



KNIGHTSEEN TOWN COMMUNITY SERVICES DISTRICT (KTCSD)

NOTICE AND AGENDA FOR REGULAR MEETING

Thursday, January 7, 2021, 7:00 p.m.

NOTICE Coronavirus COVID-19

In accordance with the Governor's Executive Order, and for the period in which the Order remains in effect, the Knightesen Town Community Services District (KTCSD) will hold meetings via teleconference. To accommodate the public during this period of time, KTCSD has arranged for members of the public to observe and address the meeting telephonically.

ATTEND BY ZOOM TELECONFERENCE – Select an option below:

1 669 900 9128 US (San Jose) if you have free long distance; OR, 1 888 475 4499 US Toll-free

You will be prompted to enter the following: Meeting ID: 479 409 3258; Password: 5511410.

If you have difficulty accessing the meeting call (925) 551-1410

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. When discussing each agenda item, the Board chair will open the item for public discussion. To ensure an orderly process, the Board chair will call on people one at a time to offer comments. PLEASE KEEP YOUR PHONE ON MUTE UNLESS IT IS YOUR TURN TO MAKE COMMENTS.

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. OATH OF OFFICE – Administer oath of office to newly re-elected Directors Caldwell and de Fremery.
4. 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.
5. AGENCY REPORTS – REPRESENTATIVE OF THE KNIGHTSEEN TOWN ADVISORY COUNCIL (KTAC)

6. 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 November 5, 2020 regular meeting.

7. CORRESPONDENCE

A. 10/31,11/2, 11/10, 11/13, 12/16, 12/17, 12/21, 12/22/20: E-mails to/from Mayra Hernandez, Walter Mortensen Insurance/INSURICA, regarding renewal of insurance. (Refer to agenda item 9A).

B. 11/10/20: E-mail and letter from Tim Jensen, Assistant Public Works Director, requesting payment of \$26,754.72. (Refer to agenda item 10A).

C. 12/15, 12/16,12/24/20: E-mails to/from Streamline re: annual invoicing. (Refer to agenda item 9B).

D. 12/26/20: E-mail to Rosa Mena, regarding billing for November 3, 2020 election.

8. TREASURER'S REPORT

A. Bills Paid: Croce, Sanguinetti & Vander Veen for annual financial and reporting, \$5,453; US Postal Service for district post office box fee, \$106; Reimbursement to Chair Bello-Kunkel for Zoom teleconference subscription (10/29-11/28/20), printer toner, and postage for annual audit submission, \$138.70; Churchwell & White legal services through 11/3/20, \$780; Insurica for annual district insurance policy, \$2,264; Reimbursement to Chair Bello-Kunkel for Zoom teleconference subscription (12/28/20-1/28/21), \$114.99; Streamline for Jan -June 2021 web hosting of district website, \$60.

B. Current checking account balance after bills paid: \$250,001.28

9. CHAIRPERSON'S REPORT

A. Annual Insurance Renewal.

B. Web hosting billing cycle change.

10. ITEMS FOR ACTION AND/OR DISCUSSION

A. Response to letter from Tim Jensen, Assistant Public Works Director requesting payment of \$26,754.72. (Mr. Jensen's letter included in AGENDA PACKET).

B. Follow-up with Abigail Fateman, Executive Director, East Contra Costa Habitat Conservancy regarding Ms. Fateman's February 28, 2020 response letter to KTCSD.

C. Mid-year budget review. Review and approve revisions to Fiscal Year 2020/2021 budget. (Included in AGENDA PACKET).

D. Future of the Knightsen Town Community Services District – Discussion led by Director Caldwell.

E. Election of KTCSD officers for 2021: Chair, Vice-Chair and Treasurer.

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

A. The next regular meeting is scheduled for: TBD