**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, November 27, 2018**

**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.**
3. Present were President Landers, Vice President Robertson, Director Bernal, Director Alexander and Director Jones. Also, present were General Manager Garza, Attorney Andy Pinasco, Maintenance Supervisor Michael Jones, Engineer Lee Fremming and Board Secretary Michelle Harris.
4. **Public Comment on Non-Agenda Items.**

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the October 23, 2018 Meeting.**
	2. **Approve Warrant Register for November 27, 2018.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discussion and Possible Action to approve the Audit for 2017/2018.**

There was a motion made to approve the Audit for 2017/2018 by Director Jones and a second by Vice President Robertson. Director Jones(M), Vice President Robertson(S), President Landers(AYE), Director Bernal(AYE) and Director Alexander(AYE).

* 1. **Discussion and Possible Action to approve Street Light proposal from Quad Knopf.**

There was a motion made to approve the Street Light proposal by Vice President Robertson and a second by Director Bernal. Vice President Robertson(M), Director Bernal(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

1. **Items from General Manager.**
2. **Financial Statements.**
3. **Maintenance Staff Report.**

Most of the work at well 7 is completed. After the startup is completed we will be taking all the samples that have been missed while well 7 was under construction. It will still be offline because of the levels of 123TCP. After well 7 is complete we will start on well 10.

1. **Jacobs Progress Report.**
2. **Compliance Order Well 10**

November 5, 2018, we received a compliance order stating that well 10 is out of compliance due to the 123 TCP MCL. We will start quarterly sampling on well 10 and well 7. We will need to prepare a corrective action plan for the state board approval. This will identify improvements to the water system and a design to correct water quality problems identified as an exceedance of the 123 TCP MCL. Mike Jones informed the board that we will be receiving another compliance letter regarding well 9 regarding the 123 TCP.

1. **Quarterly Progress Report 123 TCP**

Alphonso Manrique with Gouveia Engineering has been working on the quarterly progress report for 123 TCP.

1. **Notice to Proceed for Teichert regarding Consolidation Improvement Project.**

The NTP was sent out to Teichert with the start date of November 20, 2018 and a completion date of May 18, 2019. This is a total of 180 calendar days.

1. **Temporary agency for PT maintenance workers.**

We will be hiring two temporary maintenance workers and an office worker from Expressway Employment Professionals. They will be starting on December 3, 2018. Vice President Robertson asked what the time frame was for the temporary workers and he also asked why we were looking at temporary workers verses a full-time worker. Right now, we are looking for a part time worker as needed to help in the office for a couple of months. We will eventually be going out for a permanent position. The maintenance workers will be needed for a couple of weeks. We will probably be coming to the board during the budget to discuss another full-time position after the arsenic treatment facility is up and running.

1. Scott will be sending over updated plans for the office renovation sometime next week.
2. **Staff Comments.**
3. **Lee Fremming**

The Water Transmission and Distribution is completed except for a few punch list items. There are two of the three steel tanks completed at the arsenic treatment facility. Everything seems to be going well although there are still some delay concerns.

1. **Director Comments**

None.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:51p.m. by Director Alexander and a second by Vice President Robertson. Director Alexander(M), Vice President Robertson(S), President Landers(AYE), Director Bernal(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**