**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, July 25, 2023 Minutes**

1. **Call to Order.**

**The meeting was called to order at 1:00 pm.**

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

**Present were President Knee, Vice President Parker, Director Reforma, Director Vasquez and Director Chavez was absent. Also present were General Manager Garza, Attorney Dennis Hay, Maintenance Operations Director Mike Jones and Board Secretary Michelle Harris.**

1. **Agenda Changes**

**None.**

1. **Conflict of Interest:**

**None.**

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

**Steven Morrow asked how the base rate of $99.20 is broken down on our monthly bills and he asked how we are billed for the streetlights. Board Secretary Michelle Harris explained that on the monthly bill it shows the charge for the water service of $34.97, sewer flat rate of $64.23 and the water use charge is also listed. The streetlights are placed on the homeowners property tax.**

1. **Presentations.**

**None.**

1. **Consent Agenda.**
2. **Approve Minutes for the June 27, 2023, Meeting.**
3. **Approve Warrant Register for July 25, 2023.**

**There was a motion made to accept the consent agenda by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Knee(AYE), Director Vasquez(AYE), and Director Chavez(ABSENT).**

1. **Discussion/Possible Action Items.**
2. **Discussion and Possible Action to purchase two vehicles.**

**There was a motion made to purchase two vehicles from Razzari Ford in Merced by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Knee(AYE), Director Vasquez(AYE), and Director Chavez(ABSENT).**

1. **Discussion and Possible Action to adopt Resolution 2023-574, Declaration of surplus district personal property.**

**There was a motion made to adopt Resolution 2023-574 by Director Reforma and a second by Vice President Parker. Director Reforma(M), Vice President Parker(S), President Knee(AYE), Director Vasquez(AYE), and Director Chavez(ABSENT).**

1. **Items from General Manager.**
2. **Administrative Staff Report.**

**Board Secretary Michelle Harris went over the revenue and expenses for the month of June. The SDLA Class that will be held in Santa Rosa is taking place in October 22-25, 2023. We need to know if you would like to go so we can sign you up.**

1. **Maintenance Staff Report.**

**Maintenance Operations Director Michael Jones let the board know that we just received meters and will start replacing them. Austin Roberts and Wyatt Parker both have their Class A license now. Don Pedro Pump is going to start the rehab at well 7. The fire hydrant across from the Keyes Truck Center has been put out of service for the time. Some one tampered with it and it was flooding the vacant field. Ernie and Mike will be speaking with be City of Turlock to discuss some sewer issues. The sewer main has been extended in front of Price Ford and we thought there may be a possibility to shorten our force main and divert to that line. We might want to discuss getting another meter that tests the levels of our BOD and daily flow, at times our meter is not reading correctly. Right now, we are renting their meter, it may be beneficial to purchase one of our own. We may be able to agree upon a flat rate when the meter is not reading correctly. I did some calculations and I have come up with approximately 350,000 gallons a day of flow. We have a few ideas why the meter is not reading correctly, and we want to discuss some possible ways to fix the problem. We received a penalty for exceeding our levels for the BOD’s and SS . We need to do some work to track down where this is coming from. We may want to think about putting in a sampler ourselves that will tell us what time the sample is being taken and the levels. This will help us figure out the location and the time and then we will be able to find where the problem is coming from. We will report on this next month and see if we have been able to find out any more information. We need to come up with policies that will place levels on the businesses that are operating in Keyes.**

**Mario Gouveia will be back from vacation the first week of September. General Manager Garza reached out to Danny about the sewer upsizing plans and he said that 90% of the plans will be ready in August. The final plans, specifications and estimate will be ready in early September and the encroachment package will be ready to submit to the County shortly after the final pse. The project bidding is tentatively scheduled in November but is contingent on the timing of the County encroachment permit. The TCP treatment improvements, the electrical design is to be completed in August, pse will be completed in August and then the final plans and specs can be submitted to the state for final review. Project is tentatively scheduled in October but is contingent upon the state to review the package. Mike and Ernie met with Mr. Pirone regarding the property at well 9 that we want to purchase for a backwash that is needed. He said that he is open to the idea. California CLASS is where our investments are, so far this month we have made $34,625.27 in interest. We can have access to that month any time. We have the accounts separated into three accounts, Water, Sewer and Street Lights. Maria Soto is our new Utility Billing Cash Management Clerk.**

1. **Staff Comments.**

**None.**

1. **Director Comments.**

**None.**

1. **Adjournment**

**There was a meeting to adjourn at 12:52 pm by Director Reforma and a second by Vice President Parker. Director Reforma(M), Vice President Reforma(S), President Knee(AYE), Director Vasquez(AYE), and Director Chavez(ABSENT)**

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**