**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**SPECIAL MEETING**

**Date: Tuesday, December 20, 2022**

**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 Vice President Parker, Director Knee, and Director Reforma. Director Bernal was absent and excused. Also present were General Manager Garza, Attorney Dennis Hay, Board Secretary Michelle Harris, and Maintenance Operations Director Mike Jones.

1. **Administer the Oath of Office to re-appointed elected officials.**

Board Secretary Michelle Harris administered the Oath of Office to Johnathon Parker and Ron Reforma.

1. **Agenda Changes**

None.

1. **Conflict of Interest**

None.

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

None.

1. **Presentations.**

None.

1. **Consent Agenda.**
2. **Approve Minutes for the November 22, 2022, Meeting.**
3. **Approve Warrant Register for December 20, 2022.**
4. **Approve Resolution 2022-567, A Resolution Designating Signatories for the District Warrants/Wire Transfers.**

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

1. **Discussion/Possible Action Items.**
2. **Discussion and Possible Action to approve changes in the SSMP.**

There was a motion made to accept the SSMP by Director Knee and a second by Director Reforma. Director Knee(M), Director Reforma(S), Vice President Parker(AYE), and Director Bernal(ABSENT).

1. **Discussion and Possible Action to approve Change Order No. 2, Provide additional electrical work and construct new force main manhole on existing 12” force main.**

There was a motion made to approve the Change Order No. 2 by Director Reforma and a second by Director Knee. Director Reforma(M), Director Knee(S), Vice President Parker(AYE), and Director Bernal(ABSENT).

1. **Discuss and consider setting a date for a Saturday workshop in January.**

There was a date set for January 7th from 10am to 1pm for a mid year budget review.

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 November. We need to fill our vacant board seat. We will put out notices and allow interested customers to pick up applications. The applications will be looked at during our January meeting by the board and they will appoint one of the applicants to fill the seat. If there are no applicants Stanislaus County will step in and appoint someone to fill the vacant seat at the February meeting.

1. **Maintenance Staff Report.**

Maintenance Operations Director Mike Jones spoke about the leak on Anna Avenue that MHK Construction fixed. They have been working on the leaks that we are experiencing around town and fixed some trench cuts on Esmail and Rhode Rd. Mike showed some pictures of the fiber optic cabling issues. We had Point 1 come out and run their machine to determine the location of damage to the fiber optic lines. The damage is located at the corner of Keyes and Faith Home. Mike seems to think that the cabling was chewed on by a rodent and needs to be repaired or replaced. Vice President Parker said it is better to replace the cabling. Director Knee and Director Reforma agreed. We will get quotes for both to repair and to replace and bring them back to the board for their approval. The flusher truck should be delivered in the middle of January. The electric Tuatara will be delivered today.

1. There was an article in The Modesto Bee that discussed the water quality and prices that are being paid by consumers.
2. **Staff Comments.**
3. **Director Comments.**
4. **Adjournment**

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

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**