

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**April 11, 2024**

**CALL TO ORDER:** President Sipperley called the meeting to order at 5:30 p.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

President Sipperley  
Director Mannix  
Director Dearborn

**STAFF:**

Tom Trott, General Manager  
Neil Gamez, Fire Chief  
Lewis Giambruno, Operations Manager

**AUDIENCE:** 1 Attendees

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

*Bruce Erikson made a public comment.*

**COMMUNICATIONS:**

- A. Comment Letter to California Department of Housing and Community Development – Surplus Land Act Guidelines.
- B. Letter of Support for HR 7525 – Special District Grant Accessibility Act.

*General Manager Trott gave a verbal report describing the communications items.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through March 31, 2024.
- B. Approval of the minutes of the Regular Meeting held on March 13, 2024.

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

***SECOND: Director Dearborn***

***AYES: Sipperley, Dearborn, Mannix***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson, Bohlman***

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forest Water Main Replacement Project.

**MOTION: Director Dearborn made a motion to adopt Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forest Water Main Replacement Project.**

**SECOND: Director Mannix**

**AYES: Sipperley, Dearborn, Mannix**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson, Bohlman**

- B. Discussion/action to adopt Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.

**MOTION: Director Mannix made a motion to adopt Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.**

**SECOND: Director**

**AYES: Sipperley, Dearborn, Mannix**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson, Bohlman**

- C. Discussion/action to adopt Resolution #24-12 - Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2.

**MOTION: Director Dearborn made a motion to adopt Resolution #24-12 – Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2.**

**SECOND: Director Mannix**

**AYES: Sipperley, Dearborn, Mannix**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson, Bohlman**

## **REPORTS:**

### **President and Board Member Reports**

- Director Mannix reported on attending the Twain Harte chamber of commerce mixer and the TCSDA meeting.
- President Sipperley reported on attending the LAFCO meeting.

### **Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided.

### **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.

**CLOSED SESSION:** *The Board of Directors convened into closed session at 6:43 p.m.*

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
  
- B. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6: Conference with Labor Negotiators

Board Representatives: Gary Sipperley, Eileen Mannix, Mary Dearborn  
Unrepresented Employee: General Manager

*President Sipperley reconvened the meeting into regular session at 8:06 p.m. with an oral recommendation regarding possible proposed changes to salary and/or fringe benefits of the General Manager.*

**NEW BUSINESS (CONTINUED):**

- A. Oral recommendation regarding possible proposed changes to salary and/or fringe benefits of the General Manager.

*The Board made the following oral recommendation to be considered in open session at its next meeting:*

*Amend the General Manager Employment Agreement to increase the General Manager's base salary by 4%, effective July 1, 2024. This increase will not negate or take the place of any cost of living adjustments provided through the existing General Manager Employment Agreement for Fiscal Year 2024-25.*

**ADJOURNMENT:**

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

  
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Kimberly Silva, Board Secretary

APPROVED:

  
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Eileen Mannix, Vice President