



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

REGULAR MEETING
FEBRUARY 12, 2020
MINUTES

(1) CALL TO ORDER

Chair Fescenmeyer 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, Fostine, England, Fescenmeyer, Girk
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley
- Absent: None

Public: Christine Crawford

(4) APPROVAL OF AGENDA

Director Fescenmeyer called for a motion to approve the agenda.

Motion by: Director England approve the agenda

Second by: Director Schaupp

Discussion:

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(5) PUBLIC COMMENTS

Christine Crawford, Executive Officer for LAFCo addressed the Board related to the upcoming MSR and will elaborate and answer question under agenda item 7.

(6) CORRESPONDENCE

Director Schaupp announced that he may not be in attendance in March

(7) LAFCo MUNICIPAL SERVICE REVIEW FOR 2020

Christine Crawford explained to the Board the process and what she will be covering during the Municipal Services Review. She asked the Board if they had any questions.

(8) ELECTION OF OFFICERS OF THE BOARD FOR 2020

A nomination was made for Colleen Fescenmeyer to continue as the Chair for one more term and for Don England as Vice Chair.

Vote was taken and it was agreed that Director Fescenmeyer would be Chair and Director England would be Vice Chair. Vote was 5-0

(9) APPROVAL OF MINUTES

Director Fescenmeyer called for a motion to approve the minutes of 11/13/19 & 1/15/20

Motion by: Director England

Second by: Director Schaupp

Discussion: November minutes were held over for the attending members to approve

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(10) APPROVAL OF CLAIMS

Approval of Claims for 1/17/20, 1/24/20, and 1/31/20

Motion by: England

Second by: Girk

Discussion: None

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(11) DISCUSS AND APPROVE 2018 ANNUAL AUDIT

Director Fescenmeyer called for a motion to approve the 2018 Audit after review

Motion by: Director Schaupp

Second by: Director Girk

Discussion:

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

CF

(12) DISCUSS CHANGE TO EMPLOYER CONTRIBUTIONS TO MEDICAL, DENTAL, VISION PLANS, AND CASH-IN-LIEU OF BENEFITS AMOUNT EFFECTIVE 4/1/2020.

General Manager explained that the changes in our benefits amounts were determined by a particular CalPERS plan. This plan had changed in scope. We need to reevaluate the amounts covered for benefits under resolution 20-03 and 20-04 considered under action item 13 and 14 below as a result of this change.

(13) CONSIDER AND APPROVE RESOLUTION 20-03 FIXING THE EMPLOYER CONTRIBUTION FOR EMPLOYEES AND ANNUITANTS – MANAGEMENT

Director Fescenmeyer called for a motion to approve the Resolution No. 20-03

Motion by: Director England

Second by: Director Schaupp

Discussion:

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(14) CONSIDER AND APPROVE RESOLUTION 20-03 FIXING THE EMPLOYER CONTRIBUTION FOR EMPLOYEES AND ANNUITANTS – STAFF

Director Fescenmeyer called for a motion to approve the Resolution No. 20-04

Motion by: Director England

Second by: Director Girk

Discussion:

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(15) APPROVE TRANSFER OF FUNDS TO USDA RESERVE ACCOUNTS FOR WATER AND SEWER

Motion by: Director Schaupp

Second by: Director England

Discussion: This transfer was approved as a standing item under Resolution number 11-09 & 11-10 until the reserve was equal to 1 year's payment for each loan.

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

CF

(16) DISCUSS AND APPROVE 2019-20 BUDGET REVISIONS

Motion by: Director England

Second by: Director Schaupp

Discussion: Discussed shortfall on Parks and Detention basin, will need to update how we will cover the deficits at next board meeting after speaking to the County.

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(17) DISCUSS 2020-21 BUDGET AND ASSIGN BUDGET COMMITTEE

Director Fescenmeyer and Director Fostine will be assigned to the budget committee and will begin the 2020-20 budget process.

(18) CONSIDER ADOPTION OF THE FOLLOWING BOARD POLICIES REPLACING CURRENT 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 #1030 – Code of Ethics (*Replaces Current Board Policy #4010*)
- E. Board Policy #1050 – Overview of the General Manager’s Role (*Replaces Current Board Policy #2000*)
- F. Board Policy #2145 – Records Retention (*Replaces Current Board Policy 2090*)

Motion by: Director England

Second by: Director Girk

Discussion: These are templated updated policies purchased from CSDA

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(19) CONSIDER ADOPTION OF THE FOLLOWING NEW BOARD POLICIES

- A. Board Policy #1020 – Board/Staff Communications
- B. Board Policy #1040 – Correspondence to the Board
- C. Board Policy #1045 – Legal Counsel and Auditor
- D. Board Policy #1055 – Legislative Advocacy Policy

Motion by: Director England

Second by: Director Girk

Discussion: These are templated updated policies purchased from CSDA

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed

(20) DISCUSS ALMOND FESTIVAL EVENTS

Our staff with the exception of Lou will not be performing the trash pickup this year as the Jr. High will have volunteers. Steve will work with coordination of volunteers.

CF

(21) CONSIDER ADOPTION OF THE FOLLOWING BOARD POLICIES AT A FUTURE BOARD MEETING

- A. Board Policy #2105 – Asset Protection and Fraud in the Workplace *(New Policy)*
- B. Board Policy #2110 – Budget Preparation *(Replaces Current Board Policy #3020)*
- C. Board Policy #2115 – Credit Card Use *(New Policy)*
- D. Board Policy #2120 – Employment of Outside Contractors *(Replaces Current Board Policy #3042)*

- 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)*

(22) MANAGERS REPORT

- a) Update on Projects. Water line project on Yolo Ave
- b) Alpha Sewer line video
- c) Sewer line repairs – none

(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) Board Policies

(14) ADJOURNMENT

Director Fescenmeyer called for a motion to adjourn the meeting

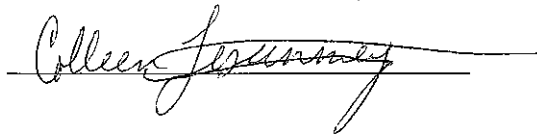
Motion by: Director England made a motion to adjourn the meeting

Second by: Director Fostine

Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Passed


Meeting adjourned at 8:20 p.m.

Director Colleen Fescenmeyer



Date: 3/18/2020

Steve Knightley - Board Clerk



Date: 3/18/20