

**BOARD OF DIRECTORS MEETING
KNIGHTS LANDING COMMUNITY SERVICES DISTRICT**

REGULAR MEETING
December 15, 2020
MINUTES

1. CALL TO ORDER

Vice President Gilbert Plubell called the meeting to order at 7:00 pm.

2. ROLL CALL

Present:

- Directors: Ray Lomelli, Willie Morales, Gilbert Plubell, Teresa Borrego, Susan King.
- District Counsel: Not present.
- General Manager/Board Clerk: Leo Refsland.
- Admin Secretary/Bookkeeper: Vickie Chavarria
- Note: Vice president Gilbert Plubell is Chairing the meeting.
- **Public:** Several members of the public online.

3. APPROVAL OF AGENDA

Motion by: Vice President Gilbert Plubell to remove item 10 and table the public hearing for now. Reschedule for a later date.

Second by: President Ray Lomelli.

Discussion: See below.

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

Vice President Gilbert Plubell called for a motion to approve the agenda.

Motion by: Director Willie Morales to approve the agenda with Item 10 removed.

Second by: President Ray Lomelli.

Discussion: Vice President Gilbert Plubell spoke about the impact of not being able to host a public hearing in person because of COVID restrictions and health concerns. He suggested removing this item and postponing the public hearing for a later date. There was discussion amongst the board regarding the pros and cons of moving forward with the meeting and the notification process regarding the in-person aspect of a public hearing. GM spoke about the impact of the delay on the budget and 218 timeline requirements. It was agreed to table the Prop 218 Public Hearing to another date. Director Susan King asked to allow the public that have joined the meeting to speak in public comments.

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

4. PUBLIC COMMENTS

Vice President Gilbert Plubell called for public comment – There were several members of the public that spoke about Impact of the pandemic, the notification, increased rates, fiscal responsibility, transparency and communication, etc.

President Ray Lomelli gave a background on recent accomplishments and the condition of the system within the district. Director Susan King spoke about how costs are reflected with rates and the need for better communication with the community.

5. CORRESPONDENCE: None

6. APPROVAL OF MINUTES:

Moved to next regularly scheduled meeting.

Motion by: None.

Second by: None.

Discussion: GM Indicated minutes were not completed and sent out. GM asked that the November, 2020 meeting minutes get moved to the next regularly scheduled meeting.

Vote: Ayes: 0 No: 0 Abstain: 0 Motion: None

7. APPROVAL OF CLAIMS:

Vice President Gilbert Plubell asked for a motion to approve the claims for December 2020.

Motion by: Director Susan King to approve the claims for December 2020.

Second by: Director Willie Morales.

Discussion: GM went over the claims explaining the expenses and the reasons they occurred.

President Ray Lomelli asked about the Insurance policy. Director Susan King asked GM to give background on the agreement between MCSD and KLCSD. GM spoke about the agreement and the benefits of shared services.

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

8. FINANCIAL REPORT:

- Vice President Gilbert Plubell asked about the inconsistency of the income. GM spoke about budgeted income and how and why the monthly totals are either higher or lower.
- GM went over the current expense budget. President Ray Lomelli asked GM to explain the timeline of a fiscal year in relation to how the budget is monitored. Director Susan King asked about a catastrophic reserve fund. GM explained that there are plans to establish some type of reserve for emergencies and repayment of borrowed DIF funds. DIF funds should not be considered as emergency reserve

8. FINANCIAL REPORT:

- GM went over income. Still below budget. Director Susan King asked if we need to re-evaluate current budget.
- GM explained the status of expense budget. Some depts. are over others under. Will probably move money from 1071 Building repairs to other accounts that are over to make up for the shortfalls. Overall running at about \$1,000.00 in the red monthly considering being frugal with expenses, Payroll is less now and income is below expectation. Deferring maintenance is currently the main source of budget stabilization.

9. DISCUSSION ITEMS:

Discussion followed about the Kennedy Jenks 5year capital improvement plan. Timelines, infrastructure and projects and improvements identified in the plan.

Discussion followed about officially applying for absorption of Yolo County right of way, possible surplus land and use of the Ridgecut well site. Including costs, procedure, timelines, layout of generators, storage containers and possible storage tank location. GM was directed to move forward.

10. ACTION ITEMS:

a) **Re-Notice and set Prop 218 Public Hearing for Knights Landing CSD rate increase to take effect 04/01/2021**

Vice President Gilbert Plubell asked for a motion to approve notification and date for online only public hearing.

Motion by: President Ray Lomelli to approve notification and date for online only public hearing. If approved, rate increase to take effect 04/01/2021

Second by: Director Susan King

Discussion: GM went over the notification letter noting the changes and improvements in information provided in it. GM requested that due to the uncertainty of COVID restrictions for public meetings that this be an online meeting only. There was also explanation of the plan to receive comments and protests. Rates and timelines of rate increases is the same as before. President Ray Lomelli asked about ability to collect from renters or separate owners. A discussion of lien process followed and making the landowner responsible for the bills. GM also spoke about the need to revamp the billing, late fees, shutoffs and liens. Including establishing policy and procedures. Chad Rinde from DFS offered help in getting info for setting up the lien process.

Vote: Ayes: 3 No: 0 Abstain: 0 **Motion:** Passed.

b) **Authorize protest letters reception process by property owners.**

Vice President Gilbert Plubell asked for a motion to approve process to receive protest letters.

Motion by: President Ray Lomelli to approve protest letters be received by mail or email. No in person. Up to the times outlined in the notification letter.

Second by: Director Susan King

Discussion: GM reiterated the process and timelines to receive the protest letters.

Vote: Ayes: 3 No: 0 Abstain: 0 Motion: Passed

c) **Authorize alternate plan for remote/online meeting if Yolo County re-enters stay at home restrictions during notification period up to the actual public hearing date.**

This item was dropped due to the meeting being online only

Motion by: None.

Second by:

Discussion: None.

Vote: Ayes: 0 No: 0 Abstain: 0 Motion: None

a) **GENERAL MANAGERS REPORT**

- Had a sewer line backup on new years weekend. Steve Knightly from ECSD lent us their jetter to deal with the backup.
- Ordered new jetter. At least 3 to 6 months out.
- Repair at Wayside Market, The KL Grocery Store, A water shut off and sewer clean out repair on Oak Grove coming up.
- White Subdivision came up with some connection fees and moving forward with building some houses.
- Working on online Dropbox for storing info for the board to access.
- Would like to change website to make it similar to MCSD and ECSD.

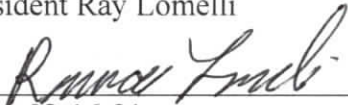
b) **FUTURE AGENDA ITEMS**

c) **ADJOURNMENT**

Meeting adjourned at 8:00 pm by Vice President Gilbert Plubell

NEXT MEETING DATE: Tuesday, 02-16-2021 @ 7:00 pm

President Ray Lomelli



Date: 02-16-21

Board Clerk Leo Refsland



Date: 02-16-21