**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, April 25, 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 Knee, Vice President Parker, Director Reforma, and Director Vasquez. Also present were General Manager Garza, Attorney Dennis Hay, Board Secretary Michelle Harris and Maintenance Operations Director Mike Jones.**

1. **Agenda Changes**

**Item C, D and E are tabled until May 23, 2023.**

1. **Conflict of Interest:**

**None.**

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

**None.**

1. **Presentations.**

**None.**

1. **Consent Agenda.**
2. **Approve Minutes for the March 28, 2023, Meeting.**
3. **Approve Warrant Register for April 25, 2023.**

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

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

**There was a motion made to appoint Melody Chavez to fill the districts vacant board seat by Vice President Parker and a second by President Knee. Vice President Parker(M), President Knee(S), Director Reforma(AYE), and Director Vasquez(AYE).**

1. **Administer Oath of Office to newly appointed Director.**
2. **Discussion and Possible Action to review agreement with OPTUM Investment Partners.**

**Table.**

1. **Discussion and Possible Action to review investment policy.**

**Table.**

1. **Discussion and Possible Action to Authorize the General Manager to execute the agreement with Optum Investment Partners for ongoing Investment Advisory Services.**

**Table.**

1. **Discussion and Possible Action to approve Preliminary Budget for 2023/2024.**

**There was a motion made to accept the Preliminary Budget for 2023/2024 by Vice President Parker and a second by Director Reforma. Vice President Parker(M), Director Reforma(S), President Knee(AYE), Director Vasquez(AYE) and Director Chavez(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 March. Ethics and Sexual Harassment Training information, the dates for the SDLA Conference and information for a CPR Class that we will be holding on May 12, 2023 here at the district.**

1. **Maintenance Staff Report.**

**Maintenance Operations Director Mike Jones went over the water delivery for March of 2023 and March of 2022. The static water level is about 10 feet higher this year thanks to the rain that we have been receiving. Austin Roberts and Wyatt Parker attended water distribution classes to help them prepare for the exam. Kevin and Christy are in Tahoe at the CRWA expo this week. No SSO’s in March. Certification of continuation of existing coverage which is for our wastewater collections . The current order is set to expire. H2s readings at discharge station on Tegner Road have been less than 1 ppm average for the last month which is good. We completed hands-on training with the new VACON Truck. We cleaned some sewer line on Nunes Rd, approximately 3,000 feet. We are going to be working on the truck driving school to get our Class A license. This is needed for the new sewer truck.**

**General Manager Garza took his ethics training at Stanislaus County. He has copies of all of the documents and can make copies for you if you like.**

1. **Staff Comments.**

**None.**

1. **Open Session Disclosure Regarding Closed Session Items pursuant to Government Code Section 54957**

**Closed Open Session at 2:05 p.m.**

1. **CLOSED SESSION**
2. **Public Employee Performance Evaluation pursuant to Government Code Section 54957 Title: General Manager**
3. **Open session Report on Closed Session Pursuant to Government Code Section 54957.1.**

**Reconvened into Open Session at 2:25 p.m.**

**No reportable action, item tabled for May 23, 2023 meeting.**

1. **Director Comments.**

**None.**

1. **Adjournment**

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**