



REGULAR BOARD OF DIRECTOR'S MEETING
ESPARTO COMMUNITY SERVICES DISTRICT

DATE: October 19, 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 Scott at 7:09 PM.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

4. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Schaupp
Second by: Director Forzaglia

Discussion: GM Quintana requested to amend the agenda by removing Item #7 – Adoption of Minutes for 09/21/2022 Regular Board Meeting as there are not enough board members in attendance who were also in attendance for the 9/21/2022 meeting.

The amendment was accepted by Director Schaupp and seconded by Director Forzaglia.

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

None

7. **ADOPTION OF MINUTES FOR 09/21/2022 REGULAR BOARD MEETING**

Review and approve minutes for the 09/21/2022 Regular Board Meeting

Item removed from agenda as there are not enough board members in attendance who were also in attendance for the 9/21/2022 meeting.

8. **APPROVAL OF CLAIMS**

Approve claims from: 9/22/22, 9/30/22, 10/6/22, 10/13/22

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

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

9. **APPROVE FINANCIAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2021**

Review and approve financial audit for fiscal year ending June 30, 2021

Motion by: Director Schaupp
Second by: Director Forzaglia
Discussion: Director Schaupp asked GM Quintana if there were any items from the audit that concerned him. GM Quintana said he had no concerns and there were no concerns raised by the auditor.

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

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

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

Motion by: Director Schaupp
Second by: Director Forzaglia
Discussion: Need to confirm required number of votes. Item is voted on and can be brought back if required votes are not met. Director Forzaglia asked GM Quintana if requested updates had been made. GM Quintana confirmed that all edits had been made.

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

11. **ACCOUNTING POLICY MANUAL REVISION**

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

Motion by: Director Schaupp
Second by: Director Forzaglia
Discussion: GM Quintana explained that information which was already covered within Policy 2100 was removed and now states to "Reference Policy 2100", in order to avoid redundancy and potential conflict between policies.

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

12. **MANAGERS' REPORT**

A. Highway 16 Water Line

- a. Water line repair is complete.
- b. Road repair will start the week of October 24, 2022.
 - i. Cal Trans is requiring ECSD to hydroseed the disturbed area on the West side of Highway 16 for erosion control. ECSD has contracted a hydroseeding company out of Citrus Heights.
 - ii. Cal Trans is also requiring that ECSD hire a geotechnical engineering firm to perform compaction test and material testing.
 - iii. Laugenour Michel will put together plans to show where ECSD water line crosses Highway 16 in order to satisfy this requirement for the Cal Trans encroachment permit.

B. COVID Waste Water Testing Update

- a. UC Davis requested ECSD to install an auto-sampler at the Waste Water Treatment plant to monitor COVID-19. Initially ECSD Operators were taking samples 3 days per week. This changed and UCD sent staff to take samples. This program is ending at the end of November 2022.

- b. There is a new program coming out from Stanford, in which ECSD has been requested to participate, to help identify trends in COVID, Monkey Pox and other infectious diseases. ECSD would need to take 3 samples per week. ECSD will be compensated \$150 per sample. ECSD staff forecasts spending approximately 1.5 labor hours per week to take samples, ship and invoice.
- C. Interest Credit Update
 - a. QM Quintana corrected information which was provided during the 9/21/2022 meeting, in which GM Quintana stated that ECSD was crediting both Interest (1%) and Penalties (10%). This was not correct. ECSD is only refunding Interest (1%) from June 1, 2018 through June 30, 2022.
- D. Update on Street Lights
 - a. Contacted Bear Electric to make repairs on lights on Duncan and Gable and the end of Marsh Court. Operators will work overtime to drive around town and check lights.
 - b. Director Schaupp recommended adding a note on the bill statement to request customers to report any street light outages.
- E. Hydrant Curbs Painted Red
 - a. GM Quintana has contacted Yolo County to confirm who is responsible for painting the curbs in front of fire hydrants. A response has not yet been received.
- F. Transmitter Upgrade Update
 - a. 36 Transmitters of over 900 have been upgraded. Battery life span is approximately 10 years.
- G. Playground Update
 - a. Equipment has been difficult to procure in a timely manner. No additional updates on status or timing from Yolo County at this time.

13. **FUTURE AGENDA ITEMS**


- A. Detention Basins
- B. LAFCO/Service Footprint
- C. Orciouli Agreement
- D. Orciouli Landscape and Park Maintenance Prop 218
- E. Benefits Contribution 2023
- F. Christmas Party

14. **ADJOURN**

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

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

Meeting was adjourned at 7:34 PM.


 Jose Manuel Quintana
 General Manager & Clerk to the Board


 Pierce Scott
 Board Vice Chair

