**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 23, 2018**

**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 p.m.

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

Present were Vice President Bernal, Director Alexander, Director Jones, Director Landers and Director Robertson. Also present were General Manager Ernie Garza, Attorney Andy Pinasco, Board Secretary Michelle Harris, Maintenance Supervisor Michael Jones and Engineer Lee Fremming.

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes for the December 19, 2017 Meeting.**
   2. **Approve Special Minutes for the December 19, 2017 Meeting.**
   3. **Approve Warrant Register for January 23, 2018.**

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), Vice President Bernal(AYE), Director Jones(AYE) and Director Robertson(AYE).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action to elect Board Officers for Calendar Year 2018.**

There was a nomination made to elect Director Landers as Board President by Director Alexander and a nomination to elect Vice President Bernal as Board President by Director Jones. Vice President Bernal declined the nomination. There was a motion made to elect Director Landers to Board President by Director Robertson and a second by Vice President Bernal. Director Robertson(M), Vice President Bernal(S), Director Alexander(AYE), Director Jones(AYE) and Director Landers(AYE). There was a nomination made to elect Vice President Bernal as Vice President by Director Robertson. Vice President Bernal declined the nomination. There was a nomination made to elect Director Jones as Vice President by Vice President Bernal. Director Jones declined the nomination. There was a nomination made to elect Director Robertson as Vice President by Vice President Bernal. There was a motion made to elect Director Robertson as Vice President by Director Alexander and a second by President Landers. Director Alexander(M), President Landers(S), Director Bernal(AYE), Director Jones(AYE) and Vice President Robertson(AYE)**.**

* 1. **Discussion and Possible Action to accept 2016/2017 Draft Audit.**

The 2016/2017 Audit will be brought back at the February meeting for final approval on the Consent Agenda**.**

* 1. **Discussion and Possible Action to enter into contract with CB Merchant Services for Collections of outstanding customer accounts and authorizing District General Manager to execute any documents related to entering into contract with CB Merchant Services.**

Vice President Robertson asked to table this item until next month and come back with more information.

* 1. **Consider approving an application for a water/energy audit through the Clean Water State Revolving Fund.**

Lee Fremming explained that this a $35,000 forgivable loan given by the State as long as you finish the study. If the study is not finished, then the money would not be issued. The District would not be responsible for the loan if for some reason the study was not completed. There was a motion made to approve an application for a water/energy audit through the Clean Water State Revolving Fund by Vice President Robertson and a second by Director Bernal. Vice President Robertson(M), Director Bernal(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

* 1. **Discuss and Consider accepting the WSA with Orchard Village Mobile Home Park and authorizing District General Manager to execute any documents to complete the WSA.**

There was a motion made to accept the WSA with Orchard Village Mobile Home Park by Director Bernal and a second by Vice President Robertson. Director Bernal(M), Vice President Robertson(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

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

Michael Jones went over the summary of work completed and the monthly schedule. He presented the well data from 2006 to 2017. He discussed the meetings with the ad-hoc committee regarding meter replacement and he will be getting more information to bring back to the Board. Mike spoke about the Charter High that is being proposed to be built on the Sprattling Middle School Property. We will be hearing about this in the near future. Vice President Robertson asked if the District has a say on what moves in to the District. Attorney Andy Pinasco said the Community Services District has no land use authority, just who is being provided water.

* 1. **Financial Statements.**

Michelle Harris explained the membership fees that had been underlined was increased due to the CSDA renewal fees. These fees are figured off our operating budget. This will probably raise again next year.

* 1. **Governance Training designed for experienced and newly elected officials.**

There was a hand out given for classes that are offered by CSDA for Board Members. It has conferences that include information on Boards and the members role.

* 1. **Annual Report for the Calendar Year 2017.**

General Manager Garza summed up the work that has been done and the work that we are getting ready to do in the next year.

* 1. **Construction Progress Meeting with Clark Bro’s Inc. regarding the Arsenic Mitigation Project Water Treatment Facility(ATF)**

The minutes from the Clark Bro’s meeting were attached for review.

1. **Staff Comments.**
   1. **Lee Fremming.**

Mozingo Construction is planning to start construction on January 24th on Lucinda Ave. Because the work is going past Feb 1st (a key date regarding environmental requirements that are provided in the CEQA doc) there will need to be a biological survey done. This will be done on February 4th. We will be looking for raptors (bats). Clark Bro’s Inc. has cleared and grubbed the ATF. Grading has begun and there is work being done on the three retention basins. The trailers have been set up and the power should be connected soon. Black Water Engineering has refiled the CEQA documents for the Consolidation Project. They will be submitting the Out of Boundary Service Agreement for Orchard Village to LAFCO soon. Their plans are at 95%. Because of adding Orchard Village to the consolidation project, the completion date will extend out by two months. The District does not plan to start work right away on the Lift Station so we will be holding off on applying for the conditional use permit for 18 months. The initial work to convert the CAD Maps into a GIS format has been completed. There was a meeting at the District on the 16th with staff where there was a demo. This was the first phase.

**Director Comments**

President Landers and Director Jones brought up an idea of using the property where the old Well Site 6 is. They thought that it would be a good idea to possibly use the left-over dirt that we are going to have from the ATF Project and level this property out and put a storage building on it. This would allow the Maintenance to open the Bay and make more room for vehicles and other materials.

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

Open session adjourned into closed session at 2:31 p.m.

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**

**Unrepresented Employee: Ernie Garza**

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

Closed Session reconvenes into open session at 3:20 p.m. with no action items to report on.

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

Vice President Robertson made a motion to amend the General Managers contract from 20 to 32 hours per week at his current rate of pay. Standard holidays will be subtracted from the 32 hours, 8 hours for each standard holiday. Two weeks paid vacation will be added and those will accrue at the same rate provided in the employee handbook. This will be effective February 1, 2018. There was a second by Director Bernal. Vice President Robertson(M), Director Bernal(S), President Landers(AYE), Director Alexander(AYE) and Director Jones(AYE).

1. **Adjournment**

There was a motion made to adjourn the meeting at 3:23 p.m. by Director Alexander and a second by Director Bernal. Director Alexander(M), Director Bernal(S), President Landers(AYE), Vice President Robertson(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**