

**KEYES COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Date: Tuesday, October 27, 2020

Time: 1:00 p.m.

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

Board Members:

Johnathon Parker, President

Timothy Robertson, Vice President

William Alexander, Director

Eddie Jones, Director

Cody Knee, Director

Ernie Garza, General Manager

Andy Pinasco, Attorney

Lee Fremming, Engineer

Michelle Harris, Board Secretary

To join meeting

Zoom: Please click this URL to join.

Join Zoom Meeting

<https://zoom.us/j/95041885449?pwd=N0Eyc0JLUnBoRjJ5akVLS0VxbE1qUT09>

Meeting ID: 950 4188 5449

Passcode: 749361

One tap mobile

+16699006833,,95041885449#,,,,,0#,,749361# US (San Jose)

+13462487799,,95041885449#,,,,,0#,,749361# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 950 4188 5449

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Find your local number: <https://zoom.us/u/aCxaxigtX>

AGENDA

Public Comment: The law provides the opportunity for the public to be heard on any item within the subject matter jurisdiction of the Board, before or during the consideration of that item by the Board. For all items, *not* on the agenda, the public comment time will be at the start of each meeting as appropriate. The person addressing the Board is limited to five (5) minutes unless the

Chairman of the Board grants a longer period of time as appropriate to manage the agenda. State law does not allow action to be taken on any item not on the Agenda. The boardroom is handicapped accessible.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Board Clerk, at 209-668-8341, during regular business hours, at least twenty-four hours prior to the time of the meeting.

Pursuant to the Brown Act as codified in Government Code Section 54957.5, any documents pertaining to a non-closed agenda item distributed to a majority of the Board of Directors in less than 72 hours before a Board meeting shall be available for public inspection. Said documents shall be available for inspection at the Keyes Community Services District Administrative Office located at 5601 7th Street, Keyes, California, Monday through Friday, except Holidays, between the hours of 8:00 a.m. and 12:00 p.m.

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. Public Comment on Non-Agenda Items.**
- 5. Consent Agenda.**
 - A) Approve Minutes for the September 22, 2020 Meeting.**
 - B) Approve Warrant Register for October 27, 2020.**
- 6. DISCUSSION/POSSIBLE ACTION ITEMS**
 - A) Discussion and Possible action to Adopt Resolution 2020-554, A Resolution of The Board of Directors of The Keyes Community Services District Authorizing Agreement with Umpqua Bank to Participate in The CSDA District Purchasing Card Program.**
 - 1. Receive Staff Report**
 - 2. Receive public comment.**
 - 3. Board discussion and deliberation.**
 - 4. Discussion and Possible action to Adopt Resolution 2020-554, A Resolution of The Board of Directors of The Keyes Community Services District Authorizing Agreement with Umpqua Bank to Participate in The CSDA District Purchasing Card Program.**
 - B) Discussion and Possible action to amend contract with Jacobs Engineering for the remaining outstanding work.**
 - 1. Receive Staff Report.**
 - 2. Receive public comment.**
 - 3. Board discussion and deliberation.**
 - 4. Discussion and Possible action to amend contract with Jacobs Engineering for the remaining outstanding work.**

7. Items from General Manager.

- A. Administrative Staff Report**
- B. Maintenance Staff Report**
- C. Jacobs Status Report**
- D. Saturday Workshop**
- E. Informational Items**

8. Staff Comments.

- A. Lee Fremming.**

9. Director Comments

10. Closed Session

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 045-029-024

Agency Negotiator: Ernie Garza

Negotiation Party: Keyes Fire Protection District

Under Negotiation: Price and Terms

B) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of

Section 54956.9

One (1) case

11. Return to Open Session: Report on Closed Session

12. Adjournment

Posted: October 23, 2020

**Honorable Members
Of the KCSD Board**

Agenda Item: A
Board Meeting of
October 27, 2020

Approve Minutes of September 22, 2020.

Recommendation: Review and approve

KEYES COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Date: Tuesday, September 22, 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 1:00 pm.

2. Pledge of Allegiance.

3. Roll Call.

Present were President Parker, Vice President Robertson, Director Jones, Director Knee and Director Alexander was late. Also present were General Manager Garza, Maintenance Director Mike Jones, Engineer Lee Fremming and Board Secretary Michelle Harris.

4. Public Comment on Non-Agenda Items.

None.

5. Consent Agenda.

A) **Approve Minutes for the August 25, 2020 Meeting.**

B) **Approve Warrant Register for September 22, 2020.**

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

6. DISCUSSION/POSSIBLE ACTION ITEMS

A) **Discussion and Possible action to adopt Resolution 2020-553, A Resolution Authorizing Application to The Stanislaus Local Agency Formation Commission to Annex Approximately 2.11 Acres of Property Located Along Washington Road to The Keyes Community Services District.**

There was a motion made to adopt Resolution 2020-553 by Vice President Robertson and a second by Director Jones. Vice President Robertson(M), Director Jones(S), President Parker(AYE), Director Knee(AYE) and Director Alexander(ABSENT).

7. Items from General Manager.

A. **Administrative Staff Report.**

Board Secretary Michelle Harris informed the board that General Manager Garza was here but is in mediation at the moment via phone and will be joining us shortly. Board Secretary Michelle Harris informed the board of the revenue and expenses for the month of August.

