

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 8, 2016**

CALL TO ORDER: Vice President Johnson called the meeting to order at 9:00 a.m.

The following Directors, Staff, and Community Members Were Present:

DIRECTORS:

Director Johnson, Vice President
Director Knudson
Director McManus
Director Sipperley

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Board Secretary/Finance Officer
Todd McNeal, Fire Chief

AUDIENCE:

Two Members of the Public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

COMMUNICATIONS:

None

CONSENT AGENDA:

- A. Presentation and approval of the preliminary financial statements through August 31, 2016.
- B. Approval of the minutes of the Regular Meeting on August 11, 2016.
- C. Annual review of Policy #2002, "Discrimination"

MOTION: Director Sipperley made a motion to approve the consent agenda.

SECOND: Knudson

AYES: All Present

ABSENT: Mannix

OLD BUSINESS:

- A. Discussion/action regarding review and continuance of order of emergency action for completion of Well #3 Water Supply Project.

GM Trott asked the board to consider whether the emergency action should be continued and to consider if it is necessary to address the current water supply shortage emergency that still exists as declared by this district, the county and the state and to determine if this project is needed to address this emergency and if the emergency situation will not permit a delay resulting from formal competitive bidding.

MOTION: *Director Sipperley made a motion to continue the order of emergency action for the Well #3 project.*

SECOND: *McManus*

AYES: *All Present*

ABSENT: *Mannix*

NEW BUSINESS:

- A. Discussion/action to adopt Policy #1031, "District Sponsored Social Media Communications".

MOTION: *Director Sipperley made a motion to adopt policy #1031.*

SECOND: *Knudson*

AYES: *All Present*

ABSENT: *Mannix*

- B. Discussion/action to adopt revisions to Policy #2082, "Internet, Email and Electronic Communication Ethics, Usage and Security".

MOTION: *Director Sipperley made a motion to adopt revisions to Policy #2082.*

SECOND: *McManus*

AYES: *All Present*

ABSENT: *Mannix*

- C. Discussion/action to adopt revisions to Policy #2004, "Alcohol and Drug Abuse Policy".

MOTION: *Director Sipperley made a motion to adopt the revisions to Policy #2004.*

SECOND: *Knudson*

AYES: *All Present*

ABSENT: *Mannix*

- D. Discussion/action to adopt revisions to Policy #1065, "Facility Rental Fee Schedule".

MOTION: *Director Sipperley made a motion to adopt the revisions to Policy #1065.*

SECOND: *McManus*

AYES: *All Present*

ABSENT: *Mannix*

REPORTS:

President & Board Member Report

- *Director Sipperley reported that there was no IRWM meeting this month.*

Park & Recreation/Citizen Oversight Committee and Operations Report

- *Director McManus reported that a community member attended the meeting and stated that he would like to help us obtain a grant to resurface the tennis courts. GM Trott stated that he has since heard from the community member and our tennis courts don't fit the dimensions required by the grant. Director McManus also stated that they spoke about the bocce courts and shade structure and the park land donation.*

Water/Sewer Committee and Operations Report

- Director Sipperley stated that the committee spoke about continuance of the water shortage emergency action, the tree mortality project, the county GIS mapping system, and the hiring of a temporary water/sewer operator.

Fire Committee and Fire Chief Report

- Director Knudson stated that the committee spoke about tree mortality and other issues.
- Fire Chief McNeal reported that the hose rack project is nearing completion.

Finance/Admin Committee Report

- Director Johnson stated that the committee spoke about the Vantage Pointe project and the policies approved in the beginning of the meeting.

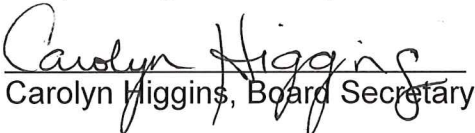
General Manager Report

- GM Trott reported that he has been attending meetings county wide regarding tree mortality. We will be utilizing a GIS mapping system that has been made available to us by the county. He also stated that PG&E they will be in the Twain Harte area two times before the end of the year. He is estimating that our tree removal program may begin in February or March. State reservoirs overall are 25% below normal. The District still maintained 31% water conservation this past month.

ADJOURNMENT:

The meeting was adjourned at 10:07 a.m.

Respectfully submitted,


Carolyn Higgins, Board Secretary

APPROVED:


Jim Johnson, Vice President