

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

REGULAR MEETING  
August 17, 2021  
MINUTES

**1. CALL TO ORDER**

Vice President Gilbert Plubell called the meeting to order at 7:00 pm.

**2. ROLL CALL**

**Present:**

- Directors: Ray Lomelli, Gilbert Plubell, Teresa Borrego and Roberto Chavez.
- One Seat is currently vacant.
- 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 Teresa Borrego to approve the agenda.

**Second by:** Director Ramon Lomelli.

**Discussion:** None

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

**4. PUBLIC COMMENTS**

Vice President Gilbert Plubell called for public comment – None.

- 5. CORRESPONDENCE:** MBK engineering sent a right of way request. They want to do some more soil samples at the ponse for the ring levee project. Yolo County putting together community task force for addressing community needs. GM added Directors Lomelli and Chavez to the communication thread. Hoping they can get involved.

**6. APPROVAL OF MINUTES: June 15, 2021**

Vice President Gilbert Plubell called for a motion to approve minutes from June 15, 2021 Meeting.

**Motion by:** Director Ramon Lomelli to approve minutes from June 15, 2021 Meeting.

**Second by:** Director Teresa Borrego.

**Discussion:** None.

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

**7. FINANCIAL REPORT:**

- Income: GM went over income. Finished up the year within income budget. The school only pays twice a year. This is why there were two big increases in income. Does not include grants, taxes or credits. Mostly due to rate increase and people not taking advantage of shutoff moratorium. Starting this year of just slightly under 2% shy of budgeted income.
- Expense: GM went over ending budget. Finishing up right at budget maybe slightly over. Director Plubell asked about utilizing grants for solar power. This new budget year has just started so not a lot has gone through yet. PG&E has started off on the high end. Will need to keep an eye on that.  
Director Lomelli requested to meet GM on a weekly basis with Director Chavez to go over bills and service district business.

**8. APPROVAL OF CLAIMS:**

Vice President Gilbert Plubell asked for motion to approve claims for 20-21 budget year.

**Motion by:** None

**Second by:**

**Discussion:** GM indicated that this was not needed after-all

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

Vice President Gilbert Plubell asked for a motion to approve the claims for July -August 2021.

**Motion by:** Director Ramon Lomelli to approve claims for July-August 2021

**Second by:** Director Robero 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: 4 No: 0 Abstain: 0 Motion: Passed.

Vice President Gilbert Plubell asked for a motion to approve invoice for Madison CSD Contract Management and Operations 07-21.

**Motion by:** Director Robero Chavez to approve invoice for Madison CSD Contract Management and Operations 07-21.

**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 reimbursement invoice for Madison CSD Contract operations expenses for all paid to date.

**Motion by:** Director Ramon Lomelli to approve reimbursement invoice for Madison CSD Contract operations expenses for all paid to date.

**Second by:** Director Teresa Borrego.

**Discussion:** GM explained how the credit card reimbursement works.

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

## 9. DISCUSSION ITEMS:

Railroad and 116 property: GM spoke about status and next steps. Regarding the boundaries. Application process. Working on doing a two-step process to get the property services while property owner is working on the bigger project.

Monthly meetings at community center: Next meeting should be held at community center. Director Lomelli spoke about importance of public meetings. Looking for a new board member. There was discussion about late payments and the covid restrictions.

Director Plubell announced he will be taking a break when his term is up and we will need to find a replacement for him too.

## 10. ACTION ITEMS:

### a) Discuss and approve 2020-2021 Budget and 2020-2021 adjustments in the amount of \$457,430.00.

Vice President Gilbert Plubell asked for a motion to approve the 20-21 budget.

**Motion by:** Director Ramon Lomelli to approve 2020-2021 budget with adjustments in the amount of \$457,430.00

**Second by:** Director Teresa Borrego.

**Discussion:** A brief discussion followed regarding adjustments and amount of budget.

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

### b) Discuss and approve 2021-2022 Budget and 2020-2021 adjustments in the amount of \$530,478.00.

Vice President Gilbert Plubell asked for a motion to approve the 21-22 budget.

**Motion by:** Director Ramon Lomelli to approve 2020-2021 budget in the amount of \$530,478.00

**Second by:** Director Teresa Borrego.

**Discussion:** A brief discussion followed regarding amount of budget.

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

c) **Approve and implement water conservation emergency response  
If needed.**

**Motion by:** None.

**Second by:**

**Discussion:**

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

d) **Discuss and approve purchase of new service truck in collaboration with mMdison  
CSD. Each contributing 50% of purchase cost. 2021 Ford F-250 with utility box.**

Vice President Gilbert Plubell asked for a motion to approve purchase of new service truck with Madison CSD. KLCSD portion not to exceed \$30,000.00

**Motion by:** Director Gilbert Plubell to approve purchase of new F-250 service truck not to exceed KLCSD portion of \$30,000 or ½ of total purchase price.

**Second by:** Director Ramon Lomelli.

**Discussion:** A brief discussion followed regarding total purchase price and KLCSD portion of purchase. Condition of current KLCSD service truck. The sale of the truck and location of paper work. GM spoke about applying for county grant to get a second truck will not know if awarding in late September. Director Chavez asked about putting this off and saving money by buying a used truck. Discussion followed about the pros and cons of this purchase.

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

a) **GENERAL MANAGERS REPORT**

- Ponds are looking good. Working with Yolo Flood control on a major weed spraying program. Would like to get the board out on a field trip.
- Update on the improvements that we are working on. Grant is in progress.
- All three well sites are in good shape.
- Had a couple of repairs.
- Audit is still going on.
- Still looking for a board member.
- Collected five more connection fees from developer.
- Water conservation still an issue. Current static level. Discussion followed about water sales.

b) **FUTURE AGENDA ITEMS:**

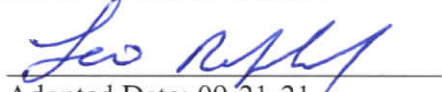
Make Community Center next meeting place.

c) **ADJOURNMENT**

Meeting adjourned at 8:10 pm by Vice President Gilbert Plubell

**NEXT MEETING DATE:** Tuesday, 09-21-2021 @ 7:00 pm

Board Clerk Leo Refsland

  
Adopted Date: 09-21-21