B. **Maintenance Staff Report.**

Maintenance Director Mike Jones informed the board that we have received meters but have not installed any yet. The modular has been placed at the arsenic treatment facility and we are in the process of getting the sewer line hooked up and we will need to hire someone for the electrical. The filter press has still been

an issue. We were getting ready to set up the machine to use the polymer and we discovered that we have an oversized polymer kit. Director Jones contacted the rep and it sounds like we will be able to work something out. In the meantime, we are going to continue using the perlite until we get this fixed. They are going to have someone come out and make sure that everything will work but there could possibly be a cost. We are still adding sodium hydroxide to the sewer system. This suppresses the gases and moves the problem downstream for Turlock, although they don't want us to stop. Director Knee asked if we had heard about the concentration of our sludge that we sent out to be tested. Maintenance Director Jones said that we should not have a problem getting rid of it but it may be a bit pricy.

Correspondence:

Jacobs

8. Staff Comments.

A. Lee Fremming.

Submittals are being looked at and responded to for the Foote Rd Lift Station. There is a construction schedule for your review for the Foote Rd Lift Station. Mobilization is set for October 2nd. There have been 3 plan checks done for Best RV. They are not wanting to change one of the things that has been listed. Staff is evaluating the use of sodium hydroxide to control hydrogen sulfide odors.

9. Director Comments

None.

10. Closed Session.

Adjourn from open session to closed session at 1:18 pm.

**A) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of
Section 54956.9
One (1) case**

11. Adjourn from Closed Session, Open Session Disclosure of Reportable Action

Reconvene back to opens session from closed session at 1:28 pm with no reportable action.

12. Adjournment

There was a motion made to adjourn at the meeting at 1:29 pm by Vice President Robertson and a second by Director Knee. Vice President Robertson(M), Director Knee(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

Minutes taken by: Michelle Harris

Minutes typed by: Michelle Harris

**Honorable Members
Of the KCSD Board**

Agenda Item: B
Board Meeting of
October 27, 2020

Approve Warrant's 19734 through 19787 for \$153,218.19.

Recommendation: Review and approve.

REPORT: Oct 26 20 Monday
 JN...: Oct 26 20 Time: 17:36
 In By: Michelle Harris

Keyes Community Serv Dist
 Cash Disbursement Detail Report
 Check Listing for 10-20 Bank Account.: 1002

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
				-250.00	.00	-250.00	000C00201u	Ck# 019401 Reversed
19401	10/16/20	\L012	BO LU					
19734	10/26/20	ADT02	ADT SECURITY SERVICES	95.75	.00	95.75	OCTOBER	Admin. Bldg/Grounds
19735	10/26/20	ASAP1	A.S.A.P Technical Solutio	553.39	.00	553.39	138004	TONER
19736	10/26/20	ATT01	AT&T	144.45 221.45 352.54	.00 .00 .00	144.45 221.45 352.54	OCTOBER OCT 2020 10/1/2020	Admin. CONTRACTS Admin. CONTRACTS FAX Admin. CONTRACTS PHONELIN
			Check Total.....:	718.44	.00	718.44		
19737	10/26/20	BAD01	BADGER METER, INC.	67.38	.00	67.38	80059897	Maint Dept. HOSTING SERV
19738	10/26/20	BER01	BERTOLOTTI DISPOSAL, INC.	103.50	.00	103.50	882893	Maint Dept. BERTOLOTTI
19739	10/26/20	BLK01	BLACK WATER CONSULTING EN	1695.57 602.50	.00 .00	1695.57 602.50	4016 4086	CONSOLIDATION KEYES CONSOLIDATION
			Check Total.....:	2298.07	.00	2298.07		
19740	10/26/20	CAL09	CALIFORNIA SPECIAL DISTRI	3861.00	.00	3861.00	2021CSDA	Maint Dept. DUES/SUBSCRIP
19741	10/26/20	CIT03	CITY OF TURLOCK/SHIPMENT	30287.52	.00	30287.52	SEPT20	Maint Dept. Contract/Turl
19742	10/26/20	CON02	CON J FRANKE ELECTRIC INC	5000.00	.00	5000.00	SC998	CONNECT POWER TO SITE TRA
19743	10/26/20	COR01	CORBIN WILLITS SYSTEMS	391.87	.00	391.87	C010151	MONTHLY CONTRACT
19744	10/26/20	CSS01	CALIFORNIA DISBURSEMENT U	484.59	.00	484.59	OCT. 2020	Maint DePT #969416 MIGUEL
19745	10/26/20	DELA1	MARIA PEREZ,	800.00	.00	800.00	OCT 2020	Admin. JANITORIAL SVC
19746	10/26/20	EBS01	ALTA MONTCLAIR/EBSA	975.00	.00	975.00	10/20	PAYROLL WITHHOLDINGS
19747	10/26/20	G3E01	G3, ENGINEERING, INC.	3561.54	.00	3561.54	2020-6858	Maint Dept. ANNA LIFT
19748	10/26/20	GAR01	ERNEST, GARZA	800.00	.00	800.00	OCT 2020	REIMBURSEMENT FOR VEHICLE
19749	10/26/20	GEO01	GEOANALYTICAL LABORATORIE	35.00 35.00 55.00 55.00 55.00 35.00	.00 .00 .00 .00 .00 .00	35.00 35.00 55.00 55.00 55.00 35.00	G012910 G012202 G010805 G011519 GOJ1304 GOJO603	Maint Dept. CONTRACTS Maint Dept. CONTRACTS Maint Dept. CONTRACTS Maint Dept. CONTRACTS Maint Dept. CONTRACTS Maint Dept. CONTRACTS
			Check Total.....:	270.00	.00	270.00		
19750	10/26/20	GI001	GIOMI, INC	1000.00	.00	1000.00	395	APPRAISALS FOR 5615 7TH
19751	10/26/20	GOV01	GOUVEIA ENGINEERING, INC.	10188.75	.00	10188.75	10803	123 TCP
19752	10/26/20	GRA01	GRAINGER	66.76 123.92	.00 .00	66.76 123.92	71591031 965657482	Maint Dept. EQUIPMENT/REP MIRROR FOR FRONT OFFICE
			Check Total.....:	190.68	.00	190.68		
19753	10/26/20	HAC01	HACH COMPANY	416.93 282.00	.00 .00	416.93 282.00	12159967 12159970	ATF CHEMICALS ATF CHEMICALS
			Check Total.....:	698.93	.00	698.93		
19754	10/26/20	HOM01	HOME DEPOT CREDIT SERVICE	52.17 104.01 95.44 190.96 29.73 8.80 40.57 118.91 63.29 89.74	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	52.17 104.01 95.44 190.96 29.73 8.80 40.57 118.91 63.29 89.74	1614781 2603707 2614688 3601844 3610108 4610035 5603413 6036413 6601532 8601335	Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds Maint Dept. Bldg/Grounds
			Check Total.....:	793.62	.00	793.62		
19755	10/26/20	INT02	INTERSTATE TRUCK CENTER	59.13	.00	59.13	02P282830	Maint Dept. TOOLS
19756	10/26/20	JAC01	JACOBS ENGINEERING GROUP	9261.58	.00	9261.58	3700-35	ATF

