



## KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCS D)

### NOTICE AND AGENDA FOR REGULAR MEETING

Thursday, December 1, 2022, 7:00 p.m.

**Knightsen Garden Club, 3067 Knightsen Avenue, Knightsen, CA**

Download Agenda Packet and Materials at our website: <https://knightsentowncsd.specialdistrict.org/>

NOTICE: Members of the public may address the Board of Directors on any item of interest that is within the subject matter jurisdiction of the Board. Remarks may be limited to 3 minutes, subject to reasonable modification by the Chairperson. Members of the public wishing to address the Board may submit a "Speaker Card" to the Board. Individuals will be heard during the Board's consideration of the item. If the item is not listed on the agenda, the individual will be heard under the agenda item "Public Comment." The Chairperson may waive the use of Speaker Cards at his or her discretion.

If you have a physical impairment that requires special accommodations to participate, please contact the Board at least 24 hours in advance at 925-551-1410.

Any writings or documents provided to the majority of the Board of Directors after distribution of the agenda packet regarding any item on the agenda will be made available for public inspection on the **district website**: <https://knightsentowncsd.specialdistrict.org/>, or by calling 925-551-1410.

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. OATH OF OFFICE – Administer Oath of Office to re-elected Directors Bello-Kunkel, Matteri and Somerhalder.
4. PUBLIC COMMENT (3 MINUTES PER SPEAKER) - At this time the public may address the District Board on subject matters pertaining to District business but NOT listed on the agenda. State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board takes your comments very seriously and, if appropriate, will follow up on them.
5. AGENCY REPORTS – REPRESENTATIVE OF THE KNIGHTSEN TOWN ADVISORY COUNCIL (KTAC)
6. CONSENT CALENDAR – Consent Calendar items are typically routine in nature and are considered for approval by the Board of Directors with one single motion. Members of the Board or audience wishing an item removed from the Consent Calendar for purpose of public comment, question or input may request so through the Board Chair.
  - A. Approve minutes of the October 6, 2022, regular meeting.
7. CORRESPONDENCE
  - A. 10/4/22 & 10/5/22, emails from/to Knightsen resident, Carolynne Steen, re: Public Records Act requests (AGENDA PACKET);
  - B. 10/6/22, emails from/to Knightsen resident, Carolynne Steen, re: Public Records Act request (AGENDA PACKET);
  - C. 10/6/22, 10/17/22, 10/18/22, 10/19/22 & 10/23/22, emails to/from Pauline Sanguinetti, Croce, Sanguinetti and Vander Veen, re: status of annual audit;
  - D. 10/6/22, 10/7/22 & 10/10/22, emails to/from Rosa Mena, County Elections, re: status of voter information guides;
  - E. 10/7/22, email to Knightsen community members re: Mobile Citizens Application;
  - F. 10/11/22, emails to/from Maria Jehs, KTAC Chairperson, and Alicia Nuchols, Office of Supervisor Burgis, re: KTAC letters on the Knightsen marquee;

- G. 10/20/22, 10/21/22 & 10/24/22, emails from/to Knightsen resident, Lori Abreu, and Knightsen resident, John Gonzales, re: list of registered voters (AGENDA PACKET);
- H. 10/24/22, email from Knightsen resident, Lori Abreu, re: Fair Political Practices Commission (FPPC) complaint (REFERRED TO ITEM 9C);
- I. 10/28/22 & 11/6/22, emails from/to Mayra Hernandez, Walter Mortensen Insurance/INSURICA re: annual insurance renewal;
- J. 11/1/22, email from Laura Mandler, FPPC, re: complaint filed with the FPPC (REFERRED TO ITEM 9C);
- K. 11/3/22, emails from/to Chris Wong, County Assessor’s Office, re: payment;
- L. 11/8/22 & 11/9/22, emails to/from Mayra Hernandez, re: notice of non-renewal of insurance;
- M. 11/22/22, emails to/from Olga Hernandez, County Elections, re: oath of office form;
- N. 11/23/22, email to Knightsen Garden Club, re: rent for KTCS D meetings.

8. TREASURER’S REPORT

- A. Bills Paid: Contra Costa County Auditor for assessor code fee from applying 2019-2020 parcel tax \$53.91; Jarvis, Fay LLP for legal services \$2,910 & \$342; Trish Bello-Kunkel for reimbursement pertaining to the purchase of Voter File for Non-Advocacy Outreach letter and copy of full text of ballot measure from County Elections \$51.10; Alpha Graphics for Measure R Non-Advocacy Informational Mailer including postage \$1,470.79 and Measure R Non-Advocacy Informational Flyer \$187.05; SCI Consulting Group for Informational Outreach Services \$9,480.
- B. Checking account balance after above bills paid: \$197,298.27

9. CHAIRPERSON’S REPORT

- A. Status of November election results.
- B. Change in insurance underwriter.
- C. Complaint filed with Fair Political Practices Commission (FPPC) and District’s response to the complaint (AGENDA PACKET).
- D. Other.

10. ITEMS FOR ACTION AND/OR DISCUSSION

- A. Receive and approve Financial Statements and Independent Auditor’s Report for the fiscal year ending June 30, 2022 (AGENDA PACKET).
- B. Discuss transition of District general legal counsel from White Brenner, LLP to Jarvis Fay LLP. Authorize transition and approve new contract for District general legal counsel services.
- C. Discuss possible modifications to meeting record (Record of Actions or Minutes) practices in 2023. Approve modifications as needed.

11. FUTURE AGENDA ITEMS

- A. Election of District officers (Chairperson, Vice Chair and Treasurer) for 2023. First regular meeting in 2023.

12. ADJOURNMENT

- A. The next scheduled regular meeting: TBD.