**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Date: Tuesday, March 28, 2017**

**Time: 6:00 p.m.**

1. **Call to Order.**

The meeting was called to order at 6:00 pm.

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

Present were President Parker, Vice President Bernal, Director Alexander, Director Jones and Director Landers. Also present were General Manager Garza, Board Secretary Michelle Harris, Engineer Lee Fremming and Attorney Katie O Farrell

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

Jeff Reed commended Director Jones on removing himself from the MAC meeting when people start talking about water issues. We have two people on our MAC that also sit on the Keyes Community Services District Board. Jeff also said that he appreciated Mike Jones for all of his help during the school trying to get hooked up to sewer. Jeff also wanted to commend Mike and Juan for helping put out a house fire and calling 911.

1. **Consent Agenda.**

**A) Approve Minutes of February 28, 2017.**

**B) Approve Warrant Register for March 28, 2017.**

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

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and possible action to allow salary increases for employees in the 2017/2018 Budget.**

Tabled until April 4, 2017 for a special meeting.

* 1. **Discussion and consideration of draft audit report produced by Robert A. Hawks JR., CPA. For Fiscal Years 2015/2016**

Mr Hawks went over the Draft Audit and explained the financial statements, the required reports and the Schedule of Findings. There was a motion made to accept the Draft Audit by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), President Parker(AYE), Vice President Bernal(AYE), and Director Jones(AYE).

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

Maintenance Supervisor Mike Jones was absent and GM Garza went over the monthly maintenance routine and statistics.

* 1. GM Garza went over the letter that he is going to be putting on our website to keep them informed of all of the ongoing projects for Keyes.

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

Lee sent over his staff report. We are waiting for Jacobs to give us a proposal of their work so that the District can look over it. His contract is prepared and he is waiting for a surveyor to give him some data. There is a biological component that says you need to do survey of raptors and birds if you start construction during a certain time. The funding agreement was signed by the state last month. We are hoping to have the first project out to bid by May which is the transmission and distribution lines. Receive the bids by June and hopefully start the project at the end of July or beginning of August.

1. **Director Comments**

None.

1. **Open Session Disclosure Regarding Closed Session Items pursuant to Government Code Section 54957.7**
2. **CLOSED SESSION**
   1. **Public Employee Performance Evaluation pursuant to Government Code Section 54957**

**Title: General Manager**

* 1. **Conference with Labor Negotiators pursuant to Government Code Section 54957.6**

**Unrepresented Employee: Ernie Garza**

**Keyes Designated Representatives: Johnathon Parker/Rod Attebery**

Went into Closed Session at 6:47 pm.

1. **Open Session Report on Closed Session pursuant to Government Code Section 54957.1**

Reconvened into Open Session at 6:58 pm with no reportable action.

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
   1. **Discussion and Possible Action regarding General Manager Compensation.**

There was a motion made to move General Manager Garza from Step 4 to Step by Director Landers and a second by Director Alexander. Director Landers(M), Director Alexander(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

1. **Adjournment**

There was a motion made to adjourn at 6:59 pm by Director Alexander and a second by Director Landers. Director Alexander(M), Director Landers(S), President Parker(AYE), Vice President Bernal(AYE) and Director Jones(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**