PORT.: Oct 26 20 Monday
 IN....: Oct 26 20 Time: 17:36
 n By.: Michelle Harris

Keyes Community Serv Dist
 Cash Disbursement Detail Report
 Check Listing for 10-20 Bank Account.: 1002

PAGE: 002
 ID #: PY-DP
 CTL.: KEY

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
				3200.00	.00	3200.00	1384	ANNUAL AUDIT
19757	10/26/20	JAM02	JAMES MARTA & COMPANY				9797	123 TCP
19758	10/26/20	KRA01	KRAZAN & ASSOCIATES, INC.	11500.00	.00	11500.00	2000131	REPLACE HYDRANTS
19759	10/26/20	MOZ01	MOZINGO CONSTRUCTION, INC	7479.00	.00	7479.00	312055	Admin. Attorney Fees
19760	10/26/20	NEU01	NEUMILLER & BEARDSLEE	10292.00	.00	10292.00	178961	Maint Dept. ATF CHEMICALS
19761	10/26/20	NOR01	NORTHSTAR CHEMICAL	3740.04 637.19	.00 .00	3740.04 637.19	180875	Maint Dept. ATF CHEMICALS
			Check Total.....:	4377.23	.00	4377.23		
19762	10/26/20	QUA03	QUAD KNOFF	342.50 364.69 615.41 2219.90 537.30 1897.50	.00 .00 .00 .00 .00 .00	342.50 364.69 615.41 2219.90 537.30 1897.50	105567 105569 105977 105978 105979 106003	ATF CONTRUCTION PHASE SER GENERAL ENGINEERING SERVI FORCE MAIN HUDROGEN SULFI BEST RV KEYES 19 MAIN LIFT STATION
			Check Total.....:	5977.30	.00	5977.30		
19763	10/26/20	SDR01	S.D.R.M.A	1324.93 213.72 17065.62	.00 .00 .00	1324.93 213.72 17065.62	33946 69418 NOV 2020	INSURANCE PAYABLE INSURANCE PAYABLE PROPERT INSURANCE PAYABLE MEDICAL
			Check Total.....:	18604.27	.00	18604.27		
019764	10/26/20	SEL01	SELECT STAFFING	924.38 899.72 986.00	.00 .00 .00	924.38 899.72 986.00	882374 405899533 405921009	MAINTENANCE TEMP WORKER W TEMP WORKER FOR MAINT ABINESH FREED
			Check Total.....:	2810.10	.00	2810.10		
019765	10/26/20	STA01	STANISLAUS COUNTY	228.98	.00	228.98	WSHNGTN	WASHINGTON ROAD
019766	10/26/20	STA12	STANISALUS CTY TAX COLLEC	188.88	.00	188.88	JSP RD	Admin. PROPERTY TAX
019767	10/26/20	STI01	STILES TRUCK BODY & EQUIP	1455.23	.00	1455.23	65118	Maint Dept. SERVICE TRUC
019768	10/26/20	STR01	STREAMLINE	50.00	.00	50.00	107118	MONTHLY MEMBER FEE
019769	10/26/20	SWR01	SWRCB	370.00	.00	370.00	EW1027048	Maint Dept. DUES/SUBSCRIP
019770	10/26/20	TUR03	TURLOCK IRRIGATION DIST.	2760.44 63.17 228.10 694.03 750.00 640.83 4070.96	.00 .00 .00 .00 .00 .00 .00	2760.44 63.17 228.10 694.03 750.00 640.83 4070.96	ATF1020 GM10/20 7TH10/20 BONITASL OCTSTLTS SEWER1020 WELL10/20	Maint Dept. Utilities Maint Dept. Utilities Maint Dept. Utilities Maint Dept. Utilities Maint Dept. Utilities Maint Dept. Utilities Maint Dept. Utilities
			Check Total.....:	9207.53	.00	9207.53		
019771	10/26/20	VAN01	VAN DE POL PETROLEUM	354.59 396.10	.00 .00	354.59 396.10	CL94096 CL94335	Maint Dept. Gas & Oil Maint Dept. Gas & Oil
			Check Total.....:	750.69	.00	750.69		
019772	10/26/20	WIL02	WILLE ELECTRIC SUPPLY CO	27.66	.00	27.66	S1994017	Maint Dept. ATF I
019773	10/26/20	WTS01	WEST TURLOCK SUBBASIN GRO	2000.00	.00	2000.00	2021-12	2021 MEMBERSHIP
019774	10/26/20	\A009	AGUILAR G LIDIA & ALLEN	41.68	.00	41.68	000C01101	MQ CUSTOMER REFUND FOR AG
019775	10/26/20	\A010	LUIS ALFARO	230.16	.00	230.16	000C01101	MQ CUSTOMER REFUND FOR AL
019776	10/26/20	\C020	JESSY CRAWFORD	151.05	.00	151.05	000C01101	MQ CUSTOMER REFUND FOR CR
019777	10/26/20	\D002	ADRIANA DE ANDA	250.00	.00	250.00	000C01101	MQ CUSTOMER REFUND FOR DE
019778	10/26/20	\H008	RAYMOND HERNANDEZ	84.67	.00	84.67	000C01101	MQ CUSTOMER REFUND FOR HE
019779	10/26/20	\L003	LEON CASTILLO GUSTAVO	161.52	.00	161.52	000C01101	MQ CUSTOMER REFUND FOR LE
019780	10/26/20	\M003	MOJM INC	210.32	.00	210.32	000C01101	MQ CUSTOMER REFUND FOR MO
019781	10/26/20	\R007	RODRIGUEZ ANGELICA	220.24	.00	220.24	000C01101	MQ CUSTOMER REFUND FOR RO

