

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

REGULAR MEETING  
March 15, 2021  
MINUTES

**1. CALL TO ORDER**

Director Teresa Borrego called the meeting to order at 7:05 pm.

**2. ROLL CALL**

**Present:**

- Directors: Teresa Borrego and Roberto Chavez, Sophia Plubell and Roberto Paniaagua
- Director: Ray Lomeli- Not Present
- District Counsel: Not present.
- General Manager/Board Clerk: Leo Refsland.
- Admin Secretary/Bookkeeper: Vickie Chavarria
- Public: Paula Felipe and Patty Tamayo

**3. APPROVAL OF AGENDA**

Director Teresa Borrego called for a motion to approve the agenda.

**Motion by:** Director Roberto Paniagua to approve the agenda.

**Second by:** Director Roberto Chavez.

**Discussion:** None.

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

**4. PUBLIC COMMENTS**

Director Teresa Borrego called for public comment – None.

**5. CORRESPONDENCE:** None

**6. APPROVAL OF MINUTES:** February15, 2022 Meeting.

Director Teresa Borrego called for a motion to approve minutes for the February 15, 2022 Meeting.

**Motion by:** Director Roberto Chavez to approve minutes for February 15, 2022

**Second by:** Director Roberto Paniagua

**Discussion:** New billing agreement for Esparto CSD

Update on late charges and shutoffs.

Arrearages update

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

**7. FINANCIAL REPORT:**

- Income: Feb \$30,218.30
- Expense: Feb: 52.88% yr.

**8. APPROVAL OF CLAIMS:**

Director Teresa Borrego asked for a motion to approve the claims for March 2022.

**Motion by:** Director Roberto Chavez to approve claims for March 2022

**Second by:** Director Roberto Paniagua

**Discussion:** None.

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

Director Teresa Borrego asked for a motion to approve invoice for Madison CSD Contract Management and Operations 1/22 Invoice #202044 and 2/22 Invoice #202045

**Motion by:** Director Robert Chavez to approve invoice for Madison CSD Contract Management and Operations 1/22 Invoice #202044 and 2/22 Invoice #202045

**Second by:** Director Roberto Paniagua.

**Discussion:** None.

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

Director Teresa Borrego asked for a motion to approve Madison CSD reimbursement for operational expenses paid : Invoice 202046, 202047 and 202048 December 2021- February 2022

**Motion by:** Director Roberto Paniagua to approve: Invoice 202046, 202047 and 202048 December 2021- February 2022

**Second by:** Director Roberto Chavez

**Discussion:** None.

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

**9. DISCUSSION ITEMS:** Arrearages, Grant Applications and Edsen Property

**10. ACTION ITEMS: Approve and accept Policy 3036: Account Payments, Shut Off Procedures and Fees**

Director Teresa Borrego asked for a motion to approve and accept Policy 3036: Account Payments, Shut Off Procedures and Fees

**Motion by:** Director Roberto Chavez approve and accept Policy 3036: Account Payments, Shut Off Procedures and Fees

**Second by:** Director Roberto Paniagua

**Discussion:** None.

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

**11. GENERAL MANAGERS REPORT**

- Ponds are working good for overall condition. Working on weed spraying.
- Update on the improvements that we are working on.
- All three well sites are in good shape.
- Applied to have third street well officially designated as an emergency back up well.
- Had a couple of repairs.
- Audit is still going on.
- Water conservation is still an issue. Current static level is getting better.
- Development is going well, some of the houses are finished. Becoming occupied.
- Third Street Well is turned on emergency standby
- Service district truck is for sale with an offer made at \$1000.00. Is currently not running.

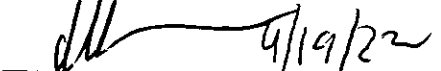
**12. FUTURE AGENDA ITEMS:** Bank of the West/ Audit

**13. ADJOURNMENT:**

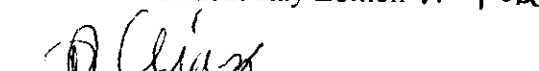
Meeting adjourned at 8:09pm by Director Teresa Borrego

**NEXT MEETING DATE:** Tuesday, 4/19/2022 @ 7:00 pm

Board Clerk Vickie Chavarria

  
Adopted Date: 4/19/22

Board President ~~Ray Lomeli~~ VP Robert Chavez

  
Adopted Date: 4/19/22