Final shutdown and valve replacements planned for July 2, 2021. Door hangers placed for notification to residents whose water will be turned off.

C. USDA Loan Update

- a. Process of refinancing almost complete.
 - i. Saved ECSD \$694,743.72 by refinancing
 - ii. Will utilize savings to reinvest into district – capital improvements, system maintenance and upgrades

(18) CLOSED SESSION:

- A. Review employee related matters with Board as Authorized by Gov. Code Section 54597 (A2)
Item postponed to future meeting

(19) FUTURE AGENDA ITEMS

- A. General Manager Agreement
- B. Meter & SCADA Updates
- C. Review / Update Strategic Plans
- D. Sewer Line Mapping
- E. Street Light Ownership/Yolo Avenue
- F. Trees and Detention Basin Maintenance

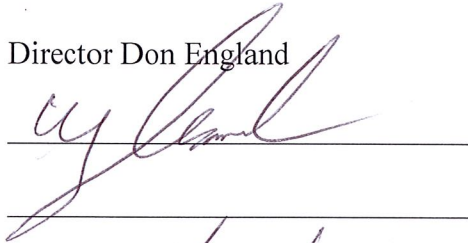
G. Board Membership Policies
(20) **ADJOURNMENT**

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

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

Meeting adjourned at 7:39 p.m.

Director Don England



Date:

7/22/21

Steve Knightley - Board Clerk



Date:

7/22/21