**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, December 15, 2015**

**Time: 6:00 p.m.**

**Place: Keyes Community Services District, 5601 7th St., Keyes, Ca.**

1. **Call to Order.**

The meeting was called to order at 6:00 p.m.

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

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones. Also present were General Manager Garza, Engineer Lee Fremming and Attorney Kurtis Keller.

1. **Approve Resolution 2015-505.(Declaring the Results of The Municipal Election Held on November 3, 2015)**

There was a motion made to adopt Resolution 2015-505 by Director Alexander and a second by Vice President Bernal. Director Alexander(M), Vice President Bernal(S), President Parker(AYE) and Director Jones(AYE).

1. **Administer the Oath of Office to newly elected officials.**

Board Secretary Michelle Harris administered the Oath of Office to Mike Bernal and Davie Landers.

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

There was a customer who wanted to know where Keyes stood an Cannabis. Attorney Kurtis Keller referred her to the County.

1. **Consent Agenda.**

**A) Approve Minutes of November 24, 2015.**

**B) Approve Warrant Register for December 15, 2015.**

**C) Approve Resolution 2015-506 to authorize individuals to sign warrants on behalf of the District.**

There was a motion made to accept the Consent Agenda 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).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**

**A) Discussion and Possible action on Revision to Employee Handbook.**

There was a motion made to accept the revisions to the Employee Handbook 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.**

**A) Maintenance Staff Report.**

Maintenance Foreman Mike Jones addressed the Board. He stated that the water levels are continuing to recover, We are still monitoring the Nitrate levels at well 7 and it is still offline. There were 63 valves exercised. There is a report that is being finalized and submitted to SWRCB regarding our water savings goal and that it has been met for 2015. The impeller and pump #1, Anna lift station, was replaced and the clearance was adjusted. Bright Homes has started building on lots 77, 78 and 79. The contractors for A.L. Gilbert have installed the water and sewer lines on the Jessup Rd property but there has not been any connections made at this time.

**B) Financial Statements.**

The financial reports look good.

**C) Purchase of laptop for video presentations.**

There was a purchase made for a laptop that will be used for presentations during Board Meetings and other meetings as needed.

1. **Staff Comments.**

**A) Michelle Harris**

Board Secretary Michelle Harris has been working with a company to help us with our web page that she made contact with last month at the Board Secretary Conference. They work specifically with Special Districts and the things that are required by CSDA are automatically built into their program. There was a short demonstration to give the Board an example of what our new web page will look like. There was a discussion on a possible update of the logo. General Manager Garza gave direction for contact Spratling Middle School and possibly have the kids design a logo.

**B) Lee Fremming**

The SWRCB in continuing to work on the funding agreement for this project. Gary Conte of Towne Planning & Environmental said that as long as nothing significant is found from the Indian tribes he believed that they could have their work completed by the end of the year. We are still waiting on a response from UPRR regarding the encroachment permit. The plans for the AL Gilbert Project have been checked but not approved. The agreement must be signed, connection fees paid and LAFCo approval obtained.

1. **Director Comments.**
2. **Adjournment:**

There was a motion made to adjourn the meeting at 6:30 p.m. by Director Alexander and a second by Vice President Bernal. Director Alexander(M), Vice President Bernal(S), President Parker(AYE), Director Jones(AYE) and Director Landers(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**