**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, October 27, 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 pm.

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

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones and Director Rice were absent. Also present were General Manager Garza , Attorneys Kurtis Keller and Rod Atteberry, Board Secretary Michelle Harris and Engineer Parsons.

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

Davie Landers said that there is a new fruit fly in Stanislaus County. The County will be spraying in Turlock and putting out traps. They will be coming to Keyes in a few weeks to do the same thing.

1. **Consent Agenda.**

**A) Approve Minutes of September 22, 2015.**

**B) Approve Warrant Register for October 27, 2015.**

There was a motion 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 (Absent) and Director Rice (Absent).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**

**A) Discussion and Possible Action in awarding the RFP for engineering design, alternatives delineation and evaluation, well site review and feasibility analysis for removal of TCP from well-based groundwater extractions to Gouveia Engineering, Inc. for $21,244.00.**

General Manager Garza explained that RFP's were sent to seven Engineering Companies. Four of the seven responded. These ranged from $19,100.00 to $49,759.00. This list of engineering companies and their costs estimates are attached to the staff report for your review. The Cost Estimates were as follows, 1) Stantec cost proposal of $49,759.00 2) Provost & Pritchard cost proposal of $33,084.00 3) Gouveia Engineering cost proposal of $21,244.00 4) Corona Environmental cost proposal of $19,100.00. Even though Corona Environmental has the cost estimate of $19,100.00, this is a revised proposal with the low cost being achieved by elimination three tasks and reducing task hours from 192 to 116 from their original submitted cost estimate of $38,100.00. Gouveia Engineering is a local Civil Engineering Consulting Firm. Gouveia will be the Project Engineer. He has extensive experience in water resource projects and has provided engineering services to numerous clients in the central valley for over 20 years. He is currently the City Engineer for Gustine, Newman, Livingston, Firebaugh and San Joaquin. The Project Manager, Alfonso Manrique, has considerable experience designing well head treatment used in the removal of agricultural chemicals. Even though we did not budget for this we can do a midyear budget adjustment. We do have the funds but we did not anticipate this happening so quickly. There was a motion made to award the cost proposal for the Keyes Water Well site review to Gouveia Engineering for $21,244.00 by Vice President Bernal and a second by Director Alexander. Vice President Bernal(M), Director Alexander(S), President Parker(AYE), Director Jones(Absent) and Director Rice(Absent).

**B) Discussion and Possible Action to accept Gilbert Pre Annexation Agreement.**

General Manger Garza, Michelle Harris and Engineer Lee Fremming had a meeting with Dan Brown and Dan Castro of db2 Engineering. They are the Engineer for AL Gilbert who is working with them regarding a proposed warehouse project on the parcel of property that the ATF property was acquired. LAFCo is requiring an Out of Boundary Application and an agreement that will state they will annex into our Community. LAFCo suggested that the District enter into an agreement with them that requires AL Gilbert to pay for all of the costs to annex the property in the future as required by the County. This agreement would also protect the District if the County changed policies and directly required the District to annex the property. General Manager Garza referred to an e mail that Engineer Lee Fremming sent over to attorney Kurtis Keller that suggested the following provision; that flow basis (gpd) for sewer capacity fees and initial costs be bored by them and the District will have the right to charge additional capacity fees if the flow exceeds the amount covered by that fee that was paid. This should include peak sewer flow restriction, require metering manhole, water level measurements, flow meter with remote meter capability and the 2" water capacity fee which they are requesting. We will need a deposit for District expenses. AL Gilbert will be responsible to pay all costs that are related to annexation and out of boundary including but not limited to District and County costs. There will also be a plan review on water quality restrictions on sewage per Ordinance. Since the sewer flow could vary there will be a suggestion of an additional monthly charge for sewer which would be the actually monthly flow times the 300 GPD times the number of days in the month times the single family rate. Attorney Kurtis Keller addressed the Board regarding a Prop 218 that was brought up. We do not need to have a prop 218, these charges that are in the agreement are for actual flow that is written up in the contract between KCSD and AL Gilbert. He brought up two items, 1) the allegation for Gilberts to annex into the District and all the costs will be borne by the Gilberts not the District and 2) Paragraph 4 subsection b there are blanks. Lee recommended that the capacity fee be based on maximum flow capacity for their wastewater. He suggests that they provide us with an estimate so that if the flow is exceeded we can go back and recalculate. When that is received we will go back and plug in the numbers. There was a motion made to approve the agreement subject to receiving the requested information from AL Gilbert by Vice President Bernal and a second by Director Alexander. Vice President Bernal(M), Director Alexander(S), President Parker(AYE), Director Jones(Absent) and Director Rice(Absent).

1. **Items from General Manager.**

**A) Maintenance Staff Report.**

Well 7 still remains down with elevate Nitrate levels. There has been contact with Besst Inc. so they can evaluate any strategies that may be available to reduce the concentration of Nitrates at this well. The water levels continue to recover. Water usage decreased slightly from 27% through September to 26% through October. There were 34 valves exercised and should exercise about 60 more by the end of the month. Staff replaced pump 2 at lizzie lift station with our spare pump. This was a result of the pump cable support breaking and slack in the cable allowed it to be sucked in to pump 1. We will determine if there is enough cable to repair and re use or we will have to purchase new cable and have it rewired.

**B) Financial Statements**

Everything looks good.

**C)** Jacobs has a new project manager by the name of Glenn Roth.

**D)** TGBA is going to be having a workshop on the 29th at the City of Ceres Community Center.

**E)** We have spoken with Rod Hawkins from Hawkins and Associates Eng. who is working with John Deer Tractor Co regarding annexing in a portion of the property into the District. I will be getting a hold of Lee to set up a retainer fee and list all of his requirements. Rod said that we need to have them go ahead and fill out the annexation application and follow the normal course of annexation.

**E)** The meeting is December will be moved to December 15th because of the holidays.

1. **Staff Comments.**

**A) Lee Fremming**

Mr. Parsons referred to staff report.

1. **Director Comments.**

None

1. **Adjournment:**

There was a motion made to adjourn the meeting at 6:28 pm by Director Alexander and a second by Vice President Bernal. Director Alexander(M), Vice President Bernal(S), President Parker(AYE), Director Jones(Absent) and Director Rice(Absent).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**