

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**May 8, 2024**

**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 Mannix  
Director Knudson  
Director Bohlman

**STAFF:**

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

**AUDIENCE:** 30 Attendees

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

*Carol Hallet made a public comment.*

*Gary Sipperley made a public comment.*

**PRESENTATIONS:**

A. CAL FIRE presentation on Standards of Coverage study.

*CAL FIRE TCU Chief Casci gave a presentation regarding the recent standards of coverage study completed by Tuolumne County. The report is intended to be used to establish data-driven recommendations to improve fire protection and emergency medical services response times throughout the county.*

B. Twain Harte Area CERT presentation honoring years of service.

*Member Mike Mandell of Twain Harte Area CERT presented an award to Carol Hallet honoring her ten years of service.*

C. Fire Division field save recognition awards.

*Chief Gamez presented awards in recognition of those individuals involved in a field save that took place within the District.*

**CONSENT AGENDA:**

A. Presentation and approval of financial statements through April 30, 2024.

B. Approval of the minutes of the Regular Meeting held on April 10, 2024.

C. Discussion/action to adopt Resolution #24-13 – Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.

- D. Discussion/action to adopt Resolution #24-14 – Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.
- E. Discussion/action to adopt Resolution #24-15 –Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire and Rescue Assessment District.

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

***SECOND: Director Mannix***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

**PUBLIC HEARING:**

- A. Open public hearing.
- B. Presentation of the proposed Mitigated Negative Declaration for the Twain Harte Community Services District Water System Improvements Project.
- C. Review written comments.
- D. Receive public comment.
- E. Close public hearing.
- F. Discussion/action to adopt Resolution #24-16 – Adoption of a Mitigated Negative Declaration for the Twain Harte Community Services District (THCSD) Water System Improvements Project.

***MOTION: Director Knudson made a motion to adopt Resolution #24-16 – Adoption of a Mitigated Negative Declaration for the Twain Harte Community Services District (THCSD) Water System Improvements Project.***

***SECOND: Director Mannix***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

**NEW BUSINESS:**

- A. Discussion/action to adopt the 20-Year Vehicle/Equipment Replacement Plan for Fiscal Year 2024-25.

***MOTION: Director Bohlman made a motion to adopt the 20-Year Vehicle/Equipment Replacement Plan for Fiscal Year 2024-25.***

***SECOND: Director Knudson***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

- B. Update on District sewer relining program and high priority sewer system projects.

*GM Trott provided an update regarding the progress the District has made toward addressing the highest risk portions of the sewer system and the plan in place to complete all projects on the 20-year plan within the next 10 years.*

- C. Discussion/action to approve General Manager Employment Agreement Amendment #3.

***MOTION: Director Mannix made a motion to approve General Manager Employment Agreement Amendment #3 with the following revisions: (1) increase the General Manager's salary by 12% and (2) add a clause requiring the District to perform another General Manager salary comparison study in 2025.***

***SECOND: Director Bohlman***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

- D. Discussion/action to approve proposed revisions to Policy #2004 - Alcohol-Tobacco-Vapor Products and Drug Abuse Policy.

***MOTION: Director Knudson made a motion to approve proposed revisions to Policy #2004 - Alcohol-Tobacco-Vapor Products and Drug Abuse Policy.***

***SECOND: Director Bohlman***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

- E. Discussion/action to adopt Policy #2005 - DOT Employee Substance Abuse and Testing.

***MOTION: Director Bohlman made a motion to adopt Policy #2005 - DOT Employee Substance Abuse and Testing.***

***SECOND: Director Knudson***

***AYES: Knudson, Mannix, Bohlman***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Dearborn, Sipperley***

- F. Discussion/action to approve proposed revisions to Policy #2031 — Vacation.

***MOTION: Director Knudson made a motion to approve proposed revisions to Policy #2031 — Vacation.***

***SECOND: Director Bohlman***

**AYES: Knudson, Mannix, Bohlman**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Dearborn, Sipperley,**

- G. Discussion/action to approve proposed revisions to Policy #2161 – Whistleblowers Policy.

**MOTION: Director Bohlman made a motion to approve proposed revisions to Policy #2161 – Whistleblowers Policy.**

**SECOND: Director Knudson**

**AYES: Knudson, Mannix, Bohlman**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Dearborn, Sipperley**

- H. Discussion/action to approve an Agreement for Professional Services with Watershed Progressive for the Office and Training Parking Lot Stormwater Improvements Design.

**MOTION: Director Bohlman made a motion to approve an Agreement for Professional Services with Watershed Progressive for the Office and Training Parking Lot Stormwater Improvements Design.**

**SECOND: Director Knudson**

**AYES: Knudson, Mannix, Bohlman**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Dearborn, Sipperley**

#### **REPORTS:**

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

- *Director Mannix 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.*

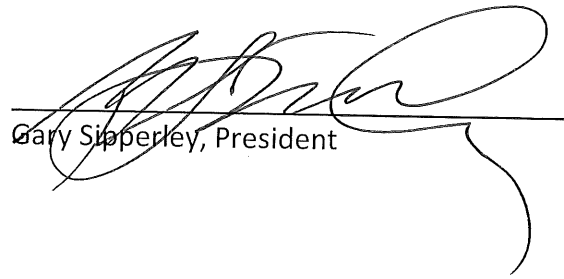
#### **ADJOURNMENT:**

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,

APPROVED:

  
Kimberly Silva, Board Secretary

  
Gary Sipperley, President