

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

REGULAR MEETING  
MARCH 18, 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: Fostine, England, Fescenmeyer, Girk
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley
- Absent: Shaupp

**Public:** Christine Crawford

**(4) APPROVAL OF AGENDA**

Director Fescenmeyer called for a motion to approve the agenda.

**Motion by:** Director Girk approve the agenda

**Second by:** Director Fostine

**Discussion:**

**Vote:** Ayes: 4 No: 0 Abstain: 0 Motion: Passed

**(5) PUBLIC COMMENTS**

No public present

**(6) CORRESPONDENCE**

None

**(7) APPROVAL OF MINUTES**

~~Approval of Claims for 2/12/20~~ *zk*

**Motion by:** Girk  
**Second by:** Fostine  
**Discussion:** None

**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

**(8) APPROVAL OF CLAIMS**

Approval of Claims for 2/21/20, 2/28/20, and 3/6/20

**Motion by:** Girk  
**Second by:** Fostine  
**Discussion:** None

**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

**(9) DISCUSS AND APPROVE RESOLUTION 20-05 TRANSFER FUNDS**

Director Fescenmeyer called for a motion to approve Resolution 20-05 Transfer Funds from Restricted Account 101000-Cash in County Treasury-DFS to Income Account 405100-Restricted Funds Transferred In and Expense Account 503020-Building & Improvements Exp for Fiscal Year 2019-2020

**Motion by:** Director Girk  
**Second by:** Director Fostine  
**Discussion:**

**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

*CF*

**(10) DISCUSS AND APPROVE 2019-2020 BUDGET REVISION TO PAY FOR RESOLUTION 20-05**

Director Fescenmeyer called for a motion to approve the revised 2019-2020 Budget Revision to Add Income and Expense to 8302 Water per Approval of Resolution 20-05

**Motion by:** Director Girk  
**Second by:** Director Fostine  
**Discussion:**

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

**(11) APPROVAL TO TRANSFER FUNDS FOR USDA 10% FUNDING**

Director Fescenmeyer called for a motion to approve the transfer of funds as follows

- A. \$17,466 from Account 101000-Cash in County Treasury-DFS to USDA Water Loan Debt Service Account 101162 as Authorized by Resolution No. 11-09
- B. \$8,127 from Account 101000-Cash in County Treasury-DFS to USDA Sewer Loan Debt Service Account 101163 as Authorized by Resolution No. 11-10

**Motion by:** Director Girk  
**Second by:** Director Fostine  
**Discussion:**

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

**(12) CONSIDER ADOPTION OF REPLACEMENT OF POLICY #2110, #2120 & ~~#3042~~ <sup>511</sup>**

Director Fescenmeyer called for a motion to approve replacement of policies above.

- A. Board Policy #2110 – Budget Preparation (*Replaces Current Board Policy #3020*)
- B. Board Policy #2120 – Employment of Outside Contractors (*Replaces Current Board Policy #3042*)

**Motion by:** Director England  
**Second by:** Director Girk  
**Discussion:**

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

**(13) CONSIDER ADOPTION OF NEW POLICIES #2105 & #2115**

- A. Board Policy #2105 – Asset Protection and Fraud in the Workplace (*New Policy*)
- B. Board Policy #2115 – Credit Card Use (*New Policy*)

**Motion by:** Director Girk  
**Second by:** Director Fostinge  
**Discussion:**

**Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed**

**(14) DISCUSS NEGITIVE NET BUDGET BALANCES FOR MAINT AND PARKS**

General manager explained that the parks and detention basin are under funded and that we will be holding off on watering the detention basins and cutting back hours as necessary to balance the budget.  
Additionally, we will be looking for funding to balance the budget necessary to keep up the park.

**(15) MANAGERS REPORT**

- A. Change Monthly Board of Directors' Meeting Date to 3<sup>rd</sup> Wednesday?
- B. Board Member's Compliance Training
  - 1. CSDA Sign-In Instructions for Ethics AB124 Compliance Training
  - 2. CSDA Sign-In Instructions for Sexual Harassment Prevention Training
- C. Form 700 Statement of Economic Interests
- D. New Hire Alex Lepley
- E. Upcoming Projects
- F. Alpha Sewer Line Video, no problems found
- G. Sewer Line Repairs, budgeted for next year

**(16) 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

CF

(17) **ADJOURNMENT**

Director Fescenmeyer called for a motion to adjourn the meeting

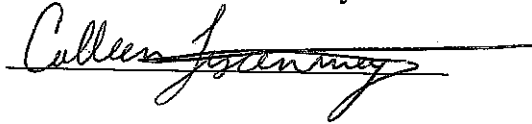
**Motion by:** Director Girk made a motion to adjourn the meeting

**Second by:** Director Fostine

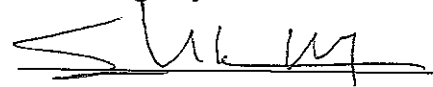
**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

Meeting adjourned at 7:49 p.m.

Director Colleen Fescenmeyer



Steve Knightley - Board Clerk



Date: 4/8/2020

Date: 4-8-2020

