



**BOARD OF DIRECTOR'S MEETING  
ESPARTO COMMUNITY SERVICES DISTRICT  
ESPARTO, CA**

REGULAR MEETING  
March 8, 2017  
MINUTES

**(1) CALL TO ORDER**

Chair Charles Schaupp called the meeting to order at 7:08 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

- Directors: Don England, Colin Crerar, Charles Schaupp, Colleen Fescenmeyer
- District Counsel: Not Present
- General Manager: Steve Knightley
- Board Clerk: Steve Knightley

**Absent:**

- Director Anna Girk

**Public:** No public present

**(4) APPROVAL OF AGENDA**

Chair Charles Schaupp called for a motion to approve the agenda.

**Motion by:** Director Colleen Fescenmeyer to approve the agenda as presented

**Second by:** Director Don England

**Discussion:** None

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

A handwritten signature in black ink, appearing to be "CS", is located in the bottom right corner of the page.

(5) **PUBLIC COMMENTS**

Chair Charles Schaupp opened public comment – No public comments

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

- a) Form 700 due – General Manager indicated the form he provided to Directors was for the wrong year will have the form for 2016 available tomorrow. If filing your form elsewhere please see that I receive a copy for the records.
- b) General Manager referenced correspondence received from the Yolo County Children's Alliance for the directors which is included in your package this evening.

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 2-8-17

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of 2-8-17 as presented

**Second by:** Director Colin Crerar

**Discussion:** None

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

Chair Charles Schaupp called a five minutes recess for the General Manager to make the copies of the claim fund packet that was omitted from the director's packets.

Chair Charles Schaupp called the meeting back to order and indicated that all directors now have copies of the claims submitted for approval.

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claims of 2-13-17, 2-17-17 and 3-3-17

**Motion by:** Director Colleen Fescenmeyer to approve the claims of 2-13-17, 2-17-17 and 3-3-17

**Second by:** Director Colin Crerar

**Discussion:** Questions on Emerald Homes and the PG&E sewer cost, General Manager responded.

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

**(9) BUDGET CHANGES AND APPROVAL TO PURCHASE RAM UTILITY TRUCK ALONG WITH TRAILER FOR MOWER, POWER TOOLS, AND REPAIR SUPPLIES RELATED TO MERSCA WORK.**

**Motion by:** Director Colleen Fescenmeyer to approve the budget changes

**Second by:** Director Don England

**Discussion:** General Manager presented the option for purchasing a new truck versus a used one. He checked with the county's fleet program which would allow us to purchase a new truck rather than spend the money on a used one. Benefit to new purchase is the warranty and our cost would be less on the new vehicle  
Discussion followed.

After discussion it was decided to purchase the new truck, a three quarter ton long bed. General Manager provided information on the purchase of the trailer. He referenced a 24 foot trailer to accommodate the mower and equipment with bins for sprinkler items.

Question on length of trailer, board asked General Manager to look into the length of the trailer; felt 24 foot would be too long and unable to move freely within the city streets.

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

**(10) INTERPRETATION OF POLICY 14-01 AND POSSIBLE ACTION OF COST OF LIVING ADJUSTMENT**

**Motion by:** Director Colleen Fescenmeyer to interpret policy 14-01 with a possible cost of living adjustment.

**Second by:** Director Colin Crerar

**Discussion:** General Manager stated the last COLA was given in 2014, 2015, a retro adjustment of 3% was given in January 2015. Question is do I continue with a 3% increase for 2016/2017? Discussion followed.

**Amended Motion:** to approve General Manager to come back at the next meeting with the resolution for a 4% increase over two years. (2% for 2016 and 2% for 2017).

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

**(11) RATE INCREASE WORKSHOP AND SUBCOMMITTEE UPDATE**

General Manager indicated he met with Director Colleen Fescenmeyer and had forwarded information to Director Anna Girk. He indicated that a full 218 process was required to affect an increase. To determine the basis for the increase he indicated that he broke down the cost to show the meter rate, fixed cost for sewer and water, labor and services. An increase per unit of use would not be necessary, but a flat increase to the base rate will be proposed.

