

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

REGULAR MEETING
September 21, 2021
MINUTES

1. CALL TO ORDER

President Ramon Lomelli called the meeting to order at 7:10 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 Teresa Borrego to approve the agenda.

Second by: Director Roberto Chavez.

Discussion: None.

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

4. PUBLIC COMMENTS

President Ramon Lomelli called for public comment – None.

5. CORRESPONDENCE:

6. APPROVAL OF MINUTES: August 17, 2021 meeting.

President Ramon Lomelli called for a motion to approve minutes from August 17, 2021 Meeting.

Motion by: Director Teresa Borrego to approve minutes from August 17, 2021 Meeting.

Second by: Director Roberto Chavez.

Discussion: None.

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.
- Expense: GM went over current expense budget. Still relatively new in the year to have much to report. Fuel and power will be watched closely as those two depts. Will more than likely continue to rise in costs.

8. APPROVAL OF CLAIMS:

President Ramon Lomelli asked for a motion to approve the claims for July -August 2021.

Motion by: Director Teresa Borrego to approve claims for August-September 2021

Second by: Director Roberto Chavez

Discussion: There were discussions about the different dates on reimbursement and some of the invoices. GM spoke about changing the way we approve claims so as not to be confusing.

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 08-21 Invoice #202034.

Motion by: Director Roberto Chavez to approve invoice for Madison CSD Contract Management and Operations 08-21 Invoice #202034.

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 reimbursement invoice #202030 for Madison CSD purchase of Mongoose Jetter.

Motion by: Director Teresa Borrego to approve reimbursement invoice #202030 for KLCSD portion of Madison CSD purchase of Mongoose Jetter.

Second by: Director Roberto Chavez.

Discussion: GM reiterated the grant from Yolo County and the split costs both districts agreed to contribute.

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

President Ramon Lomelli asked for a motion to approve reimbursement invoice #202035 for Madison CSD purchase of new service truck.

Motion by: Director Teresa Borrego to approve reimbursement invoice #202035 for KLCSD portion of Madison CSD purchase of new service truck.

Second by: Director Roberto Chavez.

Discussion: GM reiterated the service truck will be owned equally by each district. A grant was submitted to Yolo County for a second truck. Should find out soon. That truck will have equal ownership as well.

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

9. DISCUSSION ITEMS:

Railroad and 116 property: GM spoke about status.

DIF Loan: Discussion about upcoming agenda item regarding DIF payment plan and reporting requirements.

10. ACTION ITEMS:

a) **Discuss and approve updating UMQUA banking authorization.**

President Ramon Lomelli asked for a motion to update the UMPQUA banking authorization.

Motion by: Director Roberto Chavez to approve updating and authorizing President Ramon Lomelli and General Manager Leo Refsland to be signors and depositors and Vickie Chavarria continue to be depositor.

Second by: Director Teresa Borrego.

Discussion: A brief discussion followed regarding process, oversight and benefits of the outside checking account.

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

b) **Authorize GM to work with Yolo County and CONSERO Solutions on applying and obtaining grant funding for KLCSO infrastructure improvements.**

President Ramon Lomelli asked for a motion to approve GM working with Yolo County and CONSERO solutions on grant funding.

Motion by: Director Teresa Borrego to authorize GM to work with Yolo County and CONSERO Solutions to identify, apply and obtain grant funding for Knights Landing CSD infrastructure improvements.

Second by: Director Roberto Chavez.

Discussion: A brief discussion followed regarding grants and potential projects. Director Roberto Chavez was asked to participate in the first discussion with Yolo County and CONSERO solutions.

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.
- 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. Discussion followed about water sales.
- Development going well some of the houses are getting close to being finished. President Lomelli asked about landscape conservation.

12. FUTURE AGENDA ITEMS:

13. ADJOURNMENT:

Meeting adjourned at 9:02pm by President Ramon Lomelli

NEXT MEETING DATE: Tuesday, 10-16-2021 @ 7:00 pm

Board Clerk Leo Refsland



Adopted Date: 11-16-2021