

**KEYES COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**Date: Tuesday, March 24, 2026 Minutes**

**Time: 6:00 p.m.**

**1. Call to Order**

The meeting was called to order at 6:00pm.

**2. Pledge of Allegiance**

**3. Roll Call**

Present were President Parker, Vice President Knee, Director Vasquez and Director Reforma was absent. Also present were General Manager Powers, Attorney Dennis Hay and Board Secretary Michelle Harris.

**4. Agenda Changes**

None.

**5. Conflict of Interest: None.**

**6. Public Comment on Non-Agenda Items :**

**7. Presentations.**

**8. Consent Agenda**

**1. Approve Minutes for the February 24, 2026 Regular Meeting.**

There was a motion made to approve the Minutes for February 24, 2026 by Vice President Knee and a second by Director Vasquez. Vice President Knee(M), Director Vasquez(S), President Parker(AYE), and Director Reforma(ABSENT).

**9. Discussion and Possible Action Items.**

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

There was a motion made to appoint Shannon Williams to fill the vacant board seat and approve Resolution 2016-598 by Director Vasquez and a second by Vice President Knee. Director Vasquez(M), Vice President Knee(S), President Parker(AYE), and Director Reforma(ABSENT).

**B. Administer Oath of Office to newly Appointed Director.**

Board Secretary Michelle Harris administered the Oath of Office to Shannon Williams.

**C. Discussion and Possible Action to Approve the Warrant Register for March 24, 2026.**

There was a motion made to approve the warrant register for March 24, 2026 by Director Williams and a second by Director Vasquez. Director Williams(M), Director Vasquez(S), President Parker(AYE), Vice President Knee(AYE), and Director Reforma(ABSENT).

**D. Discussion and Possible Action to approve a Credit Card Policy.**

There was a motion made to approve Resolution 2026-599 adopting the Interim Credit Card Policy and authorizing the issuance of credit cards by Vice President Knee and a second by Director Vasquez. Vice President Knee(M), Director Vasquez(S), President Parker(AYE), Director Williams(AYE), and Director Reforma(ABSENT).

**E. Discussion and Possible Action to approve Resolution 2026-600 Forming a Committee to review and propose Amendments to the Keyes Community Services District Ordinance Code.**

There was a motion made to approve Resolution 2026-600 to form a Committee to review and propose amendments to the Keyes Community Services District Ordinance Code. The formation of the committee will be tabled until the April 28, 2026, by Vice President Knee and a second by Director Williams. Vice President Knee(M), Director Williams(S), President Parker(AYE), Director Vasquez(AYE), and Director Reforma(ABSENT).

**10. Items From General Manager.**

**A. Administrative Staff Report.**

Mandatory training for SB827 and AB1234 is required to be completed every two years for local officials, elected officers, department heads, and other administrative officers. SB827 went into effect on January 1, 2026. SB827 does not take the place of AB1234 but expands the training requirements. If you just started your service on or after January 1, 2026, your training must be complete within six months of your start date. These training certificates must be placed on our website and kept for five years. The purpose of SB827 is to enhance ethical standards and financial accountability. The General Election will take place November 3, 2026. All interested parties must go to Stanislaus County Registrar of Voters and fill out the required paperwork. July 13, 2026 to August 7, 2026 is the candidate nomination period. August 8, 2026 to August 12, 2026 is the candidate nomination extension period for anyone other than the incumbent. November 3, 2026 is election day and December 4, 2026 is when the elected officials will take office. There will be three vacant seats up for election.

**B. Maintenance Staff Report.**

We had two leaks on Lucinda Ave. We are Sterilizing the Central GAC facilities due to positive Bacti results. There were no SSO's for the month of March. The Foote Road Generator is being repaired. ACME installed Streetlight, that was knocked down due to the accident that took place in January.

General Manager Powers completed 3 of his 4 mandatory trainings. He met with our engineers and complete a walk through of our GC facilities. He is attending the Turlock East and West Subbasin TAC meetings at TID. We are reviewing our policies, practices and procedures currently. We will be changing our internal agenda

process. We are reviewing the finances and the budget is underway. We are looking at bringing the AP and PR back into the District and we will no longer be using County check. This will give us better control of our funds and investments. We are speaking with Tri Counties currently to discuss fund investment. Tri Counties has significant experience working with small agencies and understand our needs for control and fraud prevention.

**11. Staff Comments.**

None.

**12. Director Comments.**

We are waiting on the Ad Hoc dates to review the Ordinance Code.

**13. Closed Session**

**ENTER INTO CLOSED SESSION AT 6:41pm.**

Closed session regarding public security, facilities, employees, examination of witness  
Government Code § 54957

Non-Disclosure Agreements  
Street Light Damage Claim

Public Employee Evaluation Government Code § 54957(B)(1)

Title: General Manager

**14. RECONVENE INTO OPEN SESSION AT 7:45pm**

No Reportable Action.

**15. Adjournment.**

**Minutes taken by: Michelle Harris**

**Minutes typed by: Michelle Harris**