



**BOARD MEETING
ESPARTO COMMUNITY SERVICES DISTRICT
ESPARTO, CA**

REGULAR MEETING
JANUARY 15, 2020
MINUTES

(1) CALL TO ORDER

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

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Schaupp, England, Fostine
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley
- Absent: Fescenmeyer, Girk

Public: None

(4) APPROVAL OF AGENDA

Director England called for a motion to approve the agenda.

Motion by: Director Schaupp approve the agenda

Second by: Director Fostine

Discussion:

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

(5) PUBLIC COMMENTS

Public present, customer asking about water hardness. Directed him contact a filtration company

(6) CORRESPONDENCE

Director Schaupp announced that the groundwater meeting was canceled

(7) Election of Officers of the Board for 2020

Tabled until next meeting due to Directors being absent

(8) APPROVAL OF MINUTES

Director England called for a motion to approve the minutes of ~~11/13/19~~ & 12/11/19

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Minutes of 11/13/19 could not be approved because required directors were not present. Minutes of 12/11/19 Approved.

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

(9) CLAIMS: FUND 466

Approval of Claims 12/17/19, 1/6/20, 1/10/20

Motion by: Schaupp

Second by: Fostine

Discussion: None

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

(10) Consider Adoption of Resolution No. 20-01 Adopting Discounted Fixed Water Service Charges for residents of the Esparto Mobile Home Park for 2/1/2020 through 6/30/2020 and for Fiscal Years 2020/21, 2021/22, 2022/23, 2023/24, and 2024/25.

Director England called for a motion to approve the Resolution No. 20-01

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Public spoke and Board clarified we will not maintain residence main or any piping inside the Mobile Home Park

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

- (11) **Consider Adoption of Resolution No. 20-02 Adopting Discounted Fixed Sewer Service Charges for residents of the Esparto Mobile Home Park for 2/1/2020 through 6/30/2020 and for Fiscal Years 2020/21, 2021/22, 2022/23, 2023/24, and 2024/25.**

Director England called for a motion to approve the Resolution No. 20-02

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Public spoke and Board clarified the name of the park for the record

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

- (12) **Consider Adoption of Board Policy #2145 – Records Retention (*Replaces Current Board Policy #3090*)**

Failed due to lack of 4/5 vote to pass. Will come back at the next meeting.

- (13) **Consider Adoption of Board Policy #2147 – Identity Theft Prevention – Red Flag Rules**

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: General Manager explained that we are updating our policy manual for all of the policies that are missing or outdated. We are using the template from CSDA

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

- (14) **Consider Adoption of Board Policy #2430 – Electronic Document Retention Policy**

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Discussed policy

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

- (15) **Consider Adoption of the Esparto Community Services District – Accounting Policies and Procedure Manual**

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Reviewed policy for approval

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

(16) Consider Adoption of Following Job Descriptions:

- A. Administrative Services Manager
- B. Fiscal Services Associate
- C. Park & Field Maintenance Worker I
- D. Park & Field Maintenance Worker II
- E. Wastewater I Operator
- F. Wastewater II Operator
- G. Water I Distribution Operator
- H. Water II Distribution Operator
- I. Wastewater/Water Distribution Operator I
- J. Wastewater/Water Distribution Operator II

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Reviewed job descriptions.

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

(17) Consider Adoption of ESCD 2020 Salary Schedule Effective 02/01/2020

Motion by: Director Schaupp

Second by: Director Fostine

Discussion: Reviewed schedule. Confirmed that the rates are tied to job descriptions and COLA's are included for 2020.

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

(18) Discuss Adoption of the Following Board Policies:

- A. Board Policy #1000 – Adoption/Amendment of Policies (*Replaces Current Board Policy #1010*)
- B. Board Policy #1005 – Association Memberships (*replaces current Board Policy #4080*)
- C. Board Policy #1010 – Basis of Authority (*Replaces Current Board Policy #4070*)
- D. Board Policy #1020 – Board/Staff Communications
- E. Board Policy #1030 – Code of Ethics (*Replaces Current Board Policy #4010*)
- F. Board Policy #1040 – Correspondence to the Board
- G. Board Policy #1045 – Legal Counsel and Auditor
- H. Board Policy #1050 – Overview of the General Manager's Role (*Replaces Current Board Policy #2000*)
- I. Board Policy #1055 – Legislative Advocacy Policy (*new policy*)

Discussed that these policies will be on the next agenda as an action item.

(19) Almond Festival Events for 2020

General Manager explained that we will be purchasing some new material and that we will have a booth. We will discuss the ECSD involvement at next month's meeting.

(20) MANAGERS REPORT

- a) Update on Projects. Updated on hospital and Castle project
- b) Alpha Sewer line video
- c) Sewer line repairs – none
- d) Budget revisions – Budget changes will be done at the next meeting.

(21) FUTURE AGENDA ITEMS

- a) Meter & SCADA Updates
- b) SCADA communications project fiber
- c) Review/update Strategic Plans
- d) Sewer Line Mapping
- e) Street Lighting ownership/Yolo Ave
- f) Impact Fund Projects
- g) Almond Festival

(14) ADJOURNMENT

Director England called for a motion to adjourn the meeting

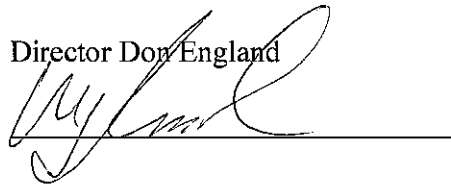
Motion by: Director Schaupp made a motion to adjourn the meeting

Second by: Director Fostine

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

Meeting adjourned at 7:50 p.m.

Director Don England



Date: 2/21/20

Steve Knightley - Board Clerk



Date: 2/20/20