**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, April 25, 2017**

**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 Vice President Bernal, Director Alexander, Director Jones and Director Landers. Also present were Attorney Katie O’Farrell, Engineer Lee Fremming, Board Secretary Michelle Harris and Maintenance Supervisor Michael Jones. President Parker and General Manager Garza were absent.

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes of March 28, 2017.**
   2. **Approve Special Minutes of April 4, 2017.**
   3. **Approve Warrant Register for April 25, 2017.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and possible action to approve Resolution 2017-516, A Resolution to accept 2015/2016 audit.**
      1. **Receive Staff Report.**
      2. **Receive Public Report.**
      3. **Board Discussion and Deliberation.**
      4. **Possible action to approve Resolution 2017-516.**

There was a motion made to accept Resolution 2017-516 by Director Landers and a second by Director Jones. Director Landers(M), Director Jones(S), Vice President Bernal(AYE), Director Alexander(AYE) and President Parker was absent.

* 1. **Discuss and possible action to grant COLA’s at the steps with a budget adjustment to reflect the new change in salaries and amend the handbook.**
     1. **Receive Staff Report.**
     2. **Receive Public Report.**
     3. **Board Discussion and Deliberation.**
     4. **Discuss and possible action to grant COLA’s at the steps with a budget adjustments to reflect the new change in salaries and amend the handbook.**

There was a motion made to grant COLA’s at the steps with a budget adjustment to reflect the new change in salaries and amend the handbook by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), Vice President Bernal(AYE), Director Jones(AYE) and President Parker was absent.

* 1. **Discuss and Possible action to approve Resolution 2017-517, A Resolution to surplus District Personal Property.**
     1. **Receive Staff Report.**
     2. **Receive Public Report.**
     3. **Board Discussion and Deliberation.**
     4. **Discussion and possible action to approve Resolution 2017-517.**

There was a motion made to approve Resolution 2017-517 to surplus District Personal Property by Director Landers and a second by Vice President Bernal. Director Landers(M), Vice President Bernal(S), Director Alexander(AYE), Director Jones(AYE) and President Parker was absent.

* 1. **Discuss and consider approving a subdivision agreement with Bright Development for Bonita Ranch Unit 6.**
     1. **Receive Staff Report**
     2. **Receive Public Report.**
     3. **Board Discussion and Deliberation.**
     4. **Discuss and consider approving a subdivision agreement with Bright Development for Bonita Ranch Unit 6.**

There was a motion made to approve a subdivision agreement with Bright Development for Bonita Ranch Unit 6 by Vice President Bernal and a second by Director Landers. Vice President Bernal(M), Director Landers(S), Director Alexander(AYE), Director Jones(AYE) and President Parker was absent.

* 1. **Discuss and consider approving an agreement with Quad Knopf, Inc. for services related to the Arsenic Mitigation Project.**
     1. **Receive Staff Report.**
     2. **Receive Public Report.**
     3. **Board Discussion and Deliberation.**
     4. **Discuss and consider approving an agreement with Quad Knopf, Inc. for services related to the Arsenic Mitigation Project.**

Lee explained that there had been two things prepared for the Boards consideration. The first one is a master agreement. This is something that can be used for not only the arsenic mitigation project but also for any other projects that come up in the future. It was made so that you can add task orders to add more work later. You have an agreement to cover basic concepts and then you can add to it as needed. It is also time for our contract to be renewed and this falls under the master agreement. The second part is the task order. This would cover the work that is going to be done on the arsenic mitigation project. Lee also went over the scope of work. There was a motion made to approve an agreement with Quad Knopf, Inc. for services related to the Arsenic Mitigation Project by Vice President Bernal and a second by Director Landers. Vice President Bernal(M), Director Landers(S), Director Alexander(AYE), Director Jones(AYE) and President Parker was absent.

1. **Items from General Manager.**
   1. **Maintenance Staff Report**

Maintenance Supervisor Michael Jones went over the monthly scheduled work. He met with personnel from the City of Turlock regarding our samples for BOD’s and TSS. He does not agree with the results and feels that there could be a problem with the way they are sampling. He will continue to talk with the City of Turlock and see what is happening with our sampling.

* 1. **Financial Statements**

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

Quad Knopf took the soft costs to date and have prepared the first disbursement agreement to send to the state for $782,000.00. The State has not yet been confirmed that the bridge loan fees and interest will be eligible for reimbursement, if so they will be included in another task order. Kurey & Associates will be providing labor compliance services for all three projects. We are working with them now discussing their scope of work. They will be submitting their agreement for the District to approve. There was a conference call between Jacobs, Ernie and Lee regarding a cost proposal for Jacobs work on the arsenic mitigation project. The cost was high and we are working with them to refine and hopefully reduce the costs stated in their proposal. Jacobs wanted to have a desk here at the District during construction and Ernie said we do not have room. They had to add into their proposal the cost of putting a trailer on the property of the arsenic treatment facility. We are waiting for their proposal to see what the costs will be. All the electrical comments have been put together and have been sent over to the electrical engineer. When everything is done, we are going to ship the electrical design over to City of Turlock. We will need to have a meeting with the City of Turlock to make sure that we all know what is needed and everything is correct. Director Jones said that there are some bad man holes that need to be addressed. Director Landers asked if we are going to have to repair this sometime in the future. Lee stated that this will all be bypassed with the new lift station.

* 1. Board Secretary Michelle Harris reminded the Board Members that the sexual harassment certificates have not been finished by President Parker, Director Jones and Director Landers. We are also going to have an election this year and we have 3 seats that are up for election. Those seats are for Director Alexander, Director Jones and President Parker.

1. **Director Comments**
2. **Adjournment**

There was a motion made to adjourn the meeting at 6:40 by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), Vice President Bernal(AYE), Director Jones(AYE) and President Parker was absent.

Minutes taken by: Michelle Harris

Minutes typed by: Michelle Harris