



**ESPARTO COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTOR'S MEETING**

**JANUARY 19, 2022  
MINUTES**

**1. CALL TO ORDER**

Vice Chair Fescenmeyer called the meeting to order at 7:04 pm

**2. ROLL CALL**

Directors Present: Fescenmeyer, Schaupp, Scott

Directors Absent: Girk

Also Present: Manuel Quintana, Assistant General Manager and Board Clerk

**3. RENEW AUTHORIZATION FOR REMOTE (TELECONFERENCE/VIDEOCONFERENCE) MEETINGS**

Renew authorization for remote (teleconference/videoconference) meetings by finding, Government Code section 54953(e)(3), that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

**Motion by:** Director Schaupp

**Second by:** Director Scott

**Discussion:**

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

**4. ADOPTION OF CURRENT AGENDA**

**Motion by:** Director Schaupp motioned to approve the agenda

**Second by:** Director Fescenmeyer

**Discussion:** Need to remove Item #7. Not be able to approve minutes from 11/17/2021 due to absence of Director Girk

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

**5. PUBLIC COMMENT**

None

**6. COMMITTEE MEMBER AND DIRECTOR REPORTS**

Director Schaupp reported that the Groundwater Sustainability Board will have a public hearing on January 24<sup>th</sup>, 2022 to discuss the Groundwater Sustainability Plan.

Director Fescenmeyer reported that the Friends of the Library will be having a Poker Night fundraiser in March.

**7. ADOPTION OF MINUTES FOR 11/17/2021 REGULAR BOARD MEETING**

**Motion by:** Director \_\_\_\_\_

**Second by:** Director \_\_\_\_\_

**Discussion:** Item needs to be moved to another meeting due to the absence of Director Girk.

8. **ADOPTION OF MINUTES FOR 12/15/2021 REGULAR BOARD MEETING**

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

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

9. **ADOPTION OF MINUTES FOR 12/16/21 SPECIAL BOARD MEETING**

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

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

10. **ADOPTION OF MINUTES FOR 12/27/21 SPECIAL BOARD MEETING**

**Motion by:** Director Scott  
**Second by:** Director Schaupp  
**Discussion:** None

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

11. **APPROVAL OF CLAIMS**

Approve claims from: 12/16/2021, 12/30/2021, 1/6/2022, 1/13/2022

**Motion by:** Director Schaupp  
**Second by:** Director Fescenmeyer  
**Discussion:** Correct typo of 2021 to 2022 for January claims

**Ayes:**    **No:**    **Abstain:**    **Motion:** Passed/Failed

12. **ELECTION OF OFFICERS OF THE BOARD FOR 2022**

Election of Board Chair and Vice Chair to assume roles effective with the first board meeting in February 2022.

**Discussion:** Director Schaupp nominated Director Fescenmeyer for Chair and Director Scott for Vice Chair. Vote was called for each position separately. All directors were in agreement.

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

13. **APPOINTMENT OF BOARD MEMBERS TO STANDING COMMITTEES**

Finance Committee  
Ordinance Committee  
Other Committees Deemed Necessary by the ECSD Board

**Discussion:** Director Fescenmeyer appointed Directors Schaupp and Girk to the Ordinance Committee and Directors Fescenmeyer and Scott for the Finance Committee. Other committees to be assigned as needed through the year.

14. **RETURNING TO IN-PERSON BOARD MEETINGS WITH PUBLIC OPTION VIA ZOOM**

Consider option of hybrid in-person/virtual board meetings where board members would meet in-person and public able to attend via Zoom.

**Discussion:** Given the current state of the COVID virus and spread, it was agreed to continue virtual meetings and review this topic again in the future.

15. **REINSTATE SHUT OFF PROCEDURES EFFECTIVE MARCH 1, 2022**

Discuss and approve reinstatement of Shut Off Procedures effective March 1, 2022.

