**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, April 30, 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 1:00pm.

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

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

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the March 26, 2019 Meeting.**
	2. **Approve Warrant Register for April 30, 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 Direction Regarding Best RV’s request for water service.**

Mr. Reid Johnson from Best RV addressed the Board regarding the request for water service. Best RV is wanting to bore across the freeway to connect to the water line that is at Barnhart and Golden State. Cal Trans is not letting private entities bore under freeway so Best RV is asking that we fill out the application for the encroachment permit to Cal Trans. Our District Engineer has expressed a concern regarding the pressure. He thinks that the line may need to be increased to 12 inches to get that pressure. Lee is concerned that if our name is on that application and something goes wrong then the District is responsible. Lee has said that if the service is built and the meter is installed on our side of the highway near the new 12” water line with a backflow preventer and Best RV owns the line going under the freeway he feels that would be the best way to handle it from the Boards perspective. It sounds like Cal Trans is the person that is not wanting to do this. Mr. Ammari stated that the reason why they are requesting that Keyes file the application is because Cal Trans is not letting private entities bore under the freeway, it must be a public entity submitting the application. Mr. Ammari stated that the cost of construction is going the paid by Best RV. Mr. Johnson said the liability concerns of the District need to be addressed in the agreement. Director Bernal asked if we can put the liability onto Best RV, Andy said yes, anything can be done in an agreement. The recommendation from legal is to enter into a pre-annexation agreement. This means it will be an agreement between Best RV and the District, all costs associated with research on this item will be paid for by Best RV. After this happens we would then need to enter into an project agreement. This would establish whose obligation the pipeline is, whose obligation the construction is and who is going to continue to accept that liability in the future. Mr. Johnson said that backflow preventer and check valve can be placed at Golden State which would protect the District. He also stated the meter could be there as well, as long as Cal Trans agrees. Mike Jones said that he has questions regarding the placement of the meter and the backflow. If the meter is on the side of Golden State then how are the other properties that are wanting to tie into our water on the other side of the freeway going to be metered. He also brought up the fact that we would be crossing onto peoples property so permits would need to be filed also. There was a motion to direct staff to work with Best RV to draft a pre-annexation agreement which General Manager Ernie Garza would have authority to sign on behalf of the District by President Landers and a second by Director Alexander. President Landers(M), Director Alexander(S), Vice President Parker(AYE), Director Bernal(AYE) and Director Jones(AYE).

* 1. **Discussion and Possible Action to appoint an individual to fill the District’s vacant board seat.**

There was a motion to appoint Johnathon Parker to fill the District’s vacant board seat by Director Alexander and a second by Director Bernal. Director Alexander(M), Director Bernal(S), President Landers(AYE), and Director Jones(AYE).

* 1. **Administer Oath of Office to newly appointed Director.**

Board Secretary Michelle Harris administered the Oath of Office to newly appointed Director Johnathon Parker.

* 1. **Discussion and Possible Action to elect Board Vice-President.**

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

* 1. **Discussion and Possible Action to approve Preliminary Budget for 2019/2020.**

Table.

* 1. **Discussion and Possible Action to appoint ad hoc committee to study and negotiate a multi-year employee salary increase plan.**

President Landers and Director Jones stated that they would like to sit on the ad hoc committee. Director Bernal asked how many years are we wanting to look at overall. General Manager Garza said that he would like to look at 3 years. President Landers appointed himself and Director Jones to the adhoc committee. Director Bernal asked if a board member being a relative to an employee a conflict of interest? Attorney Pinasco went over Brown Act laws and addressed the subject.

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

Board Secretary Michelle Harris went over customers billed for the month of March, revenues and expenses and the payments made for our Arsenic Treatment Project. She also informed the board about a grant that was submitted to San Joaquin Valley Air Pollution Control District for the purchase of 2 electric utility cars. We will find out if we qualify by the end of June. We have hired a new employee to fill the Office Assistant I position and she will be starting on May 2, 2019. There will be a class being held at the County building on Governance Best Practices that Ernie and myself will be attending on June 19th. If anyone is interested in going they need to let the Board Secretary know so she can get them registered.

1. **Maintenance Staff Report.**

This was the first month that we have done billing with the new meters that we purchased, everything went smooth. The server room is getting close to being finished. We have been working on plant startup and training. The vendors have been at the treatment facility so we are getting some good information. We have been working on a plan to get rid of the water from the 7 day test. All the mobile homes are connected to the water lines and are doing good. Mike went out and spoke to the managers of the mobile home parks regarding the 123 TCP. He wanted to make them aware of the MCL. No one seemed to have any concern.

1. **Jacobs Progress Report.**
2. Ernie met with Scott Oneill, the gentleman that is doing the expansion for the District Office. He has submitted the plans to the County and they came back with a few things that need to be fixed.
3. General Manager Garza has purchased a home in Keyes and he will now be a member of Keyes Community.
4. **Staff Comments.**
5. **Lee Fremming.**

Sean Pinkston reported that well 9 is operational, well 7 is complete except for the installation of a motor and some paving and fencing adjustments, well 8 is 85% complete and the water line improvement in the alley way have been completed. Well 10 is operational but there is still some trench patching that needs to take place. Pressure filter vessels are almost on, back was system is complete except for the flow meter. The booster pump system needs motors and pumps to be coupled. The fiber optic cable has been pulled from the treatment facility to the well sites and the District office. Programming is in process and the generator at the treatment facility passed all of its testing. Blackwater Engineering reported that a change order had been negotiated regarding the concrete pavement that was discovered on Nunes Road below the roadbed. Blackwater has requested the contractor submit all other change order requests at the same time. The wells and the pressure tanks at the mobile home parks need to be destroyed and removed. The contract completion date is set for May 18th. The Conditional Use Permit has been submitted to Stanislaus County planning. They have a 90-day processing period. The street lighting project plans are 90 ti 95% done. The only thing left is to coordinate with TID and figure out what they want to do.

1. **Director Comments**

Attorney Andy Pinasco wanted to invite everyone to the office ribbon cutting in Stockton. President Landers informed the Board that after speaking with the county road department regarding big rig trucks driving through town that they can drive through town to get to their homes. They must park on their property.

1. **Adjournment**

There was a motion made to adjourn at 2:22 by Director Alexander and a second by Director Bernal. Director Alexander(A), Director Alexander(S), President Landers(AYE), Vice President Parker(AYE) and Director Jones(AEY).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**