

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**January 8, 2025**

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

**DIRECTORS:**

President Mannix  
Director Sipperley  
Director Bohlman  
Director Dearborn  
Director Mitchell

**STAFF:**

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

**AUDIENCE:** 3 Attendees

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

*Bruce Erikson made a public comment.*

*Carol Hallet made a public comment about the wildfires affecting Southern California and thanked all of the deployed first responders, including Twain Harte Fire Department.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through December 31, 2024.
- B. Approval of the minutes of the Regular Meeting held on December 11, 2024.

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

***SECOND: Director Dearborn***

***AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell***

***NOES: None***

***ABSTAIN: None***

***ABSENT: None***

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #25-01 - Approval of Fiscal Year 2024-25 Mid-Year Budget Adjustment.

***MOTION: Director Sipperley made a motion to adopt Resolution #25-01 - Approval of Fiscal Year 2024-25 Mid-Year Budget Adjustment.***

***SECOND: Director Bohlman***

***AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell***

**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

- B. Discussion/action to adopt Resolution #25-02 – Approval of Revised Fiscal Year 2024-25 Salary Plan to Add an Administrative Services Manager Position.

**MOTION: Director Dearborn made a motion to adopt Resolution #25-02 – Approval of Revised Fiscal Year 2024-25 Salary Plan to Add an Administrative Services Manager Position.**

**SECOND: Director Sipperley**

**AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

- C. Discussion/action to adopt Resolution #25-03 – Awarding a Construction Contract to Peterson Excavation Inc. in the Amount of \$320,343 for the Office and Training Site Stormwater Improvement (Project #400-57-0001).

**MOTION: Director Bohlman made a motion to adopt Resolution #25-03 – Awarding a Construction Contract to Peterson Excavation Inc. in the Amount of \$320,343 for the Office and Training Site Stormwater Improvement (Project #400-57-0001).**

**SECOND: Director Mitchell**

**AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

- D. Introduction of Ordinance #26-02 – Setting Forth Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.

**MOTION: Director Sipperley made a motion to approve the Introduction of Ordinance #26-02 – Setting Forth Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.**

**SECOND: Director Bohlman**

**AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

- E. Discussion/action to adopt revisions to Policy #3040 – Purchasing and Expense Authorization.

**MOTION: Director Sipperley made a motion to adopt revisions to Policy #3040 – Purchasing and Expense Authorization.**

**SECOND: Director Dearborn**

**AYES: Sipperley, Mannix, Bohlman, Dearborn, Mitchell**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

- F. Annual review of Policy #4010 – General Duties of the Board of Directors.

*Per Section 4010.40 of District Policy #4010, the Board conducted an annual review for refresher training and self-evaluation and recommended no changes at this time.*

- G. Annual review of Policy #4030 – Code of Ethics and Conduct.

*Per Section 4030.30 of District Policy #4030, the Board conducted an annual review for refresher training and self-evaluation and recommended no changes at this time.*

- H. Discussion to welcome and provide Board-led orientation to new Board member.

*The Board discussed enhancing the District's onboarding process for new Board Directors by involving the entire Board in the orientation utilizing a series of questions to serve as a guide for the orientation. The goal is for current Directors to welcome new members and share their experience to help them work effectively together in serving District customers.*

- I. Annual Board self-assessment of performance and identification of improvement opportunities.

*The Board was pleased with the results and noted an opportunity to improve on preparedness for Board meetings by reviewing materials more thoroughly in advance of the meeting.*

- J. Discussion regarding update of the District's Strategic Plan.

*The Board provided direction to staff to start the process of putting out the community survey in January or February with a plan to hold a community workshop March 13-14, 2025.*

## **REPORTS:**

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

- Director Sipperley reported that he was waiting to hear if a JPA IRWM meeting would be held this morning.*
- Director Mitchell spoke to the Fire Committee and how they spoke about the parking lot improvements project.*
- President Mannix reported no LAFCO meeting this month. TUO CO CSDA meeting will be on Monday 1/13/2025, location TBD.*

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

- A verbal summary of the written report was provided.*
- CERT - Carol Hallet provided a verbal summary of the written report that 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.

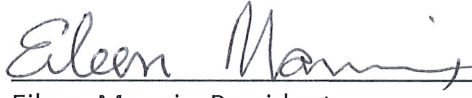
**ADJOURNMENT:**

The meeting was adjourned at 11:38 a.m.

Respectfully submitted,

APPROVED:

  
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Kimberly Silva, Board Secretary

  
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Eileen Mannix, President