**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**SPECIAL MEETING**

**Date: Tuesday, December 18, 2018**

**Time: 1:00 p.m.**

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 GM Garza, Attorney Andy Pinasco and Maintenance Supervisor Michael Jones.

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes for the November 27, 2018 Meeting.**
   2. **Approve Warrant Register for December 18, 2018.**

There was a motion made to accept the consent agenda 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).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action to adopt Resolution 2018-533, A Resolution of Application and Plan for Services to Annex Approximately 5.2 Acres Located Along Faith Home Road to the District and Delegate Authority to District General Manager to Execute Documents Required to Complete Annexation Upon Advice of District Legal Counsel.**

There was a motion made to adopt Resolution 2018-533 by Director Bernal and a second by Vice President Robertson. Director Bernal(M), Vice President Robertson(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

* 1. **Discussion and Possible Action to amend Employee Handbook.**

General Manager Garza proposed to reclassify Office Supervisor Michelle Harris to Administrative Executive due to the services rendered above and beyond assigned duties and responsibilities. General Manager Garza also proposed that the salary range and step increase be commensurate to that of the Maintenance Operations Supervisor. Director Bernal asked if there were any references for Executive Secretary positions? General Manager Garza stated that he had done research on Administrative Executive which showed the different job duties. Vice President Robertson asked if we were going to keep the Office Supervisor position and the Administrative Executive position? He also asked if the Administrative Executive position became open would we hire for that position or the Office Supervisor position? Ernie said that we should keep the Office Supervisor position vacant and reclassify Michelle as the Administrative Executive. Vice President Robertson inquired for future filling of the positions and the possibility of overspending for the positions. Attorney Andy Pinasco stated that the General Manager would have to bring a case like this to the Board for approval. Director Bernal stated that he did not feel an Executive Secretary should be equal to the supervisor of the field because the increase is large even though the workload is large. He inquired if this was equivalent to other Secretaries as the size of the Department or District? Director Bernal would like to see comparisons. There was a motion to amend the Employee Handbook with the stipulation that we are adding the Administrative Executive position and maintaining the vacant Office Supervisor position for future consideration by Vice President Robertson and a second by Director Alexander. Vice President Robertson(M), Director Alexander(S), President Landers(AYE), Director Jones(AYE) and Director Bernal(ABSTAIN).

1. **Items from General Manager.**
2. **Administrative Staff Report.**
3. **Maintenance Staff Report.**

Well 7 is operational but is offline at this time. 8 of the new meters have been installed. Our initial goal is to replace all the AMCO meters. When this takes place, we will notify the customer and they will be able to log onto a portal and see their meter reading a usage history. Director Landers asked if there was a way that the Board members could get a new meter to see how things work with the new meters. Mike said there is potential for that. Mike also said that there are some Badger meters that are needing to be replaced. Attorney Pinasco said that before any Board members received a new meter we need to put a policy in place to avoid any conflict of interest. Mike showed some pictures of the arsenic treatment facility.

1. **Jacobs Progress Report.**
2. December 11th, we had lunch with The City of Turlock staff and toured our Arsenic Treatment Facility. We discussed water quality issues. They talked with us about the surface water project and they are going to be putting a stub out on Geer for a future connection if necessary, they will also be providing a stub out to Denair and Hughson. Best RV is wanting to connect to our water lines, they are proposing to bore under the freeway to connect to our new water lines. They are having water quality issues.
3. **Staff Comments.**
4. **Lee Fremming.**

Notice of Completion is going to be filed when the three punch list items are complete. Lee spoke with Aja regarding the Consolidation today and Aja informed Lee that Teichert has worked on Faith Home and has most of that done and will start on Barnhart. Teichert will not work on Christmas. There is also discussion regarding Don’s RV on hooking up to our water lines. Keyes 19 is a proposed subdivision that is over off Norma. There is Keyes 19 North and Keyes 19 South. Lee will be doing the plan check on this.

1. **Director Comments**

None.

1. **Adjournment**

There was a motion to adjourn at 1:45pm by Director Alexander and a second by Director Bernal. Director Alexander(M), Director Bernal(S), President Landers(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

**Minutes taken by: Ernie Garza**

**Minutes typed by: Michelle Harris**