**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, March 26, 2019**

**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.

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

Present were President Landers, Director Bernal, Director Alexander and Director Jones. Also present were General Manager Ernie Garza, Sean Pinkston took Lee Fremmings place, Attorney Andy Pinasco and Maintenance Supervisor Michael Jones.

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

**None.**

1. **Consent Agenda.**
   1. **Approve Minutes for the February 26, 2019 Meeting.**
   2. **Approve Warrant Register for March 26, 2019.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action to amend Employee Handbook.**

**There was a motion to amend the Employee Handbook by Director Jones and a second by Director Bernal. Director Jones(M), Director Bernal(S), President Landers(AYE) and Director Alexander(AYE).**

* 1. **Discussion and Possible Action regarding vacant board position.**

**Director Robertson has resigned and now there is a need to appoint for the vacant position. There was a motion made to direct staff to carry out any correspondence and noticing to appoint the vacant seat by Director Jones and a second by Director Bernal. Director Jones(M), Director Bernal(S), Director Alexander(AYE), and Director Jones(AYE). We will need to change the date of the meeting so we have time to accept the applications and review them. The applications will need to be received by April 24, 2019. There was a motion made to adjourn the meeting of April 23, 2019 to April 30, 2019 by Director Jones and a second by Director Alexander. Director Jones(M), Director Alexander(S), President Landers(AYE) and Director Jones(AYE).**

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

**Board Secretary Michelle Harris went over customers billed for the month of February, revenues and expenses and the payments made for our Arsenic Treatment Project.**

1. **Maintenance Staff Report.**

**Maintenance Supervisor Michael Jones reported that all of the mobile home parks are connected except for Orchard Village. There have been a few complaints of low water pressure and air in the lines. Well 10 is back in service except the flow meter. It is not reading the way we expect. There are some problems with the fiber conduit. We have had some problems at a few places pulling the mandrill but it is being worked on. CBI has been working on the startup plan and I am working with them so we can get training started. The initial water in the tanks will need to be pumped out and it cannot be put into the sewer so right now we are trying to find somewhere to get rid of the water. We will be putting the media in in phases. We are 90% finished with installing the water meters.**

1. **Jacobs Progress Report.**
2. **Staff Comments.**
3. **Lee Fremming.**

**Sean Pinkston addressed the Board for Lee Fremming. The completion date for the arsenic treatment facility is April 16, 2019 but there will be an extension for them because of the filter press. Jacobs is estimating that the date is closer to June for completion for the project. The consolidation project is on schedule. A conditional use permit is going to be needed for the lift station. We are waiting for the TID to finish looking over the plans for the 10th St. lighting project so we can go out to bid. The plans are 90 to 95 percent finished.**

1. **Director Comments**

**None.**

1. **Open Session Disclosure Regarding Closed Session Items pursuant to Government Code Section 54957.7**

**Open Session was adjourned at 1:34pm.**

1. **CLOSED SESSION**
   1. **Public Employee Performance Evaluation pursuant to Government Code Section 54957**

**TITLE: General Manager**

* 1. **Conference with Labor Negotiator pursuant to Government Code Section 54957.6**

**Agency designated representatives: President Landers and Andy Pinasco**

**Unrepresented Employee: General Manager**

1. **Open Session Report on Closed Session Pursuant to Government Code Section 54957.1**

**Closed Session is adjourning into open session at 1:43 pm.**

1. **Discussion and Possible Action regarding General Manager Compensation.**

**No reportable action.**

1. **Adjournment**

**There was a motion made to adjourn at 1:44pm by Director Jones and a second by Director Bernal. Director Jones(M), Director Bernal(S), President Landers(AYE) and Director Alexander(AYE).**

**Minutes taken by Michelle Harris**

**Minutes typed by Michelle Harris**