**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 25, 2022 Minutes**

1. **Call to Order.**

The meeting was called to order at 1:00pm.

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

Present were President Parker, Vice President Robertson, Director Jones, Director Reforma and Director Knee was absent. Also present were General Manager Garza, Maintenance Operations Director Mike Jones, Board Secretary Michelle Harris and Attorney Dennis Hay was present via zoom.

1. **Agenda Changes**

None**.**

1. **Conflict of Interest:**

None**.**

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

General Manager Garza introduced Russell Fowler from Supervisor Chance Condit’s office. Mr. Fowler stated that they are excited to work with Keyes and look forward to partnering with us.

1. **Presentations.**

**None.**

1. **Consent Agenda.**
2. **Approve Minutes for the December 28, 2021 Meeting.**
3. **Approve Warrant Register for January 25, 2022.**

There was a motion made to accept the Consent Agenda by Vice President Robertson and a second byPresident Parker. Vice President Robertson(M), President Parker(S), Director Jones(AYE), Director Reforma(AYE) and Director Knee(ABSENT).

1. **Discussion/Possible Action Items.**
2. **Discussion and Possible Action to elect Board Officers for Calendar Year 2022.**

Vice President Robertson made a motion to keep the board as is. President Parker made a motion to elect Tim Robertson as President and Cody Knee as Vice President. General Manager Garza explained that Director Knee is not here so we would not know if he would want to accept the seat for Vice President. There was a motion by President Parker to elect Tim Robertson as President and he would take the seat of Vice President and a second by Tim Robertson. President Parker(M), Vice President Robertson(S), Director Jones(AYE), Director Reforma(AYE) and Director Knee(ABSENT).

1. **Discussion and Possible Action to approve mid-year budget review.**

General Manager Garza went over the revenue and expenses for water, sewer and street lighting. Our revenues exceed our expenses in all the accounts. There was a motion to approve the mid-year budget review by Director Jones and a second by Vice President Parker. Director Jones(M), Vice President Parker(S), President Robertson(AYE), Director Reforma(AYE) and Director Knee(ABSENT).

1. **Discussion and Possible Action to approve the upsizing of sewer line on Nunes Rd.**

General Manager Garza went over the master plan that was adopted in 2007, and the requirement to upsize the sewer line on Nunes Rd. When development to the South of Nunes Rd occurs, the 8-inch line must be upsized to a 10-inch line. The construction of California Truck Center has triggered this upsizing of the sewer line. California Truck Center was not aware of the requirement to upsize the sewer line when they received approval from the County. The District would like to be responsible for the upsizing of the sewer line and they would pass on the appropriate fees to the new customers when they connect to the sewer. This proposed action would assist in convincing the USDA to issue the District a grant to purchase the new vac truck that we have on order. The USDA states that we have too much uncommitted revenue in the sewer fund. Vice President Parker asked how we would know the cost of connecting to the sewer line. President Robertson asked if we can get a timeline of recovery for the money that would be spent on this project. General Manager Garza said that we would be using a sunset clause that would state the reimbursement details. Vice President Parker said he did not have a problem with the District covering the fees to upsize the sewer line on Nunes Rd, he was wanting to know how we would come up with the cost for people to connect. General Manager Garza said that the engineers use different information when they are calculating the formulas. There was a motion made for the District to upsize the sewer line on Nunes Rd by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Robertson(AYE), Director Jones(AYE) and Director Knee(ABSENT).

1. **Discussion and Possible Action to approve purchase of Pitney Bowes folder sorter.**

There was a motion made to approve the purchase of Pitney Bowes folder sorter by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Robertson(AYE), Director Jones(AYE) and Director Knee(ABSENT).

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

Board Secretary Michelle Harris went over the revenues, expenses and cash on hand for the month of December.

1. **Maintenance Staff Report**

Maintenance Operations Director Mike Jones went over the water production for the month of December. Replaced a broken fire hydrant on Golden State South of Fresh Point. A fire hydrant on Rhode Rd North of Starlite is broken and will take around a month to get the parts to fix it. There were no SSO’s in December. Arnaudo Construction has started the demo of the old lift station. We are waiting to hear back from USP Technologies regarding the H2S. Bachman Woody completed the bore for the street light on Tanya and it is up and running.

1. **Electric Vehicle.**

The Tuatara electric vehicle has been received**.**

1. General Manager Garza will start a 2022 Water Loss Webinar for Small Water Systems that will last until April, as well as a cyber security webinar. General Manager Garza received an e-mail from the California State Auditor informing him of a water audit that he will be receiving. The USMR (Unregulated Contaminant Monitoring Rule) has sent us direction to register with them and submit drinking water samples. These samples will need to be taken between 2023 and 2025.
2. **Video of Ice and Water Machine.**
3. **Staff Comments.**

None.

1. **Director Comments.**

None.

1. **Adjournment.**

There was a motion made to adjourn the meeting at 1:36pm by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Robertson(AYE), Director Jones(AYE) and Director Knee(ABSENT).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**