**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, July 24, 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 President Landers, Vice President Robertson, Director Bernal, Director Alexander and Director Jones. Also present were, General Manager Garza, Attorney Andy Pinasco by phone, Board Secretary Michelle Harris, Maintenance Supervisor Michael Jones and Engineer Lee Fremming, Attorney Rod Attebery

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes for the July 24, 2018 Meeting.**
   2. **Approve Warrant Register for August 28, 2018.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
2. **Items from General Manager.**
   1. **Maintenance Staff Report.**

The controller for the Foote road lift station that was replaced was not the right model needed. They were able to work out an exchange for the correct model. This model is approximately $400 more than the basic model but provides the needed connection to our SCADA system. They now offer 2 different models. #2 Wastewater pump at the Lizzie Avenue Lift Station had a seal failure and has been sent to the shop for repairs the approximate cost is $2,000. Heston Way sample station was damaged, and needs replaced. Since we needed to order a replacement we decided to replace the one at the Fires Station as well. Maintenance Supervisor Jones reached out to the City of Corcoran to tour their Arsenic plant since they have a system like ours. Ernie, Kevin & Michelle and himself met with Dylan Gable from the City and could see how their treatment operations worked and discussed some issues they ran into getting their plant started and to discuss any suggestions he might have for us when our plant comes online. Mike Jones, Mehdi from Jacobs and Clark Brother will be going back to Lathrop and receive some more feedback from them as far as chemical dosage and such. As part of the Arsenic project the District’s office will be the central control for the SCADA system. Our current server for billing and work orders is in the kitchen and our networking infrastructure and CCTVZ system is in the lady’s restroom. All of this is unsecured, and staff has been made aware that these should be in a secure location. They met with our IT company and have determined that the closet next to the ship restroom They will start remodeling the closet this week. The equipment always needs to be in a controlled envorment they recommended that it be less than 80 degrees. It might cost $2000 to $2500. To remodel the closet for the equipment.

* 1. **Jacobs Progress Report**

Mehdi from Jacobs spoke about the Arsenic Treatment Facility they are about 27% complete as of the end of June based on detailed payed estimates. They are now getting ready to put in the tank and the mechanical piping to go forward. They also excavated and constructed the break tank. They had some issue that nobody can meet the NSF requirements for this tank, so Clark Brothers came up with a new design-built approach. The electrical contractor ConJon Frankie have been installing all the electrical duct tank. Most of the underground utilities are about 80% done the incoming water, sewer system, drain system. The work is progressing reasonably. Well #9 delay is the electrical equipment by the manufacturer Eaten. They already placed order for wells 7, 8 and 10 replacing the motors should have all the MCC units and control panels on site. We have replaced a few hundred cubic yards of concrete and taking test samples on density, soil sampling and testing. The major key issue on the process plant is the sludge filter press is causing a delay. A Specialty Unit that processes this is a Canadian product, and it takes about 21 weeks after approval of the shop drawings. This information was discussed with the General Manager and the Operations Manager. They concur with going with the system presented by CBI. There is a good indication that they are below the projects cumulative expenditure. For CBI Mehdi would like for them to receive more earning detailed cost breakdown based on the schedule of value for each item. Timing is close to 50% However a good portion of the work is with the tank, they just pored the first foundation yesterday for the sludge tank, once they mobilize the steel structure is should go by fast.

General Manager Garza spoke about the General Manager Leadership Summit he attended there were sexual harassment sessions, team strategies, efficient and deliberate board training, the highlight for him was the key note Speaker Chip Icolberger his message is, Get Switched On, which was all about evaluation. Taking a hard look at things are what’s possible, where gaps of performance, gaps in line and getting clear on what’s important game planning, vision accountability and mindset. The turnaround starts when the gap is acknowledged, and you must really evaluate and confront the brutal facts of the current situation, circumstances do play a roll but the choices we make day after day is what gets us to where we are. Acknowledge where we would like to be in marriage, health and performance. It Starts with taking ownership your choices, your discipline, and your vision leads us to where we are at. The message is waking up each day for the passion for the difference that you can make for yourself, your family and your district. Also spoke about the RFP for the remodeling of KCSD. Also, street light situation on 10th Street we will be pushing the street lights off towards October/November when we get further along with other projects.

1. **Staff Comments**

The Water Transmission & Distribution Systems is almost complete. The contractor has some punch list items that need to be completed. Once completed a notice of completion can be filed. Black Water Consulting Engineers reported that they have sent the construction documents for the Consolidation project to the State Water Resources Control Board and the State Division of Drinking Water for review and approval to bid. The District has also received the same documents for review and comment. Black Water has received them back from the State and have made the necessary revisions and will be sending them back to the State for approval. . They do have a bid date for the Consolidation Project Improvements for some time in August. Board Secretary Michelle Harris spoke about KCSD being reimbursed for the classes that Board Member Timothy Robertson has taken and will also be reimbursed for the Board Secretary Seminar Cynthia Ortega will be taking in October.

1. **Director Comments**

Vice President Timothy Robertson spoke about the California Special Districts Association Board Meeting Training said it was very informative. He learned about budgets, general managers, staff and planning. He is looking forward to continuing to engage his former Board Members and to see how they can make things better. He also wanted to thank the General Manager and Board Secretary and was happy to hear that KSCD will be reimbursed for the classes that were taken.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1.25 p.m. by Vice President Robertson and a second by Director Alexander, Vice President Robertson(M), Director Alexander (S), President Landers (AYE), Director Bernal (AYE), Director Jones (AYE)

**Minutes taken by: Michelle Harris**

**Minutes typed by: Cynthia Ortega**