**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, February 25, 2020**

**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 1:00pm.

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

Present were President Landers, Director Alexander, Director Jones, Director Knee and Vice President Parker was absent.

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes for the January 28, 2020 Meeting.**
   2. **Approve Special Minutes for February 12, 2020 Meeting.**
   3. **Approve Warrant Register for February 25, 2020.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discuss and Possible action to adopt of Ordinance 2020-1, an Ordinance amending Article XXXIV, Discontinuance of Services=, Section 26.10: Disconnection for Non-Payment.**

There was a motion made to adopt Ordinance 2020-1 by Director Knee and a second by Director Alexander. Director Knee(M), Director Alexander(S), President Landers(AYE), Director Jones(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Possible action to review contract with Layer 3 IT.**

There was a motion made to Replace BDR, extend warranty on laptop, purchase desktop for Ernie’s office and approve buy out agreement by Director Jones and a second by President Landers. Director Jones(M), President Landers(S), Director Alexander(AYE), Director Knee(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Consider Amending Employee Handbook.**

General Manager Garza discussed the information that was gone over by the ad hoc committee that was put together on April 30, 2019 to study and negotiate a multiyear salary plan for the District employees. We participated in a salary survey held by the California Special District Association. After reviewing the survey the ad hoc committee would like to move our employees to the 25th percentile at the beginning of the first budget year and grant an additional 5% increase to the 2nd and 3rd year. This would allow employees to receive fair and equitable compensation as compared to the other small communities and special districts that surround us. We are also proposing to change some of the employee’s titles. Mike Jones title will change from Maintenance Supervisor to Maintenance Operations Director, Kevin Showen will change from Maintenance Operations Foreman to Maintenance Operations Supervisor, Utility Worker 3 will change to Water/Waste Water Operator Grade II and we are going to create the title of Water/Waste Water Operator Grade I. There was a motion made to amend schedule in handbook for compensation steps by Director Knee and a second by Director Alexander. Director Knee(M), Director Alexander(S), President Landers(AYE), Director Jones(AYE) and Vice President Parker(ABSENT).

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

Board Secretary Michelle Harris went over the revenue, expenses and that total cash accounts for the month of January. She also went over the total amount expensed on the Arsenic Treatment Facility. A Notice of Completion was issued for Teichert and it has been filed.

1. **Maintenance Staff Report.**

Maintenance Supervisor Mike Jones explained that we will have be installing water meters over the next month to replace the ones that have died. We finally have enough solids to start use of the filter press. We now need to have MW Watermark come out and run the filter press, this is the final thing that needs to be tested at the plant. We are looking at the end of March. Once the filter press is ran we will need to have the cake tested to see if it is hazardous waste. The waste has to be disposed of properly. Supervisor Jones reached out to the County and is waiting on them to get back with him regarding how to store and dispose of the waste. They are the people who are the regulator over the waste. We are still working with the different doses of chemicals and fine tuning things. Supervisor Jones has been working on lead service line inventory. Keyes 19 is starting to put in water lines and sewer lines.

1. There will be a MAC meeting on February 27th, 2019 at 6:00pm. General Manager Garza will give a presentation regarding the property next to the PAL Building. Keyes CSD would like to purchase the property to put in GAC equipment which will filter out the 123 TCP and we would like their support. We are having the property appraised.
2. The District building is very dark outside and we have solicited proposals to get 10 LED lights placed around the building. We have received a proposal for $12,420. After talking to Kevin Showen he feels that it would be best to do this project in house and he will supervise the project. This will save us quite a bit of money.
3. We will be having a Saturday workshop on March 21st at 10am. This will be a time to discuss issues or projects that you would like to discuss.
4. There will be a TGBA workshop in Denair 2/27/2020 at 2pm.
5. General Manager Garza’s annual evaluation is due. Our legal counsel will be sending out the evaluations by mail. You can submit those back by mail or e mail.
6. **Staff Comments.**
7. **Lee Fremming.**

The water and sewer facilities map that have been changed need to be looked over, they have been revised to reflect the three projects. The electrical engineer for the Foote Rd lift station has sent over the signed plans. We have put out a NTB in the paper, it will be published first on February 28, 2020 an again on March 6, 2020. The bid opening will be on April 21, 2020. We have sent out the Notice of Award for the 10th St. lighting project. We will send over the NTP and the signed contracts soon. There has been nothing heard from Best RV. Keyes 19 North and South is taking off and Quad Knopf has a construction conserver out there right now watching the water and sewer work for the District.

1. **Director Comments**

President Landers would like to know if Keyes 19 was going to build a wall behind the PAL building? Engineer Lee Fremming said he does not have that information on his plans. Maintenance Supervisor Mike Jones said that the County may have that information in their plans. He was wondering how their construction would affect the piece of property that we are proposing to buy for the 123 TCP project. Director Jones was inquiring about the size of the piece of property. GM Garza said he was not for sure but he did not think it would take the whole parcel. We will have 6 filters that would be placed on the parcel. This would be a good discussion item at our Saturday meeting that will be held on March 21, 2020.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:48 pm by Director Alexander and a second by Director Knee. Director Alexander(M), Director Knee(S), President Landers(AYE), Director Jones(AYE) and Vice President Parker(ABSENT).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**