

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

REGULAR MEETING
June 15, 2021
MINUTES

1. CALL TO ORDER

Vice President Gilbert Plubell called the meeting to order at 7:02 pm.

2. ROLL CALL

Present:

- Directors: Ray Lomelli, Gilbert Plubell, and Roberto Chavez,
- Teresa Borrego joined at 7:13 pm. Susan King joined at 7:16 pm.
- Not present:
- 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: None

3. APPROVAL OF AGENDA

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

Motion by: Director Ramon Lomelli to approve the agenda.

Second by: Director Roberto Chavez.

Discussion: None.

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

4. PUBLIC COMMENTS

Vice President Gilbert Plubell called for public comment – None.

5. CORRESPONDENCE: None.

6. APPROVAL OF MINUTES: May 18, 2021.

Vice President Gilbert Plubell called for a motion to approve the May 18, 2021 minutes.

Motion by: Director Teresa Borrego to approve May 18, 2021 minutes.

Second by: Director Ramon Lomelli.

Discussion: Since Director Roberto Chavez was not a director at the May meeting, he abstained from voting.

Vote: Ayes: 3 No: 0 Abstain: 1 Motion: Passed.

7. FINANCIAL REPORT:

- GM went over income. Still below budget by about \$11,000. Still trying to iron out the income and how it comes in and the effect of the COVID 19 shut-off moratorium.
- GM explained the status of expense budget. Madison CSD invoices are current and included in report. There will be some expenses added to next month but for the most part pretty close to complete. There are anticipated expenses such as the Jetter, water threshold study and CIP peer review that are anticipated to be charged to current budget year. Some depts. over others under same as before. In process of the new rate increase. Costs have been rising. Have not been spending money and deferring maintenance work until new budget year starts. Cost of audit and consulting will be approx. \$15,000. Utilities will for sure be over. There have been many improvements in cash flow but will still end up being close to or slightly over budget.

Director Teresa Borrego joins meeting.

8. APPROVAL OF CLAIMS:

Vice President Gilbert Plubell asked for a motion to approve the claims for 05/15/ 2021 to 06/11/2021.

Motion by: Director Teresa Borrego to approve the claims for 05/15/2021 to 06/11/2021.

Second by: Director Ramon Lomelli.

Discussion: None

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

Vice President Gilbert Plubell asked for a motion to approve invoices for Madison CSD Contract Management and Operations. Invoice for 5-21 and 6-21.

Motion by: Director Ramon Lomelli to approve invoices for Madison CSD Contract Management and Operations. Invoice for 5-21 and 6-21.

Second by: Director Teresa Borrego.

Discussion: None

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

Director Susan King joins meeting

Vice President Gilbert Plubell Vice asked for a motion to approve reimbursement invoice for Madison CSD Contract operations expenses paid. Invoice #202024 for 02-21 to 05-21. And invoice # 202025 for May -21 expenses

Motion by: Director Ramon Lomelli approving reimbursement invoices #202024 and 202025.

Second by: Director Sue King.

Discussion: GM went over the various expense reimbursements.

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

9. DISCUSSION ITEMS:

10. ACTION ITEMS:

a) Approve and accept final draft of Kenedy Jenks 5-year CIP.

Motion by: None:

Second by: None.

Discussion: Not complete. Moved to next meeting. The status of the CIP including peer review was discussed.

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

b) Approve and implement water conservation practices and restricted community use days.

Vice President Gilbert Plubell asked for a motion to approve and implement water conservation practices and restricted community use days.

Motion by: Director Teresa Borrego to approve and implement water conservation practices and restricted community use day with changes and corrections discussed.

Second by: Director Roberto Chavez.

Discussion: GM presented recent work on establishing static water level response thresholds. YCFCWCD will be installing a real time SWL monitor in the next week or two. Discussion followed regarding community outreach and conservation education. This included layers of triggers that would require planned response to deal with water shortages. A review of the materials that have been prepared to send out and the WRA is sending more out with Spanish versions. There were corrections on days and times.

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

a) GENERAL MANAGERS REPORT

- White subdivision going forward as planned.
- Working on locating all the monitoring wells at ponds and verifying condition. 2 of the three were buried and hard to find. One is filled with dirt.

- Have been spraying weeds at ponds.
- Working on audit. Vickie has spent a lot of time with auditors getting requested info to them. Hopefully done by July Meeting.
- Still working on getting the generators figured out. Looking at going to single generator. Have not been able to spend much time on this. Hope to get back to it soon.
- Kennedy Jenks CIP still being worked on.
- Responded to NOV for WWTF. Copy of response sent to board. Waiting for response
- NOV allowed for amendments to grant application for WWTF pumpstation upgrade and repair to include other needs at the ponds.
- There were soil samples collected as part of the Cross Levee Project. Still working with engineers and county on this.
- Will try to get back to lien process soon.
- Discussion followed about autopay and bank issue checks.

b) FUTURE AGENDA ITEMS

Kennedy Jenks CIP, Budgets

c) ADJOURNMENT

Meeting adjourned at 8:09 pm by Vice President Gilbert Plubell

NEXT MEETING DATE: Tuesday, 07-20-2021 @ 7:00 pm

Board Clerk Leo Refsland



Adopted Date: 07-20-21