**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, August 25, 2015**

**Time: 6:00 p.m.**

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

1. **Call to Order.**

The meeting was called to order at 6:00 pm.

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

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones and Director Rice. Also present were General Manager Ernie Garza, Maintenance Foreman Michael Jones, Board Secretary Michelle Harris and attorney Kurtis Keller joined in by phone.

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

Davie Landers invited the Board to attend the Town Hall meeting at 7pm at the Community Center August 26, 2015.

1. **Consent Agenda.**

**A) Approve Minutes of July 28, 2015.**

**B) Approve Warrant Register for August 25, 2015.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**

**A) Discussion and Possible Action to purchase a new sorter inserter from Pitney Bowes.**

Board Secretary Michelle Harris informed the Board that the office is in need of a new sorter inserter. The machine that we currently have was purchased in 2008 and has not been working correctly for almost 2 years. Board Secretary Michelle Harris explained that there has been overtime that has been earned due to problems with the machine. The money that we would use to purchase the machine will come from an item we budgeted for but do not think we will need to use it. Vice President Bernal asked how much overtime had accumulated because of this machine. Michelle Harris said probably around $400.00. Vice President Bernal also asked where we were going to get the money since this was not a budgeted item. Michelle Harris said that the money will be coming from Computer upgrades in the water and the sewer fund. Director Jones said that he thinks it is a good idea. There was a motion made to purchase a sorter inserter from Pitney Bowes by Vice President Bernal and a second by Director Jones. Vice President Bernal(M), Director Jones(S), President Parker(AYE), Director Alexander(AYE) and Director Rice(AYE).

1. **Items from General Manager.**

**A) Maintenance Staff Report.**

Mike Jones addressed the Board. There was a leaking service line on Lucinda. There was 5 defective meters replaced, repaired 4 damaged antennas and replaced 1 broken meter box. Read 1229 meters. Responded to 38 start/stops. Investigated 10 complaints of high water usage. There is a 36 % water savings. The well levels recovered slightly from 75' to 72'.Well 7 is still offline. Mike Jones was called out on a Friday night due to someone hitting a fire hydrant at the New Bonita Ranch site where they will be building homes. Due to us requiring any new construction to use dry barrels we saved a huge amount of water.

**B) Financial Statements.**

General Manager Ernie Garza went over the funds as of June 30, 2015. The general fund which consists of water and sewer is $1,490,000.00, the street light fund is at $64,000.00, The bridge loan fund has a little over $1,000,000.00, the water contingency fund has $84,000.00, the sewer contingency fund has $133,000.00, the capital maintenance supplies at Wells Fargo is $20,000.00, the building structure fund is at $50,000.00. The maintenance supply fund is for meter replacement and the structure fund is for the addition to the office.

**C)** Ernie Garza would like to contract out the Street Lights that we have planned on installing. We are going to be very busy with the construction of the Arsenic Treatment Facility which is going to cause us to have limited work force. We are looking to put in street lights on 10th Street.

**D)** Ernie Garza is trying to get in touch with Marcus Pitts regarding a question he had on a water well that was included in the consolidation project. Ernie called and left a message with him to see if he had information for him to report the Board and he is still waiting.

1. **Staff Comments.**

Lee Fremming said that right now we are waiting to see what we hear about the grant funds. He said that he spoke with a guy at the Rail Road regarding the main lift station. He explained to him what the project consisted of and is now going to get the permit for Lee which he is still waiting on. Bonita Ranch is complete and ready to go. Eddie asked about the lift station and Lee explained that his electrical engineer needs to get him the plans and he is still waiting on the conditional use permit. Lee stated that from what he has been told by Mike and Ernie the lift station that we are currently using is doing great. Mike Jones said that the pumping is down since our usage is down and there is no reason to rush the new lift station.

1. **Director Comments.**

None

1. **Adjournment:**

There was a motion made to adjourn the meeting at 6:25 p.m. by Director Alexander and a second by Director Rice. Director Alexander(M), Director Rice(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**