



**ESPARTO COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTOR'S MEETING
APRIL 20, 2022
MINUTES**

1. **CALL TO ORDER**

Chair Fescenmeyer called the meeting to order at 7:00pm.

2. **ROLL CALL**

Directors Present: Fescenmeyer, Schaupp, Scott

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

3. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Schaupp

Second by: Director Scott

Discussion: Agenda was amended to add item 3.A. – Flag Salute

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

A. Flag Salute

Board of Directors saluted the flag with the Pledge of Allegiance

4. **PUBLIC COMMENT**

No public was present.

5. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

- A. Director Schaupp provided an update from the YSGA meeting. The YSGA is considering consolidating with the Yolo County Water Association which will increase the scope of accountability of the board beyond groundwater. Director Schaupp is concerned that the focus on groundwater will be jeopardized if the consolidation happens. Additionally, Hungry Hollow is forming a Groundwater Association.

Director Fescenmeyer recommended that the ECSD Board prepare a letter and send to the relevant agencies and their directors to share ECSD concerns with consolidating the groundwater boards.

There will be no irrigation water released through canals for farming so groundwater will not be recharged, which may affect ECSD wells. ECSD is monitoring wells. Wells are approximately 10 feet lower than same time last year. ECSD has requested that the school reduce watering. ECSD has reduced watering for Tuli Mem and Central Park.

Additionally, there will be restricted permits for wells in the state due to the governor's executive order. Director Schaupp is also concerned that the YSGA may end up being responsible for approving well permits, creating potential liability.

6. **ADOPTION OF MINUTES FOR 2/16/2022 REGULAR BOARD MEETING**

Motion by: Director Schaupp

Second by: Director Scott

Discussion: None

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

7. **APPROVAL OF CLAIMS**

Approve claims from: 2/17/2022, 2/25/2022, 3/3/2022, 3/10/2022, 3/17/22, 3/25/22, 4/4/2022

Motion by: Director Schaupp

Second by: Director Scott

Discussion: None

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

8. **2022 STATEMENT OF ECONOMIC INTERESTS FORM 700**

All elected officials must file Form 700, Statement of Economic Interest, by April 1, 2022. All ECSD directors, except Director Girk, have filed their form. Manuel fill follow up.

9. **AGED RECEIVABLES AND SHUT OFF IMPLEMENTATION**

Update on Aged Receivables, Past Due balances and implementation of collection and shut off procedures since the expiration of the Shut Off Moratorium.

The Water Shut Off Moratorium expired December 31, 2021. Notices were sent to customers with past due balances over 60 days at the beginning of February which included:

- Past Due Balance
- Total Balance
- Notice that water may be shut off if past due balance is not paid
- Request for customer to contact ECSD to arrange a payment plan if they are unable to pay full amount
- Information on Low Income Household Water Assistance resources and guidance to ECSD's Discontinuance Policy on the ECSD website

Red Card Shut Off Notices were sent out with the March 1, 2022 and April 1, 2022 bills and subsequent 48 hour and 24 hour notices were hand delivered.

From March 1 to April 1, we went from 81 customers on the shutoff list to 66 customers. Shutoff balance went from \$26,501 as of March 1, 2022 to \$16,889 as of April 1, 2022.

13 customers are on a payment plan.

10. **FY 2021-2022 BUDGET REVISION**

Manuel provided an overview of significant changes:

- Development of Community Center has started. Development fees have been charged, increasing planned revenue but also increasing expense due to EDU's owed to Emerald Homes.
- Water projects, including Test Well, Well 1 Swedge and new Pressure Tanks will be moved to FY 2022 - 2023. Wells and well related projects are 8-10 months out for all contractors.
- Increase in Sewer Building and Improvements Expenses due to increase cost in estimates from contractors for slipline projects. Additionally, Cal Trans was supposed to complete grade adjustments on manholes in FY2020-2021, however, it was not completed until July 2021 pushing \$20,000 of expenses to this fiscal year.
- Refinancing USDA Loans with Bonds resulted in \$10,430 savings on interest
- Overall Reduction in Total Expenses of \$95,143

11. **MASTER SYSTEM PLAN**

Discuss engaging planning and engineering firm to update ECSD's master system plan for future growth and infrastructure requirements.

Last plan was for sewer, created to include Story, E. Parker and Orciouli developments.

We need to have a plan that will include water and sewer. There are some concerns with current discharge field grading.

12. **MANAGERS' REPORT**

A. Main Street Update

- a. There were 3 ECSD water lines broken by construction crews.
- b. We had to re-route one line because it was too shallow
- c. ECSD has billed Vanguard for one of the lines, the other 2 were quick fixes.
- d. Vanguard lost a rented water meter. We purchased a new meter and billed Vanguard. Vanguard will now check out the new meter on a daily basis after leaving it on the job site unsecured.

B. Project Update

- a. New 2" water service installed for pre-school and repaired sewer line
- b. Repaired leaking fire hydrant near supermarket

C. Almond Festival

- a. Not a lot of traffic to our booth. Need to plan a but further in advance with some giveaways and marketing material. Possibly partner with the high school to give away drought tolerant plants.

D. Street Lights

- a. ECSD has majority LS2 which means ECSD is responsible for maintenance. We were moved from Class C to Class A automatically. Class A means we are 100% responsible for maintenance. ECSD will sub-contract for initial maintenance.
- b. Director Schaupp recommended that we may want to consider training for our employees for future maintenance.
- c. Director Fescenmeyer mentioned that we may want to contact the PUC regarding the automatic change in classes without notice.

E. Pool Operations and Maintenance

- a. Wade pool motor went down. County approved replacement and Victor was able to install. It is back up and running
- b. ADA chair lift was not operating properly. ECSD staff troubleshooted and replaced batteries and receiver box.
- c. AED batteries were replaced and paddles are ordered and on back order
- d. Ordering parts to repair leaky shower valve
- e. Fire Safety company did a walk through of all facilities to ensure compliance. Additional extinguishers were installed at the pool.
- f. School programs will be using the pool during summer. We will need to alter our maintenance schedule to accommodate.
- g. Wade pool controller screen is going out. Waiting on repair recommendations from Knorr systems.

13. **FUTURE AGENDA ITEMS**

- A. Detention Basins
- B. LAFCO/Service Footprint
- C. Committee Meetings
- D. Discontinuance Policy
- E. Election

14. **ADJOURN**

Motion by: Director Schaupp

Second by: Director Scott

Discussion: None

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

Meeting was adjourned at _8:04pm. _____

Jose Manuel Quintana
General Manager & Clerk to the Board

Colleen Fescenmeyer
Board Chair