

KEYES COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Date: Tuesday, September 23, 2025 Minutes

1. Call to Order.

The meeting was called to order at 6:00 p.m.

2. Pledge of Allegiance.

3. Roll Call.

Present were President Parker, Vice President Reforma, Director Knee and Director Vasquez. Also present were Interim GM/Maintenance Operations Director Mike Jones, Interim GM/Administrative Executive Michelle Harris and Attorney Dennis L. Hay.

4. Agenda Changes

None.

5. Conflict of Interest:

None.

6. Public Comment on Non-Agenda Items.

None.

7. Presentations.

1. Juan Perez of La Familia Central Valley.

Table

2. Finance.

Board Secretary Michelle Harris went over the cash on hand with California Class, Umpqua Bank, and Stanislaus County. Board Secretary Michelle Harris talked about moving funds from the California Class Investing account for sewer to our Sewer General Fund. President Parker asked how much money do we have left to be reimbursed by SWRCB? Board Secretary Michelle Harris will get that information and bring it back to the next meeting. Director Knee asked if we had investigated getting a loan to cover the negative amount in the sewer fund so we do not have to lose the interest that we are earning.

8. Consent Agenda.

A. Approve Minutes for the August 26, 2025 Meeting.

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

9. Discussion/Possible Action Items.

A. Discussion and Possible Action to Appoint an individual to fill the District's vacant board seat.

Mr. Steven Morrow was the only applicant for the vacant board seat. There was a motion made to appoint Steven Morrow to fill the vacant board seat by Vice President Reforma and a second by Director Knee. Vice President Reforma(M), Director Knee(S), President Parker(AYE) and Director Vasquez(AYE).

B. Administer Oath of Office to newly Appointed Director.

Board Secretary Michelle Harris administered the Oath of Office to Mr. Steven Morrow.

C. Discussion and Possible Action to approve warrant register for September 23, 2025.

There was a motion made to approve the warrant register for September 23, 2025 by Director Knee and a second by Director Morrow. Director Knee(M), Director Morrow(S), President Parker(AYE), Vice President Reforma(AYE) and Director Vasquez(AYE).

- D. Discussion and Possible action to approve Resolution 2025-593, A Resolution of the Board of The Keyes Community Services District Authorizing the Board President or the successor General Manager to Execute Documents for the 123 TCP Project.**

There was a motion made to approve Resolution 2025-593 by Director Knee and a second by Vice President Reforma. Director Knee(M), Vice President Reforma(S), President Parker(AYE), Director Vasquez(AYE) and Director Morrow(AYE).

- E. Discuss and Consider details for Community West Bank.**

Attorney Dennis Hay reported to the board regarding the proper procedure to establish a checking account. There are missing documents that we need that are required by Government Code. President Parker directed staff to collect all credit cards and keep them locked in the office, Create a sign in/out sheet for credit cards and collect all receipts after use to be reviewed by President Parker, Mike Jones, Michelle Harris and Attorney Dennis Hay. If a charge is necessary for the district to operate then it should be added to the budget, if it is not a necessity then suspend the charges.

- F. Discuss and Consider bilingual compensation.**

There was direction to come back at the next meeting with a Resolution by President Parker.

- G. Discuss and Consider formation of Ad Hoc Committee to update Employee Handbook.**

There was a motion to form an Ad Hoc Committee comprised of President Parker, Director Morrow, Maintenance Operations Director Mike Jones and Administrative Executive Michelle Harris by President Parker and a second by Director Knee. We will meet in the third week in October to review the handbook. President Parker(M), Director Knee(S), Vice President Reforma(AYE), Director Vasquez(AYE) and Director Morrow(AYE).

- H. Discuss and Consider formation of Ad Hoc Committee to update Policy and Procedures.**

There was a motion to direct staff to work with legal counsel with policies and procedures to report to the ad hoc committee in the later part of October.

10. Items from General Manager.

- A. Administrative Staff Report.**

Board Secretary Michelle Harris went over the revenue, expenses and cash on hand for the month of August.

- B. Maintenance Staff Report.**

Maintenance Director Mike Jones explained the Status of Projects, both customer owned, and District Owned.

- C. Replacement or Upgrade of computers.**

Met with David of APEX and discussed the upgrade/replacement of computers.

- D. Upgrade of audio and visual software to record and display KCSO Meetings.**

Review quotes from APEX and Smile Business Products for the upgrade of Board Room audio and visual software. President Parker directed Maintenance Director Mike Jones to move forward with the upgrade of audio and visual software to record and display our meetings with a cap of \$5,000.

- E. Furtada security systems contacted Maintenance Operations Director Mike Jones and went over the security system that they operate. They dropped off a demo and will let us review it**

and see if this is something we would like to discuss. President Parker stated that he will come in and review the system with Maintenance Operations Director Mike Jones.

11. Staff Comments.

None.

12. CLOSED SESSION

Closed Session Pursuant to Government Code Section 54957

Closed Open Session at 7:39 p.m.

Reconvene into Open Session at 7:47 p.m.

No Reportable Action.

13. Director Comments.

None.

14. Adjournment

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

Minutes taken by: Michelle Harris

Minutes typed by: Michelle Harris