



KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCS D)

REGULAR MEETING MINUTES

Thursday, June 3, 2021

In accordance with the Governor's Executive Order the Knightsen Town Community Services District (KTCS D) held the meeting via teleconference. To accommodate the public, KTCS D arranged for members of the public to observe and address the meeting telephonically.

The meeting was called to order at 7:05pm.

Members Present: Chair Bello-Kunkel, Vice Chair Somerhalder, Treasurer Matteri, Director Caldwell and Director de Fremery.

Members Absent: None.

Audience Members: 7

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE – Chair Bello-Kunkel explained procedures, called the roll and Director Caldwell led the pledge of allegiance.
2. APPROVAL OF AGENDA

It was moved by Director Somerhalder and seconded by Director de Fremery to approve the agenda for the June 3, 2021, meeting.

Roll call vote was taken: Motion carried by the following vote – Ayes: Directors Caldwell, de Fremery, Matteri and Somerhalder, Chair Bello-Kunkel; Noes: None; Absent: None; Abstain: None.

3. PUBLIC COMMENT (3 MINUTES PER SPEAKER) – None.
4. AGENCY REPORTS – REPRESENTATIVE OF THE KNIGHTSEN TOWN ADVISORY COUNCIL (KTAC)

KTAC Council member Karen Reyna presented the agency report. She encouraged people to attend KTAC meetings. They are informative about what is going on in the community and an opportunity to have voices heard. She said that there is a vacancy on the Council and interested applicants should contact Supervisor Burgis' office, Deputy Chief of Staff Lea Castleberry.

During the most recent KTAC meeting, the Sheriff's Department presented an agency report and discussed parties in Knightsen and other items. There is no County ordinance for them to enforce if parties get out of control. Code Enforcement talked about parties and hemp grows in Knightsen. The Fire Department reported on response times in Knightsen which are longer than other places in the County. Now is the time of the year to address weed abatement. Lea Castleberry reported on the new County-wide fireworks ordinance, status of the Knightsen saloon and the heritage tree. The County is awaiting an arborist report on the heritage tree. KTAC will be discussing the tree and gathering community input at a future meeting.

KTAC discussed an application for a dude ranch/horse boarding facility and recommended approval. The annual community clean-up day has been scheduled for Saturday, September 11, 2021, 8am to Noon. Knightsen elementary swimming pool needs repairs, so they are seeking funding.

The next KTAC meeting is scheduled for June 15th at 7:30pm.

5. CONSENT CALENDAR

- A. Approve minutes of May 6, 2021, regular meeting.

It was moved by Director Somerhalder and seconded by Chair Bello-Kunkel to approve the minutes for the May 6, 2021, meeting.

Roll call vote was taken: Motion carried by the following vote – Ayes: Directors Caldwell, de Fremery, Matteri and Somerhalder, Chair Bello-Kunkel; Noes: None; Absent: None; Abstain: None.

6. CORRESPONDENCE – Chair Bello-Kunkel reviewed the correspondence.

- A. 5/3/21, 5/4/21: E-mails to/from County Elections re: Knightsen voter registration file (re: distribution of community survey);
- B. 5/5/21, 5/6/21: E-mails to/from Knightsen community member Rose-Marie Fiske re: community survey. Ms. Fiske asked when the survey will be available;
- C. 5/6/21: E-mail from Abigail Fateman, ECCCHC, re: agenda for 5/13 Habitat Conservancy PAC meeting;
- D. 5/8/21: E-mails to/from Joe Francisco, Francisco Associates notification of KTCSO vote on FY 2021/2022 parcel tax;
- E. 5/12/21, 5/13/21: E-mails to/from Rosa Mena, County Elections re: request for information about re-districting plans. Chair Bello-Kunkel responded that the district has no re-districting plans.
- F. 5/21/21: E-mail from Abigail Fateman re: notification of 5/24 Habitat Conservancy board meeting;
- G. 5/23/21, 5/24/21, 5/31/21: E-mails to/from Christine Belleci, Diablo Water District, re: 2020 Urban Water Management Plan. (Refer to agenda item 8B).

