

Contra Costa County  
Public Works  
Department

Brian M. Balbas, Director

Deputy Directors  
Stephen Kowalewski, Chief  
Allison Knapp  
Warren Lai  
Carrie Ricci  
Joe Yee

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November 10, 2020

Ms. Trish Bello-Kunkel, Chairperson  
Knightsen Town Community Services District  
P.O. Box 763  
Knightsen, CA 94548

RE: Payment Request for Services Provided by Contra Costa County Public Works

Dear Ms. Bello-Kunkel:

This is to request payment in the amount of \$26,754.72 for services provided by the Contra Costa County Public Works Department from 2000 to 2005 in support of the Knightsen Town Community Services District (KTCSO) formation. The attached letter, dated July 12, 2005, provides additional background information. We discovered this unpaid balance during a recent records search related to KTCSO, and have not found any records of payment from KTCSO for this amount. An invoice for this payment request is also attached.

If you have any questions, please contact me at [tim.jensen@pw.cccounty.us](mailto:tim.jensen@pw.cccounty.us) or (925) 313-2390.

Sincerely,

Tim Jensen  
Assistant Public Works Director  
Flood Control Division

TJ:GA:cw  
\\pw-data\grpdata\fldct\Watershed Planning - Engineering\Knightsen\Financial\PWD Reimburse, 2nd Request.docx  
Enclosures

c: Allison Knapp, Deputy Public Works Director  
Elizabeth Balita, Finance

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*"Accredited by the American Public Works Association"*

255 Glacier Drive Martinez, CA 94553-4825  
TEL: (925) 313-2000 • FAX: (925) 313-2333  
[www.cccpublicworks.org](http://www.cccpublicworks.org)



# Contra Costa County

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
(925) 313-2000

## Invoice

### BILL TO

Knightsen Town Community Services District  
P.O. Box 763  
Knightsen, CA 94548  
Attn: Trish Bello-Kunkel

DATE	INVOICE #
11/9/2020	703553

SERVICE PERIOD / DATE

2000 to 2005

DESCRIPTION	AMOUNT									
To reimburse Contra Costa County Public Works Department for services provided from 2000 to 2005 in support of the Knightsen Town Community Services District (KTCS D) formation.	\$ 26,754.72									
<table border="0"><thead><tr><th><u>Service</u></th><th><u>Coding</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>Knightsen Town Community Services District formation support services</td><td>7505-9878-REV-6F8228</td><td>\$ 26,754.72</td></tr><tr><td colspan="2" style="text-align: right;">TOTAL \$</td><td>26,754.72</td></tr></tbody></table>	<u>Service</u>	<u>Coding</u>	<u>Amount</u>	Knightsen Town Community Services District formation support services	7505-9878-REV-6F8228	\$ 26,754.72	TOTAL \$		26,754.72	
<u>Service</u>	<u>Coding</u>	<u>Amount</u>								
Knightsen Town Community Services District formation support services	7505-9878-REV-6F8228	\$ 26,754.72								
TOTAL \$		26,754.72								
<b>TOTAL</b>	\$ 26,754.72									
<b>PAYMENTS RECEIVED TO DATE</b>	\$ -									
<b>BALANCE DUE</b>	\$ 26,754.72									

Please make checks payable to **Contra Costa County** and remit to the address above along with the copy of this invoice.

If you have any questions concerning this invoice, please contact:  
Beth C. Balita (925) 313-2121

Beth.Balita@pw.cccounty.us

**Contra  
Costa  
County**

**Public Works Department**

255 Glacier Drive  
Martinez, CA 94553-4825  
Telephone: (925) 313-2000  
FAX: (925) 313-2333  
Web site: [www.co.contra-costa.ca.us/depart/pw](http://www.co.contra-costa.ca.us/depart/pw)

Maurice M. Shiu  
Public Works Director

R. Mitch Avalon  
Deputy Director

Heather J. Ballenger  
Deputy Director

Julia R. Bueren  
Deputy Director

Patricia R. McNamee  
Deputy Director

July 12, 2005

Seth Cockerall  
Knightsen Town Advisory Council  
P.O. Box 170  
Knightsen, CA 94548

Dear Mr. Cockerall:

Congratulations on receiving voter approval of the Knightsen Town Community Services District, (KTCS D).

As you are aware, the Contra Costa County Public Works Department (CCCPWD) was awarded a U.S. EPA Grant, SDWA-CALFED—Knightsen Water Quality/Drainage Improvement Project (Assistance ID No. X-98973501-0) on September 27, 2000. The grant, in the amount of \$100,000, funded feasibility studies to confirm: 1) the practical use of a Wetlands Biofilter facility to improve stormwater quality in the Knightsen area and 2) the likelihood of forming a Community Services District or other entity capable of funding the perpetual maintenance of a stormwater quality facility. The Biofilter feasibility study was completed by Philip Williams and Associates on November 26, 2002. As of December 31, 2003, Francisco and Associates had submitted a registered voter petition of application to the Local Agency Formation Commission (LAFCO) Executive Officer requesting the formation of the Knightsen Town Community Services District (KTCS D). The CCCPWD submitted a final invoice to U.S. EPA on January 27, 2004, for the remainder of the \$100,000 in grant funds.

The CCCPWD continued to fund the contract with Francisco and Associates for support of the KTCS D formation process through LAFCO and the subsequent development of a ballot measure. The CCCPWD understood that its expenditure would be reimbursed by the KTCS D once voters approved the formation and revenue became available. To date, the CCCPWD has expended \$126,754.72 and received \$100,000 in grant funding. Therefore, the CCCPWD has made a net expenditure of \$26,754.72. This expenditure does not include the expenditures made by the Elections Office to hold the election.

In certifying the election in its action of March 15, 2005, the Board of Supervisors made the KTCS D formation effective on July 1, 2005. At that time, the KTCS D Board will be able to take action to collect assessments. Any proposed assessments must be reported to the County Tax Collector by August 10, 2005, in order to be collected during the subsequent tax year. If the KTCS D Board intends to collect assessments in the 2005–2006 tax year, the following actions must be completed:

Seth Cockrell  
July 12, 2005  
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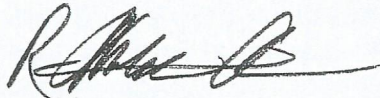
1. An assessment rate must be established.
2. The assessable parcels, together with their appropriate assessment rate, must be determined.
3. A list of parcels and the amount to be assessed on each parcel must be transmitted to the Tax Collector.

In anticipation that the KTCSD Board will decide to initiate assessments next year, the CCCPWD has directed Joe Francisco of Francisco and Associates to prepare the necessary list of parcels to facilitate the assessment process. Mr. Francisco estimates a cost of approximately \$3,000 to perform the work necessary to establish the initial assessments.

We would appreciate receiving confirmation of the Knightsen Town Advisory Council support for a CCCPWD request to the KTCSD for reimbursement of the Department's approximately \$30,000 in costs for preparing the Community Services District ballot measure and funding the administrative process for the initial assessment collection.

Please direct any questions to Greg Connaughton at (925) 313-2271 or by email at [gconn@pw.cccounty.us](mailto:gconn@pw.cccounty.us). Please direct your response to me at the above address.

Very truly yours,



R. Mitch Avalon  
Deputy Public Works Director

RMA:GC:cw  
G:\GrpData\FldCtl\Greg\My Documents  
2005\07 July 2005\Seth Cockerall KTAC.doc

c: Maurice Shiu, Public Works Director  
Greg Connaughton, Assistant Public Works Director