



REGULAR BOARD OF DIRECTOR'S MEETING ESPARTO COMMUNITY SERVICES DISTRICT

DATE: December 20, 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 order by Director Scott at 7:04 PM.

2. **PLEDGE OF ALLEGIANCE**

3. **INDUCTION OF BOARD MEMBERS**

The following individuals took the oath of office as ECSD Board Directors

- Pierce Scott
- Tracy Pryor
- Adan Sotelo

4. **ROLL CALL**

Directors Present: Forzaglia, Harden, Pryor, Scott, Sotelo

Directors Absent:

Also Present: Alex Lepley, Operations Supervisor, Brandy Burns, Administrative Services Manager, Tom Barth, Legal Counsel

5. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Forzaglia

Second by: Director Scott

Discussion: Agenda was amended as follows:

1. Item #16 First Amendment to Orciouli Agreement was moved up on the agenda to Item #9 to allow Mr. Barth to engage in the discussion and leave earlier.
2. Item #15 was amended to update the resolution number from "Resolution No. 23-08" to "Resolution No. 23-10".

Director Forzaglia and Director Scott accepted the amendments. The agenda was approved as amended.

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

6. **PUBLIC COMMENT**

None

7. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

Personnel Committee: GM Quintana resigned on Monday for personal reasons. Alex and Brandy will be working together to keep things moving forward in the interim. Director Forzaglia requested that additional compensation be considered for staff performing duties above normal expectations during the interim. Legal Counsel, Tom Barth and Admin Manager, Brandy Burns, committed to following up with potential options for additional compensation.

Cacheville Committee: It was recommended to put a hold on discussions regarding potential district consolidations. It was reported by Alex Lepley that Jose Quintana would be assisting Cacheville with management and Cacheville did not feel it was necessary to pursue consolidation at this time.

8. **MANAGERS' REPORT**

A. Orciouli Landscape and Park Maintenance Prop 218

a. Currently reviewing options to fund ongoing maintenance of the Orciouli subdivision once completed, including:

i. Prop 218 assessment

ii. Community Facilities District (CFD), which is a Special Tax District that funds the installation of public improvements or ongoing services within an identified area. A special tax is levied on taxable property within the district boundaries.

B. Play Structure Marsh Ct.

a. Alex sent photos of the play structure to Ryan Pistochni at the county. Ryan is looking into options to either fund improvements or remove the structure.

C. Detention Basins

a. Discussed with Ryan Pistochni, Yolo County, obtaining additional funding for detention basin maintenance through a potential 218 or ECSD potentially not continuing to maintain.

b. ECSD receives approximately \$45,000 from special assessments to maintain detention ponds which has not been enough funding to maintain them at desired levels.

D. State Compliance Plans

a. Alex created an Emergency Response Plan and Drought Report

i. Emergency Response Plan has been accepted by the State and is ready to be posted.

ii. Drought Report submitted in December. Pending state approval. Next step, when approved, will be to create/update policies as needed.

iii. Operation Plan is next required item by state and needs to be completed by October 2024.

E. Cacheville Service District

a. No longer looking for managerial support at this time.

F. CV-Salts Program

a. Notified of CV-Salts program over a year ago. Districts in Yolo County working to determine best path to take for compliance including forming a group with other districts or maintaining individually.

9. **FIRST AMENDMENT TO ORCIOULI AGREEMENT**

Review amendment to Orciouli agreement.

Legal Counsel, Tom Barth, provided an overview of the Orciouli Agreement from 2008 and the current draft of a First Amendment which strives to make terms current, including updates regarding a new well. Mr. Barth also discussed potential Prop 218 or formation of a Community Facilities District to fund ongoing maintenance costs associated with the new development.

Alex Lepley and Brandy Burns will follow up with Tom regarding the amendment and then schedule a Project Committee meeting.

Alex will follow up with Yolo County to confirm approval status for the development.

