



## REGULAR BOARD OF DIRECTOR'S MEETING ESPARTO COMMUNITY SERVICES DISTRICT

DATE: April 16, 2025  
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 Harden at 7:01 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Directors Present: Harden, Pryor, Scott, Sotelo

Directors Absent: Forzaglia

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

4. **ADOPTION OF CURRENT AGENDA**

**Motion by:** Director Scott

**Second by:** Director Pryor

**Discussion:** None

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

Policy Committee reviewed policies in Item #15 and has submitted to the board for review and approval.

7. **ADOPTION OF MINUTES FOR MARCH 19, 2025 REGULAR BOARD MEETING**

Approve minutes for the March 19, 2025 Regular Board Meeting

**Motion by:** Director Scott

**Second by:** Director Pryor

**Discussion:** None

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

8. **APPROVAL OF CLAIMS**

Approve claims from: 3/19, 3/26, 4/2, and 4/10/2025

**Motion by:** Director Scott

**Second by:** Director Pryor

**Discussion:** None

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

9. **ESPARTO FIRE DEPARTMENT PROPOSITION 218**

Chief Lawrence provided an overview of the upcoming Proposition 218 for the Esparto Fire Department to help fund additional staffing and equipment maintenance. The Esparto Fire Department is still primarily a volunteer department and the number of volunteers who are able to respond to calls has decreased over the years. The Prop 218 would help fund additional full-time staff to ensure that there is personnel available 24/7 to respond to emergency calls. The Prop 218 is a mail ballot vote and must receive 50% + 1 vote of all mailed ballots in order to pass. Ballots will be mailed May 21. There will be a public hearing July 21. Ballots are weighted by parcel value.

10. **MANAGERS' REPORT**

A. Tuli Mem Kick Off Meeting April 10<sup>th</sup> 2025

- a. Walkthrough with county. Still looking to fill lifeguard and pool management positions. School is not going to be managing the pool this year.
- b. Wade pool will most likely be closed this season as resurfacing is needed but the county says there is not budget this year.
- c. Another meeting is scheduled in May.

B. Cemetery District

- a. LAFCO director JD, reached out to GM Lepley to explore options for management of the Esparto Cemetery District, including ECSD potentially managing.
- b. GM Lepley stated that ECSD stopped billing services for KLCSD in order to focus on ECSD priorities and thinks we need to continue to focus on ECSD priorities at this time.
- c. Director Scott requested GM Lepley to find out additional details.

C. Orciouli Update

- a. In final stages of amending agreement.
- b. Waiting on feedback from Castle Homes.

D. Cross Connection Ordinance

- a. State requires that all districts have a Cross Connection Control Ordinance in place by July 1, 2025. Draft ordinance is Item #14 on this agenda for approval.

11. **APPROVE 2023-2024 AUDIT**

Approve 2023-2024 Audit

**Motion by:** Director Scott

**Second by:** Director Pryor

**Discussion:** Administrative Services Manager Burns provided an overview of the 2023-2024 Audit. There were no findings or inconsistencies. This is the final year ECSD will be able to utilize Don Cole CPA for audit. An RFP has been submitted to find a new auditor.

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

12. **APPROVE NEW UTILITY BILLING SYSTEM**

Approve new utility billing system to replace current system, CUSI, which will no longer be supported

**Motion by:** Director Scott

**Second by:** Director Sotelo

**Discussion:** Current billing system, CUSI, will no longer be supported or updated, and will potentially not be compatible with updated operating systems. Staff has reviewed multiple utility billing systems with the top 3 being:

UB4: Updated version of CUSI from CBSW. Most expensive at between \$1,300 - \$1,500 per month depending on options, limited to 3 user licenses with additional fees for voice and text communications; not as user friendly. Implementation fee of \$13,600.

Munilink: \$656/Month, \$17,250 implementation. Unlimited user licenses; additional fees for voice and text communications; live chat customer service.

Ampstun: \$800/month, \$12,775 implementation. Unlimited user licenses; texts and calls included at no additional fee; clean, simple and user friendly for both office and customer portal; bill printing and mailing services available for .83 per bill which is less than what we pay to print and mail internally.

All 3 seem to be capable systems. Overall staff recommended Ampstun. Board approved moving forward with Ampstun. Plan to implement in FY 2025-2026.

