



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

REGULAR MEETING

May 17, 2017

MINUTES

**(1) CALL TO ORDER**

Chair Charles Schaupp called the meeting to order at 7:09 pm.

**(2) PLEDGE OF ALLEGIANCE**

All residents and members in attendance recited the pledge

**(3) ROLL CALL**

**Present:**

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

**Absent:**

- Director Anna Girk

**Public:** Public present

**(4) APPROVAL OF AGENDA**

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

**Motion by:** Director Don England to approve the agenda as presented

**Second by:** Director Colleen Fescenmeyer

**Discussion:** None

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

(5) **PUBLIC COMMENTS**

Chair Charles Schaupp opened public comment – No public comments

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

- a) Yolo County proposed extension of Esparto Development Agreement –  
At the ECAC meeting the board approved a two year extension to allow Emerald/Castle Homes to complete construction on their sub-division and the gas station on the corner of Yolo Ave at 21A Street.
- b) Yolo County DRC update Subdivision/Esparto gas station (Castle Homes)  
The approval of the ECAC extension was passed by the board.
- c) ECAC Meeting Agenda for 5/16/17 at Esparto Library  
Information item only should anyone be interested in attending

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 3-8-17

**Motion by:** Director Colleen Fescenmeyer to approve the minutes of 3-8-17

**Second by:** Director Don England

**Discussion:** None

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

Chair Charles Schaupp called for a motion to approve the minutes of 4-12-17  
Quorum not present to approve the minutes of 4-12-17, tabled to next meeting.

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claims of 4-12-17 and 4-27-17

**Motion by:** Director Don England to approve the claims of 4-12-17 and 4-27-17

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Question on invoice for tap sleeve: General Manager explained,

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

(9) **APPROVE RESOLUTION 17-06 SUSTAINABLE GROUNDWATER MANAGEMENT ACT OF 2014 (SGMA) TO DISCUSS THE ADOPTION OF A RESOLUTION AUTHORIZING THE ESCD TO ENTER INTO A JOINT EXERCISE OF POWER AGREEMENT ESTABLISHING THE YOLO SUBBASIN GROUNDWATER AGENCY.**

**Motion by:** Director Colleen Fescenmeyer to approve resolution 17-06

**Second by:** Director Don England

**Discussion:** General Manager provided an explanation of the resolution. He indicated Esparto's district counsel was on the board of SGMA, but, not as our representative. He has reviewed the language on our behalf. We are part of the Yolo Sub-basin Groundwater Agency and as such it will cost the district \$5,000.00 per year. We are required to sign the resolution and we will have voting rights. Some discussion followed.

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

Chair Charles Schaupp read the resolution into the record.

(10) **APPROVAL TO OBTAIN APPLICATIONS AND HIRE ENTRY-LEVEL FRONT COUNTER CLERK TO HANDLE PHONES AND PROCESS PAYMENTS**

General Manager explained the need to hire a front desk clerk to handle phones and accept payments. He is asking for board approval and authorization to move forward with accepting applications in order to get an employee on board and trained by July 1, 2017.

**Motion by:** Director Don England to approve accepting applications and the hire of entry-level front counter clerk

**Second by:** Director Colleen Fescenmeyer

**Discussion:** Question regarding the number of employee hours, budget and hourly rate . General Manager indicated a up to full-time employee may be needed but at present he will start the employee part-time. The hourly rate at entry level is minimum wage and funds for the additional employee are budgeted. Discussion followed.

**Vote: Ayes: 3 No: 1 (Schaupp) Abstain: 0 Motion: Passed**

(11) **ESPARTO ALLEY MONITORING AND MAINTENANCE AFTER INITIAL CLEAN UP**

The New Seasons non-profit organization headed by Jim Durst is asking for assistance in maintaining the alleys once they are cleaned up. No board action is required at this time, this is merely a discussion topic. Our crews do drive by these alleys once a month while reading meters. Perhaps we could consider some minimal assistance in the maintenance of the alleys as it would a benefit to the district as well.

Lynn Ralston from New Seasons was present to provide additional information. She indicated different agencies were being contacted for assistance. A great deal of effort is being put forth to accomplish the clean-up.