10. **ADOPTION OF MINUTES FOR 11/15/2023 REGULAR BOARD MEETING**

Approve minutes for the 11/15/2023 Regular Board Meeting

Motion by: Director Harden

Second by: Director Pryor

Discussion: None

Ayes: 4 No: 0 Abstain: 1 – Scott due to absence Motion: Passed

11. **APPROVAL OF CLAIMS**

Approve claims from: 11/15/23, 11/29/23, 12/8/23, 12/14/23

Motion by: Director Harden

Second by: Director Pryor

Discussion: None

Ayes: 4 No: 0 Abstain: 0 Absent: 1 - Scott Motion: Passed

12. **ELECTION OF BOARD CHAIR**

Elect Board Chair for 2024

Motion by: Director Scott made the motion to elect Director Forzaglia as Board Chair for 2024.

Second by: Director Harden

Discussion: Director Forzaglia accepted the nomination, all were in favor. Director Forzaglia will be the ECSD Board Chair effective with the January 17, 2024 Regular Board Meeting..

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

13. **ELECTION OF BOARD VICE CHAIR**

Elect Board Chair for 2024

Motion by: Director Scott made the motion to elect Director Harden as Board Vice Chair for 2024.

Second by: Director Forzaglia.

Discussion: Director Harden accepted the nomination, all were in favor. Director Harden will be the ECSD Board Vice Chair effective with the January 17, 2024 Regular Board Meeting.

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

14. **APPOINTMENT OF COMMITTEE MEMBERS FOR THE FOLLOWING COMMITTEES:**

Directors were appointed, and accepted appointments, to committees as follows:

- A. Finance Committee: Directors Harden and Pryor
- B. Policy and Ordinance Committee: Directors Forzaglia and Scott
- C. Project Evaluation Committee: Directors Harden and Sotelo
- D. Personnel Committee: Directors Forzaglia and Scott
- E. Consolidation Committee: Directors Forzaglia and Scott
- F. YSGA Representative: Director Scott and Operations Supervisor, Alex Lepley
- G. Other Committees Deemed Necessary by the ECSD Board: None at this time.

15. **APPROVE SELECTION OF WOOD RODGERS ENGINEERING FIRM FOR FACILITIES MASTER PLAN**
Only one SOQ was submitted for the Facilities Master Plan. Submission from Wood Rodgers at a cost of \$137,530.

Motion by: Director Forzaglia

Second by: Director Pryor

Discussion: Original submission was \$190,000. After reviewing the proposal with the project committee some deliverables were removed and the new estimate is at \$137,530. GM Quintana reached out to multiple firms to notify of the request for qualification, however, Wood Rodgers was the only firm to submit a SOQ after posting twice. Funding will come from available funds in bank and reserve funds if needed.

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

16. **APPROVE RESOLUTION 23-10 CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (CALWARN) MUTUAL ASSISTANCE AGREEMENT**
Approve resolution for entering into CALWARN agreement.

Motion by: Director Harden

Second by: Director Pryor

Discussion: Formal mutual aid agreement. Required as part of the Drought Plan and possibly for grant funding for consolidations.

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

17. **AVAILABILITY OF DISTRICT VEHICLES FOR EMPLOYEES ON STAND-BY**
Discuss employees taking district vehicles home for emergency response when on stand-by.

Motion by: Director Forzaglia

Second by: Director Harden

Discussion: Ops Supervisor Lepley recommended allowing staff to take a district vehicle home when on stand-by in order to respond to after hours emergency calls in a timely manner. It was noted by Director Scott that this was a common practice in similar districts. Director Forzaglia brought up concerns regarding security. It was noted that the vehicles and tools were all kept locked. It was also noted that the vehicles were not anymore secure on site based on prior issues with theft from vehicles and trailers while stored on district property. The ECSD Board felt the benefits for a quick response in an emergency justified allowing employees to take a district vehicle home when the employee is on stand-by.

Motion by: Director Forzaglia to allow employees on stand-by to take a district vehicle home.

