**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, January 24, 2023 Minutes**

**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, Director Knee, Director Reforma and Director Bernal was absent.

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

Director Bernal was absent.

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 December 20, 2022 Meeting.**
3. **Approve Warrant Register for January 24, 2023.**

**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), President Parker(AYE), Director Vasquez(AYE) and Director Bernal(ABSENT).**

1. **Discussion/Possible Action Items.**
2. **Discussion and Possible Action to appoint an individual to fill the district’s vacant board seat.**

Kristina Vasquez was appointed to fill the vacant seat.

1. **Administer Oath of Office to newly appointed Director.**
2. **Discussion and Possible Action to elect Board Officers for Calendar Year 2023.**

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

1. **Discussion and Possible Action to approve mid-year budget review.**

General Manager Garza went over the balance sheet for the 2022/2023 budget. We want to add the fiber optic repair that needs to take place to the equipment repair line item. Mike Jones went over a brief demonstration of what we are going to have to replace. He has spoken with Point 1 and Access Electrical to get bids. Vice President Parker made a motion to amend line item 10 4010 3700, Equipment Repair to $105,000 and President Knee made a second. Vice President Parker(M), President Knee(S), Director Reforma(AYE), Director Vasquez(AYE) and Director Bernal(ABSENT).

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

Board Secretary Michelle Harris went over the Revenues, Expenses, and cash on hand for the month of December 2022. We need to have our sexual harassment training and ethics training. This is required every 2 hours.

1. **Maintenance Staff Report.**

303 million gallons of water was used for 2020 vs 2022 which was 297 million. For a 3 year drought and new construction this is not bad. We have been doing training at the ATF, as well as valve exercising. We are having some issues with our H2S pump, it is in the process of being replaced. David Huff from the City of Turlock wanted to know the status of the SSMP that we are having Gouveia Engineering do. He may have questions after he reviews it. We have had some lamp holes replaced with manholes.

1. A few years ago, we approached the Keyes Fire Department about purchasing the property next door. They declined the offer and were going to have someone design the exterior of their property. Now that we have signed the agreement for the 123 TCP, and we know that we are going to be receiving the money to put in our plant we are going to propose to allocate some money to go out to bid for architectural firms to see what we can do with this property. I have sent a message to Mr. Raj Singh to see if we can work on this together. I would like to see the whole block redone. I am going to go to Gustine on Thursday to meet with Mairo Gouveia about the items I will be discussing at our Saturday workshop. We will be discussing our GIS project, the upsizing of Nunes Rd., and adding more street lights. We are also going to look into investing funds. We will be bringing an investment policy over to you to review once we get some more information. We have been talking with OPTUM Investments and will bring you more information as we get it. Steven Morrow asked if we were going to do a complete knock down of the building and General Manager Garza said yes, we are proposing a complete knockdown.
2. **Staff Comments.**

None.

1. **Director Comments.**

None.

1. **Adjournment.**

There was a motion made to adjourn the meeting at 1:32 pm by Director Reforma and a second by Vice President Parker. Director Reforma(M), Vice President Parker(S), President Knee(AYE), Director Vasquez(AYE) and Director Bernal(ABSENT).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**