



**REGULAR BOARD OF DIRECTOR'S MEETING
ESPARTO COMMUNITY SERVICES DISTRICT
AUGUST 18, 2021
MINUTES**

1. **Call to Order**

Chair England called the meeting to order at 7:03 pm

2. **Pledge of Allegiance**

3. **Roll Call**

Present:

- Directors: Schaupp, England, Fescenmeyer, Girk (joined late, during discussion on USDA Loan Bond Update)
- General Manager and Board Clerk: Steve Knightley
- Assistant General Manager: Manuel Quintana
- Guest: Bill Fawell, Hilltop Securities

Absent:

- Directors: Fostine

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: Manuel requested to remove items #10, #11, #12 from the agenda due to lack of director attendance and requirement for super majority to take action on these items. Manuel also request to move item #14 to beginning of agenda to allow guest, Bill Fawell, to participate and exit the meeting earlier.

Motion to Approve Agenda as Amended: Schaupp

Second to Approve the Agenda as Amended: Fescenmeyer

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

5. **Public Comment**

No public comments

6. **Correspondence**

Informational packets for the new Community Health Center were delivered by RISE and will be available for board members to pick up at the ECSD office.

7. **Approval of Minutes from 07/21/2021 Scheduled Board Meeting**

Motion by: Director Fescenmeyer motioned to approve the agenda

Second by: Director Schaupp

Discussion: None

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

8. **Approval of Claims 07/22/21, 07/29/21, 08/05/21, 08/12/21**

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

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

14. **Discuss USDA Loan / Bond Update**

Bill Fawell of Hilltop Securities provided an update on the refinancing of the USDA loans to bonds. Total net cash flow savings was ~ \$548,000 on Water loan and \$388,000 for Wastewater loan, for total debt service savings over life of bonds of ~ \$936,000. The district received an A+ rating which helped ECSD to obtain good rates on the bonds as well as good insurance rates. There were no out of pocket costs for this refinancing. All was paid with savings/proceeds from the refinancing process and sale of bonds.

9. **Financial Update YTD Budget vs. Actual**

Manuel provided an overview of financials for month.

Anna Girk joined the meeting.

Motion to amend motion to approve agenda as amended to include items #10 and #11 by: Director Schaupp

Seconded by: Fescenmeyer

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

10. **Discuss and Approve Job Description for Wastewater Operator I**

Motion by: Director Fescenmeyer

Second by: Director Girk

Discussion: Updating qualifications to remove requirement of having Wastewater I certification at time of hire and changing it to specify that Wastewater I certificate must be obtained within one year of hire, to align with similar districts and allow us to find candidates.

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

11. **Discuss and Approve Job Description for Water Distribution Operator I**

Motion by: Director Girk

Second by: Director Fescenmeyer

Discussion: Updating qualifications to remove requirement of having Water Distribution certification at time of hire and changing it to specify that certification must be obtained within one year of hire, to align with similar districts and allow us to find candidates.

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

12. **Discuss and Approve General Management Consulting Agreement**

Removed from Agenda

13. **Discuss and Approve Election of New Board Secretary and Clerk to the Board**

Motion by: Director Fescenmeyer

Second by: Director Girk

Discussion: Steve Knightley has been Board Clerk and Secretary. With departure of Steve, a new Board Clerk and Secretary need to be appointed. Jose Manuel Quintana was nominated and appointed Board Clerk and Board Secretary.

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

15. **Managers' Report**

A. Drought Update

1. Groundwater monitoring wells in Esparto have dropped from 37.6 feet in March to 50.6 in August at one location and from 28 to 42 feet in another location. This is static water, not dynamic pumping.
2. Dynamic pumping level for well 1 after 1 hour, draw down level was down to 85 feet. Our nearest screen is at 110 feet. Our pump level is at 255 feet. We are getting close to our first screen which is concerning, but we are ok at this time. It has dropped ~5 feet over past month. At this rate we have approximately 5 months before we would hit our first screen.
3. On one of our deep wells, pump is at 500 feet, draw down is around 390 feet.
4. Consistently monitoring wells weekly. We cannot lower pump on well 1, but we can lower pumps on deeper wells if necessary.
5. Farmers are almost done with main season which should reduce pressure on aquifers.

B. Water Conservation

1. Have added water conservation tips to website
2. Considering sending out flyers to request customers reduce water usage and conserve

C. New Sub-Developments

1. No updates on Story or Orciouli
2. Will begin work to extend sewer and water line down road 87 for El Moderna apartment project on Monday 8/24

Future Agenda Items

- A. Review / Update Strategic Plans**
- B. Sewer Line Mapping**
16. **C. Street Light Ownership/Yolo Avenue** (move to discussion item in managers report in future meeting)
- D. RISE Community Center**
- E. Review and Update Board Member Attendance and Compensation Policies**
- F. Review ECSD Service Area Boundaries and Sphere of Influence**
- G. Returning to In-Person Meeting Format**

Adjournment

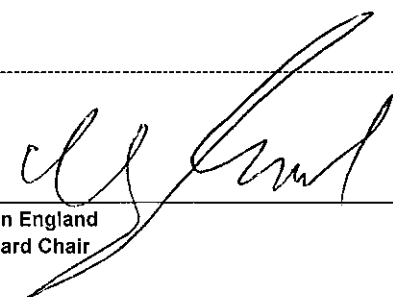
17. **Motion by:** Director Schaupp
Second by: Director Fescenmeyer
Discussion: None

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

Meeting adjourned at 7:56 PM



Jose Manuel Quintana
Assistant General Manager & Clerk to the Board



Don England
Board Chair