**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Minutes**

**April 27, 2021**

1. **Call to Order.**

The meeting was called to order at 1:00 pm.

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

Present were President Parker, Vice President Robertson, Director Alexander, Director Jones and Director Knee. Also present were General Manager Garza, Attorney Dennis Hay, Maintenance Director Michael Jones and Board Secretary Michelle Harris.

1. **Agenda Changes.**

None

1. **Conflict of Interest:**

None

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

None

1. **Presentations.**

None

1. **Consent Agenda.**
	1. **Approve Minutes for the March 23, 2021 Meeting.**
	2. **Approve Warrant Register for April 27, 2021.**

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

**DISCUSSION/POSSIBLE ACTION ITEMS**

1. **Discuss and Consider for acceptance, Audit Report produced by David Becker, CPA for Fiscal Year 2019/2020.**

There was a motion made to accept the fiscal year audit for 2019/2020 by Vice President Robertson and a second by Director Alexander. Vice President Robertson(M), Director Alexander(S), President Parker(AYE), Director Jones(AYE) and Director Knee(AYE).

1. **Discuss and Consider a motion to amend or approve Preliminary Budget for 2021/2022.**

Vice President Robertson asked if there will be discussion before the purchase of the Camel Truck. General Manager Garza explained that he would invite the board to be a part of the purchasing process. We will have the trucks brought out for a demonstration and the board members will be invited to attend. There was a motion made to approve the budget for 2021/2022 by Vice President Robertson and a second by Director Knee. Vice President Robertson(M), Director Knee(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

1. **Discuss and Consider for acceptance, Amendment No. 3 To Work Authorization and Task Order for Main Lift Station / FM Modifications.**

There was a motion made to accept Amendment No. 3 To Work Authorization and Task Order for Main Lift Station/FM Modifications by Vice President Robertson and a second by Director Jones. Vice President Robertson(M), Director Jones(S), President Parker(AYE), Director Alexander(AYE) and Director Knee(AYE).

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

Board Secretary Michelle Harris went over the Revenue, Expenses and Cash on Hand for the month of March. The mandatory sexual harassment and ethics training can be taken on the CSDA website. We will be taking on line payments starting Monday through our web page.

1. **Maintenance Staff Report.**

Maintenance Director Mike Jones went over the water production and daily average for March. There was a water leak repaired on Esmail Avenue. There were no SSO’s in March. The construction on the Foote Rd lift station is continuing. On Sunday, April 18, 2021, there was a malfunction with an ultrasonic transducer at the ATF. The transducer is supposed to move when the water level decreases or increases. It stuck and did not send out an alarm that the water level was dropping. This caused the Community to be without water for approximately an hour. At this time, we are looking into the reason for the malfunction and ways to prevent this from happening in the future. This was reported to SWRCB and we are doing what has been asked of us. We have spoken to AL Gilbert regarding purchasing some property to put an additional water tank so that we have a backup plan in case of an emergency. We have also talked about connecting to The City of Turlock and the City of Ceres in case situations like this arise. We will start communicating with them to see if this could be a possibility. General Manager Garza reached out to the water board and let them know that we are using this as a learning experience and will cooperate with any mandate or follow up that is required. We will be focusing on our ERP at our weekly staff meetings. There has been a scheduled visit at the ATF with the Keyes Fire to discuss what can be done in emergency situations.

1. **Moving Beyond the Blueprint, COVID-19 Pandemic Recovery.**

Governor Newsom is looking to open California on June 15 if things continue to improve with COVID. We will bring this back for discussion in May. If things do open, we will bring this back in June to resend the Resolution for the water consumption charges.

1. **Update on RFP’s/RFQ’s for Engineering Services.**

The RFP’s/RFQ’s have been placed in The Modesto Bee and the proposals are to be submitted by Friday May 14, 2021. We are going to have a consultant selection panel and would like to have some of the board members to join. Ernie, Mike and Michelle are going to be on the panel. This will take place on May 18th and 19th. We will accommodate you to the best of our ability. President Parker said he is available on both days. Director Knee will not be available and Vice President Robertson will be available virtually on the 18th.

1. **Best RV permit has been received. We will be having the bid opening on May 6th 2pm.**
2. **Last week at the MAC meeting the public works director for Stanislaus County attended and explained that there will be road improvements to our surrounding area.**
3. **EPA lead and Copper rule revisions have been received. We will need to inventory lead user service lines, define service lines including the water meter which connects water main to building outlet.**
4. **General Manager Garza has started a 15-week Water leadership institute on line that focuses on decision making on water issues.**
5. **Staff Comments.**
6. **Lee Fremming.**

Connection of the force main in the railroad right-of-way to the force main in Monte Vista has been made for the Foote Rd lift station. Installation of the motor control center and connection to electrical power have also taken place. There is continuing electrical and HVAC work. We are coordinating with Tesco for testing. At Keyes 19 the developer still needs to provide documentation that all requirements of District Standard G-2 have been complete. Once the subdivisions are complete the Districts maps will need to be updated at the developer’s expense. The 2nd plan check set was sent to the developer’s engineer on 11/9/20 and we still have not received anything.

1. **Director Comments.**

None.

1. **Adjournment.**

 There was a motion made to adjourn the meeting by Vice President Robertson and a second by Director Knee. Vice President Robertson(M), Director Knee(S), President Parker(AYE), Director Alexander(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**