7. TREASURER'S REPORT – Treasurer Matteri presented the Treasurer's report.

- A. Bills Paid: Reimbursement to Chair Bello-Kunkel \$114.99 for Zoom teleconference subscription (5/29/21-6/28/21).
- B. Current checking account balance after bills paid: \$248,042.13

8. CHAIRPERSON'S REPORT – Chair Bello-Kunkel presented the Chairperson's report.

- A. Completion of annual Statement of Economic Interest (Form 700). Chair Bello-Kunkel reported that all forms have been submitted and they are now in the district's files and will be provided to the auditor when she conducts the annual audit.
- B. Diablo Water District, 2020 Urban Water Management Plan Draft. Chair Bello-Kunkel reported that the Diablo Water District is required to submit this plan every five years. It addresses future water needs for the next 20 years. They are required to give notification to other agencies. They did not notify KTCSO, but they did notify KTAC. Since KTCSO's sphere of influence overlaps Diablo Water District's, Chair Bello-Kunkel contacted Diablo Water District and asked to receive future notifications.

Diablo Water District owns and operates a 300 foot deep well in downtown Knightsen which provides water to a few residents. The draft plan indicates that by 2040 Diablo Water District may provide water to other Knightsen residents as well.

- C. Publication of Notice of Public Hearing, Fiscal Year 2021/2022 budget. Chair Bello-Kunkel reported that by law the district is required to hold a public hearing to approve the budget and that hearing must be posted in a newspaper of general circulation at least 14 days prior to the hearing. That notice will be published in the East County Times on June 10th and the public hearing will be during the next KTCSO meeting on July 1, 2021. Publication of the notice will cost about \$33.
- D. County Transportation, Water and Infrastructure meeting. Chair Bello-Kunkel reported that the County held this meeting on May 10th. She said she had planned to attend this meeting, but she did not attend.

The County is budgeting \$300,000 for ditch cleaning and \$250,000 for flushing culverts in the unincorporated County.

- E. Other. Chair Bello-Kunkel reported that special districts have inquired about when in-person meetings will be required. The Governor's Office has advised that ample notice will be provided. She said she expects that will be at least 30 days advance notice. She said the July 1st KTCSD meeting will be held via tele-conference.

Chair Bello-Kunkel reported that the Habitat Conservancy has hired a consulting firm to assist them with public outreach meetings. She said she was contacted as a Knightsen resident (not as a KTCSD board member) and asked questions regarding how they can better facilitate future meetings. They acknowledged having the KTCSD letter with 16 questions. She suggested that they not hold any more public outreach meetings until they can fully answer the community's questions. She said a better job needs to be done notifying the public of the meetings and she suggested posting a sign about the meetings on the proposed wetlands parcel and sending letters to all residents who live within a mile of the proposed wetlands.

She advised that others may receive emails or phone calls from the consultants asking to have a 30-minute conversation. They are contacting people who provided their names and contact information at a prior outreach meeting.

9. ITEMS FOR ACTION AND/OR DISCUSSION

- A. Continuation of discussion regarding Community Survey – Review second drafts of letter and survey. Discussion led by Director Caldwell (Survey Content) & Chair Bello-Kunkel (logistics and timing). (AGENDA PACKET).

Director Caldwell said that feedback was given at the last KTCSD meeting and Director de Fremery transformed the letter to make it "eye catching." Paul K. revised the survey to reflect changes recommended during the last meeting.

Director Caldwell has been reviewing the voter data from the County. Last meeting the consensus was to focus on the voter registration list since the voters may ultimately be deciding what the district does and whether the district continues. The list is problematic because it contains addresses with no names and multiple names per address. He will prepare a letter to the County to obtain clarifications. The list we are looking at is out of date and being used for testing purposes. It appears the voting list can be merged with the APN list. The APN list includes owners who live outside of Knightsen and owners who own multiple parcels. We will need to decide how to address that.

A question is whether we focus the survey on the voter list, or also include owners who are not registered voters in Knightsen.

Discussion: Chair Bello-Kunkel suggested that the letter be sent to all registered voters and that each voter in the household receive a separate letter. We have discussed including a survey ID number in each letter to avoid having anyone "stuff the survey box." She also suggested sending a letter to each person who is a parcel owner, but not a registered voter in Knightsen.

Director Caldwell said that the analysis of the survey data can consider responses from people who own multiple parcels.

Karen R. asked whether the survey ID number can be included on the surveys so that respondents do not need to enter the number. Chair Bello-Kunkel said the assumption is that most people will be responding to the letter on-line via Survey Monkey, so they will need to enter the number.