PORT.: Oct 26 20 Monday
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Keyes Community Serv Dist
 Cash Disbursement Detail Report
 Check Listing for 10-20 Bank Account.: 1002

PAGE: 003
 ID #: PY-DP
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
19782	10/26/20	\R012	JOSE C/O MASAL INC ROSAS	120.42	.00	120.42	000C01101	MQ CUSTOMER REFUND FOR RO
19783	10/26/20	\S009	HARALD YORGO SOLIS	250.00	.00	250.00	000C01101	MQ CUSTOMER REFUND FOR SO
19784	10/26/20	\T002	EDUARDO TOVAR & VERONICA	134.26	.00	134.26	000C01101	MQ CUSTOMER REFUND FOR TO
19785	10/26/20	\U003	UPPAL KULWINDER & RAJWIN	250.00	.00	250.00	000C01101	MQ CUSTOMER REFUND FOR UP
19786	10/26/20	\V008	VELENZUELA MELISSA A	134.26	.00	134.26	000C01101	MQ CUSTOMER REFUND FOR VA
19787	10/26/20	\W002	WHITE NICHOLAS ALLEN	250.00	.00	250.00	000C01101	MQ CUSTOMER REFUND FOR WH
Cash Account Total.....:				153218.19	.00	153218.19		
Total Disbursements.....:				153218.19	.00	153218.19		

**Agenda Item: A
Board Meeting of
October 27, 2020**

Discuss and Consider Collection Services for outstanding accounts.

RECOMMENDATION:

It is our recommendation that the Board approve Resolution 2020-554, A Resolution of The Board of Directors of The Keyes Community Services District authorizing agreement with Umpqua Bank to participate in the CSDA District purchasing card program.

BACKGROUND:

At this time, we have our banking and business credit cards through Wells Fargo. The business credit cards from Wells Fargo do not give us any rewards for purchases or cash back. Umpqua Bank offers CSDA members a 1% cash back rebate on all expenditures.

CONCLUSION:

With Umpqua Bank as our credit card provider we would be getting back approximately \$200.00 to \$400.00 annually. If we have questions we would be able to speak with someone face to face instead of over the phone or through e mail since there is a branch in Turlock with business bankers.

Respectfully Submitted,

Michelle Harris
Board Secretary

Concur by Ernie Garza

RESOLUTION 2020-554

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KEYES COMMUNITY SERVICES DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM

WHEREAS, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Keyes Community Services District; and

WHEREAS, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions; and

WHEREAS, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

WHEREAS, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

WHEREAS, the District has a Standard Practice of procedures for using credit cards as required by the Program,

NOW, THEREFORE, BE IT RESOLVED the Governing Board of the Keyes Community Services District directs the following actions:

- a. Authorize participation with Umpqua Bank in the CSDA District Purchasing Card program
- b. Authorize the application to the Program for credit cards or purchasing cards;
- c. Authorize the Board President to execute any necessary agreements
- d. Authorize Ernie Garza, General Manager and Michelle Harris, Administrative Executive to add new participants or cancel former employees.

BE IT FURTHER RESOLVED, that this Resolution shall be effective October 27, 2020 upon adoption.

