**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, July 25, 2017**

**Time: 1:00 p.m.**

**Place: Keyes Community Services District, 5601 7th St., Keyes, Ca.**

1. **Call to Order.**

The meeting was called to order at 1:00 p.m.

1. **Pledge of Allegiance.**
2. **Roll Call.**

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones and Director Landers. Also present were General Manager Ernie Garza, Attorney Rod Attebery, Engineer Lee Fremming, Maintenance Supervisor Michael Jones and Board Secretary Michelle Harris.

1. **Public Comment on Non-Agenda Items.**

None.

1. **Consent Agenda.**
   1. **Approve Minutes of June 27, 2017.**
   2. **Approve Warrant Register for July 25, 2017.**

There was a motion made to accept the consent agenda by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action to approve Resolution 2017-521, A Resolution Ordering the Levy of street lighting assessments for Keyes Community Services District for fiscal year 2017/2018.**

There was a motion made to accept Resolution 2017-521 by Director Jones and a second by Director Landers. Director Jones(M), Director Landers(S), President Parker(AYE), Vice President Bernal(AYE) and Director Alexander(AYE).

* 1. **Discussion and Possible action to approve Resolution 2017-522, A Resolution authorizing the submission of a loan application, the incurring of indebtedness, the execution of a loan agreement and any amendments thereto, a promissory note and any other documents necessary to secure a loan from RCAC.**

Engineer Lee Fremming went over the two scenarios regarding the payments that we will receive from the state. Scenario A is assuming that we receive payment in 60 days after payment request is submitted to the state and scenario B is assuming we receive payment in 90 days after payment request is submitted to the state. We are going to go with scenario B, the 90-day payment reimbursement. The District will have 30 days to pay the contractor after they submit an invoice. The RCAC loan will help us pay invoices since we don’t think we are going to be reimbursed in 30 days from the state from the time we submit a reimbursement. The RCAC loan will be a line of credit that we have estimated to be about $4.2 million with an interest rate of 5% for a 24-month term. The loan fee is 1 ½ % and the interest is estimated at about $198,000. The draw down schedule of scenario B will need to be sent to the state for their approval. If everything is approved, we can get the loan in place so that we can make the payments to the contractors in the 30 days that we have to pay them after they submit an invoice. There was a motion made to accept Resolution 2017-522 by Director Landers and a second by Vice President Bernal. Director Landers(M), Vice President Bernal(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

* 1. **Discuss and Consider approving task order with Quad Knopf for GIS mapping services.**

The GIS Mapping was discussed and approved in June when the budget was adopted. Lee discussed how the GIS mapping would benefit the District and how it works. Director Landers asked how many phases there would be in this mapping process. Lee stated that there could possibly be two, maybe more. It all depends on the District and what they want to get out of the mapping system. In the beginning, there will be basic stuff and then you can add to it. Vice President Bernal asked Maintenance Supervisor Michael Jones how this will benefit the maintenance department. He said that in the beginning it will be moving from a paper map to a computer and then you will have quicker access to the information. After we get into the second phase we can change things in the computer like the location of meter boxes, man holes and stuff like that. We will be able to make notes and it is easy access. Lee said that you can link notes to things also. If anyone was wondering how something was built they could just click the link and it would give you an option to open the plans. There was a motion made to approve the task order for GIS mapping services by Director Landers and a second by Vice President Bernal. Director Landers(M), Vice President Bernal(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

1. **Items from General Manager.**
   1. **Maintenance Staff Report**

Michael Jones went over the monthly summary for the maintenance department. Well 10 is not working right now, the check valve broke on it. well 7 and 8 are providing water to the town and well 9 is being used as back up. Next month he will be coming back to the Board with a report regarding the meters and different scenarios in replacing them.

* 1. General Manager Garza went over some of the information that was discussed at his conference regarding transparency and communication. He wants to make sure that everyone knows exactly what we are doing and what stage we are at regarding our construction. He wants to focus on communication with our community and keep them apprised of what is going on now and what will be taking place in the future.
  2. General Manager Garza went to a luncheon last week and one of the members of the luncheon was from USDA. He told Ernie that since our community is financially disadvantaged we may qualify for funds to help us with the lift station. This is something that we will be considering.
  3. We will be putting in street lights this year on 10th Street. It is a very compacted street and there needs to be discussion on how we are going to be putting the street lights in. Ernie will be working with Mike Jones and Lee Fremming to figure the best way for the construction. He would like to get the street lights started in January or February.

1. **Staff Comments.**

**A) Lee Fremming**

1. **Director Comments**

None.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:30 p.m. by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**