

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

**SPECIAL MEETING MINUTES**

August 7th, 2024

**CALL TO ORDER**

Chair Roberto Chavez called the meeting to order at 7:44 pm.

**ROLL CALL**

**Present:**

- Directors: Dean Newman, Ray Lomeli
- Directors: Roberto Chavez
- Directors: Robert Paniagua and Teresa Borrego - not present
- District Counsel:
- General Manage: Manuel Quintana
- Board Clerk: Vickie Chavarria- not present
- Public: None

**Public Comments:** None.

**1. Approve the Fiscal Year 2024-2025 Budget**

Director Roberto Chavez called for a motion to approve the FY 2024-2025 Budget

**Motion by:** Director Dean Newman

**Second by:** Director Ray Lomeli

**Discussion:** GM Manuel Quintana presented the budget, he went through all items and answered questions from the board members.

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

**2. Resolution 8.7.24 Resolution for Purchase of Utility Truck**

Director Roberto Chavez called for a motion to approve Resolution 8.7.24

**Motion by:** Director Ray Lomeli

**Second by:** Director Dean Newman

**Discussion:** GM Manuel Quintana presented the 8.7.24 resolution and answered all questions from the board members about purchasing a service district vehicle.

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

**3. Administrative Services Manager job description and salary schedule.**

Director Roberto Chavez called for a motion to the Admin Services Manager job description and salary schedule.

**Motion by:** Director Ray Lomeli

**Second by:** Director Dean Newman

**Discussion:** GM Quintana presented the job and salary schedule, he explained thoroughly the job duties to the board members and also explained the salary schedule and how the salary schedule was created.

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

**Meeting was held on 8/7/24 and concluded at 8:34pm.**

General Manager-Manuel Quintana

Co-Chairperson Roberto Chavez

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Date: 8/7/24

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