**KEYES COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Date: Tuesday, March 26, 2024 Minutes**

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

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 Parker, Director Reforma, Director Vasquez, Director Chavez, and Vice President Knee was absent. Also present were General Manager Garza, Attorney Dennis L. Hay, Maintenance Director Mike Jones, and Administrative Assistant Christy Brown sat in for Board Secretary Michelle Harris.

1. **Agenda Changes**

None.

1. **Conflict of Interest:**

None.

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

None.

1. **Presentations.**

None.

1. **Consent Agenda.**
2. **Approve Minutes for the February 27, 2024, Meeting.**
3. **Approve Warrant Register for March 26, 2024.**

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

1. **Discussion/Possible Action Items.**
2. **Discussion and Possible Action to approve the job description for Utilities Maintenance Crew Leader.**

General Manager Garza went over the situation that we experienced when we had a power outage on March 7, 2024. We had a power surge and it resulted in communication loss between our water wells, the arsenic plant, and our SCADA. By losing communication we had to call in a wonder ware tech to see if they could figure out what the issues were. By doing this we had to have people running back and forth to the wells to see how to remedy the situation. Mike said that it would be good to have someone as a lead so they could direct the other employees when they are out in the field if the director and the supervisor are unavailable. Director Chavez asked if we were looking to hire a new employee or from within. President Parker said that with a 5-person crew he has a hard time explaining a 3-person leadership. He feels that when we need to focus more on the 3 individuals licensing and skill set and get them to understand their jobs and knowing their roles. President Parker would like to Table this item. If you carry the knowledge and the skillset you should automatically have seniority. General Manager Garza said that we will add this information to the Grade II job skills.

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

Administrative Assistant Christy Brown went over the revenue, expenses, and cash on hand. She went over the nomination period for the 3 vacant seats.

1. **Maintenance Staff Report.**

The water production for the month of February was just over 13 million gallons. There were no SSO’s for the month of February. The sewer flow to the City of Turlock was estimated at 10.4 million gallons. The power outage that we experience on March 7, 2024 was caused by a fuse that blew on a transformer. This resulted in the SCADA system going down. We use Wonderware software and the person that we work with was out of the country at the time of the power outage. We had to call automation group to come out and help us get up and running during this time. We think that one of the problems could be that we did not have an up-to-date license. When the plant was built 5 years ago, we were asked if we wanted to renew our license, but we were told it was not necessary. Since this was not made to be mandatory, we did not renew it. Automation group installed a temporary license to get us up and running which will expire in August. We spoke with Lathrop on one of our visits and they told us they use Wonderware also and stressed that it was pretty expensive. They switched to Ignition, and they are very pleased. After speaking with Ignition, it could be around $40,000 for the software and then some to get everything up and running and transferred. The fees to make up for the license in Wonderware may be that expensive also. Mike would like to recommend that we switch to Ignition Software, is easier all the way around.

1. The bids for the 123 TCP Project will be open at April 16, 20204 at 2:00pm
2. E Garza has been working with Christy Brown on the Saturday workshop and it is posted already.
3. **Staff Comments.**

None.

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

Close Open Session at 1:31 pm.

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.**

Reconvene Open Session

1. **Director Comments.**
2. **Adjournment**

There was a motion made to adjourn the meeting.

**Minutes taken by: Christy Brown**

**Minutes typed by: Michelle Harris**