



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 MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Director Forzaglia at 7:08 pm on February 21, 2024.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

Directors Absent: None

Also Present: Alex Lepley, Operations Supervisor, Brandy Burns, Clerk to the Board

4. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Scott

Second by: Director Pryor

Discussion: Amend Item #13 to read "Approve Resolution 24-04 Retain Consultant for Special Tax Consulting Services and Landowner Community Facilities District Formation"

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

Personnel Committee working on updating GM job description, GM Hiring timeline and Compensation Policy

Project committee met with Tom Barth and reviewed the Orciouli Amendment. Alex and Brandy have a meeting scheduled with Dan Boatwright to discuss amendment before submitting to Tom Barth for revision.;

7. **ADOPTION OF MINUTES FOR DECEMBER 20, 2023 SPECIAL BOARD MEETING**

Approve minutes for the 12/20/2023 Special Board Meeting

Motion by: Director Scott

Second by: Director Harden

Discussion: None

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

8. **ADOPTION OF MINUTES FOR JANUARY 17, 2024 REGULAR BOARD MEETING**

Adoption of Minutes for January 17, 2024 Regular Board Meeting

Motion by: Director Scott

Second by: Director Sotelo

Discussion: None

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

9. **APPROVAL OF CLAIMS**

Approve claims from: 1/25/24, 1/31/24, 2/8/24, 2/15/24

Motion by: Director Scott

Second by: Director Pryor

Discussion: None

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

10. **MANAGERS' REPORT**

- A. Alley 1 Sewer Project
 - a. Project started. Have experienced some rain delays. Completing approximately 100 feet per day.
 - b. Always have an operator on site to oversee.
- B. Facility Master Plan
 - a. Wood Rodgers has almost all data needed. Future development plans from County still pending.
- C. Drought Report
 - a. Contains plans for each stage of drought.
 - b. Board will need to approve and it will be posted on website.
- D. Alex Schedule for March
 - a. Operations Supervisor, Alex will be out of the office March 4 – 24 but will have access to email
- E. FYE 2023 Audit
 - a. Auditor completed field portion of audit. Audit report expected end of February.
- F. Acosta Glass Property Line
 - a. ECSD West fence is on Acosta property. May need to re-fence. Alex will talk with Acosta to find resolution.

11. **ACTIVITY REPORTS**

Director Forzaglia previously requested to suspend these reports upon the loss of GM Quintana. The board discussed the value of these reports for keeping Board Members informed and up to date. Board requested that Operations Supervisor Lepley provide a regular report, at least monthly, highlighting what is happening within the district.

12. **APPROVE DROUGHT PLAN**

Approve Drought Plan required by California

Motion by: Director Scott

Second by: Director Pryor

Discussion: Operations Supervisor Lepley provided an overview of the Drought Plan.

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

13. **APPROVE RESOLUTION 24-04 RETAIN CONSULTANT 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.

Motion by: Director Scott

Second by: Director Pryor

Discussion: It was recommended by Legal Counsel Barth to form a Community Facilities District (CFD) to be able to finance maintenance and improvements within the Orciouli development and future developments. SCI Consulting will help to establish the CFD. It is TBD if ECSD will pay to establish or request the developer to pay consulting firm. Director Forzaglia asked if fees are required up front. Clerk Burns will need to confirm. Director Forzaglia recommended that we request developer to pay to establish.

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

14. **APPROVE RESOLUTION 24-02 OPENING NEW BANK ACCOUNTS AT UMPQUA BANK**

Approve opening accounts at Umpqua bank.

Motion by: Director Scott

Second by: Director Harden

Discussion: Clerk Burns recommended moving accounts to Umpqua. Negative service and high fees with BMO. Experience with Umpqua on behalf of KLCSD has been very positive.

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

15. **APPROVE RESOLUTION 24-03 TO OBTAIN DISTRICT CREDIT CARD**

Approve opening a Visa or Mastercard credit card to replace American Express.

Motion by: Director Scott

Second by: Director Harden

Discussion: 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.

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

16. **APPROVE GENERAL MANGER JOB DESCRIPTION**

Approve General Manager job description

Motion by: Director Scott

Second by: Director Sotelo

Discussion: No significant changes in duties or qualifications. Updated verbiage to be industry consistent.

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

17. **APPROVE POSTING GENERAL MANAGER POSITION**

Approve posting General Manger position to begin recruiting process

Motion by: Director Scott

Second by: Director Pryor

Discussion: Post on ECSD Website and Indeed for at least 10 days. Personnel committee will screen applications and narrow to top 3 candidates. Entire board will interview final candidates. Date for interviews to be determined at March meeting.

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

18. **APPROVE ENGAGING YOLO COUNTY IN CONSOLIDATION STUDY**
Approve engaging Yolo County to pursue a consolidation study with no obligation to consolidate districts.

Motion by: Director Scott

Second by: Director Harden

Discussion: Yolo County has funding available for a study. There are no obligations to take action. Board agreed it would be beneficial to conduct the study and have information.

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

19. **FUTURE AGENDA ITEMS**

- A. Budget Revision
- B. Orcioui Amendment
- C. Compensation Policy
- D. 2022-2023 Audit

20. **ADJOURN**

Motion by: Director Harden

Second by: Director Pryor

Discussion: None

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

Meeting was adjourned at 8:05 pm.



Brandy Burns
Clerk to the Board



Jeff Forzaglia
Board Chair