**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, June 26, 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, Attorney Andy Pinasco, Board Secretary Michelle Harris, Maintenance Supervisor Michael Jones, Engineer Lee Fremming and Attorney Rod Attebery.

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the June 26, 2018 Meeting.**
	2. **Approve Warrant Register for July 24, 2018.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discussion and Possible Action regarding the annexation of O Faith Home Rd., Keyes CA 95328, the proposed CO2 Plant**

John Anderson was there to discuss the possible Annexation of the C02 Plant. He has been working with our District’s Attorney to come up with an Annexation Agreement. We are now annexing a portion of a legal property that is currently owned by AL Gilbert and the Linde Group. We will be leasing the property in question from Aemitis. There is an Advocation that they have filed with the Stanislaus County Planning Department which would be acted upon by the Board of Supervisors to do two things. To rezone the property and to allow for a Land of Division of Parcel Map. This will be considered by the Planning Commission by the 18th of July and by the Board of Supervisors by the 2nd or 3rd week of August. When that is completed they can record a map to physically create the parcel we want to annex. Once that is done, there will be a property transfer between AL Gilbert and Ametis. After all is completed the annexation will be executed between Keyes Community Services District and Aemits. AL Gilbert owns the land now and Ametis is buying a portion of this larger parcel. Annexation to the District would be the portion of the larger parcel. The map must then be approved by the Board of Supervisors. There will be Domestic, Fire and Landscape which will be a separate service. No Action Taken from the Board at this time.

* 1. **Discuss and possible action to approve Debt Management Policy.**

Board Secretary Michelle Harris Speaking on behalf of General Manager Ernie Garza. A Debt management policy are written guidelines, allowances, and restrictions that guide the debt issuance practices of state or local governments, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations. A debt management policy should improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance, and demonstrate a commitment to long-term capital and financial planning. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and therefore is likely to meet its debt obligations in a timely manner. Debt management policies should be written with attention to the issuers specific needs and an available financing options and are typically implemented through more specific operating procedures. Finally, debt management policies should be approved by the issuers governing body to provide credibility, transparency and to ensure that there is a common understanding among elected officials and staff regarding the issuers approach to debt financing. It is recommended that state and local governments adopt comprehensive written debt management policies. Staff has directed our legal counsel to prepare and present a KCSD Debt Management Policy to the Board of Directors for approval. There was a motion to adopt the Debt Management Policy 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. **Discussion and Possible Action to adopt Resolution 2018-529, A Resolution Ordering the Levy and Collection of Street Lighting Assessments for Keyes Community Services District for Fiscal Year 2018/2019.**

This is something that is done annually. There was a motion to Adopt Resolution 2018-529 by Vice President Robertson and a second by Director Jones. Vice President Robertson(M) Director Jones(S) President Landers (AYE) Director Alexander (AYE)Director Bernal (AYE)

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

Maintenance Supervisor Jones stated the controller for the Foote Road lift station had to be replaced, it was not functioning properly. The ATF continues and an update schedule from the contractor indicates that they are close to being on schedule. Well 9 work was to be delayed awaiting the electrical panels, which are supposed to arrive by July 1st. Approximately 20 backflows were tested this past month. We have approximately 50 in the system and this completes all but 2, which are due in September. Water production for the first half of 2018 is estimated 117,905,600 which is approximately a 3% increase over last year. Supervisor Mike Jones also attached a Grid Data sheet for the 123 TCP levels for the wells. The contractor has not uploaded any new pictures for about a month and a half for the ATF so there are no new pictures to share. Director Jones was inquiring about the Foote Rd Pump Station Lee Fremming said the plans are complete and that the General Manager requested to wait for about a year and after the ATF was finished.

* 1. **Jacobs Progress Report**

Per Maintenance Supervisor Jones they have updated their schedule and they are 22% complete by cost. No other questions.

1. **Staff Comments**

 **A) Lee Fremming.**

 The Water Transmission & Distribution System Improvements project is almost

 complete, except for the restriping of the area that was recently slurry sealed, the slurry

 seal needs to be cured more. They are also continually testing the pipeline tracer wire

 and all the PVC wire line to make sure everything has been connected. Some final

 punch list items. They need approval from the County for the encroachment permit work

 they did. Also, from Caltrans and UPRR for the crossing to confirm they are accepting

 the work. At some point, they will be doing a job walk with Mike the Construction

 Inspector to make sure that everything has been complete. The ATF the overall

 construction schedule indicated that the project would be completed 25 days late, but by

 rearranging the work on the existing well sites the contractor was able to bring the

 project back on schedule and on track. The big items at the ATF is the Filter Press there

 are 2 alternatives they are being looked at and are trying to get more information to

 submit to the General Manager. This is one of the major pieces of equipment that the

 maintenance dept. will be working with. Blackwater is intending to send the final plans

 to the SWRCB for approval to bid sometime this week for the Consolidation Project.

1. **Director Comments**

 Vice President Robertson wanted to know if anything can be done about the school bus stop at Starlight & Rhode Road he said students wait for the bus there and it can get very muddy. He also wanted to thank everybody for the road work that was completed. President Landers said that Starlight & Rhode Road is County Property and that they would need to be contacted. The County Supervisor Caza can be contacted as well as the School District. President Landers said General Manager Garza requested a meeting to meet with Supervisor Vito and President Landers they drove around town and President Landers wanted to inform the Board that the General Manager will speak about the outcome of that meeting with them on July 24th.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1.40 p.m. by Director Alexander and a second by Director Jones. Director Alexander(M) Director Jones(S), President Landers (AYE), Vice President Robertson (AYE), Director Bernal (AYE)

**Minutes taken by: Michelle Harris**

**Minutes typed by: Cynthia Ortega**