**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

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

1. **Call to Order.**

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

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

**Present were President Knee, Vice President Parker, Director Reforma, Director Vasquez and Director Bernal was absent. Also present were General Manager Garza, Maintenance Operations Director Mike Jones and Board Secretary Michelle Harris.**

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

**No Action Taken.**

1. **Agenda Changes**

**None.**

1. **Conflict of Interest:**

**None.**

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

**None.**

1. **Presentations.**

**OPTUM Investment Partners Presentation.**

**Rob Michalik and David Bilby of OPTUM gave a presentation regarding investing. This will be brought back at the March meeting for further discussion.**

1. **Consent Agenda.**
2. **Approve Minutes for the January 24, 2023, Meeting.**

**There was a motion made to approve Consent item A 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 Bernal(ABSENT).**

1. **Approve Warrant Register for February 28, 2023.**

**There was a motion made to approve Consent Item B by Director Reforma and a second by Vice President Parker. Director Reforma(M), Vice President Parker(S), President Knee(AYE) and Director Bernal(ABSENT).**

1. **Discussion/Possible Action Items.**

**None.**

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

**Board Secretary Michelle Harris went over the Revenue, Expenses and Cash for the month of January. She gave the board information regarding the required ethics and sexual harassment training as well as the dates for the SDLA Conference that will be held in October.**

1. **Maintenance Staff Report.**

**Maintenance Operations Director Mike Jones informed the board that the District has used 303 million gallon of water last year. For the month of January we used 14.6 million gallons. We are still replacing meters. It is taking longer than it should because the meters are dying and we are running low on replacements. It is taking longer than expected to receive or orders. There will be a 123 TCP meeting next week to discuss items that have been brought up that we did not originally think of. There were no SSO’s for the month of January. We have replaced some lamp holes with manholes. This is something we had planned on doing but since we have received the new vac truck we do not feel it will be necessary. The hose on the truck is 800 feet which will take care of a lot more line that we had anticipated. We are going to be purchasing head phones to communicate while operating the vac truck as well as a sanitizing device. This device will be placed on the truck and as the hose gets used it will be sanitized which will kill bacteria and eliminate COVID, Flu and other illnesses caused by bacteria. There was a streetlight placed in the wrong area on Washington Road. The engineering firm for Keyes 19 was looking over the maps and found that two street lights had not been installed and one had been placed in the wrong area. The County inspector approved the placement of the streetlight. At this time we are reviewing the information to see what is needed to either correct the location or leave it where it is.**

1. **See General Manager Review Information.**

**General Manager Garza explained that it is time for his review. Attorney Dennis Hay explained the process of review.**

1. **Staff Comments.**

**None.**

1. **Director Comments.**

**None.**

1. **Closed Session**
2. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9**

**There was a motion made to enter closed session 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).**

1. **Return to Open Session: Report on Closed Session**

**There was a motion made to close closed session and re enter into open session 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 Bernal(ABSENT).**

1. **Adjournment**
2. **There was a motion made to adjourn the meeting 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 Bernal(ABSENT).**

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**