

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

**REGULAR MEETING  
May 21st, 2024  
MINUTES**

**1. CALL TO ORDER**

Director Roberto Chavez called the meeting to order at 6:38pm.

**2. ROLL CALL**

**Present:**

- Directors: Director: Roberto Chavez, Ray Lomeli
- Directors: Teresa Borrego and Dean Newman-Not Present
- Director: Roberto Paniagua
- District Counsel: Tom Barth
- General Manager: Manuel Quintana
- Admin Secretary/Bookkeeper: Vickie Chavarria

**PUBLIC COMMENTS**

Director Roberto Chavez called for public comment:

**3. CORRESPONDENCE: California Special Districts Association - Michael Meyer**

**4. GENERAL MANAGERS REPORT**

- Ponds are working well for overall condition.
- Update on the improvements that we are working on.

**5. FINANCIAL REPORT:**

Manuel Quintana presented the financial report to the board.

**6. APPROVAL OF SPECIAL MEETING MINUTES: March 27th, 2024 meeting**

**Motion by:** Roberto Paniagua to approve minutes for the March 27th, 2024

**Second by:** Ray Lomeli

**Discussion:** None

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

**7. APPROVAL OF SPECIAL MEETING MINUTES: April 30th, 2024 meeting**

**Motion by:** Roberto Paniagua to approve minutes for the April 30th, 2024

**Second by:** Ray Lomeli

**Discussion:** None

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

**8. APPROVAL OF CLAIMS:**

**Director Roberto Chavez asked for a motion to approve the claims for April - May 2024 Claims.**

**Motion by:** Roberto Paniagua to approve claims for April - May 2024 Claims.

**Second by:** Ray Lomeli

**Discussion:** None

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

**9. ACTION ITEM:**

**Approve service district membership options with California Special Districts Association and California Rural Water Association.**

**Motion by:** Ray Lomeli to approve service district membership options with California Special Districts Association and California Rural Water Association.

**Second by:** Roberto Paniagua

**Discussion:** None

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

**10. ACTION ITEM:**

**Approve the General Manager/Admin to apply for a credit card for necessary district needs.**

**Motion by:** Ray Lomeli to approve GM/Admin to apply for a credit card for necessary district needs.

**Second by:** Roberto Paniagua

**Discussion:** None

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

**11. ACTION ITEM:**

**Approve Policy# 5000 Credit Card use.**

**Motion by:** Roberto Paniagua to approve Policy #5000 Credit Card use.

**Second by:** Ray Lomeli

**Discussion:** None

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

**11. ACTION ITEM: Creation of Budget Committee for upcoming FY 24-25 Budget.**

**Motion by:** Roberto Paniagua to approve Budget Committee for upcoming budget.

**Second by:** Roberto Chavez

**Discussion:** None

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

**12. ACTION ITEM: Creation of Personal Committee to evaluate District Staff.**

**Motion by:** Roberto Paniagua to approve Personal Committee to evaluate district staff.

**Second by:** Ray Lomeli

**Discussion:** None

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

**12. DISCUSSION ITEMS:** The General Manager discussed communication between service district board member and staff.

**13. ADJOURNMENT:** Meeting adjourned at 7:53 pm by Director Roberto Chavez

**NEXT MEETING DATE:** Tuesday, 6/18//2024 @ 6:30 pm

Board Clerk Vickie Chavarria

  
Adopted Date: 6/18/2024

Board Vice-Chairperson

  
Adopted Date: 6/18/2024