**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, February 28, 2017**

**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 and Director Jones. Also present were General Manager Garza, Board Secretary Michelle Harris, Maintenance Supervisor Michael Jones and Attorney Rod Atteberry was with us via phone and Engineer Lee Fremming was absent.

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

None.

1. **Consent Agenda.**

**A) Approve Minutes of January 24, 2017.**

**B) Approve Warrant Register for February 28, 2017.**

There was a motion made to accept the consent agenda 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. **PRESENTATION**
	1. **CSDA Presentation by Dane Wadle.**

Dane Wadle explained what the CSDA does and the things that they offer. He talked about the conferences and workshops that they hold for the employees as well as the Board Members.

1. **DISCUSSION/POSSIBLE ACTION ITEMS**

**None**

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

Maintenance Supervisor Michael Jones went over the work orders for the month of February. He went over the water usage for the month of January and compared it to the same time last year. He showed the sewer flows for the month of January and compared it to the same time last year. The BOD and TSS were very high in 2017.This is what was touched on last month that may cause a penalty for us to pay. In 2016 we were very close to the limits. He made pie charts for the Board to look at so they could see the amounts from 2010 to current. He explained the procedure that is used to sample for TSS and BOD. General Manager Garza said he spoke with Michael Cooke from City of Turlock about our high-test amounts and they said they would work with us on this matter.

* 1. **Financial Statements**

There should have been the actual amount for 2016, the actual amount for 2017 and the budgeted amount for 2017. We will get you a corrected copy of these numbers.

* 1. **Correspondence**

General Manager Garza went over a letter received from California Water Boards that states our Finance Agreement was fully executed on February 2, 2017. It also explains that if we expend more than $750,000 of Federal funds during a fiscal year we will be required to have an audit. We conduct an audit every year so this is not a problem.

* 1. General Manager Garza said that he had a conference call with Pete Stamas, Brian Kidwell and Lee Fremming last week. They were discussing where Jacobs and Quad Knoph were at as far as being ready to submit scope of services. Glenn Roth from Jacobs responded with an e mail and requested a meeting here at KCSD to get all of this squared away. He felt it would be good to make sure that we are all up to speed.
	2. We will be working on the budget this coming month. Last year the Board wanted to talk about salary increases before the budget if there were going to be any. General Manager asked the Board if they would like to discuss this at the March meeting and they said that would be fine.
	3. General Manager Garza told the Board that his annual review is coming up. He sent an e mail to Rod and he said that he will be sending out the evaluations.
1. **Staff Comments.**
	1. **Lee Fremming**

Not Present.

* 1. **Michelle Harris**

Board Secretary Michelle Harris said that she had called Rob Hawks and asked him if it would be possible to attend the March meeting and bring the draft audit for 2015/2016 for the Boards approval. We need to get last year wrapped up so we can get ready to start on this year. He said that he would try to attend the March meeting but if he could not make it then he would be here in April Senate Bill 415 has been passed which is an attempt to bundle all of California elections with statewide Presidential and Gubernatorial elections conducted during even years. KCSD is subject to Senate Bill 415 after calculations. Lee Lundrigan from Stanislaus County suggested that we speak with our legal counsel for advice. Attorney Rod Atteberry said that he suggests that we adopt a Resolution that deals with the election code just agreeing that we will follow the general election schedule on the statewide election date only. At the next meeting, he will prepare a brief memo on the issue, and a draft Resolution for the board to consider and allow them to hear the entire issue completely. Mike Jones and myself have been attending TGBA meetings for quite some time. The goal of the TGBA is to form a GSA and then develop a GSP. SGMA requires that certain things be done and a timeline must be met. If for any reason their requirements are not met the SWRCB would step in and create interim management plans and charge fees until the local agencies are able to take over. The TGBA has formed two GSA’s. The WTS GSA and the ETS GSA. As the two GSA’s are forming they are continuing to work together and develop a GSP. There was a timeline attached that gives the dates for specific requirements that need to be met. Board members are required to take sexual harassment training annually. This can be done on the CSDA website. CSDA will be e mailing the board members the information that they need in order to log onto their website and take the class.

1. **Director Comments**

None.

1. **Adjournment**

There was a motion made to adjourn the meeting at 6:37 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 Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**