



KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCS D)

NOTICE AND AGENDA FOR REGULAR MEETING

Thursday, August 4, 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. 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.
4. AGENCY REPORTS – REPRESENTATIVE OF THE KNIGHTSEN TOWN ADVISORY COUNCIL (KTAC)
5. 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 May 5, 2022, regular meeting.
 - B. Approve minutes of the June 30, 2022, special meeting.
6. CORRESPONDENCE
 - A. 5/2/22 & 5/5/22: Emails from/to Charles Gardiner, Catalyst Group re: recording of March 30, 2022, Wetlands Outreach Meeting;
 - B. 5/3/22, 5/4/22 & 5/5/22: Emails to/from Lou Ann Texeira, LAFCO, re: LAFCO net cost apportionment for fiscal year 2022-2023;
 - C. 5/5/22: Emails from Abigail Fateman, East Contra Costa Habitat Conservancy, re: ECCCHC Public Advisory Committee meeting;
 - D. 5/6/22: Emails to/from Francisco Associates re: fiscal year 2022-2023 tax assessment;
 - E. 5/9/22: Email from Abigail Fateman re: vacancy on ECCCHC Public Advisory Committee;
 - F. 5/13/22: Email from Contra Costa County Elections Division re: mailing of General Election packets;
 - G. 6/2/22: Email from Sherrie Weis, LAFCO, re: notice of LAFCO meeting on 6/8/22;

- H. 6/6/22: Emails to/from Pauline Sanguinetti, Croce, Sanguinetti and Vander Veen re: invoice;
- I. 6/19/22, 6/20/22 & 6/23/22: Emails to/from East County Times re: public notice about Budget Hearing in 6/23/22 edition of the Times and invoice and payment;
- J. 6/20/22, 6/21/22, 7/1/22 & 7/6/22: Emails from/to County Elections Division re: Annual Campaign Finance Reports and completion of forms and signed Resolution;
- K. 6/22/22: Email from Abigail Fateman re: ECCCHC board meeting on 6/27/22;
- L. 6/29/22 & 6/30/22: Emails to/from County Elections Division re: PDF versions of the City, School and Special Districts Guides;
- M. 6/30/22, 7/1/22, 7/7/22 & 7/8/22: Emails to/from Streamline re: annual billing for webhosting;
- N. 7/13/22: Emails to/from County Elections Division re: parcel numbers in Knightsen.

7. TREASURER'S REPORT

- A. Bills Paid: White & Brenner for legal review of agreement with Jarvis, Fay, & Gibson LLP, \$195; Croce, Sanguinetti & Vander Veen CPA for preparation of federal and state annual information for 2021 including forms 1099 & 1096, \$250.25; Trish Bello-Kunkel, for reimbursement for newspaper publication for budget public hearing, \$33.30; Contra Costa County Auditor-Controller, LAFCO Net Cost Apportionment for fiscal 2022-2023, \$12.25; Streamline for annual hosting of district website, \$120; Jarvis, Fay LLP for legal services rendered regarding parcel tax, \$752.
- B. Checking account balance after above bills paid: \$234,700.69.

8. CHAIRPERSON'S REPORT

- A. Other.

9. ITEMS FOR ACTION AND/OR DISCUSSION

- A. Review and accept the Feasibility Study Memorandum prepared by SCI Consulting Group (AGENDA PACKET).
- B. Review and approve Resolution No. 2022-4, "A Resolution requesting consolidation of election and ordering such election, for an election to be held in the Knightsen Town Community Services District on November 8, 2022, for the purpose of submitting to the qualified voters the question of permanently repealing and rescinding the Measure Z special tax adopted in 2005, to adopt intended ballot language, and to request election services by the Contra Costa County Elections Department." (AGENDA PACKET).
- C. Review and approve Resolution No. 2022-5, "A Resolution requesting consolidation of election and ordering such election, for an election to be held in the Knightsen Town Community Services District on November 8, 2022, for the purpose of submitting to the qualified voters the question of the dissolution of the Knightsen Town Community Services District, to adopt intended ballot language, and to request election services by the Contra Costa County Elections Department." (AGENDA PACKET).
- D. Public Hearing re: Knightsen Town Community Services District final budget for fiscal year 2022-2023. (AGENDA PACKET).
- E. Adopt Knightsen Town Community Services District budget for fiscal year 2022-2023.

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

- A. The next scheduled regular meeting: TBD.