



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

DATE: September 21, 2022  
TIME: 7:00 P.M.  
MEETING LOCATION: 26490 Woodland Ave, Esparto CA 95627

### REGULAR MEETING MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Director Fescenmeyer at 7:06 PM.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Directors Present: Fescenmeyer, Forzaglia, Harden,  
Directors Absent: Schaupp, Scott  
Also Present: Manuel Quintana, General Manager and Board Clerk

4. **ADOPTION OF CURRENT AGENDA**

**Motion by:** Director Harden

**Second by:** Director Forzaglia

**Discussion:** Remove Item #7 and #8 as there is not a quorum of those who attended the meetings.

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

GM Quintana provided an update from the September 19, 2022 Yolo Subbasin Groundwater meeting. The YSGA Board voted to dissolve the WRA and absorb WRA responsibilities. The YSGA also approved the GSP project prioritization criteria and formed an ad hoc committee consisting of 13 members from City of Davis, City of Woodland, City of Winters, Dunnigan Water District, Environmental Representative Ann Brice, Rumsey Water Users Association, Reclamation District 108, Reclamation District 787, UCD, Yocha De He Wintun Nation, Yolo County, Yolo County Farm Bureau and Yolo County Flood Control and Water Conservation District, to help evaluate criteria for projects submitted to YSGA.

7. **ADOPTION OF MINUTES FOR 08/17/2022 REGULAR BOARD MEETING**

Review and approve minutes for the 08/17/2022 Regular Board Meeting

Item Removed as there was not a quorum of those who attended the 8/17/2022 special meeting.

8. **ADOPTION OF MINUTES FOR 09/08/2022 SPECIAL BOARD MEETING**

Review and approve minutes for the 09/08/2022 Special Board Meeting

Item removed as there was not a quorum of those who attended the 9/8/2022 special meeting.

9. **APPROVAL OF CLAIMS**

Approve claims from: 8/11/2022, 8/18/2022, 8/25/2022, 9/6/2022, 9/8/2022, 9/15/2022

**Motion by:** Director Forzaglia

**Second by:** Director Harden

**Discussion:** None

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

10. **INTEREST CHARGES**

Discuss and approve recommendations from recent review of interest and penalty fees.

**Motion by:** Director Fescenmeyer to **follow guidance from legal counsel to refund all interest from this time period to existing customers on the October 2022 bill.**

**Second by:** Director Forzaglia

**Discussion:** GM Quintana provided the following summary:

- It was discovered that interest had been incorrectly charged to some accounts during multiple billing cycles. Interest was applied the first billing cycle after the payment was late instead of the second billing cycle, when the account was 30 days delinquent, per Accounting Policies sections 3.10.2.4 and 3.10.2.5.
- Legal counsel, Tom Barth, provided guidance that ECSD would need to review and refund 4 years back from date of finding.
- Interest charges were reviewed from June 1, 2018 through June 30, 2022.
  - 755 accounts were charged a total of \$5,650 in interest during this time period
  - 144 of these accounts, with a total of \$993.17, have been closed and are no longer customers, with no forwarding address.
- Unfortunately, there is not a way to automatically recalculate correct charges for the time period. It would be a manual process for each individual account. Given the total dollar amount relative to resources it would take to audit and recalculate interest charges for each individual account, the recommendation is to refund existing customers all interest charged during this time period via credit on their October 2022 bill.
- There will be a note on the October bill stating:
  - *"Interest from 06/01/2018 through 06/30/2022 has been credited"*.
- This recommendation has been reviewed with, and is supported by, Tom Barth.
- The amount due to closed accounts will remain in the Interest and Penalties GL account.

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

11. **ACCOUNT BILLING, FEES, PAYMENTS AND SHUTOFF'S POLICY**

Review and approve Policy 2100 Account Billing, Fees, Payments, and Shutoff's Policy

Tabled until next meeting to confirm voting requirements.

12. **ACCOUNTING POLICY MANUAL REVISION**

Review and approve revisions to Accounting Policy, Accounts Receivable Section 3.10 through 3.10.3.

Tabled until next meeting to confirm voting requirements.

13. **TULI MEM AND ESPARTO CENTRAL PARK MAINTENANCE AGREEMENT**  
Review and approve agreement with Yolo County for ECSD to maintain Tuli Mem Aquatic Center and Esparto Central Park

**Motion by:** Director Forzaglia motioned to **approve the agreement with Yolo County for ECSD to maintain Tuli Mem Aquatic Center and Esparto Central Park**

**Second by:** Director Harden

**Discussion:** Agreement with Yolo County for ECSD to maintain Tuli Mem Aquatic Park and Esparto Central Park is up for renewal. Yolo County and Esparto High School may utilize the pool for a longer season and require that the pool be heated. Due to the increased cost of propane and other goods, the forecasted budget to maintain both facilities increased to \$248,000. Yolo County has included insurance requirements in the agreement. The agreement also specifies responsibility for regular maintenance and capital asset replacement.

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

14. **MANAGERS' REPORT**

- A. Highway 16 Water Line
  - a. Contracted Boss Engineering. Boss has started boring on both sides of Highway 16. Targeting for line to be back in service by Tuesday, September 27<sup>th</sup>.
- B. Orciouli Agreement
  - a. It was discussed with Tom Barth, legal counsel, to propose amendments to the 2008 agreement, particularly related to the developer drilling a new well and the location of the well as stated in the agreement.
  - b. The developer currently does not want to make the proposed amendments to the agreement.
  - c. There may be a few other issues that also need to be reviewed and amended. ECSD is continuing to work with legal counsel and the developer to come to agreement.
- C. Board Member Votes Prior to Taking Oath
  - a. Tom Barth, legal counsel, has confirmed that votes on items from meetings prior to a board member taking an oath, are OK as the board member was acting in the capacity as a board member, in the best interest of the district, and are compliant with legal guidelines, thus no changes or re-voting are necessary.

15. **FUTURE AGENDA ITEMS**

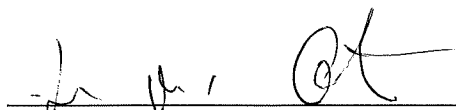
- A. Detention Basins
- B. LAFCO/Service Footprint
- C. Orciouli Landscape and Park Maintenance Prop 218
- D. Update on Street Lights
- E. Hydrant Curbs Painted Red
- F. Transmitter Upgrade Update
- G. Playground Update

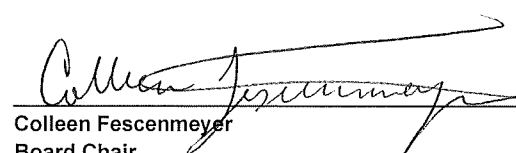
16. **ADJOURN**

**Motion by:** Director Harden  
**Second by:** Director Forzaglia  
**Discussion:** None

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

The meeting was adjourned at 8:28 PM.

  
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Jose Manuel Quintana  
General Manager & Clerk to the Board

  
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Colleen Fescenmeyer  
Board Chair