PASSED AND ADOPTED by the Board of Directors of Keyes Community Services District, at a regular meeting thereof, held on October 27, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

BOARD CHAIR

MICHELLE HARRIS
BOARD SECRETARY

CERTIFICATION

I, MICHELLE HARRIS, Secretary of Keyes Community Services District, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Keyes Community Services District duly passed and adopted at a meeting of the Board of Trustees thereof held on the 27th day of October 2020.

SECRETARY, Keyes Community Services District

Card Solutions for CSDA Members



Umpqua Bank is excited to offer our commercial card program to CSDA and it's member districts*

- Use the card for purchasing, travel, vendor payments, and/or fleet
- Earn **at least 1%** cash back rebate on all spend and benefit CSDA through the use of the card
- Enjoy all the benefits and solutions related to the card program

*Subject to approval. Certain terms and conditions apply

Card Configuration Options

- Cards can be configured to meet any and all needs
 - Travel & Expense Cards (merchant categories can be customized)
 - Purchasing Cards (including Virtual Cards if needed)
 - Fleet Cards (restricted to only fuel purchases)
 - Declining Balance or Project Cards
 - Billing sublevels can be created to group cards

- Choose from month end billing or 4 additional monthly billing cycles. Weekly or Bi-weekly billing is also available

- Visa Fraud protection, traveler benefits, and purchase protection all at no extra cost

Program Administration Functions

Program Administrators can make changes in real-time:

- Assign access to as many admins as needed (full access, reporting only, payments)
- Manage individual cardholder limits (temporary or permanent)
- Dispute transactions (if needed)
- Establish card blocks or close cards
- View and download statements and transaction details
- View authorizations and pending transactions
- View, sort, customize, and download transaction reports and detail
- Spend Controls limit card holder activity through:
 - Merchant Category Code (MCC) restrictions at the company or card level
 - Allow or deny spend at specific business types
 - Per transaction controls by \$ and/or by MCC
 - Daily, weekly, or cycle caps on #, \$, or types of transactions

Optional Expense Management

Optional Expense Management and Reporting System that provides:

- Cardholder expense reporting
 - View and categorize all transactions
 - Cash reimbursement option
 - Mobile receipt imaging available
- Expense report approval workflows
- Administration access to all card accounts
- Initiate cardholder communications
- Customized to your company's accounting structure and coding requirements
 - General Ledger names and codes
 - Up to 8 custom financial segments
- Data analysis and extract reports
- Upload transaction detail to your accounting software or ERP solution
- Receipt imaging capabilities

Optional Visa Payables Automation

The Umpqua Bank Visa Payables automation provides a secure portal automates payables to suppliers and vendors through a card based payments solution

- Integration or file upload capability from AP or ERP solution
 - Suppliers receive electronic and downloadable invoice details with each payment
- Payment through single use or assigned (lodged) cards to each vendor
 - Authorization controls required exact dollar matching for all transactions
- Reconciliation reports created and delivered based on client schedule or pulled ad-hoc
- Workflows provide additional security and controls

Key Differentiators

- Each District relationship is independent, unique, and direct between the district and Umpqua Bank
- Rebate is competitive to state competitors while benefiting CSDA through a revenue sharing partnership
- Show your CSDA pride with a custom CSDA plastic and your district's name and cardholder name embossed on the plastic



Board meeting of October 27, 2020
Agenda Item: B

Keyes Community Services District
General Manager's Office
Memorandum

Date: October 27, 2020
To: Board of Directors
From: Ernie Garza, General Manager

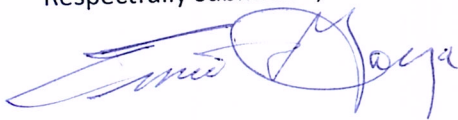
Subject: **Jacobs Construction Management and Engineering Services Contract
Arsenic Treatment Facility
Change Request**

Jacobs is once again requesting a change to the pricing of their original contract with the District. The original contract was extended and increased by \$90,000.00 in June 2019, due to delays in award and completion of the construction contract. At that time the anticipated completion of Construction Management services was August 2019. The District processed a \$40,000.00 change order in January 2020. These funds were expended by late September 2020. Jacobs is requesting a change order in the amount of \$20,000.00 to continue work on the following activities.

The anticipated work remaining is described in the attached letter from Jacobs. The District has requested that Jacobs provide the completion of the process O&M Manual to incorporate the solids handling system, testing and start-up of solids handling facilities including filter press and other miscellaneous services regarding our Arsenic Treatment Facility. Jacobs will also assist with the resolution of outstanding construction contractor claims and construction contract closeout. The services described requires additional compensation not to exceed \$20,000.00. Billing will be based on actual work performed.

Staff recommendation is that the Board of Directors approve this request.

Respectfully submitted,





155 Grand Ave., Suite 800
Oakland, CA, 94612

October 7, 2020

Ernie Garza
General Manager
Keyes Community Services District
P.O Box 699
5601 7th Street
Keyes, CA 95328

Subject: Jacobs CM and Engineering Services Contract
Arsenic Treatment Facility
Change Request

Dear Ernie:

Pricing for our original contract was based on completing construction by February 1, 2019. KCSD processed a \$90,000 change order for our contract in June 2019. At that time, we anticipated that our CM services would be complete in August 2019. However, our work extended out longer than expected. KCSD processed a \$40,000 change order to our contract in January 2020. Start-up and testing of the solids handling system is continuing. In addition, we are assisting KCSD with resolving the CBI claim. We have expended the remaining funds in our contract as of late September 2020. We are requesting a change order in the amount of \$20,000 to continue work on the following activities.

