**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 26, 2021**

**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 Parker, Vice President Robertson, Director Alexander, Director Eddie Jones and Director Knee. Also present were General Manager Garza, Board Secretary Michelle Harris and Maintenance Operations Director Michael Jones. Present by zoom were attorneys Rod Attebery, Andy Pinasco and Engineer Lee Fremming.

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

None.

1. **Consent Agenda.**
	1. **Approve Minutes for the December 15, 2020 Special Meeting.**
	2. **Approve Minutes for the January 12, 2021 Special Meeting.**
	3. **Approve Warrant Register for January 26, 2021.**

There was a motion made to accept 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).

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
	1. **Discuss and Possible action to elect Board Officers for Calendar Year 2021.**

There was a motion made to nominate Johnathon Parker President 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).

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

* 1. **Discuss and Consider Approving Amendment No. 2, the work authorization with Quad Knopf, Inc. for the Foote Road Lift Station.**

There was a motion made to approve Amendment No. 2 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. **Discussion and Possible Action for mid-year budget review.**

General Manager Garza discussed the balances for all funds and departments, and explained that none of the line items had been exceeded even with the consumption charges that were waived due to COVID. General Manager Garza expressed his concern for legal consulting expenses. There were documents attached to back his concerns.

Attachment 1. KCSD fund report ending 12/31/2020.

Attachment 2. Neumiller & Beardslee summarized costs for various items.

Attachment 3. JACOBS letter dated January 22, 2021 with attached charges.

Attachment 4. Email from Mehdi Arbabian dated January 17, 2021 w/ attachments re: CBI claims.

Attachment 5. Neumiller & Beardslee CBI claim invoices summary ending November 2020 totaling $41,902.62.

Director Knee wanted to know why we are paying for Attorney Attebery to review Attorney Pinasco’ s work? He also asked if it was a conflict of interest for Engineer Lee Fremming to do the survey for Best RV. Director Jones stated we need to sit down and discuss representation.

* 1. **Discussion and Possible action to authorize General Manager to solicit RFQ’s and RFP’s for legal and engineering consulting services.**

There was a motion made to solicit RFQ’s and RFP’s for legal and engineering consulting services by Director Alexander and a second by Director Jones. Director Alexander(M), Director Jones(S), President Parker(AYE), Vice President Robertson(AYE) and Director Knee(AYE).

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

Board Secretary Michelle Harris went over the Revenue and Expenses for the month of December

1. **Maintenance Staff Report**

Maintenance Operations Director Mike Jones went over the water production for December and annually. A sanitary survey with the SWRCB regulator was completed. There were no SSO’s in December. The work is continuing at the Foote Rd lift station. We had a conference call with the SWRCB regarding the wastewater consolidation program and the needs of Monterey Parc Tract CSD. Maintenance Operations Director Mike Jones has been speaking with Dania Jimmerson, P.E. from the California Water Boards regarding Senate Bill 1215. The main goal of this bill is to consolidate disadvantaged communities to public sewer services. Monterey Parc Tract CSD is a disadvantaged community that needs help. The state has funding to help the wastewater facility/District/Municipality with flow increases, limits and complying with nitrate control. They have been looking at City of Modesto, City of Ceres, City of Turlock and ourselves. The grant funding that we could possibly receive would help to pay for our treatment of the hydrogen sulfide in the force main. We will need to have more conversation to see where this will go. We will have another conversation with them to talk more but we would need to have the approval of the board.

1. **Year End Report**

General Manager Garza went over the things that have happened in the year 2020 and the projects that are still ongoing. Director Robertson would like for us to communicate with the community what their responsibilities are regarding their outstanding water bills.

1. **Informational Items**

At the January meeting, General Manager Garza attended the Keyes Fire meeting and spoke with them regarding the parcel that we are interested in purchasing. At this time, they are thinking about the possibility and we will be talking. General Manager Garza also asked them to tour the ATF Plant and they were interested.

Michelle Harris and General Manager Garza attended the Keyes MAC meeting on the 21st where General Manager Garza was appointed Chair for 2021. We discussed SB 1383. This is the waste reduction mandate and will take effect January 1, 2022.

1. **Staff Comments.**
2. **Lee Fremming.**

Engineer Lee Fremming stated that Arnaudo Construction has shut down due to someone on his crew getting COVID, this will be another delay.

Revisions have been made to Best RV plans and have been signed. We are working with Cal Trans to get permits at this time. Unfortunately, Lee did not receive the staff report from the General Manager going out for RFQ’s and RFP’s. There is problems between the e mails which cause them to block one another. Lee stated that in our agreement it doesn’t say anything about who the chain of command is. He agrees that he should have contacted Ernie more often and he apologizes. Lee clarified what happened in an e mail between him and Mr. Amari and stated that he was not trying to be rude but wanted let Mr. Amari know that he was not the only person who could have helped them. Lee also stated that he would do everything possible to help with a smooth transition.

1. **Director Comments**

None.

1. **Closed Session**
	1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Title: District Legal Counsel**

Open session was closed and we entered into closed session at 2:05 p.m.

1. **Return to Open Session: Report on Closed Session**

Open session was reopened at 2:39 p.m. with no reportable action.

1. **Adjournment**

There was a motion made to adjourn the meeting at 2:40 p.m. by Director Jones and a second by Director Alexander. Director Jones(M), Director Alexander(S), President Parker(AYE) and Director Knee(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**