General Manager stated he would have all the information for the next meeting. Once it is decided to go forward with a rate increase, workshop will be held, as well as community meetings and then the vote. There has been no increase for four years since the metered rates were adopted.

Questions and discussion followed.

**(12) APPROVE PURCHASE OF 26891 WOODLAND AVENUE**

General Manager indicated the purchase was approved yesterday by the Board of Supervisors. He talked with Panos who is the head of Public Works, transfer of the property would be through a quit claim deed. County will handle the transfer of funds to complete the transaction. Source of funds for purchase is from the Cal Trans funds. This should be all completed by the end of the fiscal year.

Chair Charles Schaupp indicated on the agenda that was approved there was no discussion items for number 13 or 14, so we move on to item 15, Managers Report.

**(15) MANAGERS REPORT**

- a) Well 7 update (Old Well 3 location) – new pump set, running electrical for it now, get it on line, take water samples in, complete SEQUA process, and state application. Should be on line within the next 30 days. Some discussion followed.
- b) Office water damage – repairs complete, last thing to be completed is the carpet, carpet with mold was removed and replaced with carpet squares which were more cost effective. Inside wall repaired, outside block wall was coated with a water seal, primer, and a special paint. There are now three coats of water protectant on that block wall. Only one wall was done, as this is the one that gets the most rain, but we should consider doing the whole building at a later date. We received a 10 year warranty on the wall. Discussion followed.
- c) Pool Update – still looking at the site off of Highway 16 by the high school, waiting for state final approval, letter of intent submitted to purchase the strip along Highway 16; it is hoped that this will all be completed by May.
- d) In-house accounting update – did not get March 1 date to start as I did not receive the 2016 audit until Friday. Mark Krumanacker will be here on Friday, our books have to be set up a certain way, I set the books up to match the County's however the transaction report has to be a set up a certain way according to the state. Mark will take over processing the transaction report for the same cost as we now pay the county. Hope to have everything up and running by April 1
- e) Sewer Infrastructure – all 10 ponds being used, all of our sewer pipes are up to 60 years old and are needing repairs and we are nearing a 100 year flood event. We have 4 feet of free board in ponds 8, 9, and 10, pond 7 is full. The 2000 ft. pipe that runs from the city to the head works is made of clay and has cracks allowing an additional inflow of ground water because the water level is now above our pipeline.

General Manager checked with a contractor as to what can be done to maintain the pipeline, suggestion was to block the line and use a camera to determine where the additional inflow of water is coming from. Discussion followed on how the pipe can be repaired.

- f) Madison – Spoke with Leo today; looks as if they are ready to move forward with ECSD to do their billing. They are firming up the necessary approvals. Will have an update at the next meeting on the Madison MOU.

**(15) FUTURE AGENDA ITEMS**

- a) Board Elections
- b) COLA Resolution
- c) Update Security Cameras
- d) Update Madison MOU
- e) Sewer Infrastructure
- f) GSA

**(16) ADJOURNMENT**

Chair Charles Schaupp called for a motion to adjourn the meeting

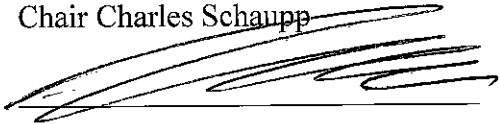
**Motion by:** Director Colin Crerar to adjourn the meeting.

**Second by:** Director Don England

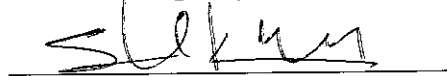
**Vote:** Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

Meeting adjourned at 8:10 pm.

Chair Charles Schaupp



Steve Knightley - Board Clerk



Date: 17 May 2017

Date: 5/17/17

