

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 14, 2022

CALL TO ORDER: President Sipperley called the meeting to order at 9:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Mannix
Director Knudson
Director deGroot

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief - Remotely
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 4 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

*Richard Combs presented information regarding a Neighborhood Radio Watch program.
Chris Trott thanked the District for their excellence and what they provide to the community.*

CORRESPONDENCE:

- A. Letter from State Parks and Recreation: Award of \$1,202,700 Rural Recreation and Tourism Grant for Twain Harte Meadows Park.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2022
- B. Approval of the minutes of the Regular Meeting held on August 10, 2022.
- C. Annual review of Policy #2002 – Discrimination.
- D. Annual review of Policy #3030 – Injury and Illness Prevention Program.

MOTION: Director Mannix made a motion to accept the consent agenda in its entirety.

SECOND: Director Knudson

AYES: Mannix, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

ABSENT: Bohlman

NEW BUSINESS:

- A. Discussion/action to approve Resolution #22-30 – Awarding a Construction Contract to True Blue Automation Services in the Amount of \$135,000 for the Motor Control Center (MCC) Replacement Project and Approving an \$85,000 Fiscal Year 22-23 Water Fund Budget Adjustment.

MOTION: Director deGroot made a motion to approve Resolution #22-30 with minor grammatical corrections.

SECOND: Director Mannix

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- B. Discussion/action to approve Resolution #22-31 – Approving the Department of Forestry and Fire Protection Agreement #7GF22124 for a \$5,141 Grant through the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

MOTION: Director Mannix made a motion to approve Resolution #22-31– Approving the Department of Forestry and Fire Protection Agreement #7GF22124 for a \$5,141 Grant through the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

SECOND: Director deGroot

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- C. Discussion/action to authorize repurposing of Proposition 68 Per Capita Grant.

MOTION: Director Mannix made a motion to authorize the repurposing of Prop 68 Per Capita Grant as presented.

SECOND: Director deGroot

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- D. Discussion/action to adopt revisions to Policy #2001 – Hiring Policy.

MOTION: Director deGroot made a motion to adopt revisions to Policy #2001 as presented.

SECOND: Director Knudson

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- E. Discussion/action to adopt revisions to Policy #3100 – Records Retention and Destruction.

MOTION: Director Sipperley made a motion to adopt revisions to Policy #3100 as presented.

SECOND: Director deGroot
AYES: deGroot, Mannix, Sipperley, Knudson
NOES: None
ABSTAIN: None
ABSENT: Bohlman

F. Discussion/action regarding ongoing public outreach efforts.

MOTION: Director Mannix made a motion to continue public outreach efforts on a monthly basis.

SECOND: Director deGroot
AYES: deGroot, Mannix, Sipperley, Knudson
NOES: None
ABSTAIN: None
ABSENT: Bohlman

REPORTS:

President and Board Member Reports

- *President Sipperley summarized his written report and summarized his attendance at the IRWM JPA meeting.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez. Carol Hallet from CERT provided a verbal summary of her report as well.*

Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno

- *A verbal summary of the written report was provided.*

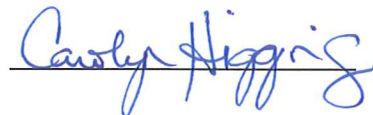
General Manager Report Provided by General Manager Trott

- *A verbal summary of the written report was provided.*

ADJOURNMENT:

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,



Carolyn Higgins, Finance Officer

APPROVED:



Gary Sipperley, President