



KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCS D)

NOTICE AND AGENDA FOR REGULAR MEETING

Thursday, February 2, 2023, 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 December 1, 2022, regular meeting.
6. CORRESPONDENCE
 - A. 12/1/22, email from Olga Hernandez, County Elections, re: certification of election results.
 - B. 12/15/22, emails from/to Dawn Morrow, Contra Costa Special Districts Association (CCSDA) re: directory listing.
 - C. 12/20, 12/21, 12/27, 12/28, 12/29/22, 1/5/23, emails to/from Mayra Hernandez & Daren Griswold, Walter Mortensen Insurance/INSURICA, re: insurance renewal.
 - D. 12/20/22, emails to/from Pauline Sanguinetti, Croce, Sanguinetti and Vander Veen, re: 2021/2022 financial statements.
 - E. 12/23/22, 1/4, 1/18, 1/19/23, emails to/from Laura Mandler, Fair Political Practices Commission (FPPC), re: status of FPPC complaint.
 - F. 1/16, 1/18/23, emails from/to Knightsen constituent, Lori Abreu, regarding request for special meeting.
 - G. 1/19, 1/20/23, emails from/to Olga Hernandez, County Elections, re: 2023 Elected Officials Guide.

- H. 1/20, emails from/to Pauline Sanguinetti, re: 1099 forms needed for 2022.
- I. 1/24/23, email from Eric Akeson, Contra Costa Special Districts Association, re: 30th anniversary slideshow.
- J. 1/26, 1/27/23, emails from/to Michael Meyer, California Special Districts Association (CSDA) re: 2023 renewal dues.

7. TREASURER'S REPORT

- A. Bills Paid: US Postal Service for 6 month post office box rental fee \$83; Jarvis Fay LLP for legal services \$2,052 & \$76; Insurica for annual district insurance \$2,670.62; and California Special District Association for annual membership fee \$215.
- B. Checking account balance after above bills paid: \$192,062.65

8. CHAIRPERSON'S REPORT

- A. Form 700's due for 2022 calendar year.
- B. KTCSO's historical timeline and highlights.
- C. Other.

9. ITEMS FOR ACTION AND/OR DISCUSSION

- A. Discuss and adopt Resolution 2023-1, A Resolution of Application by the Board of Directors of the Knightsen Town Community Services District requesting the Contra Costa County Local Agency Formation Commission (LAFCO) to dissolve the Knightsen Town Community Services District (AGENDA PACKET).
- B. Discuss and take action regarding continuing the practice of sending a KTCSO representative to Knightsen Town Advisory Council (KTAC) meetings.
- C. Election of officers for 2023: Chairperson, Vice Chair and Treasurer.

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

- A. The next scheduled regular meeting: TBD.