



KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCS D)

REGULAR MEETING MINUTES

Thursday, July 1, 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 de Fremery.

Members Absent: Director Caldwell

Audience Members: 4

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE – Chair Bello-Kunkel explained procedures, called the roll and Director Matteri 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 July 1, 2021 meeting.

Roll call vote was taken: Motion carried by the following vote – Ayes: Directors de Fremery, Matteri and Somerhalder, Chair Bello-Kunkel; Noes: None; Absent: Director Caldwell; 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. The last KTAC meeting was held on June 15th via Zoom teleconference. Public comments were received regarding illegal parties and needing an ordinance to address them. Also, comments were received regarding illegal dumping, speeding, and the Knightsen Elementary School pool. Agency reports were made by the Sheriff's Department regarding 4th of July fireworks and parties. Extra staffing will be on hand. Call the non-emergency, 646-2441, if there is no immediate danger. Call 911 if there is immediate danger. Reports will be forwarded to the DA for prosecution.

CHP gave a report. They issued many citations over several days. About 70% were Oakley residents. The Fire District and KTCS D gave reports. Deputy to Supervisor Burgis gave her report on the new county-wide fireworks ordinance and the heritage tree. They are awaiting the arborist report.

There was discussion about parties that are taking place and code enforcement related to these parties.

Future agenda item is to discuss an ordinance related to parties. In person KTAC meetings may resume in September.

5. CONSENT CALENDAR

A. Approve minutes of June 3, 2021, regular meeting.

It was moved by Director Matteri and seconded by Chair Bello-Kunkel to approve the minutes for the the June 3, 2021 meeting.

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

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

- A. 5/31/21: E-mail from Joan Jess, Knightsen property owner re: looking forward to the survey.
- B. 6/21/21: Email to/from Lou Ann Texeira of CC LAFCO re: direct mail vendor suggestions.
- C. 6/22/21 & 6/23/21: E-mails to/from County Elections Office re: campaign finance statements - forms 460/470.

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

- A. Current checking account balance: corrected to \$247,893.84.

Two reimbursement checks were issued: Zoom, \$114.99; and \$30.30 for the budget hearing publication notice in the newspaper.

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

- A. Lifting of Governor’s Executive Order re: teleconference meetings due to Covid-19. Chair Bello-Kunkel reported that the Governor’s order is being lifted on September 30th. In person meetings may resume in October.
- B. Other. Chair Bello-Kunkel reported that with the fiscal year ended, she will be compiling documentation for the audit. She asked Treasurer Matteri to provide the financials for the past year once the July bank statement is received.

9. ITEMS FOR ACTION AND/OR DISCUSSION

- A. Public Hearing re: district budget for fiscal year 2021-2022 (AGENDA PACKET). Chair Bello-Kunkel opened the public hearing. She proposed two changes to the budget. Since we believe we will be able to start meeting in-person in October, she proposed reducing the Zoom subscription from \$690 to \$230. She proposed increasing the Garden Club rent from \$600 for six months to \$900 for nine months. That makes the overall total budget \$22,915. Adjustments to the budget may be made as circumstances change.

Discussion: Karen R. asked what KTCSO’s fiscal year is. Chair Bello-Kunkel responded that the fiscal year starts on July 1st and ends on June 30th. That is the same as the County’s fiscal year.

- B. Adopt district budget for fiscal year 2021-2022.

It was moved by Director Somerhalder and seconded by Director de Fremery to adopt the district budget for fiscal year 2021-2022 with the revisions proposed.

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

- C. Community Survey – Finalize and approve Community Survey and cover letter; discuss direct mail vendors, timing, and remaining logistics (AGENDA PACKET).

Chair Bello-Kunkel asked if there were any comments or questions about the content of the survey or the survey letter. There were no questions or comments.

Chair Bello-Kunkel discussed some specifics regarding the appearance of the survey letters with four-digit survey ID numbers. The voter list will be obtained from the Elections Division and Francisco and Associates will provide the property owners list. Chair Bello-Kunkel will work with Director Caldwell to eliminate duplicate letters so that each voter/property owner should only receive one letter.

Chair Bello-Kunkel looked at vendors to handle the printing and mailing. Alphagraphics in Walnut Creek was selected. The cost will be \$1,173. Postage per letter will be \$0.45. Surveys may be completed by accessing the KTCSO website and using Survey Monkey, or people may call Chair Bello-Kunkel to obtain a paper copy of the survey with a return envelope provided. Survey ID numbers will be utilized to help ensure people respond to the survey one time only. Survey completion and return deadline will be September 30, 2021. The plan is to mail the survey letters on September 3, 2021.

The Survey Monkey subscription is \$300 per year. That is less expensive than month-to-month subscriptions and having a one-year subscription allows for follow-up surveys to be conducted. Chair Bello-Kunkel said she is confident the total cost to conduct the survey will be under the \$3,000 budget.

Discussion: Karen R. asked how the survey ID numbers will be included in the letter. Chair Bello-Kunkel said these numbers will be in the file presented to Alphagraphics and printed on the letters. When paper surveys are sent to people who request paper surveys, she will handwrite the survey ID number onto the surveys.

Director Somerhalder asked whether a postage paid envelope will be provided. Chair Bello-Kunkel said that a postage paid envelope will be provided to those people who request a paper survey. Director Somerhalder asked what happens if someone wants to add additional pages which exceed the postage. Chair Bello-Kunkel said that if additional postage is needed the survey respondent will need to pay the additional postage.

It was moved by Director de Fremery and seconded by Director Somerhalder to approve the community survey and cover letter and the process for distributing the cover letter and survey.

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

10. FUTURE AGENDA ITEMS – Chair Bello-Kunkel added providing an update on the survey and said that the results of the survey will probably be presented at the November meeting.

11. ADJOURNMENT

A. The next regular meeting: Chair Bello-Kunkel said she would not be available to attend the August meeting and proposed having the next meeting in September.

It was moved by Director Matteri and seconded by Director Somerhalder to adjourn the July 1, 2021 meeting.

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

The meeting adjourned at 7:31pm.