



REGULAR BOARD OF DIRECTOR'S MEETING ESPARTO COMMUNITY SERVICES DISTRICT

DATE: January 15, 2020
TIME: 7:00 P.M.
LOCATION: 26490 Woodland Ave, Esparto CA 95627

Regular Meeting AGENDA

1. Call to Order at _____PM
2. Pledge of Allegiance
3. Roll Call (Present: Schaupp – Fostine – England – Fescenmeyer – Girk)
- Action: 4. Approval of Agenda (by: _____, 2nd _____) Passed / Failed
- Information: 5. Public Comment
This is the time for the public to address the Board on any subject relating to the Community Services District, but not relative to any subject on the present agenda. The Board reserves the right to impose a reasonable limit on time afforded any individual speaker.
- Information 6. Correspondence
 - a)
 - b)
 - c)
- Action: 7. Election of Officers of the Board for 2020
- Action: 8. Approval of Minutes from 11/13/19 & 12/11/2019 (____ / ____) Passed / Failed
- Action: 9. Approval of Claims 12/17/2019, 01/06/2020, & 1/10/20 (____ / ____) Passed / Failed
- Action: 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. (____ / ____) Passed / Failed
- Action: 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. (____ / ____) Passed / Failed

- Action: 12. Consider Adoption of Board Policy #2145 – Records Retention (*Replaces Current Board Policy #3090*)
- Action: 13. Consider Adoption of Board Policy #2147 – Identity Theft Prevention – Red Flag Rules
- Action: 14. Consider Adoption of Board Policy #2430 – Electronic Document Retention Policy
- Action: 15. Consider Adoption of the Esparto Community Services District – Accounting Policies and Procedure Manual
- Action: 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
- Action: 17: Consider Adoption of ESCD 2020 Salary Schedule Effective 02/01/2020
- Discussion: 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*)
- Discussion: 19. Almond Festival Events for 2020
- Discussion: 20. Manager’s Report
- a) Upcoming Projects
 - b) Alpha Sewer line video
 - c) Sewer Line repairs
 - d) Budget Revisions
 - e)
 - f)

Discussion: 21. Future Agenda Items

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|------------------------------------|---------------------------------------|
| a) Meter & SCADA updates | e) Street Lighting Ownership/Yolo Ave |
| b) Budget Revisions | f) Impact Fund Projects |
| c) Review / Update Strategic Plans | g) Board Policies & Job Descriptions |
| d) Sewer Line Mapping | h) |

Action: 22. Adjournment

I declare under penalty of perjury that the foregoing Agenda was posted on or before Friday, January 10, 2020 by 7:00 P.M. on the Bulletin Board at the east side of the Esparto Community Services District Office, 26490 Woodland Avenue, Esparto CA 95627.

If requested, this Agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act Of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Board Clerk for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the board clerk as soon as possible and preferably at least 24 hours prior to the meeting. The Board Clerk may be reached at telephone number (530) 787-4502 or at the following address: Esparto Community Services District, P.O. Box 349, Esparto, CA 95627 (mailing), 26490 Woodland Avenue, Esparto, CA 95627 (physical).

Board Clerk - Esparto Community Services District – P.O. Box 349 – Esparto CA 95627 – Steve Knightley

Meeting was held on 01-15-2020 starting at _____PM and concluded at _____PM

ATTEST:

Steven Knightley
General Manager & Clerk to the Board

Board Chair