**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 1:00 pm.

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

Present were President Landers, Vice President Robertson, Director Bernal, Director Alexander and Director Jones. Also present were GM Garza, Attorney Andy Pinasco, Maintenance Supervisor Michael Jones and Board Secretary Michelle Harris.

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the December 18, 2018 Meeting.**
	2. **Approve Warrant Register for January 22, 2019.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discussion and Possible Action to elect Board Officers for Calendar Year 2019.**

Vice President Robertson made a motion to nominate Davie Landers for President and there was a second by Director Landers. Vice President Robertson(M) President Landers(S), Director Bernal(AYE), Director Alexander(AYE) and Director Jones(AYE). Director Bernal made a motion to elect Timothy Robertson for Vice President and there was a second by Director Robertson. Director Bernal(M), Vice President Robertson(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

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

Administrative Executive Michelle Harris went over the revenues and expenses, payments made for our arsenic treatment facility project and the cash on hand as of December 2018.

* + - 1. **700 Forms**
			2. **Board Member Information**
			3. **CSDA Classes**

SDLA classes will be held for the board members in Napa and San Diego this year.

* + - 1. **CSDA Reimbursement**

Reimbursement was received from CSDA for a class that was attended by Cynthia Ortega.

1. **Maintenance Staff Report.**

Maintenance Supervisor Michael Jones went over our annual water usage for last year. There were 43 service requests sent last month. There was water coming up in the road on Jennie that was caused by a leaking service line that has been repaired. There has been work done on the meter lids to transition over to the E Series Meters. Anna lift station pump was pulled twice for repairs. There was a spreadsheet that shows the annual production for the past few years.

1. **Jacobs Progress Report.**
2. **Office Hours.**

The office will be open from 8:00am to 5:00pm Monday through Friday and we will not close for lunch.

1. **Agenda Packets.**

Starting in February the agenda packets will be delivered to the Board members door the Friday before the meeting.

1. **Annual Report for 2018.**
2. **Cross Town Sewer Meeting.**

Ernie Garza and Michelle Harris will be meeting with Dr. Helio Brazil from the School District Office and speaking with him about the Cross-Town Sewer fee that was supposed to be paid to the developer by the school when they connect to the sewer line. At this time we have no contract and we have no proof of payment.

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

The water transmission and distribution project is complete. This water main pipe has all been installed except on Nunes Rd and Golden State Blvd. The conditional use permit for the lift station on Foote Rd is in the process of being received and the application is being filed. The 10th St. project is moving along.

1. **Director Comments**

President Landers wanted to know if they were finished paving on Rhode Rd? He said that it is a nasty job of paving. Lee said that he would talk to Aja regarding the work.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:32 pm by Vice President Robertson and a second by Director Alexander. Vice President Robertson(M), Director Alexander(S), President Landers(AYE), Director Bernal(AYE) and Director Jones(AYE).

**Taken by: Michelle Harris**

**Typed by: Michelle Harris**