

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 12, 2013**

DIRECTORS PRESENT: Jim Johnson, Gary Sipperley, Packy Maxwell, Richard Knudson, Wes Jordan

DIRECTORS ABSENT: None

ADMINISTRATIVE STAFF PRESENT: General Manager Trott, Board Secretary Lawton, Fire Chief McNeal, Operations Manager Perry, Finance Officer Higgins

AUDIENCE: Firefighter Interns & Families, Jason Karney, Lewis Giambruno, Tim Gisi

CALL TO ORDER: President Johnson called the meeting to order at 9 am.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

- A. Introduction & badge pinning for new interns Marks, Adams, and Gomes.
- B. Director Sipperley asked the Board to approve adding an item that was not included in the agenda—a Resolution of Appreciation for Jeanne Lawton.

***INTRODUCTION OF RESOLUTION #13-26: Sipperley
MOTION: Maxwell; SECOND: Jordan
AYES ROLL CALL: Johnson, Sipperley, Knudson, Jordan, Maxwell***

COMMUNICATIONS: Letter received from Tom Scesa, General Manager of Tuolumne Utilities District, expressing appreciation for transfer of water during the ditch outage. GM Trott wanted to especially commend Operations Manager Perry for fostering collaboration and a establishing a strong relationship with TUD.

CONSENT AGENDA:

- A. Approval of financial statements through November 30, 2013.
- B. Approval of the minutes of the Regular Meeting of November 14, 2013.

MOTION: Sipperley; SECOND: Knudson; AYES: All

OLD BUSINESS:

- A. Discussion/action regarding approval of the second reading of Policy #2300, "Volunteer Program".

MOTION: Sipperley; SECOND: Jordan; AYES: All

- B. Discussion/action regarding approval of the second reading of Policy #2301, "Program Description – Reserve Firefighter/Reserve Operator".

MOTION: Maxwell; SECOND: Sipperley; AYES: All

NEW BUSINESS:

- A. Discussion/action to rescind Resolution #11-21 and approve Resolution #13-25, changing the Board Secretary position from the Customer Service Representative to the Finance Officer.

INTRODUCTION OF RESOLUTION #13-25: Maxwell

MOTION: Sipperley; SECOND: Jordan

AYES ROLL CALL: Johnson, Sipperley, Knudson, Maxwell, Jordan

- B. Annual Board review of Policy #2082, "Internet, email and Electronic Communication Ethics, Usage and Security". No amendments to the policy were made.

MOTION: Maxwell; SECOND: Sipperley; AYES: All

- C. Discussion/action regarding approval of the first reading of amended Policy #3015, "Investment Policy".

MOTION: Maxwell; SECOND: Sipperley; AYES: All

- D. Discussion/action regarding approval of the first reading of amended Policy #1065, "Park Fee Schedule".

MOTION: Sipperley; SECOND: Jordan; AYES: All

- E. Discussion/action regarding approval of reclassification of Fiscal Year 2013-14 budget and chart of accounts.

MOTION: Sipperley; SECOND: Knudson; AYES: All

- F. Discussion/action regarding approval of strategic planning workshops and workshop schedule.

- GM Trott recommended Jan 6 & Jan 7 as possible workshop days to complete/revise the THCS D strategic plan. Directors agreed to the above dates.

MOTION: Maxwell; SECOND: Sipperley; AYES: All

- G. Discussion regarding 2014 calendar dates for Committee and Board meetings.

- Directors discussed and approved all 2014 Committee and Board meeting dates including the change of the January committee meetings to January 3.

MOTION: Knudson; SECOND: Sipperley; AYES: All

- H. Discussion/appointment of Board President and Vice President for calendar year 2014.

- Director Maxwell was nominated for president.

MOTION: Jordan; SECOND: Knudson; AYES: 2; NOES: 2; ABSTAIN: 1

- Director Sipperley was nominated for president.

MOTION: Maxwell; SECOND: Johnson; AYES: 4; NOES: 0; ABSTAIN: 1

- Director Maxwell was nominated for vice-president.

MOTION: Jordan; SECOND: Knudson; AYES: 4; NOES: 0; ABSTAIN: 1

Director Sipperley asked Directors to submit requests for Committee assignments to him for consideration.

- I. Discussion regarding amending Policy 1010, "Adoption/Amendment of Policies".
 - GM Trott stated that two readings of policies is not required by law and recommended that policy 1010 be revised, allowing for one reading only of amended policies.
 - Directors will review the policy in committee meetings and a revision of policy 1010 will be brought forward to the January board meeting for action.

REPORTS:

President & Board Member Report:

- President Johnson thanked board members and staff for their dedication and contributions during his presidency.

Park & Recreation

- The December committee meeting was canceled.
- Foul ball net project delayed due to weather. Will recommence when weather permits.

Water/Sewer

- Lower Shady Brook pond lease is complete
- Due to cold temperatures, personnel checked water meters for excessive use related to frozen/broken pipes and shut off water when major issues were found.
- Public education advertisement issued, reminding customers to not put grease down the drain. Sent in partnership with TUD, GCSD, Jamestown Sanitary District, and Tuolumne City Sanitary District.

Fire

- The December committee meeting was canceled.
- Sold engine 725 for \$15,000.
- Simulation software that allows for training on potentially all commercial buildings in Twain Harte will be purchased shortly.
- Rescue truck is exhibiting transmission issues.
- Secured two infrared cameras for the price of one.

Finance Officer

- Calpers/Social Security vote held on November 15th. Employees (both Safety & Misc) voted to continue making Social Security contributions.


General Manager

- Received park donations to date of \$13,580.
- Received a donation from Twain Harte Rotary of \$3,000 designated for new fire engine inventory.
- Escrow closing date for the purchase of the Upper Shadybrook pond is January 2, 2014.
- Completing an estimate for Vantage Point. Will be presented with the mid-year budget review.

Adjournment


The Regular Meeting was adjourned at 10:55 am.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Jim Johnson, President