Second by: Director Pryor

Ayes: 5 No: 0 Abstain: 0 Motion: Passed

18. **FUTURE AGENDA ITEMS**

A. Policies

B. Budget Revision

19. **ADJOURN**

Motion by: Director Forzaglia

Second by: Director Sotelo

Discussion: None

Ayes: 5 No: 0 Abstain: 0 Motion: Passed



Brandy Burns
Administrative Services Manager



Pierce Scott
Board Chair



REGULAR BOARD OF DIRECTOR'S MEETING ESPARTO COMMUNITY SERVICES DISTRICT

DATE: February 21, 2024
TIME: 7:00 P.M.
MEETING LOCATION: 26490 Woodland Ave, Esparto CA 95627

REGULAR MEETING AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ADOPTION OF CURRENT AGENDA**
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.
6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**
Reports by Committee Members and/or Director on information they have received and meetings they have attended which would be of interest to the Committee or the public. *Please note that under the California Open Meetings Law (Government Code Section 54954.2); discussion of the Committee Members' and/or Director reports is limited to asking clarifying questions. However, the Committee or any individual Committee Members may request that an item be placed on a future agenda for further discussion.*
7. **ADOPTION OF MINUTES FOR DECEMBER 20, 2023 SPECIAL BOARD MEETING**
Approve minutes for the 12/20/2023 Special Board Meeting
8. **ADOPTION OF MINUTES FOR JANUARY 17, 2024 REGULAR BOARD MEETING**
Adoption of Minutes for January 17, 2024 Regular Board Meeting
9. **APPROVAL OF CLAIMS**
Approve claims from: 1/25/24, 1/31/24, 2/8/24, 2/15/24
10. **MANAGERS' REPORT**
 - A. Alley 1 Sewer Project
 - B. Facility Master Plan
 - C. Drought Report
 - D. Alex Schedule for March
 - E. FYE 2023 Audit
 - F. Acosta Glass Property Line

11. **ACTIVITY REPORTS**
Discuss content and frequency of staff reports to Board
12. **APPROVE DROUGHT PLAN**
Approve Drought Plan required by California
13. **APPROVE ENGAGING SCI CONSULTING GROUP FOR SPECIAL TAX CONSULTING SERVICES AND LANDOWNER COMMUNITY FACILITIES DISTRICT FORMATION**

Approve engaging SCI Consulting for Special Tax Consulting Services and Landowner Community Facilities District (CFD) Formation to finance authorized public improvements and services, including maintenance of infrastructure related to the Orciouli development and other future developments.
14. **APPROVE RESOLUTION 24-02 OPENING NEW BANK ACCOUNTS AT UMPQUA BANK**
Approve opening accounts at Umpqua bank.
15. **APPROVE RESOLUTION 24-03 TO OBTAIN DISTRICT CREDIT CARD**
Approve opening a Visa or Mastercard credit card to replace American Express. Current AMEX account is associated with prior General Manager as primary account holder. AMEX requires prior GM to release account and a new application for a new primary account holder on behalf of the district. AMEX is not accepted everywhere that ECSD does business. Rather than updating account holders for AMEX, staff is recommending to close the AMEX account and open a VISA or Mastercard credit card.
16. **APPROVE GENERAL MANGER JOB DESCRIPTION**
Approve General Manager job description
17. **APPROVE POSTING GENERAL MANAGER POSITION**
Approve posting General Manger position to begin recruiting process
18. **APPROVE ENGAGING YOLO COUNTY IN CONSOLIDATION STUDY**
Approve engaging Yolo County to pursue a consolidation study with no obligation to consolidate districts.
19. **FUTURE AGENDA ITEMS**
 - A. Budget Revision
 - B. Orciouli Amendment
 - C. Compensation Policy
 - D. 2022-2023 Audit
20. **ADJOURN**

I declare under penalty of perjury that the foregoing Agenda was posted on or before Friday, February 16, 2024 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.

ATTEST:



Brandy Burns
Clerk to the Board



Jeff Forzaglia
Board Chair