

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**March 8, 2023**

**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:**

Director Mannix, President  
Director Sipperley  
Director Knudson  
Director deGroot  
Director Bohlman

**STAFF:**

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

**AUDIENCE:** 4 Attendees

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

*No public comment.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through February 28, 2023.
- B. Approval of the minutes of the Regular Meeting held on February 8, 2023.  
***MOTION: Director Sipperley made a motion to accept the consent agenda in its entirety.***  
***SECOND: Director deGroot***  
***AYES: Mannix, Sipperley, Knudson, deGroot, Bohlman***  
***NOES: None***  
***ABSTAIN: None***

**NEW BUSINESS:**

- A. Annual review of Policy #1030 – Communications Policy.
- B. Discussion/action to approve proposed revisions to Policy #2031 – Vacation.  
***MOTION: Director deGroot made a motion to approve proposed revisions to Policy #2031 – Vacation.***  
***SECOND: Director Bohlman***  
***AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman***  
***NOES: None***  
***ABSTAIN: None***
- C. Discussion/action to approve proposed revisions to Policy #3100 – Records Retention and Destruction.

**MOTION: Director Bohlman made a motion to approve proposed revisions to Policy #3100 – Records Retention and Destruction.**

**SECOND: Director Sipperley**

**AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman**

**NOES: None**

**ABSTAIN: None**

- D. Discussion/action regarding potential impacts of proposed Tuolumne Utilities District water and sewer rate increase on District rates.

- E. Discussion/action to approve a revised Mutual Assistance and Administrative Services Agreement with Strawberry Fire Protection District.

**MOTION: Director Sipperley made a motion to approve a revised Mutual Assistance and Administrative Services Agreement with Strawberry Fire Protection District.**

**SECOND: Director deGroot**

**AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman**

**NOES: None**

**ABSTAIN: None**

- F. Discussion/action to adopt Resolution #23-04 – Designation of Applicant’s Agent Resolution for Non-State Agencies.

**MOTION: Director deGroot made a motion to adopt Resolution #23-04 – Designation of Applicant’s Agent Resolution for Non-State Agencies.**

**SECOND: Director Knudson**

**AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman**

**NOES: None**

**ABSTAIN: None**

- G. Discussion/action to adopt Resolution #23-05 – Approval of a Fiscal Year 2022-23 Park Fund Budget Adjustment for the Tennis/Pickleball Courts Expansion, Ballfield LED Lights and Upgrades, and Skate Park Improvements Projects.

**MOTION: Director Sipperley made a motion to adopt Resolution #23-05 – Approval of a Fiscal Year 2022-23 Park Fund Budget Adjustment for the Tennis/Pickleball Courts Expansion, Ballfield LED Lights and Upgrades, and Skate Park Improvements Projects.**

**SECOND: Director Bohlman**

**AYES: Mannix, Sipperley, deGroot, Bohlman**

**NOES: None**

**ABSTAIN: Knudson**

- H. Discussion/action to adopt Resolution #23-06 – Approval of Partial Purchase of the Twain Harte Community Center by the Fire Fund and Approving Fiscal Year 2022-23 Fire and Park Fund Budget Adjustments for said Purchase and Related Community Center Improvements Project.

**MOTION: Director Sipperley made a motion to adopt Resolution #23-06 – Approval of Partial Purchase of the Twain Harte Community Center by the Fire**

***Fund and Approving Fiscal Year 2022-23 Fire and Park Fund Budget Adjustments for said Purchase and Related Community Center Improvements Project.***

***SECOND: Director Bohlman***

***AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman***

***NOES: None***

***ABSTAIN: None***

**REPORTS:**

**President and Board Member Reports**

*-No report.*

**Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided by Chief Gamez.*
- A verbal summary of the CERT written report was provided by Carol Hallet.*

**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 10:30 a.m.***

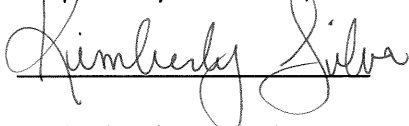
- A. Conference with Labor Negotiators pursuant to Government Code §54957.6  
Agency Designated Representatives: General Manager Trott, Finance Officer Higgins and Fire Chief Gamez  
Employee Organization: Stanislaus Consolidated Firefighters L3399, IAFF

*President Mannix reconvened the meeting into regular session at 10:38 a.m. with no reportable action.*

**ADJOURNMENT:**


The meeting was adjourned at 10:39 a.m.

Respectfully submitted,



Kimberly Silva, Board Secretary

APPROVED:



Eileen Mannix, President