Discussion followed.

**(12) NOMINATIONS AND ELECTION OF NEW BOARD OFFICERS**

General Manager indicated it was time to nominate and elect new board officers. Chair Charles Schaupp opened nominations for chair: Two nominations were made

- Director Don England expressed interest to be chair and nominated himself
- Director Anna Girk was nominated by Chair Charles Schaupp

A vote was taken: 2 votes for Director Don England; 2 votes for Director Anna Girk  
As one director was absent from this meeting it was decided to table the nomination and election of new board officers to the next meeting.

**(13) MAIN ESPARTO PARK MAINTENANCE, TAKE OVER FOR YOLO COUNTY**

General Manager indicated correspondence with Kevin Yarris, Yolo County General Services Dept. and stated negotiations were under way to take over the duties of maintaining the park area and public restrooms. After reviewing the county's expenditures to maintain the park a fee of approximately \$20,000 was determined for us to maintain the park and public restrooms. The fee was questioned and a breakdown of the cost was submitted to them.. Currently the county only does this maintenance once a week, twice a week during the summer.

Should we agree to assume the duties the lawns would be mowed as needed. The public restrooms and trash would be tended to daily during normal business hours. Some concerns were noted regarding tree maintenance and liability: General Manager indicated an MOU would have to be drawn up to cover all concerns, at that time it would be brought back to the board for approval.

Discussion followed.

Question regarding the area across from the park.

General Manager: he will make sure the scope of the work is covered and if they want us to take over the duties, they will have to cover our cost.

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

General Manager indicated some proposed rates were determined to cover district costs.

The sub-committee will meet and come up with rates and justifications to present to the Board.

Discussion followed.

**(15) COUNTY ELECTIONS**

General Manager indicated we have three board positions open this year. Yolo is requesting a resolution from the district which indicates how many elective offices we have and how many offices are open this cycle. However if the three individuals which are now holding the seats up for re-election reapply with no one contesting, no election would be necessary.

General Manager will have the resolution prepared and ready for signatures to be turned in by July 5, 2017. He will also obtain forms for the officers to complete for re-election at the next board meeting.

Discussion followed.

**(16) MANAGERS REPORT**

- a) Pool Update – approved, state approved the changes requested to allow them to build, funds available did not include cost for the additional items, and the local casino provided funds to cover the additional desired items. Discussion followed
- b) DRC update – Meeting for Yolo County extension of the development, already discussed
- a) ECAC update - talked about the pertinent components of that meeting referencing the extension approval. General Manager indicated that Castle Homes has pulled a preliminary request to build 180 homes. He feels permits will be pulled within a year to begin this project which is to include the gas station. Reference made to speed bumps and if they will be required.
- b) Madison Agreement – last final discussion, all rate payers have been added to our system, one billing card will be used to cover both districts, Madison to cover postal and form cost. General Manager referenced the partial cost of an additional employee will be covered by the revenue received from Madison. Moving forward with the administrative frame work only, we will not be responsible for their operation or facilities. There was some concern about operator certification and representation, which was discussed and addressed. Our district’s attorney will review the document to assured that we are not liable or responsible for any of their operations or facilities.

**(17) FUTURE AGENDA ITEMS**

- a) Budget up-date w/changes
- b) Meter & SCADA updates
- c) In-house accounting procedures
- d) Pool up-date financial

**(18) ADJOURNMENT**

Chair Charles Schaupp called for a motion to adjourn the meeting

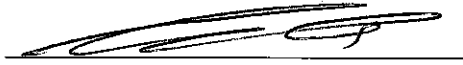
**Motion by:** Director Colleen Fescenmeyer to adjourn the meeting

**Second by:** Director Colin Crerar

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

Meeting adjourned at 8:40 pm.

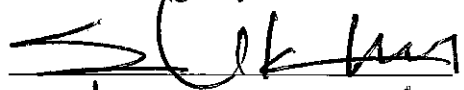
Chair Charles Schaupp



Charles Schaupp

Date: 14 June 2017

Steve Knightley - Board Clerk



Steve Knightley

Date: 6/14/17

