**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, December 15, 2020**

**Time: 1:00 p.m.**

**Place: Keyes Community Services District, 5601 7th St., Keyes, Ca.**

**SPECIAL MINUTES**

1. **Call to Order.**

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

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

Present were Vice President Robertson, Director Alexander, Director Jones and Director Knee was present via phone. President Parker was absent. Also present were General Manager Garza, Board Secretary Michelle Harris, Maintenance Operations Director Michael Jones and Attorney Pinasco and Sean Pinkston were present by Zoom.

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

None.

1. **Consent Agenda.**
   1. **Approve Minutes for the November 24, 2020 Meeting.**
   2. **Approve Warrant Register for December 15, 2020.**
   3. **Amend Employee Handbook.**

There was a motion made to accept the consent agenda by Director Jones and a second by Director Alexander. Director Jones(M), Director Alexander(S), Vice President Robertson(AYE), Director Knee(AYE) and President Parker(ABSENT)

1. **DISCUSSION/POSSIBLE ACTION ITEMS**
2. **Items from General Manager.**
   1. **Administrative Staff Report.**

Board Secretary Michelle Harris went over the Revenue and Expenses for the month of November 2020.

* 1. **Maintenance Report.**

Maintenance Operations Director Michael Jones went over the water production for November, our daily average and usage for the year to date. There were no SSO’s for the month of November. The work at the lift station is still ongoing. The contractor for Keyes 19 South has started work on the storm, sewer and water lines. This will include work on Washington road which may require the road to be reduced to a one lane road or to be shut down and detour traffic.

* 1. General Manager Garza will reach out to Tesco to get things going on the lift station. Garrett Arnaudo said they should be done by February 1, 2020.
  2. We still have not heard anything back from the fire department regarding the land we would like to purchase.
  3. On January 5,2020, we will be meeting with Clayton Tuckfield and Albert Peche regarding the rate study.
  4. DAC Construction will start the remodel on the board room on December 21, 2020.
  5. We will be having an employee luncheon on December 18, 2020 form 11:00am to 1:00pm.

1. **Staff Comments.**

The lift station work is continuing, but there has been a setback due to a TESCO matter.

1. **Director Comments**

None.

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

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

**One (1) case**

Keyes Community Services District entered Closed Session at 1:16pm.

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

Keyes Community Services District entered Open Session at 1:19pm.

No Reportable Action.

1. **Adjournment**

There was a motion made to adjourn the meeting at 1:21pm by Director Alexander and a second by Director Eddie Jones. Director Alexander(M), Director Jones(S), Vice President Robertson(AYE), Director Knee(AYE) and President Parker(ABSENT).

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**