**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 22, 2019**

**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 1:00p.m.

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

Present were President Landers, Director Bernal, Director Alexander, Director Jones and Director Roberson was absent. Also present were General Manager Garza, Engineer Lee Fremming, Attorney Andy Pinasco and Maintenance Supervisor Michael Jones.

1. **Public Comment on Non-Agenda Items.**
2. **Consent Agenda.**
   1. **Approve Minutes for the January 22, 2019 Meeting.**
   2. **Approve Warrant Register for February 26, 2019.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action to Adopt Resolution 2019-534, A RESOLUTION OF THE BOARD OF DIRECTORS, OF THE KEYES COMMUNITY SERVICES DISTRICT TO ADOPT THE MITIGATED NEGATIVE DECLARATION FOR THE WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT.**

There was a motion made to adopt Resolution 2019-534 by Director Bernal and a second by Director Alexander. Director Bernal(M), Director Alexander(S), President Landers(AYE), Director Jones(AYE) and Vice President Robertson(Absent).

* 1. **Discussion and Possible Action to Nominate for the SDRMA Board of Directors.**

No Action Taken.

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

General Manager Ernie Garza went over the number of customers billed, revenues and expenses and the payments made for our Arsenic Treatment Project for the month of January. The Keyes School District made a payment in the amount of $25,576.91 for the Cross Town Sewer that was forwarded to Bright Development.

1. **Maintenance Staff Report.**

Teichert is flushing some of the water lines and they will be installing meters at the mobile home parks and make the connections and they will be working on removing some of the wells. There were a couple of problems with the placing of fire hydrants. We are proposing to move them later ourselves. We are still working on the installation of the new meters. Kathy Richards from National Meter was here today and was able to do some coding for our new software and work with MOM’s software.

1. **Jacobs Progress Report.**
2. **Discussion of Policies & Procedures, Handbook & Ordinance Book.**

We have been going over our handbook and have found some things that need to be changed as well as a few changes that are being requested by the employees. The job descriptions will need to add and Office Assistant I/II and we would like to change Field Worker Utility Worker. There are some policies that need to be adopted as well. We will be bringing this back at next month’s meeting.

1. **Apprenticeship Program through CRWA.**

The program is 2 years long and the applications are accepted anytime. Our responsibilities are to provide supervision for on the job learning, maintain employment records. We pay $1,500 for membership tuition at the beginning of each year but they will pick up to 80% of the employee’s salary and benefits. The employee will be required to attend class twice a month in Sacramento. We are going to be needing another operator and this will be beneficial.

1. **Payment from Keyes School District for Cross Town Sewer.**
2. **Audited Financial Statements sent to RCAC.**
3. **Single Audit Review exempt letter for 2017/2018.**
4. **GM Annual Review.**
5. **COLA**

We would like to form an adhoc committee to do a 2 or 3-year contract for next few years. We will not have any proposed raises for this coming year.

1. **Staff Comments.**
2. **Lee Fremming.**

Teichert has all of the water pipe in. The service pipe is in but not the meters or the backflow. Teichert is saying that their work is on schedule. The present completion date for the Arsenic Treatment Facility is April 16, 2019. Jacobs is saying they think it will be more mid May or June. Shaun met with Stanislaus County regarding the Conditional Use Permit for the lift station and as of right now it looks like everything would be a go if we submitted the application. They said that we may not need to apply for a conditional use permit so I am going to pursue it and see what the outcome is. That would mean that there would be no conditional use permit fees. Shaun has been working with TID regarding the street lights that we are going to put in on 10th St. to make sure that our plans meet their standards.

1. **Director Comments**

Director Bernal directed staff to bring back an update regarding the road paving issues. Maintenance Supervisor Michael Jones asked if his question was that he was not satisfied with the way it ended up and Director Bernal asked if it was going to be left the way it is now. Maintenance Supervisor Michael Jones explained that the roads are done to the Counties standards and they have approved it. If we wanted to have it redone, we would be responsible for the cost.

1. **Adjournment**

There was a motion made to adjourn the meeting at 2:00p.m. by Director Alexander and a second by Director Bernal. Director Alexander(M), Director Bernal(S), President Landers(AYE), Director Jones(AYE) and Vice President Robertson(Absent).

**Minutes taken by Ernie Garza**

**Minutes typed by Michelle Harris**