**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, August 28, 2018**

**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 Landers, Vice President Robertson, Director Bernal, Director Alexander and Director Jones. Also present were, General Manager Garza, Attorney Andy Pinasco, Board Secretary Michelle Harris, Maintenance Supervisor Michael Jones and Engineer Lee Fremming,

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the August 28, 2018 Meeting.**
	2. **Approve Warrant Register for September 25, 2018.**

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), Director Jones (AYE).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discussion and Possible Action to purchase cellular end-point water meters.**

 **Receive staff report**

 At the Board of Director’s regular meeting of September 26, 2017. Utilities

 Maintenance Supervisor Mike Jones requested the formation of an Ad Hoc

 Committee to explore a meter replacement program. An Ad Hoc Committee was

 created which Included Board President Davey Landers, Director William

 Alexander, General Manager Ernie Garza and Maintenance Supervisor Mike Jones.

 During the month of November, the Ad Hoc Committee met with Kathy Richards

 from National Meter and Automation for a presentation of the different meters and

 reading technologies to consider a meter replacement program. Supervisor Mike

 Jones said there are 2 choices in meters, The Positive Displacement Meters and a

 new E-series Meter which have no moving parts which last longer. There are 3

 choices in Transmitting meter reads, Drive by Radio, Fixed Network Radio, and

 Cellular Endpoints. After discussion with the Ad-hoc committee it is recommended

 that the District Purchase the E-series meters with the Cellular endpoints, and

 to implement the replacement over the next 7 years. We have bronze

 meters currently and our Existing meters are ¾” and 1” which are used for

 commercial. The existing meters we use are Badger and AMCO products and the

 system provides a single total of water used in a specific time frame. The Badger

 meters can be profiled to obtain hourly usage data. The AMCO meters cannot be

 profiled. There are approximately 90 AMCO meters in use in the District. Most of

 these are 14 to 15 years old and most of the Badger meters are 12 years old.

 The AMCO meters are the ones that would need to be replaced first. The lifespan of a

 water meter is approximately 15-20 years. As a meter ages the accuracy drops off due

 to wear. Over the next four years most water meters will reach 15 years of age

 requiring a replacement strategy. However, some customers can use 2 to 3 times or

 even more than the average customer and those meters can wear out significantly

 faster. The General Manager said we are losing up to 20% of Revenue on every

 meter and that can add up. Mr. Garza said the purchase of the new water meters

 we’re not an immediate emergency but, it is something that does need

 attention. Supervisor Jones said they have had to go out and manually read some of

 the meters and it seems like it is ongoing. Last month they had to manually read

 26 meters. The AMCO Meters were installed in 2002-2003, the Badger Meters were

 installed in 2006. The location of the AMCO Meters are across from Hatch Park,

 Brianna, Jennie and Lucinda. Vice President Roberts wanted to know if we have the

 money in the Budget to have the meters replaced. General Manager Garza and Board

 Secretary Michelle said that there is $50,000. in the Budget for the meter replacement

 and there is also $300,000 In the budget that is for the 123 TCP land acquisition

 that we are no longer going to be purchasing. It was suggested that we move the line

 item that is in the Capital Fund 50 4050 9036 of $300,000. to the replacement of

 water meters and for the budget to reflect that. Vice President Robertson motion we

 purchase the first 100 E-Series Ultra Sonic Meters to replace the AMCO’S and to

 begin the implementation of Developing the Cellular Network, provided the board

 continue to review the Budget each year. Vice President Robertson(M), Director

 Alexander(S), President Landers (AYE), Director Bernal (AYE), Director Jones

 (AYE)

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

They replaced the 2 new sample stations, the broken one at Heston Way along with the one behind the Fire Station. When the Annual report to the DWP was submitted an update to the number of customers served was included. The total calculated customer count of water customers was 5,111. This brings our total sampling points in the distribution system to 6. A new sampling point was installed on Davina Way and we will be utilizing this sample point for the 6th location. Kevin started work on the storage closet they are converting to a server closet. A new door has been installed, along with a new breaker panel, 2 newlights and drywallhave beenreplaced. A new AC unit is being added and the closet should be completed soon. Once completed, we can contact our IT company and work toward moving the servers and associated equipment from the lady’s bathroom closet to the new closet. Water production through July was 150,249,200, this is an increase of about 8% at the same time last year. Well 9 is getting close to completions and work will begin at well 7 next.

* 1. **Jacobs Progress Report.**

General Manager Garza provided the Jacobs Monthly Status report #13 for the Board Members. The total contract amount for construction management and engineering services is $1,334,122.00. The current Jacobs invoice amount is $45,664.57. The total to date invoiced amount is $794,375.62 or 59.5% of the total contract amount. Technicon conducted concrete testing and soil compaction testing. The projectschedule is verytight.

* 1. **LAFCO Out of Boundary.**

At the request of Michelle Frederick, P.E., Water Partnership and Consolidation Coordinator from the State Waterboards, the District is requesting an out-of-boundary service extension to extend water service to three existing commercial businesses. The businesses are Best Western, Price Ford and Interstate Trucking. The City of Turlock is requesting additional information be provided to show the analysis that has been performed to determine the District has the capacity and capability to extend services outside of their service area. Turlock states that additional information is needed before a determination can be made if the project could have a significant impact on the environment. The District submitted information regarding our potable water distribution system, the number of wells and their pumping capacities, average and peak daily demands and information regarding design water treatment production from our new Arsenic Treatment Facility. The City of Turlock was not satisfied with the information submitted and is requesting a meeting with LAFCO and KCSD personnel. A few days ago, the General Manager spoke with Michelle Frederick regarding this issue and she stated that she was going to write a report on the District’s behalf addressing Turlock’s concerns. As of today, the General Manager has not heard back from her. He will be keeping the Board apprised of this situation as it develops. From the letter received from the City of Turlock they state the project is proposed to be exempt from (CEQA) under Article 19 Section 15301 (b) of the California Environmental Quality Act. “The key consideration is whether the project involves negligible or no expansion of an existing use”. They consider that an expansion. General manager wanted to inform the board as to what is going on with LAFCO and the City of Turlock. The General Manager also wanted to Thank Lee Fremming for finding KCSD a construction management person, he is drawing up some plans for the expansion of the office. Once the plans have been made they will present them to the Board. There was a discussion about a piece of property owned by the County that we may want to purchase for a future well & abandon well 7 or leave it for the County to irrigate. Request for General Manager to work with the Attorney for Eminent Domain & bring it back for the September Agenda. Engineer Lee Fremming said we may need to drill a test well to make sure that the water is good.

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

Blackwater Consulting Engineers reported on August 14th they are going to advertise the Consolidation Project. The Water Transmission & Distribution Systems Improvements is getting close to completion. Once that is completed the General Manager has the authority to execute the notice of completion.

1. **Director Comments**

**None**

1. **Adjournment**

There was a motion made to adjourn the meeting at 2.:30 p.m. by Director Alexander(M), and a second by Director Bernal(S) President Landers (AYE), Vice President Robertson (AYE), Director Bernal (AYE), Director Jones (AYE)

**Minutes taken by: Michelle Harris**

**Minutes typed by: Cynthia Ortega**