Remaining outstanding work includes the following:

- Completion of the process O&M Manual to incorporate the solids handling system
- Assistance with resolution of outstanding construction contractor claims
- Assistance with construction contract closeout

We expect that the cost of completing these remaining items will not exceed \$20,000. We are requesting a change to our contract in the amount of \$20,000. We will invoice based on actual work performed, and any unspent funds will not be billed to the District.

Thank you for your consideration. Please contact me with any questions.

Sincerely,

Michael A. DiNapoli

Michael A. (Mike) DiNapoli, P.E.
Project Manager
mike.dinapoli@jacobs.com
(404) 213-4395

cc: Tyler Sheldon
Mehdi Arbabian

**Honorable Members
Of the KCSD Board**

**Items from GM
Board Meeting of
October 27, 2020**

Items from General Manager

- A) Administrative Staff Report**
- B) Maintenance Staff Report**
- C) Jacobs Status Report**
- D) Saturday Workshop**
- E) Informational Items**

In September, we billed 1,370 customers.

We received a total revenue of \$199,824 from water, sewer and street lights for the month of August.

We have \$4,128,122 in water fund.

We have \$3,336,859 in sewer fund.

We have \$83,074 in street light fund.

We billed \$4,063 less for September than August. We billed \$42,711 less in September of 2020 than we did in September of 2019.

Bill Alexander has taken the ethics training and the sexual harassment training.

REVENUE

	Customers Billed	Revenue Residential	Revenue Commercial	Revenue Late	Sewer	SL
July	1369	86,201.11	8,750.66	2,756.37	108,279.45	-
August	1370	82,567.65	9,398.01	3,312.69	108,129.55	-
September	1370	81,215.25	7,534.16	2,926.18	108,148.88	-
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total Revenue		249,984.01	25,682.83	8,995.24	324,557.88	-

