**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, May 22, 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 and Attorney Rod Attebery.

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the April 24, 2018 Meeting.**
	2. **Approve Warrant Register for May 22, 2018.**

There was a motion made to accept the consent agenda 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/POSSIBLE ACTION ITEMS**
	1. **Presentation by District 2 Supervisor, Vito Chiesa, regarding our Community.**

President Landers spoke about the concerns KCSD has regarding the abatement of weeds and debris in the alley ways as well as the General Code Enforcement. There is a concern at a home on the corner of 9th and Esmail. District Secretary Michelle Harris spoke to Code Enforcement Tom Wolfe regarding a motor home that was dumping septic water on the South West corner of 9th and Esmail. Customers have phoned and have come to the office regarding the smell in that area. She was told by Tom Wolfe that there was nothing that they can do. The same home has been on fire once and is an eyesore to the Community. President Landers and Director Alexander met with Code Enforcement and pointed out some areas that needed to be cleaned up. Code Enforcement sent out a letter to some of the property’s owners that needed cleaning up per there meeting. President Landers said he drove by some of the areas that were spoken about and noticed that some were taken care of. District 2 Supervisor Vito Chiesa stated that they are public roads, and alleys are not accepted by the County for clean up because it is a utility easement. This is a problem everywhere. The County Council is continuously working on this issue to figure out what can be done about this problem. The County does not have the power to maintain these alleyways. The County staffing went from 5 Code Enforcement down to 1. District 2 Supervisor Chiesa was concerned about the lack of response from Code Enforcement and said that we should have heard back from somebody regarding 5301 9th and that no response from them is alarming to him. The fire department can tag a residence if the property is a fire hazard. When you call Code Enforcement the 1st thing they should do is inspect the property and then they should have to report back to KCSD. President Landers wanted to know if KCSD has the authority to clean up and issue citations. Attorney Attebery said we would need to go through LAFCO. District 2 Supervisor Chiesa said we do have different options; a possible rate increase or pay or partner with someone to clean up their alleyways. Attorney Pinasco is going to research the problem and see what can be done. The last community cleanup was a success. Bertolotti donated trucks & bins & Vito paid the tipping fee. District 2 Supervisor Vito Chiesa said If there are any customer complaints regarding alleyways, KCSD can provide customers with the number to the District 2 Code Enforcement officer John Garcia at 585-6700 and provide them with the fire department telephone number.

* 1. **Discuss and possible action to approve Resolution 2018-529, A Resolution adopting the Budget for Fiscal Year 2018-2019.**

The budget reflects the exact same numbers from the preliminary budget that was presented to the Board of Directors last month, with the exception of two expenditure line items that were inadvertently omitted. The staff is requesting an allocation of $14,000 to hire temporary workers to assist with the sewer line cleaning, water valve and hydrant maintenance, and street light work. The other item is the structure and building improvement increased from $5400 to $30,000 to hire a planning and design group to come and look over the district office and provide us with a professional planning and design for improvements. And an annual contract fee that was overlooked for $7,000. For the annual Contract fee for Badger Meter. The total activity resulted in a final budget increase of $51,000. The budget includes the operating costs of all departments. There was a motion to accept Resolution 2018-529, by Vice President Robertson and a second by Director Jones. Vice President Robertson(M) Director Jones(S) President Landers(AYE) Director Bernal(AYE) and Director Jones(AYE)

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

Supervisor Mike Jones stated that the 13 lead samples for Keyes schools have been completed and the results were received on 5/7/2018. Of the 13 sites tested, there were 11 non-detected and 2 locations came back with a detectable level of lead. Keyes Elementary room 21 and Keyes To Learning room 4. The 2 locations that came back detectable were both lower than the action level of 15 ppb. If the school decides to replace the 2 fixtures and re-test they are now responsible for having that done. Work continues at the treatment site at well 9. There has been some delay for some of the parts for the project and the anticipated completion of well 9 should be the beginning in July. Quad Knopf has completed the basic water, sewer and streetlight data from CAD to GIS. The next step is broken down into 4 key areas and is planned to be addressed within the next 2 annual budget years. The 4 key areas are: ArcGIS Online, GIS in the Field, GIS in the Office, and GIS Data Management and Integration with Business Systems.

* 1. **Jacobs Progress Report**

The ATF is at 46.3% of the total contract amount. The overall construction project is 13% complete by cost as of the end of March. CBI is utilizing a cast in place concrete spent backwash tank, rather than the originally specified fiberglass tank. CBI Stated that most manufacturers do not have a third-party testing firm to certify that the components parts of their equipment meet the National Sanitation Foundation 61 requirements and is still an issue. It can have an impact on the overall completion of the project. They are still stating that the project schedule is still very tight. **Correspondence**

General Manager Ernie Garza is to meet with Robert Gallagher today after the Board Meeting regarding the 123-TCP Treatment Facility to discuss the situation. Mr. Gallagher was in attendance at the Board Meeting today 522/2018. Next month General Manager Ernie Garza will not be present at the Board Meeting he will be at a General Managers Summit Conference. All the expenses to the Summit Conference will be reimbursed back to the District

1. **Staff Comments**

As of May 17th, all the Water Transmission & Distribution pipeline have been installed for the Transmission & Distribution System Improvements Project. Including the 10” pipeline on Faith Home Road. The new transmission and distribution lines have been pressure tested and chlorinated. The lines need to be flushed at the minimum required flushing velocity and then bacteriological samples will be taken. Jacobs Engineering has reported that the Arsenic Treatment Facility work is going well. The foundation for the concrete break tank has been poured and the walls have been poured or should be poured soon. The electrical conduit is also being installed. The 3 storage tanks will be started on as soon as the materials come in. Black Water Engineering sent the final plans to the District and Quad Knopf for the final review and comment for the Consolidation Project. Once this information is reviewed the necessary revisions will be made, and then the plans will be sent to the SWRCB and State Division of Drinking Water for review and approval to bid the project. President David Landers asked Mike Jones when they will start repairing the roads. Mike Jones informed him within the next couple of weeks. On Jessup Rd.

1. **Director Comments**

Vice President Timothy Robertson is going to be attending the California Special District Association training in July.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:55 p.m. by Vice President Robertson and a second by Director Alexander, Vice President Robertson(M), Director Alexander (S), President Landers(AYE), Director Bernal(AYE), Director Jones(AYE)

**Minutes taken by: Michelle Harris**

**Minutes typed by: Cynthia Ortega**