

# **KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT**

## **Board Meeting Minutes**

**March 1, 2018**

Chairperson Ohmstede called the regular meeting of the Knightsen Town Community Services District Board of Directors to order at 7:30 P.M.; held at Knightsen Garden Club Community Center, 3067 Knightsen Avenue, Knightsen, California.

**MEMBERS PRESENT:** Ohmstede, Simas, Carone, and Williams.

**MEMBERS ABSENT:** Abreu.

**STAFF PRESENT:** Angela Riva.

### **PLEDGE OF ALLEGIANCE**

Ohmstede led the Pledge of Allegiance.

### **PUBLIC COMMENTS**

- A. 15 public in attendance, 5 spoke.
  - 1. Trish: read letter to the board and community regarding the Ralph M. Brown Act.
  - 2. Gilbert: would like to know what board members are up for election, copies of agreements and copies of grants.
  - 3. Albert: concerns with petition never being discussed and engineering costs.
  - 4. Jerry: would like to have copies of the agenda available at meetings.
  - 5. Mark: notified the community of a program through the Red Cross for free installation of smoke detectors.

### **CONSENT ITEMS**

- A. Adoption of Agenda.
  - 1. Approved.  
M/Carone  
S/Williams
- B. February 2<sup>nd</sup>, 2017 Minutes Approved.  
M/Carone  
S/Williams

**Board of Directors Present Adopted the Consent Calendar. VOTE: 4-0; Ayes: Ohmstede, Carone, Simas, Williams, and Abreu; Nays: None; Abstained: None; Absent: Abreu.**

### **TREASURERS REPORT**

Director Williams reported:

- A. Balance - \$219,614.60.
- B. All bills paid.
- C. Confirmed with CPA that bills can be paid without board approval if included in budget.

### **CORRESPONDENCE**

None

### **MANAGER'S REPORT**

None

### **CHAIRPERSON REPORT**

- A. Summary of LAFCO presentation on 2/14/18.
  - 1. Municipal Service Review in Martinez, CA – engineers gave a presentation to LAFCO, there was representation from the County Flood Control.

### **ACTION/DISCUSSION ITEMS (OLD BUSINESS)**

- A. Review Manager Job Description.
  - 1. Carone will type up a job description with suggested job description details to present for approval at next meeting.
  - 2. Riva agreed to be the point of contact for Ethics training and 700 forms annually.
- B. Approval to meet with KTCSO legal counsel as needed.
- C. Discussion for reimbursement for KTCSO board members for mileage, food, and any other incidentals that may occur while attending KTCSO business meetings out of the KTCSO boundaries.
  - 1. all agreed that this is not necessary and no further discussion is needed.
- D. Discussion on a resolution to pay normal operating KTCSO bills/invoices without having monthly board approval or put bills under consent items.
  - 1. Ohmstede to make resolution – under \$500, in budget or reoccurring.
    - a. Ohmstede spoke with CPA and confirmed that anything bill that is in the budget can be paid without board approval – no resolution needed.
- E. ESA – level of protection for design.
  - 1. Level of protection is being factored in and will have 5, 10, 25 option in the proposal.

### **ACTION/DISCUSSION ITEMS (NEW BUSINESS)**

- A. Update bylaws, Lori's term expires 2018 not 2020.
  - 1. Angela to make change to Bylaws for April meeting.
  - 2. Noted from public that Lori Abreu's last name is spelt incorrectly and her end of term is incorrect on financial statement.
- B. Letter for Freedom of Information Act on board appointments.
  - 1. Deadline is March 2<sup>nd</sup>, 2018, will be complete by March 2<sup>nd</sup>, 2018.

### **ADJOURNMENT**

There being no further discussion before the Knightsen Town Community Services District Board of Directors, Simas adjourned the meeting at 8:02 PM to the next regular meeting to be held on April 5<sup>th</sup>, 2018.

M/Carone

S/Simas

**Board of Directors Present Adopted the Consent Calendar. VOTE: 4-0; Ayes: Ohmstede, Simas, Carone and Williams; Nays: None; Abstained: None; Absent: Abreu.**

Submitted by,  
Angela Riva  
KTCSO Recording Secretary