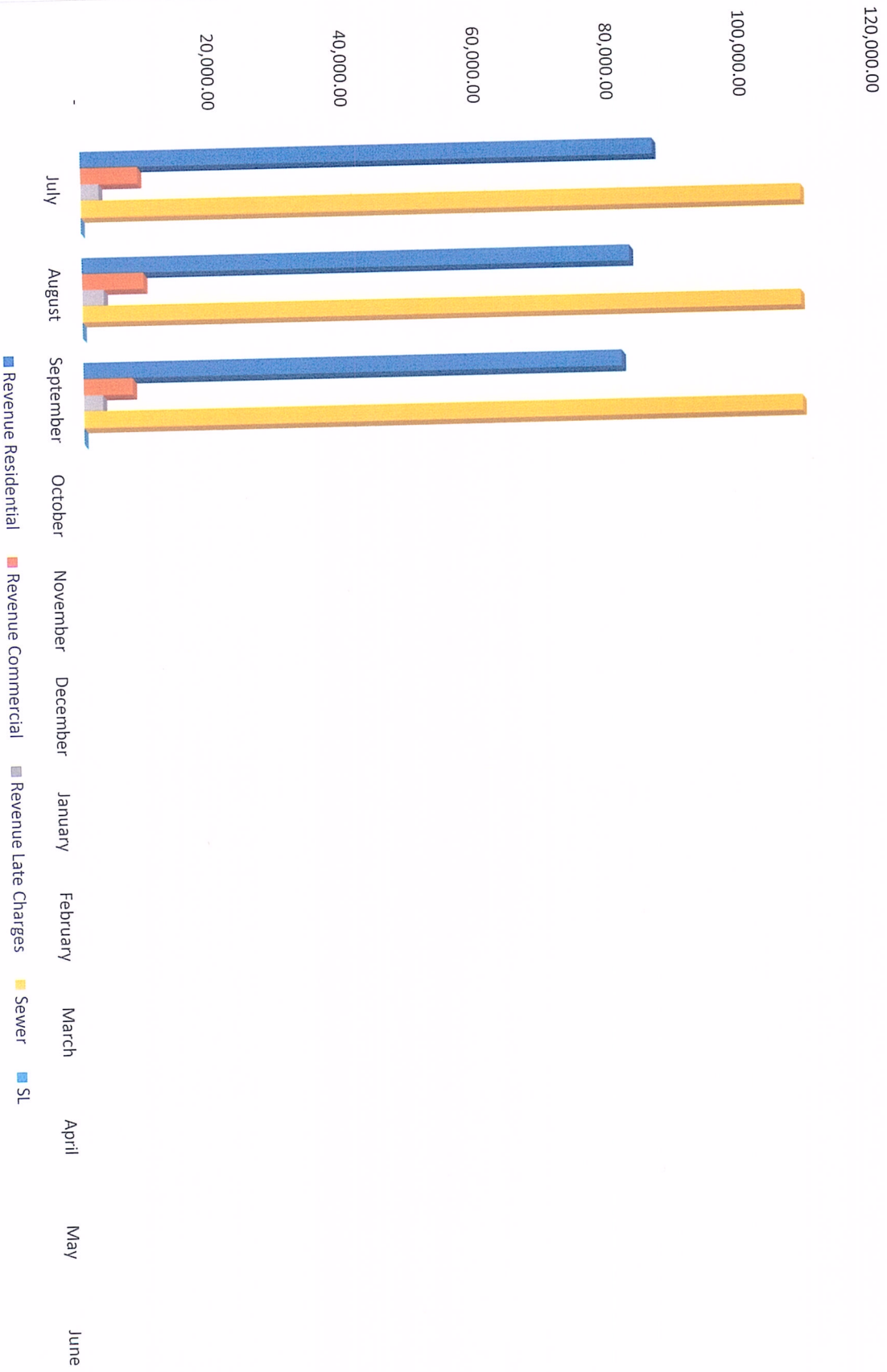
Expenses

	Water	Sewer	SL
July	73,559.23	89,103.48	3,057.55
August	89,948.57	68,956.10	1,287.18
September	112,098.51	87,233.20	1,287.18
October			
November			
December			
January			
February			
March			
April			
May			
June			
Total Expenses	275,606.31	245,292.78	5,631.91

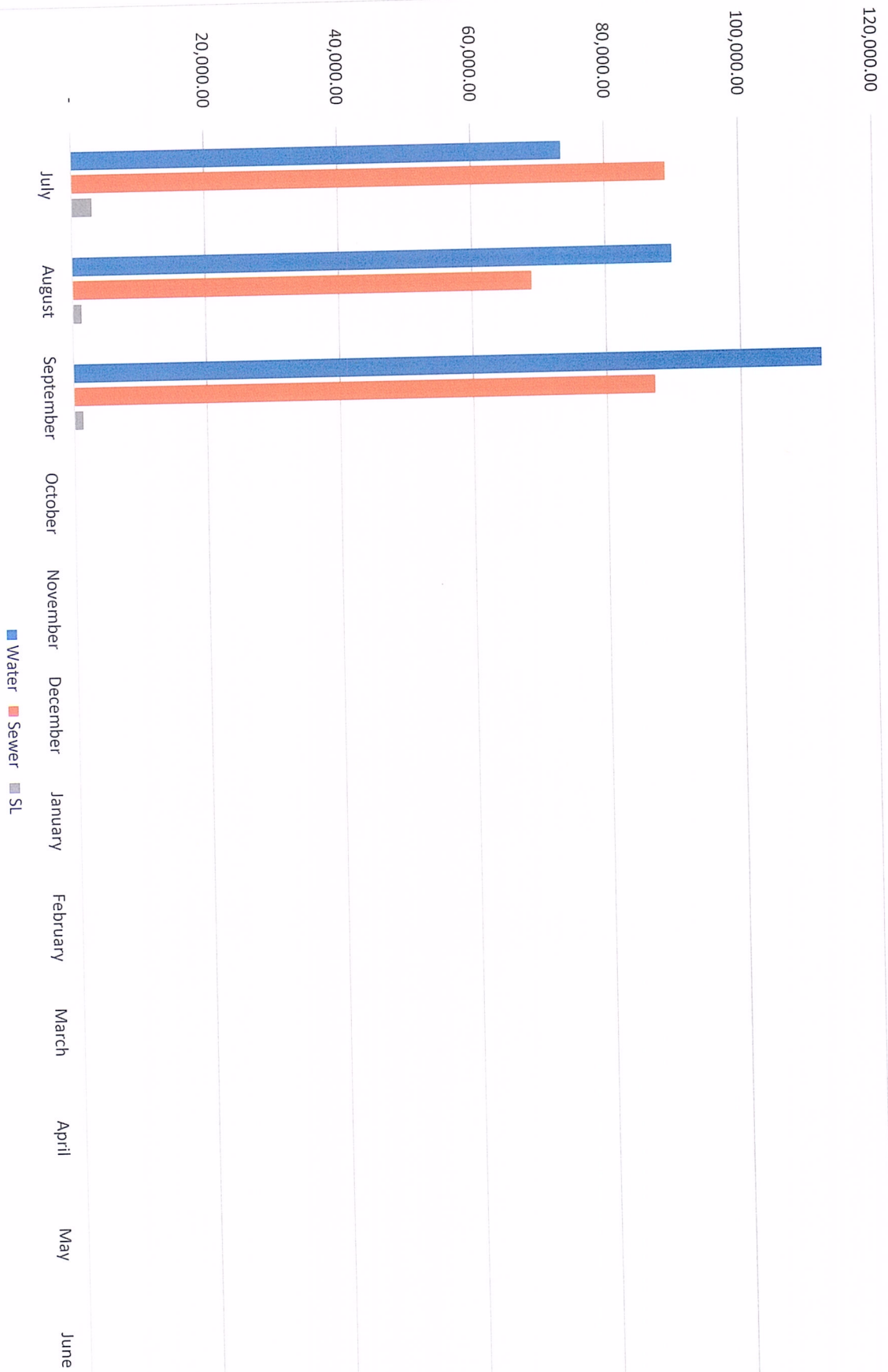
Cash in Accounts

	Water	Sewer	SL
July	4,186,586.00	3,304,324.00	85,648.00
August	4,174,930.42	3,339,644.37	84,360.97
September	4,128,122.00	3,336,859.00	83,074.00
October			
November			
December			
January			
February			
March			
April			
May			
June			