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

13. **APPROVE ECSD MANAGEMENT OF ESPARTO CEMETERY DISTRICT**

Discuss and approve LAFCO request ECSD to assume management of the Esparto Cemetery District.

**Motion by:** Director Scott to **TABLE UNTIL FURTHER DETAILS OBTAINED**

**Second by:** Director Sotelo

**Discussion:** None

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

14. **APPROVE CROSS CONNECTION ORDINANCE**

Cross Connection Ordinance required in 2025.

**Motion by:** Director Scott

**Second by:** Director Pryor

**Discussion:** None

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

15. **APPROVE POLICIES**

**Motion by:** Director Scott

**Second by:** Director Sotelo

**Discussion:** Policy Committee met, discussed and recommended approval for all of the policies below. Many of the policies on the list for approval have not changed content, only policy number and formatting in order to consistent. CSDA's sample policy manual, developed by Churchwell White law firm, was a primary reference and source basis for the updated policies along with policies from similar public entities in our area including Yolo County, City of Woodland and City of Winters.

Highlights of changes to policies were reviewed. Policy #3415 Compensation section 3415.3.2.7 Longevity Pay: Board had questions as to why the first eligibility was at 7 years vs. 5 years given all other increments are 5 years. Admin Services Manager Burns explained that in the committee meeting it was felt that 5 years was too soon, but 10 was too long. The board was not comfortable approving with a different increment until Director Forzaglia, as part of the Personnel Committee, was available to further discuss.

The motion to approve all policies on agenda was amended by Director Scott and seconded by Director Sotelo to: Approve all policies on agenda with the exception of policy #3415 Compensation.

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

ITEM #15 CONTINUED

Policy #	Policy Name	Board Recommendation
<b>Section 3100 - Employment Practices</b>		
3100	Accommodations for Disability	Approved
3104	Disciplinary Action	Approved
3110	Employee Information/Emergency Data	Approved
3112	Employee Promotion	Approved
3116	Employee Status	Approved
3118	Equal Opportunity	Approved
3120	Grievance Procedure	Approved
3122	Hours of Work and Overtime	Approved
3126	Nepotism	Approved
3130	Performance Evaluation	Approved
3134	Recruitment and Hiring	Approved
3136	Separation from District Employment	Approved
3138	Temporary Reclassifications	Approved
3140	Unlawful Harassment	Approved
<b>Section 3200 - Standards of Conduct</b>		
3200	Dress Code and Personal Standards	Approved
3205	Housekeeping	Approved
3210	Outside Employment	Approved
3215	Receipt of Gifts	Approved
3220	Uniforms and Protective Clothing	Approved
<b>Section 3300 - Communications</b>		
3300	Internet, E-Mail and Electronic Communications	Approved
<b>Section 3400 - Compensation &amp; Benefits</b>		
3400	Authorized Leave	Approved
3405	Bereavement Leave	Approved
3415	Compensation	Not Approved – Review at May Meeting
3425	Family and Medical Leave	Approved
3430	Holidays	Approved
3435	Jury Duty	Approved
3440	Leave for Crime Victims and Family Members	Approved
3445	Military Leave	Approved
3450	Pregnancy Disability Leave	Approved
3455	Rest & Meal Periods	Approved
3460	Sick Leave	Approved
3465	Time Keeping/Time Records	Approved
3470	Time off for Children - School Activities	Approved
3475	Time off to Vote	Approved
3480	Unauthorized Voluntary Absence	Approved
3485	Use of Make Up Time	Approved
3490	Vacations	Approved
		Approved

16. **FUTURE AGENDA**

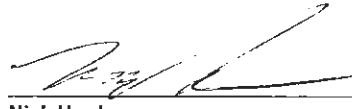
- A. Orciuoli Development Plans
- B. Amendment to Orciuoli Agreement
- C. Board Elections
- D. Facility Master Plan
- E. New Auditor
- F. Policy #3415 Compensation

17. **ADJOURN**

**Motion by:** Director Scott  
**Second by:** Director Sotelo  
**Discussion:** None

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

Meeting was adjourned at 8:25 pm.

  
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Brandy Burns  
Clerk to the Board  
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Nick Harden  
Board Chair