Director Caldwell said his understanding is everyone will be sent the letter and they can either complete the survey on-line or request that a paper copy be sent to them. Chair Bello-Kunkel confirmed that is the plan. Not everyone has internet access, so the paper survey must be an option. Paul K. said that the survey ID number can be written in for people who are sent a paper survey.

Chair Bello-Kunkel asked whether the data can be merged so that when the letters are produced the recipients' names and ID numbers can be automatically included in the letters. Director de Fremery said a mail merge should be doable.

Director Caldwell said the next step for him is to prepare the list of questions for the County and to get new updated lists from the County. The lists should be obtained close to the letter distribution date, so they are most up to date.

Chair Bello-Kunkel suggested that sufficient "white space" be allowed around the areas where names and ID numbers will be merged due to the possibility of slight misalignment. Director Caldwell said if the document is converted to Word the alignment should be perfect. If that is not the case another option is to run the documents on the printer twice.

Regarding the letter item, "What does this mean to me," Chair Bello-Kunkel suggested an icon of someone thinking. Director de Fremery said she could come up with something. Karen R. suggested an icon which suggests what is coming out of pocket.

Karen R. suggested adding that the current assets on deposit have been collected over the past 15 years and adding that it translates to only 6% of the projected \$4.1 million for the proposed projects. People may think that \$240,000 is a lot of money, but in perspective it is not. She also suggested that under "What does this mean to me," that the \$7,500/\$3,750 per parcel costs are only "up front" costs and does not address the costs of easements, administration, and maintenance. She suggested adding numbers for these additional costs if the numbers are available. Chair Bello-Kunkel said she liked the addition of "up front," but is concerned about including too many numbers and confusing people. Also, we do not know what the administrative and maintenance costs might be. Paul K. said a lot of information that was in the draft letter has been removed to fit the letter on to one page. Director Caldwell said he has heard that 10% of construction cost is a good estimate of annual maintenance costs. Karen R. said that would be \$750/\$375 per parcel, per year for maintenance.

Paul K. asked how much focus should be placed on the proposed projects given that the district has decided to not do those projects. He said it sounds like we are talking about how much needs to be raised to do the projects and he questioned whether that should be the focus of the letter.

Director Caldwell said the most important thing to add is that it has taken over 15 years to accumulate the funds on deposit. Chair Bello-Kunkel expressed concern about stating that since the \$240,000 is actually about half the tax revenue the district has received over the years. Karen R. suggested leaving it out.

Paul K. expressed concern that survey respondents will think that the survey is being done to convince people to do the projects the district has already rejected. Director de Fremery said the point of the letter is to provide people with a little background information to get them to go on-line and complete the survey. If people are overwhelmed with too much information the letter will not be read and it won't be processed.

Chair Bello-Kunkel asked what changes should be made to the letter. She agreed that "up front" should be added.

Paul K. said his thought regarding including the discussion about the previously proposed projects was not to indicate what the district might want to do, but to use those projects as an example of how much doing something could cost. Director de Fremery suggested providing a range of the proposed project costs. Chair Bello-Kunkel said she prefers just providing the \$4.1 million estimate as one example of what costs could be.

Chair Bello-Kunkel said that this item in the letter had a different title, "Previously Proposed Projects," but was changed to "What does this mean to me" to make it more personal to people. Lois C. suggested stating that the proposed projects were beyond the means of the community, so we are seeking input regarding what people want KTCS D to do, or do you want KTCS D eliminated. What matters is where are we going from here. Karen R. agreed that the letter should address needing community input.

Paul K. said that the first version of the survey asked people what they want KTCS D to do. After significant discussion it was decided to eliminate that from the survey because it was too open-ended, too many ideas would be presented and too many things would be suggested that KTCS D could not possibly do. Is the idea now to put that question back in the survey?

Director Caldwell said we still have question #4 which is do you think we have a problem and if yes, what is it. Paul K. said it sounds to him like the suggestion now is to ask what you want KTCS D to do, even beyond flooding and water quality. Director Caldwell said that question # 4 is sufficient as drafted.