Revenue



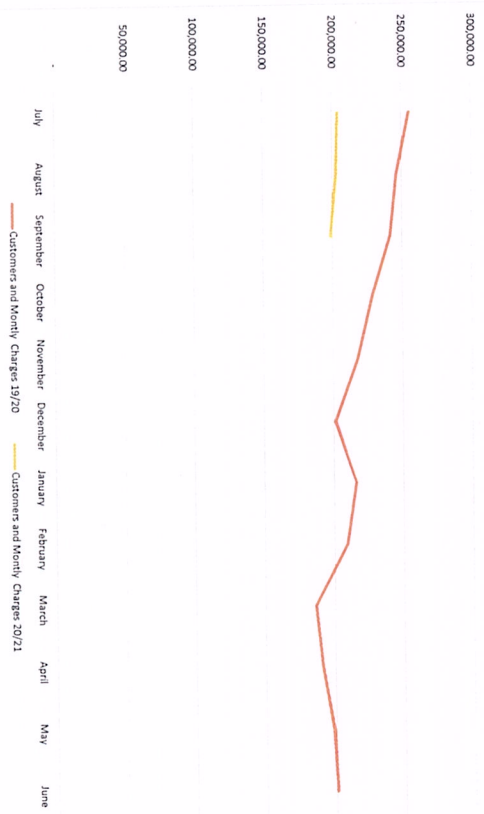
Expenses



Customers and Monthly Charges

	Connections	19/20	Connections	20/21	Difference
July	1354	255,646.09	1369	204,163.47	(51,482.62)
August	1361	246,384.73	1370	202,881.30	(43,503.43)
September	1358	241,529.26	1370	198,817.85	(42,711.41)
October	1357	228,353.88			
November	1356	217,607.43			
December	1357	201,398.77			
January	1384	216,004.03			
February	1363	209,077.86			
March	1370	186,153.37			
April	1372	190,701.27			
May	1372	198,200.00			
June	1371	200,887.54			

2020/2021 Revenue



Monthly Status Report #35
Construction Management and Engineering Services
for
Keyes Community Services District
Arsenic Water Treatment Facility

Reporting Period: September 2020 (August 22, 2020 to October 2, 2020)
Report Date: October 9, 2020

A. Budget Status

- The **total revised contract amount** for construction management and engineering services is \$1,464,122.00.
- The current Jacobs invoice amount is \$9,261.58.
- The total-to-date invoiced amount is \$1,464,014.27 or 99.9% of the total contract amount.
- Jacobs utilized 75 hours this period.
- Jacobs utilized 10,625 total hours to date.
- In June 2019, KCSD approved a \$90,000 contract increase for Jacobs.
- KCSD approved a \$40,000 contract increase for Jacobs on January 28, 2020.
- Jacobs requested a \$20,000 contract increase in October 2020.

B. Work Performed

- The overall construction project is 99% complete by cost and 100+% by time as of the end of September.
- Jacobs assisted with contract close-out activities.
- Jacobs worked on the process O&M manual
- Jacobs assisted with reviewing claims from Clark Brothers, Inc.

C. Exceptions from Current Scope of Work

- None

D. Proposed Work Changes

- Jacobs is approaching our contract ceiling. Jacobs has requested contract change to support resolution of the CBI claim and to finalize the O&M Manual.

E. Critical Issues

- Operational issues for the plate and frame filter press system must be resolved.
- Completion of the process O&M Manual.
- Resolve CBI claim.

**Honorable Members
Of the KCSD Board**

**Staff Comments
Board Meeting of
October 27, 2020**

Staff Comments

A) Lee Fremming

**District Engineer Staff Report
for the
October 27, 2020 Board Meeting**
(Prepared on 10-26-20)

Foote Road Lift Station Replacement Project

We are continuing to review submittals from the Contractor. The Contractor was unable to mobilize at the site on October 2nd as he indicated previously. He has indicated that the materials he will need to start are now available and he is ready to begin work as early as next week. District staff will be meeting with the Contractor to coordinate shutoffs, bypasses, etc.

Best RV Water Service Request

We are requiring the site to be surveyed by a licensed land surveyor. The plans we have been reviewing are based on two unrelated topographic surveys and record drawings from Caltrans. The engineer for the Owner has been unable to find a surveyor that is willing to do the work. The Owner has asked the District if our firm can do the work. The Owner would deposit funds with the District and our firm would invoice the District. The District's attorney is checking to see if this arrangement would be a conflict of interest.

Force Main Hydrogen Sulfide Control

We have prepared the draft alternatives report but still need to add an additional proposal for oxygen injection that was received late last week.

**Honorable Members
Of the KCSD Board**

Director Comments
Board Meeting of
October 27, 2020

Director Comments

**Honorable Members
Of the KCSD Board**

Closed Session

Board Meeting of
October 27, 2020

CLOSED SESSION

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 045-029-024
Agency Negotiator: Ernie Garza
Negotiation Party: Keyes Fire Protection District
Under Negotiation: Price and Terms

**B) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED
LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of
subdivision (d) of Section 54956.9

One (1) case

**Honorable Members
Of the KCSD Board**

Closed Session

Board Meeting of
October 27, 2020

**Adjourn from Closed Session. Open Session Disclosure of
Reportable Action.**

**Honorable Members
Of the KCSD Board**

Adjournment
Board Meeting of
October 27, 2020

Adjournment