



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

DATE: February 19, 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 to order by Director Harden at 7:00 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Directors Present: Forzaglia, Harden, Scott, Sotelo

Directors Absent: Pryor

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

4. **ADOPTION OF CURRENT AGENDA**

**Motion by:** Director Forzaglia to adopt the current agenda.

**Second by:** Director Scott

**Discussion:** None

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

5. **PUBLIC COMMENT**

None

6. **COMMITTEE MEMBER AND DIRECTOR REPORTS**

Finance Committee

7. **ADOPTION OF MINUTES FOR JANUARY 15, 2025 REGULAR BOARD MEETING**

Approve minutes for the January 15, 2025 Regular Board Meeting

**Motion by:** Director Forzaglia to approve minutes from the January 15, 2025 regular board meeting.

**Second by:** Director Scott

**Discussion:** None

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

8. **APPROVAL OF CLAIMS**

Approve claims from: 1/15, 1/23, 1/30, 2/6, and 2/13/2025

**Motion by:** Director Forzaglia to approve claims as stated.

**Second by:** Director Scott

**Discussion:** None

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

9. **MANAGERS' REPORT**

A. Orciuoli Update

- a. Verbal agreement with Dan Boatright of Castle Homes that Castle Homes will put in a new well and generator. No storage tank. This will meet water demands for the development as well as future growth based on the Facilities Master Plan draft.
- b. Amendment to 2008 agreement currently being drafted by BBK legal. Expect to have a draft by end of February.

B. EARS Report

- a. State required annual reporting completed.
- b.

10. **APPROVE RESOLUTION NO. 25-01 AUTHORIZING BANK AND FINANCIAL ACCOUNT SIGNATORIES**

Approve Resolution to update bank and financial account signatories to include newly elected Board Chair, Nick Harden, and Vice Chair, Adan Sotelo.

**Motion by:** Director Forzaglia to approve Resolution No. 25-01 Authorizing Bank and Financial Account Signatories.

**Second by:** Director Scott

**Discussion:** None

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

11. **APPROVE REVISED 2024-2025 BUDGET**

Review and approve revisions to 2024-2025 budget.

**Motion by:** Director Sotelo

**Second by:** Director Scott

**Discussion:**

- Overall budget, Revenue and Expenses, increasing by \$12,182 due to development fees received from property on 21A
- \$38,000 overall reduction of specifically allocated expenses. Reallocated to Contingency.
- Slight reduction in payroll and personnel related expenses due to employee leave of absence
- \$47,500 reduction due to Rate Study bid coming in lower than estimated
- \$1,700 Increase in Workers Comp above what was estimated
- ~ \$11,000 Increase in Memberships and Permits due to increased fees from State Water Resource Control Board and CV Salts program
- \$3,500 increase in Equipment – well transfer switches higher than estimated
- Shifting ~\$9,000 from Utilities to cover increase in Treatment Chemicals due to pool controller (to be reviewed and approved by County GSD)
- Shifting \$6,500 from Maintenance and Supplies to Equipment Maintenance for pool controller (to be reviewed and approved by County GSD)

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

12. **DISCUSS AND APPROVE BUCKHORN WASTEWATER DISPOSAL**

Discuss allowing Buckhorn to transport and dump wastewater from processing facility in Esparto in ECSD wastewater ponds.

**Motion by:** Director Forzaglia to discuss and approve allowing Buckhorn to dump wastewater in Esparto ECSD wastewater ponds.

**Second by:** Director Scott

**Discussion:**

- a) Buckhorn has asked if they could dump wastewater at ECSD Ponds. Buckhorn's septic system was not properly permitted and they are being required to pump and dispose of wastewater from the processing facility.
- b) Buckhorn is outside of the district's current service area, however, within the district's sphere of influence.
- c) It is not feasible to extend the sewer lines to Buckhorn at this time. They may be extended when the E. Parker development is built.
- d) Buckhorn has approximately 1,000 gallons of wastewater per week.
- e) GM Lepley allowed them to dump this past month to test and see the impact on the ponds. There was no change in sample results.
- f) ECSD Board agreed to allow Buckhorn to dump wastewater at the ECSD wastewater treatment facility provided that the contract include the following:
  - i) Initial contract period of 6 months with potential for annual renewal
  - ii) Establish a regular schedule
  - iii) ECSD staff must be present to allow them into the facility and oversee dumping
  - iv) Buckhorn must provide liability insurance naming Esparto CSD as additional insured
  - v) Hold harmless agreement releasing ECSD of liability
  - vi) Buckhorn to pay disposal fee of \$100 per load to cover wastewater treatment and staff resources

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

13. **APPROVE ADOPTION OF CITY OF WOODLAND STANDARDS**

Approve adoption of City of Woodland Standards for water, sewer, and other utility infrastructure as standards for Esparto CSD.

**Motion by:** Director Scott motioned to adopt the City of Woodland Standards.

**Second by:** Director Sotelo

**Discussion:**

ECSD standards were last updated in 2008 and are outdated. GM Lepley shared that it is common for small districts to adopt the standards of larger neighboring districts. GM Lepley is recommending the Esparto CSD adopt the City of Woodland's Construction Engineering Standards. GM Lepley has spoken with managers at the City of Woodland and was given permission to use the standards.

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

14. **COMPLIANCE TRAINING**

Board Member Sexual Harassment and AB1234 Ethics need to be completed by 3/19/2025. Links to training were sent to board members via email 2/19/2025.

15. **FUTURE AGENDA**

- A. Orciuoli Development Plans
- B. Amendment to Orciuoli Agreement
- C. Billing System
- D. Board Elections

16. **ADJOURN**

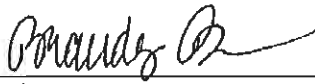
**Motion by:** Director Forzaglia

**Second by:** Director Scott

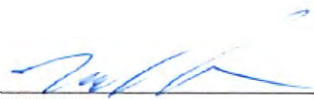
**Discussion:** None

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

Meeting was adjourned at 7:51 pm.



Brandy Burns  
Clerk to the Board



Nick Hardon  
Board Chair