**Motion by:** Director Scott

**Second by:** Director Schaupp

**Discussion:** Governor Newsom did not extend the shut-off moratorium beyond December 31, 2021. Public water systems can enforce discontinuance for past due accounts. Customers will be given 30 days to enter into a payment plan for past due balances. Letters will go out before the end of January and Shut-Off procedures will go into effect March 1, 2022.

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

16. **REINSTATE PENALTY AND INTEREST CHARGES ON PAST DUE AMOUNTS EFFECTIVE MARCH 1, 2022**

Discuss and approve reinstatement of penalty and interest charges for past due amounts effective March 1, 2022.

**Motion by:** Director Schaupp

**Second by:** Director Scott

**Discussion:** Director Schaupp thought that the board had previously voted to update policies regarding late fees to account for postmark date, noting that if the payment was postmarked at least 5 days prior to the due date, it would not be considered late even if received after the due date. This will be reviewed with the Ordinance Committee.

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

17. **RESOLUTION 22-01 CALLING FOR AN ELECTION**

Review and approve resolution calling for an election of two ECSD Board Members during the statewide direct primary election on June 7, 2022

**Motion by:** Director Schaupp

**Second by:** Director Scott

**Discussion:** Given that the district did not hold the regular election in November 2021, ECSD will seek to call a special election for 2 full-term director positions with the June 7, 2022 Yolo County primary election.

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

18. **BOARD/STAFF COMMUNICATION AND CODE OF ETHICS REVIEW**

Intro for new board members and refresher for others on ECSD Board/Staff Communication and Code of Ethics Policies. Ensure communications are appropriate and with the appropriate individuals (e.g. General Manager, Board Chair or HR) and that all actions are legal and ethical.

19. **MANAGERS' REPORT**

- A. California Arrearages Payment Program: Final update was given to the Board on the water arrearage program. A total of \$12,841.01 was awarded to the Esparto CSD. Due to accounts paying off balances, the total amount of the funds that were able to be used was \$7,577.46 as well as \$374.01 for administrative fees.
- B. UC Davis Wastewater Corona Virus Detection: Esparto CSD has started testing for COVID-19 in wastewater in collaboration with UC Davis and other cities such as, Winters, Davis, Modesto, Stockton and Turlock. UC Davis has provided us with a HACH auto sampler, bottles and a mini fridge to store the samples in. UC Davis collects and analyzes the samples for the SARS COVID 2 virus in the samples that we collect. The only responsibilities from district employees is the chain of custody and the changing of auto sampling bottles every 24 hours Monday through Friday
- C. CSDA Board Member Resources: Directors were informed of resources on the CSDA page such as Brown Act Principles, Completing Your Form 700, General Manager Evaluations, Good Governance, Who Does What? Best Practices in Board/Staff Relations, Understanding Board Member and District Liability Issues, How and Why Special Districts Should Be Involved in LAFCO, Prudently and Proactively Managing Pension Liabilities, Rules of Order Made Easy!, The Critical Nature of Communications in the Public Agency

- D. Board Tablets: GM spoke about tablets for the board being district property and if there were any damaged tablets that need to be replaced to let Manuel know so he can order a new one.
- E. Almond Festival Booth: GM presented holding a booth for the two days of almond festival.
- F. Pressure Tanks: GM described how the water system may be able to handle the water demand without replacing the pressure tank that is in bad condition. The only way to know is to let the system run through its peak time of water usage (summer)
- G. New Sub-Developments: No updates
- H. Yolo Ave Update: Weber engineering has started the Storm drains and vanguard construction has started demolishing the sidewalks.

20. **FUTURE AGENDA ITEMS**

21. **ADJOURN**

**Motion by:** Director Schaupp

**Second by:** Director Scott

**Discussion:** None


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

Meeting was adjourned at 8:00 PM.

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Jose Manuel Quintana  
General Manager & Clerk to the Board

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Colleen Fescenmeyer  
Board Vice Chair