



REGULAR BOARD OF DIRECTOR'S MEETING
ESPARTO COMMUNITY SERVICES DISTRICT

DATE: July 19, 2023
TIME: 7:00 P.M.
MEETING LOCATION: 26490 Woodland Ave, Esparto CA 95627

REGULAR MEETING MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Director Scott 7:02 PM.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Directors Present: Fescenmeyer, Forzaglia, Schaupp, Scott

Directors Absent: Harden

Also Present: Manuel Quintana, General Manager and Board Clerk, Brandy Burns, Administrative Services Manager

4. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Forzaglia

Second by: Director Fescenmeyer

Discussion: None

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

Director Schaupp attended a Groundwater Sustainability Board meeting and had to abstain from a vote which affected the Hungry Hollow area due to a conflict of interest given his family's land ownership in that area. (See June 21, 2023 minutes for additional information).

Director Forzaglia attended a meeting at the Esparto Central Park on July 12, 2023 with Supervisor Barajas. The meeting was for the community to vote on three different options being proposed for new playground. Director Forzaglia has emailed Ryan Pistochni and Director Barajas requesting revisions to make the park more inclusive to all children.

7. **ADOPTION OF MINUTES FOR 06/21/2023 REGULAR BOARD MEETING**

Approve minutes for the 06/21/2023 Regular Board Meeting

Motion by: Director Forzaglia

Second by: Director Fescenmeyer

Discussion: None

Ayes: 3 **No:** 0 **Abstain:** 1 – Schaupp **Motion:** Passed/Failed

8. **APPROVAL OF CLAIMS**

Approve claims from: 6/15/2023, 6/21/2023, 6/26/2023, 6/30/2023, 7/5/2023, 7/6/2023

Motion by: Director Forzaglia

Second by: Director Schaupp

Discussion: None

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

9. **APPROVE SPECIAL DISTRICTS AND OTHER AGENCIES AUTHORIZATION FORM AUTHORIZING GENERAL MANAGER TO TAKE ACTIONS FOR ECSD FUNDS HELD WITH YOLO COUNTY FINANCIAL SERVICES**

Approve and sign form authorizing GM Quintana to pick up checks, make deposits, approve claims, approve documents and approve budget modifications for funds held with Yolo County Financial Services.

Motion by: Director Forzaglia

Second by: Director Schaupp

Discussion: None

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

10. **ASSIGN PERSONNEL COMMITTEE**

Assign board members to Personnel Committee per recommendation of Legal Counsel, Thomas Barth, and Directors Scott and Forzaglia.

Motion by: Director Forzaglia to assign Director Forzaglia and Director Scott to the Personnel Committee

Second by: Director Scott

Discussion: None

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

11. **APPROVE MOU WITH MADISON COMMUNITY SERVICES DISTRICT**

Review and approve MOU with Madison Community Services District for services to be provided by ECSD.

Motion by: Director Fescenmeyer

Second by: Director Forzaglia

Discussion: GM Quintana explained the services that ECSD has been providing for Madison Community Services District including billing, payments, customer service, banking and other administrative tasks. ECSD has been providing services without any formal agreement. This MOU would formalize the arrangement. MOU is to be reviewed annually.

Director Scott asked if there were any concerns. GM Quintana and Admin Services Manager expressed that things had been going well, however, one area of concern is each district has their own policies which are not always accessible to ECSD staff. This would be an area to focus on for future.

Director Forzaglia asked how the fees were determined. Brandy explained that fees were based on cost of labor and materials.

Director Scott recommended ensuring that there was verbiage in the agreement regarding policy consistency.

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

12. **APPROVE MOU WITH KNIGHTS LANDING COMMUNITY SERVICES DISTRICT**

Review and approve MOU with Knights Landing Community Services District for services to be provided by ECSD.

Motion by: Director Forzaglia

Second by: Director Fescenmeyer

Discussion: GM Quintana confirmed that ECSD is providing similar services for Knights landing as Madison.

Director Schaupp asked who was providing operational support for KLCSD. GM Quintana confirmed that Leo, the GM for Madison, is also the GM for KLCSD and Leo and his staff support both districts.

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

13. **MANAGERS' REPORT**

A. LAFCO/Service Footprint

- a. GM Quintana reached out to Christine at LAFCO about extending our service footprint. The process is fairly simple, it is simply an annexation application detailing the extended boundaries.
- b. If we extend our boundaries, we will need to provide the services. We do not currently have services in this area. This would require a significant investment and would be a fairly complex project involving easements. This would provide services for an additional 6 properties at this time.
- c. Director Schaupp asked about how any expansion would affect the Emeral Homes agreement. GM Quintana stated that he would need to look into this to be certain.

B. Orciouli Agreement

- a. Working to come to agreement regarding building a new well. Agreement states that the developer must put in a new well. However, the location of the new well, as specified in the agreement, is not a viable location as there is no easement or space available at the corner of Grafton and Omega.
- b. GM Quintana is working with the developer and legal counsel to try and come to agreement. The developer wants to leave the agreement in it's original state, without amending the well location, which is not a viable option.
- c. Legal Counsel has advised that there is a Good Faith clause in the agreement and we may need to utilize the Good Faith clause if the developer does not act in good faith to find a solution.
- d. GM Quintana will not provide a Will-Serve Letter until ECSD and the developer have come to agreement on the new well.

C. Alley Maintenance

- a. A customer sent an email to Yolo County requesting that the County fix potholes in the alley behind her home. The customer stated that ECSD had previously repaired the alley. GM Quintana explained that ECSD had previously filled in a small animal burrow with gravel, however, ECSD does not maintain the alleys.
- b. Yolo County contacted GM Quintana and stated that ECSD had previously agreed to maintain alleys in Esparto. The representative from Yolo County forwarded emails from years prior, which included flyers from Jim Durst regarding a community alley clean-up in 2017. The flyer stated that ECSD would maintain the alleys after the clean-up.
- c. GM Quintana reached out to prior GM Knightley and Jim Durst, who both stated that ECSD did not agree to maintain the alleys.
- d. GM Quintana has not found any documented agreement stating that ECSD would maintain alleys or anything in prior board meeting minutes or resolutions.
- e. Director Schaupp and Fescenmeyer stated that they did not remember any agreements and they were both on the board at that time.

14. **FUTURE AGENDA ITEMS**

- A. Detention Basins
- B. Orciuli Landscape and Park Maintenance Prop 218
- C. Tuli Mem Pool Update
- D. Policy Revisions
- E. Water Recycling Funds from the State and/or Use of Water from Clearlake for Irrigation Water

15. **ADJOURN**

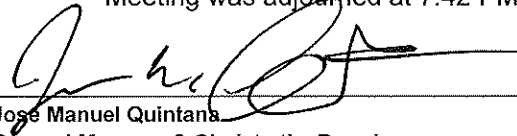
Motion by: Director Schaupp

Second by: Director Fescenmeyer

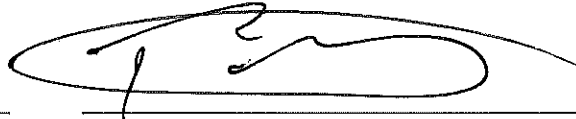
Discussion: None

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

Meeting was adjourned at 7:42 PM.



Jose Manuel Quintana
General Manager & Clerk to the Board



Pierce Scott
Board Chair