



REGULAR BOARD OF DIRECTOR'S MEETING ESPARTO COMMUNITY SERVICES DISTRICT

DATE: November 20, 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 7:00 pm on November 20, 2024.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Directors Present: Harden, Forzaglia, Pryor, Sotelo

Directors Absent: Scott

Also Present: Alex Lepley, General Manager, Brandy Burns, Clerk to the Board

4. **ADOPTION OF CURRENT AGENDA**

Motion by: Director Sotelo

Second by: Director Pryor

Discussion: None

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

None

7. **ADOPTION OF MINUTES FOR OCTOBER 16, 2024 REGULAR BOARD MEETING**

Review and approve minutes for October 16, 2024 Regular Board Meeting

Motion by: Director Sotelo

Second by: Director Pryor

Discussion: None

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

8. **APPROVAL OF CLAIMS**

Approve claims from: 10/16, 10/24, 10/31, and 11/14/2024

Motion by: Director Sotelo

Second by: Director Pryor

Discussion: None

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

9. **MANAGERS' REPORT**

A. Operation and Maintenance Manual

1. Due by January 1, 2025. Rough Draft submitted October 30, 2024. Received comments back. Should be able to have responses and updates for January deadline.

B. Park Play Structure Repair

1. Repaired by Yolo Couty. They hit a pipe, but it has been repaired.

C. District Service Boundary Extension

1. Owner of the Buckhorn has approached the district about potentially extending services out to his property on the South side of Highway 16 across from the planned E. Parker subdivision and next to Dollar General.
2. GM Lepley gave him tour of district to understand district infrastructure.
3. Buckhorn owner proposed that the district take a loan to extend service. GM Lepley explained that it would be a few million dollar project and it does not currently make sense for the district to spend that in order to provide service to 3 -4 properties.
4. Buckhorn owner and consultant expressed that they may connect with the tribe, who owns the E. Parker property, to see if they may be willing to partner in extending services.

10. **FINANCIAL UPDATE**

Overview of P&L Budget to Actual as of November 15, 2024

Brandy Burns, Administrative Services Manager, gave an update on current budget to actuals. On track for the most part. Areas of concern were Tuli Mem Maintenance-Equipment and Treatment Chemicals due to the pool controller failure earlier in the year. Property Taxes also over budget. Assessed value for parcel 049-120-038-000 was \$95,000 higher than prior year, raising the taxes by \$960. Brandy has contacted the Yolo County Assessor's office and is following up.

11. **APPROVE LAMB VALLEY SLOUGH REPAIR**

Approve cost to repair Lamb Valley slough. Banks of slough are failing near ECSD wastewater headworks. Repairs are not within scope of MERCOSA agreement between Yolo Flood Control and Yolo County, however, Yolo Flood Control has agreed to assist ECSD with repairs. Estimated cost to ECSD \$10,000.

Motion by: Director Harden

Second by: Director Pryor

Discussion: Director Forzaglia asked who is technically responsible for maintenance. GM Lepley said that Yolo Flood Control is responsible for vegetation maintenance, but not necessarily structural maintenance. He has not been able to determine who is technically responsible – landowner (ECSD), Yolo County, Flood Control, or another entity but he will continue looking into. Director Harden commented that it needed to be repaired regardless to prevent failure. The board agreed to have ECSD share the cost, estimated to be \$10,000, with Yolo County Flood Control and to continue looking into who is technically responsible.

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

12. **APPROVE DON COLE & COMPANY TO CONDUCT FYE 2024 AUDIT**

Approve Don Cole & Company to conduct FYE 2024 audit. Requests for Proposals to audit ECSD for fiscal years ending 2024 through 2028 were sent to 6 firms. 1 firm declined due to timeline and 5 firms did not respond. Don Cole & Company has been the auditor for ECSD for the past 5 years. Legally, he can only audit the district for 6 years. His proposal to conduct the 2024 audit is a cost of \$6,930.

Motion by: Director Harden

Second by: Director Pryor

Discussion: The RFP for FYE 2025 will be initiated in January 2025.

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

13. **APPROVE BARTLE WELLS ASSOCIATES TO CONDUCT RATE STUDY**
Approve Bartle Wells Associates to conduct rate study. Last rate study conducted in 2019 with rates defined through June of 2025. Bartle Wells Associates' proposal for rate study, including 10 year Capital Improvement Plans, financial plans, rate structures, and capacity fee updates, to be completed by May 2025 for a cost of \$31,890.

Motion by: Director Sotelo
Second by: Director Pryor
Discussion: None

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

15. **FUTURE AGENDA ITEMS**

- A. Facility Master Plan
- B. Solar
- C. Community Facilities District
- D. Tuli Mem

17. **ADJOURN**

Motion by: Director Harden
Second by: Director Pryor
Discussion: None

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

Meeting was adjourned at 7:42 PM.



Brandy Burns
Clerk to the Board



Jeff Forzaglia
Board Chair

