**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, November 28, 2023 Minutes**

1. **Call to Order.**

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

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

Present were President Knee, Vice President Parker, Director Reforma, Director Vasquez and Director Chavez. Also, present were General Manager Garza, Board Secretary Michelle Harris. Maintenance Operations Director Michael Jones and Attorney Dennis L. Hay.

1. **Agenda Changes**

None.

1. **Conflict of Interest:**
2. **Public Comment on Non-Agenda Items.**

None.

1. **Consent Agenda.**
2. **Approve Minutes for the October 24, 2023, Meeting.**
3. **Approve Warrant Register for November 28, 2023.**

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

1. **Discussion/Possible Action Items.**
2. **Discuss and consider approving the Notice of Completion for the Foote Rd Lift Station.**

There was a motion made to approve the NOC by Director Reforma and a second by Director Vasquez. Director Reforma(M), Director Vasquez(S), President Knee(AYE), Vice President Parker(AYE) and Director Chavez(AYE).

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 October. Board Secretary Michelle Harris went over the engagement letter that was issued by MUN CPA.

1. **Maintenance Staff Report.**

Maintenance Operations Director Michael Jones reported on the replacement of water meters. We are getting caught up on the replacement and now we are having less manual reads. The Sanitary Sewer Regulator will be out to audit the sewer system. Lead and Copper samples have changed after the construction of the ATF. We were instructed to do 2 sets of samples the first month and a sample every year for 3 years after. We were confused on the instruction and new we are correcting the mistake. We are required to do 40 samples We are getting caught up on the sampling.

1. Our Christmas Party will be held on December 19, 2023 form 11am to 1pm. We will be having a special meeting on December 19, 2023. We will be receiving a presentation from APEX, an IT company. We will also be talking about board compensation. Our Christmas party will be held from 11am to 1pm on December 15, 2023.
2. **Staff Comments.**

None.

1. **Director Comments.**

None.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:15 by Director Chavez and a second by Director Reforma. Director Chavez(M), Director Reforma(S), President Knee(AYE), Vice President Parker(AYE) and Director Vasquez(AYE).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**