**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 28, 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 1:00pm.

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

Present were President Landers, Director Alexander, Director Jones and Director Knee. Also present were General Manager Garza, Attorney Pinasco, Engineer Lee Fremming, Maintenance Supervisor Michael Jones and Board Secretary Michelle Harris. Vice President Parker was absent.

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

Lawrence Clark(President) and Mark Zan(Project Manager) from Clark Bro’s Inc. attended the meeting to request an audience of board members or decision makers that can help get to resolution and close out the project. There are $350,000 in outstanding change orders that are not resolved. To date Clark Bro’s has been approved for 1.1% of the total contract in change orders which are owner requested change orders. The items that remain unapproved are everything that was in dispute or close to a gray area. Lawrence Clark stated that in his experience there are always these things that arise. By disputing these change orders, he feels that we are saying the project plans and specs were flawless. This project was designed by a firm that was acquired by Jacobs. There have been a lot of gaps in this project that have been openly and publicly admitted by the design team, by Mehdi by everybody that this project has a lot of gaps in it. Mr. Clark said he would really like to come to an agreement so that we do not have to come to litigation.

1. **Consent Agenda.**
	1. **Approve Minutes for the December 17, 2019 Meeting.**
	2. **Approve Warrant Register for January 28, 2020.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discuss and Possible action to elect Board Officers for Calendar Year 2020.**

There was a motion made by Director Alexander to nominate Davie Landers for President and a second by Director Jones. Director Alexander(M), Director Jones(S), Director Knee(AYE) and President Landers(AYE) and Vice President Parker(ABSENT).

There was a motion made by President Landers to nominate Johnathon Parker for Vice President and a second by Director Alexander. President Landers(M), Director Alexander(S), Director Jones(AYE), Director Knee(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Possible action to extend Gouveia Engineering Contract for 123 TCP.**

There was a motion made to extend Gouveia Engineering Contract for 123 TCP by Director Jones and a second by Director Alexander. Director Jones(M), Director Alexander(S), President Landers(AYE), Director Knee(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Possible action to extend Jacobs Engineering Contract.**

General Manager Garza received a phone call from Vice President Parker stating his concern for this request. He stated that why are we still having to pay out construction over seeing when this project should have been completed long ago. General Manager Garza explained to him that we need Jacobs on board so they can handle the tasks that are cited in the letter. There was a motion made to extend Jacobs Engineering Contract by President Landers and a second by Director Alexander. President Landers(M), Director Alexander(S), Director Jones(AYE), Director Knee(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Possible action to approve Discontinuation of Residential Water Service for Non-Payment Policy.**

There was a motion made to accept Discontinuation of Residential Water Service for Non-Payment Policy by Director Alexander and a second by Director Knee. Director Alexander(M), Director Knee(S), President Landers(AYE), Director Alexander(AYE) and Vice President Parker(ABSENT).

* 1. **Introduce and Waive First Reading of Ordinance 2020-1, an Ordinance amending Article XXXIV, Discontinuance of Services=, Section 26.10: Disconnection for Non-Payment.**

There was a motion made to waive first reading of Ordinance 2020-1 by Director Alexander and a second by Director Knee. Director Alexander(M), Director Knee(S), President Landers(AYE), Director Jones(AYE) and Vice President Parker(ABSENT).

* 1. **Discuss and Consider awarding the 10th Street Lighting Project.**

There was a motion made to award the 10th Street Lighting Project to Pacific Excavation for the base bid and both additive items at $252,273.00 by President Landers and a second by Director Knee. President Landers(M), Director Knee(S), Director Alexander(AYE), Director Jones(AYE) and Vice President Parker(ABSENT).

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

Board Secretary Michelle Harris went over the revenue, expenses and that total cash accounts for the month of December. She also went over the total amount expensed on the Arsenic Treatment Facility**.**

1. **Maintenance Staff Report.**

Annual water production for this year was 329 million gallons, this was an increase of 68 million gallons from last year. The increase is from the startup of the treatment plant as well as the construction that took place. There were no SSO for December 2019. We have about 50 water meters that are not reading so we will be ordering antennas soon. We are still working with chemicals regarding the turbidity. Next month we will have a spreadsheet that shows the different types of treatment.

1. **Jacobs Monthly Status Report.**

There is concern for the startup of plate and frame filter press system once sufficient solids are accumulated, completion of the O & M manual and resolving the CBI claim.

1. **Request Special Meeting for Board of Directors.**
2. **YE Report.**
3. **Stanislaus County Invoice for election.**
4. **Staff Comments.**
5. **Lee Fremming.**

The additions to the water and sewer maps have been updated. The conditional use permit for the lift station has been approved. As of January 6th, the final plans from the electrical engineer should have been received but we are still waiting. Lee received an e mail from the electrical engineer stating that they were waiting on TID so they can define the service connection on the drawings and then they will finish the plans and get them over to Lee. Once the plans are received we can go out to bid.

1. Attorney Pinasco reported that the next for Best RV is to submit plans to the District Engineer and have them approved moving forward. Once the plans are approved then they will be brought to the board to see if they think the project is feasible. Last month Best RV was having trouble with a survey for the crossing of the freeway.
2. **Director Comments**

None.

1. **Adjournment**

There was a motion made to adjourn the meeting at 2:04pm by Director Alexander and a second by President Landers. Director Alexander(M), President Landers(S), Director Jones(AYE), Director Knee(AYE) and Vice President Parker(ABSENT).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**