**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, August 22, 2017**

**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 1:00 p.m.

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

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones and Director Landers. Also present were General Manager Garza, Engineer Lee Fremming, Maintenance Supervisor Michael Jones, Board Secretary Michelle Harris and attorney Rod Attebery was present via phone.

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes of July 25, 2017.**
	2. **Approve Warrant Register for August 22, 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), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discussion and Possible Action to accept revised engagement letter from Robert A. Hawks, Jr., CPA.**

There was a motion made to accept the revised engagement letter from Robert A. Hawks, Jr., CPA by Director Landers and a second by Vice President Bernal. Director Landers(M), Vice President Bernal(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

* 1. **Discussion and Consider adopting three Resolutions required by the State Water Resources Control Board as part of the DWSRF application to construct TCP Removal Treatment System improvements at Wells #7, #8, #9 and Well #10.**
		1. **Discussion and Possible Action to adopt Resolution 2017-523, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KEYES COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN FINANCING AGREEMENT, AMENDMENT, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING WATER STATE REVOLVING FUND (DWSRF); AUTHORIZING GENERAL MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT; AUTHORIZING GENERAL MANAGER TO EXECUTE BUDGET AND EXPENDITURE SUMMARY; AUTHORIZING GENERAL MANAGER TO SIGN THE FINAL RELEASE FORM AND GENERAL MANAGER TO SIGN THE CERTIFICATION OF PROJECT COMPLETION; AND PLEDGING AND DEDICATING NET WATER REVENUES TOWARDS PAYMENT OF DWSRF FINANCING.**
		2. **Discussion and Possible Action to adopt Resolution 2017-524, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KEYES COMMUNITY SERVICES DISTRICT STATING ITS INTENTION TO BE REIMBERSED FOR EXPENDITURES INCURRED AHEAD OF THE APPROVAL OF THE DISBURSEMENT OF DWSRF CONSTRUCTION FUNDS FROM THE STATE WATER RESOURCES CONTROL BOARD.**
		3. **Discussion and Possible Action to adopt Resolution 2017-525, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KEYES COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN AND FILE A FINANCIAL ASSISTANCE APPLICATION TO THE STATE DRINKING WATER STATE REVOLVING FUND ASSISTANCE APPLICATION TO THE STATE DRINKING WATER STATE REVOLVING FUND (DWSRF) FOR THE PLANNING AND CONSTRUCTION OF THE WELL #7, WELL #8, WELL #9 and WELL #10 TCP REMOVAL TREATMENT SYSTEM IMPROVEMENTS.**

There was a motion made to adopt Resolution 2017-523, Resolution 2017-524 and Resolution 2017-525 by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

1. **Items from General Manager.**
	1. **Maintenance Staff Report**
		1. Well 10 has been repaired and is back on line.
		2. Mike Jones attended the SRWA meeting and attached the power point that was discussed. The discussion was related to the Water Treatment Plant that is to be constructed at Fox Grove Park. Mike asked for direction from the Board to continue going to the meetings so that we stay apprised of what is happening.
		3. Senate Bill 1398 went into effect on September 27, 2016. This bill requires PWS (Public Water Systems) to compile an inventory of known lead user service lines in use in its distribution system and identify areas that may have lead user service fittings connecting a water main to an individual water meter or service connection. By July 1, 2020 PWS with areas that may have lead user service lines in use in its distribution system must either determine the existence or absence of lead user service lines in these areas and provide that information to the State Board, or provide a timeline for replacement of the user service lines whose content cannot be determined. This timeline must be approved by the State Board.
		4. Mike Jones discussed the Badger Meter ORION Fixed Network / Cellular Endpoint and Beacon Software meter reading system. He explained the advantages of converting to this type of meter and how it differs from what we are currently using. The majority of our meters will reach 15 years of age which will require a replacement in about 4 or five years. It is his recommendation that the Board of Directors review this Software meter system. He would like to place an item on the agenda next month to form an ad hoc committee to discuss the possibility of replacing the water meters.
		5. After taking some of the contractors to the site of the ATF there were questions regarding the size of the property. They were wondering where they would be able to put their equipment. Mike went and spoke with Bob Gallagher and asked if some of their property would be available to use during construction. Bob said that he would let the contractors use some of the property but he needed a letter stating what exactly we are asking for and something that holds them harmless if someone were to get hurt. Mike also asked if the District would be able to purchase more property from AL Gilbert and Bob said they were open to the idea.
		6. Someone from AL Gilbert reached out to Michelle regarding the possibility of hooking up the Seed Factory to the water. The seed factory is on their own well. They do have a water service but it is locked out. The gentleman that owned it before did not want to pay the monthly bill so they just locked the service out. In our ordinance code, it says that on or before 1987 if you abandon a well and hook up to the water you are not required to pay the connection fee. Mike said he did not know if this was something the district would want to consider or would be able to consider due to the date. He looked in the folder and it showed the connection fee paid and then it was marked out and said void. He asked Eddie Jones if he remembered anything and he didn’t. If we allow them to abandon the well that would mean that there would be two parcels that would need to be connected to our water. If they did become a customer we would be charging them 116.00 a month so we would gain $1,400.00 a year.
		7. Mike was talking to Lee Fremming regarding a water connection require service in the Orchard Village Mobile Home Park. At one time they wanted to connect into our system but it did not happen. They do have a water line running to them for two fire hydrants. The District never required a backflow but it should be required. Mike would like to send them a letter letting them know that this needs to be installed. They do have their own well that provides them service but if they ever tapped into the fire hydrants that would result in a bad cross connection.
	2. **Financial Statements**
	3. **Hacking the Hackers.**

Our new IT company Layer 3 IT is hosting an event on August 23, 2017 form 4 p.m. to 6 p.m. that will talk about the way people are hacking into our computers and what we need to look for. The office will be closed at 4 p.m. so the staff can attend.

* 1. Ernie is going to talk to the MAC and see if he can get himself and Lee on the agenda for the October meeting. We will be able to show everyone what is going to be happening and answer questions that anyone may have regarding the ATF. This will be at the Community Night Out. It will be held at the church this year.
1. **Staff Comments.**
	1. **Lee Fremming**

The pre-bid meeting for the water transmission and distribution system improvements is scheduled for August 23rd and the bid opening is scheduled for September 12th. The ATF project will have their bid opening on August 24th. The Consolidation Project design in close to 65% completion and Blackwater has reported that they are on schedule. Bonita Ranch still has some work to complete this project. The electrical engineer provided the updated dimensions for the generator foundation which changed due to new fire regulations. The changes are made and we can now complete the plans.

1. **Director Comments**

Director Landers would like to ask Ernie if we could get a plaque made up for Johnathon Parker for all of his service to the District.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:39 p.m. by Director Alexander and a second by Director Jones. Director Alexander(M), Director Jones(S), President Parker(AYE), Vice President Bernal(AYE) and Director Landers(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**