

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

REGULAR MEETING
November 16, 2021
MINUTES

1. CALL TO ORDER

President Ramon Lomelli called the meeting to order at 7:05 pm.

2. ROLL CALL

Present:

- Directors: Ray Lomelli, Teresa Borrego and Roberto Chavez.
- Director: Gilbert Plubell Absent.
- One Seat is currently vacant.
- District Counsel: Not present.
- General Manager/Board Clerk: Leo Refsland.
- Admin Secretary/Bookkeeper: Vickie Chavarria
- Public: None

3. APPROVAL OF AGENDA

President Ramon Lomelli called for a motion to approve the agenda.

Motion by: Director Roberto Chavez to approve the agenda.

Second by: Director Teresa Borrego.

Discussion: None.

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

4. PUBLIC COMMENTS

President Ramon Lomelli called for public comment – None.

5. CORRESPONDENCE: Supervisor Barajas opened a satellite office at Family Resource Center

6. APPROVAL OF MINUTES: September 21, 2021 and October 19, 2021 meetings.

President Ramon Lomelli called for a motion to approve minutes from September 21, 2021 Meeting and October 19, 2021 Meetings.

Motion by: Director Roberto Chavez to approve minutes from September 21, 2021 Meeting and October 19, 2021 Meeting.

Second by: Director Teresa Borrego.

Discussion: Discussion followed about the bank account and the Audit.

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

7. FINANCIAL REPORT:

- Income: Cash in bank was reported. GM went over income. Currently 4.47% underbudget for income. Most likely due to delinquent accounts. Governor Newsome issued order to extend shutoff moratorium to December 30, 2021. Discussion followed about late fees and shut offs need to be enforced immediately after order is lifted. School pays twice a year.
- Expense: GM went over current expense budget. Discussion followed regarding the expense categories and reimbursement.

8. APPROVAL OF CLAIMS:

President Ramon Lomelli asked for a motion to approve the claims for September - November 2021.

Motion by: Director Roberto Chavez to approve claims for September – November 2021

Second by: Director Teresa Borrego

Discussion: None.

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

President Ramon Lomelli asked for a motion to approve invoice for Madison CSD Contract Management and Operations 09-21 Invoice #202036.

Motion by: Director Teresa Borrego to approve invoice for Madison CSD Contract Management and Operations 09-21 Invoice #202036.

Second by: Director Roberto Chavez.

Discussion: None.

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

President Ramon Lomelli asked for a motion to approve reimbursement for MCSD operational expenses paid.

Motion by: None

Second by:

Discussion: Moved to next meeting.

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

9. DISCUSSION ITEMS: None.

10. ACTION ITEMS:

- a) **Discuss, approve and authorize GM to pursue specific water and wastewater improvements and estimated budgets.**

Motion by: None.

Second by:

Discussion: A brief discussion followed regarding process and needs including Edsen Property, purple pipe, WiFi, Solar power, large and small projects. More planning needs to be done and the audits need to be completed.

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

- b) **Approve Resolution # 20211116 authorizing the grant application, acceptance and execution for Knights Landing Water Supply Reliability Improvement Project. Including authorizing the General Manager, or designee to act on behalf of the district.**

President Ramon Lomelli asked for a motion to approve Resolution # 20211116

Motion by: Director Teresa Borrego to approve resolution # 20211116

Second by: Director Roberto Chavez.

Discussion: A brief discussion followed regarding the limited projects that can be applied for at this time.

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

Roll Call Vote: L. Y B. Y C. Y

- c) **Approve DIF – 5 Year \$250,000 loan repayment schedule, loan and interest payment amounts.**

President Ramon Lomelli asked for a motion to approve loan repayment schedule, loan and interest payment amounts.

Motion by: Director Roberto Chavez to approve loan repayment schedule, loan and interest payment amounts.

Second by: Director Teresa Borrego

Discussion: A brief discussion followed regarding process and timelines of payments and the importance of following the budget so payments can be made on a timely basis.

An annual DIF report is required and the first one is being worked on right now.

Vote: Ayes: 3 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 a emergency back up well.
- Had a couple of repairs.
- Audit is still going on.
- Still looking for a board member.

- Water conservation still an issue. Current static level is getting better.
- Development going well, some of the houses are finished. Becoming occupied.

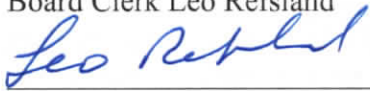
12. FUTURE AGENDA ITEMS:

13. ADJOURNMENT:

Meeting adjourned at 8:37pm by President Ramon Lomelli

NEXT MEETING DATE: Tuesday, 12-21-2021 @ 7:00 pm

Board Clerk Leo Refsland



Adopted Date: 12-21-2021