Chair Bello-Kunkel asked what we are doing with this text box in the letter. Karen R. said to include "for example" and Chair Bello-Kunkel said to include the words "up front." There was discussion about removing the reference to "grant funding." Director Caldwell suggested leaving that in the letter since some people in the community believe grant funding is the solution to funding issues, so it is important to reference that in the letter.

Chair Bello-Kunkel proposed not including "for example," but adding the words "up front," and stating, "KTCS D believes actual costs would be significantly higher," and retain the rest. She suggested keeping the letter simple and using it as a "call to action" for people to complete the survey. Director de Fremery can come up with a new icon to go with, "What does it meant to me?"

Director Caldwell said he wants the letter to be neutral and not appear to push an agenda. Paul K. said the letter should be as objective as possible. He expressed concern that people will read the box, "What does this mean to me," and believe that KTCS D is making an argument for money to do the previously proposed projects. Chair Bello-Kunkel proposed changing the box back to "Proposed Projects." Karen R. and Director de Fremery expressed agreement with this change. Director de Fremery suggested adding a question mark, "Proposed Projects?" Paul K. suggested "Previously Proposed Projects" because the projects are no longer proposed. Director Caldwell suggested retaining, "What does this mean to me," because it sends the message this will cost you money so pay attention.

Director de Fremery expressed concern that the letter now with all the icons looks like it is money, money, money. Karen R. suggested making the assets box icon a house and using a document icon for tax history. Director de Fremery suggested keeping the dollar sign for tax history since that is a box about money. She suggested word smithing the document a lit bit but move forward. Everyone will read it differently.

Karen R. suggested putting a QR code in the letter for people to scan that will take them directly to the survey.

Chair Bello-Kunkel suggested using a bank icon for "Current Assets and Status." For "What does it mean to me," she suggested a light bulb icon. Add the words "up front," and change a few words, "KTCSO believes actual costs would be significantly higher," and leave the rest. If we provide too much information on the page, we will lose readers. Paul K. said that he is concerned that people will read about the \$4.1 million projects and think that KTCSO is looking for more money to do those projects which could cause an "uproar," maybe that is a good thing or not. Chair Bello-Kunkel said she would not mind an uproar. There is chatter that it is only a few hundred dollars a year to keep KTCSO, but really it is a lot more than that.

Karen R. said she is having concerns about, "What does it mean to me," perhaps the box should reference "previously proposed projects," or "a previously proposed project," or "previously discussed flood control projects?" Chair Bello-Kunkel suggested "previously proposed projects." Karen R. suggested a backhoe or shovel or hard hat icon. The shovel icon was endorsed.

There was discussion about where to locate the QR code and how large it could be. Director de Fremery said she will work on a draft incorporating the QR code.

To abbreviate the letter, Chair Bello-Kunkel suggested removing the reference to "ten" questions and only referring to the survey taking "no more than 10 minutes." Also, Survey Monkey requires that a number be attached to all questions, so the last item about contact information ends up being question #11.

Chair Bello-Kunkel said she is looking at what aspects of the survey could and should be outsourced. She talked to the Post Office and mailing does not need to cost \$0.58 per letter. Bulk mailing can be as little as \$0.10 each, but that is done by mail houses such as Minuteman Press. She will do more research and present at the next meeting. Director Caldwell suggested we get our data together then see what a vendor could do and how much it would cost.

Director Caldwell will draft an email to send to the Elections office and provide that to Chair Bello-Kunkel. Paul K. will draft the meeting minutes and Chair Bello-Kunkel will review them to make sure all the changes discussed are incorporated in the letter. Director de Fremery will convert the letter into a Word document. Chair Bello-Kunkel will investigate vendors who can handle the stamping, labeling and mailing of the letters.

10. FUTURE AGENDA ITEMS

- A. July 1, 2021: Public Hearing on final Fiscal Year 2021/2022 budget; Adopt final budget.
- B. July 1, 2021: Finalize and approve Community Survey and cover letter.

11. ADJOURNMENT

- A. The next regular meeting is scheduled for July 1, 2021.

It was moved by Director Caldwell and seconded by Chair Bello-Kunkel to adjourn the June 3, 2021, regular meeting.

Roll call vote was taken: Motion carried by the following vote – Ayes: Directors Caldwell, de Fremery and Matteri, Chair Bello-Kunkel; Noes: None; Absent: Director Somerhalder; Abstain: None.

The meeting adjourned at 8:21pm.