

TWIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Meeting  
April 9, 2009

President Kinsfather called the regular meeting of the Board of Directors of the Twain Harte Community Services District to order at 9:00 a.m.

**DIRECTORS PRESENT:** John Kinsfather, Gary Sipperley, Jim Johnson, Richard Knudson, and Bill Bryant.

**DIRECTORS ABSENT:** None.

**OTHERS PRESENT:** General Manager Moody, Finance Officer/Board Secretary Hilton, Operations Manager Hastings, and Fire Chief McCoy.

This meeting is recorded.

**AUDIENCE:** None.

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:** None.

**CONSENT AGENDA:**

The Consent Agenda consisted of the following:

A. Approval of financial statements through March 31, 2009.

B. Approval of the minutes of the regular meeting of March 12, 2009.

*MOTION:* Director Johnson moved to approve the financial statements through March 31, 2009 and the minutes of March 12, 2009. Director Sipperley seconded and the motion carried unanimously.

**OLD BUSINESS:**

A. Approval of the second reading of THCSO Policy 2150, Employee Discipline/Conduct/Dismissal.

*MOTION:* Director Sipperley moved to approve the second reading of THCSO Policy 2150, Employee Discipline/Conduct/Dismissal; Director Johnson seconded and the motion carried unanimously.

B. Approval of the second reading of THCSO Policy 2160, Grievance Procedure.

*MOTION:* Director Sipperley moved to approve the second reading of THCSO Policy 2160, Grievance Procedure; Director Johnson seconded and the motion carried unanimously.

**NEW BUSINESS:**

A. Discussion/action regarding approval of the first reading of THCSO Policy 2082, Internet, email and Electronic Communication Ethics, Usage and Security.

*MOTION:* Director Sipperley moved to approve the first reading of THCSO Policy 2082, Internet, email and Electronic Communication Ethics, Usage and Security; Director Bryant seconded and the motion carried unanimously.

B. Discussion/approval of funds expenditure from all departments for phase one completion (design to "shovel ready") for THCSO/Firehouse building.

*MOTION:* Director Sipperley moved to approve an expenditure, in the amount of \$26,400 to rrm group, for a "shovel ready" design of a firehouse/admin office and the expense be allocated to all departments based on

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approximate square footage. Director Johnson seconded and the motion carried with Director Bryant opposing and Director Knudson abstaining.

C. Action/Discussion regarding donation/selling of old ball field scoreboard.

MOTION: Director Sipperley moved to approve the old ball field scoreboard as surplus property and to be donated to the Christian Heights Church. Director Knudson seconded and the motion carried unanimously.

**PRESIDENT'S REPORT:** President Kinsfather reminded the Board of the committee meeting date change for the month of May, changing from the regular date of the 5<sup>th</sup>, to Monday, May 4<sup>th</sup>.

**MEMBERS COMMENTS:** Director Bryant commended the Homeowner's Association for planting the daffodils at the west Twain Harte entrance. President Kinsfather thanked the Directors for their thoughtful comments and mentioned that additional daffodils would be planted next year.

**PARK & REC COMMITTEE REPORT:**

The following points were covered and committee meeting notes appended herein.

- Requested the Park and Rec department coordinate a list of priority projects and available dates.
- Review of playground facilities and needs.
- Continuing to receive input regarding American Legion/Community Center porch.
- Update on progress of the American Legion/Community Center porch design.
- Update on the removal of the old scoreboard and installation of the new scoreboard.
- Commendation of Cal Fire for cleanup of the ball field and spraying the bleachers down.
- Reminder of the town cleanup scheduled for May 13<sup>th</sup> and May 20<sup>th</sup> at 4:00 p.m.

**SAFETY COMMITTEE REPORT:**

The following points were covered and committee meeting notes appended herein.

- Reviewed CIP (Credit Incentive Program) policy proposal and recommend referring to Admin/Policy Committee.
- Reviewed Safety investigation form.
- No accidents or injuries this quarter.
- Chief McCoy and Operations Manager Hastings attended safety related classes in Sacramento that earned points toward our CIP program, which reduces our insurance premiums.

**WATER/SEWER COMMITTEE AND OPERATIONS REPORT:**

The following points were covered and committee meeting notes appended herein.

- All staff is being cross-trained within the departments.
- SCADA system has undergone an evaluation by TELSTAR, Inc.
- Kellog property water services has been installed (2 parcels – no gravity)
- Update on Sherwood Forest tank tie in.
- Next phase of root letters to be sent out.
- Update on new Operator II, Robb Perry; he's doing a great job.
- General Manager Moody will be communicating with County Health Officer regarding non-compliance with Water/Sewer Ordinance for backflow preventer and FOG (fats, oils, & grease) programs.

**FIRE COMMITTEE AND CHIEF'S REPORT:**

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The following points were covered and committee meeting notes appended herein.

- Call volume for March was average.
- Received three complete sets of plans from Frank Walters for the firehouse wall.
- Update on citation authority.

**ADMIN/POLICY COMMITTEE REPORT:**

The following points were covered and committee meeting notes appended herein.

- Review of THCSD Policy 2150 (Employee Discipline/Conduct/Dismissal) – second reading.
- Review of THCSD Policy 2150 (Grievance Procedure) – second reading.
- Review of proposed THCSD Policy 2082 (Internet, email and Electronic Communication Ethics, Usage and Security) – first reading.

**FINANCE COMMITTEE REPORT:**

The following points were covered and notes appended herein.

- Discussion and review of the 2009-10 budget (first draft).
- Proposed increase to base water rate, no increase to sewer rate.
- Discussion of timeline for public hearing.

MOTION: Director Johnson moved to approve the timeline for the public hearing and thereby publishing the proposed increase to the water rate no later than April 27<sup>th</sup>, and holding the public hearing on June 11, 2009. Director Sipperley seconded and the motion carried with Directors Bryant and Knudson opposing.

**GEN MGR'S REPORT:**

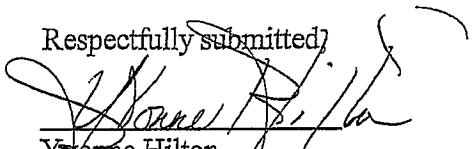
The following points were covered and notes appended herein.

- We have applied for nine stimulus grants, no word yet regarding status.
- Update on SCADA overview.
- Operations Manager Hastings, Finance Officer Hilton and I, met with reps from USDA Rural regarding water and sewer projects.
- Community Center update regarding porch, roofing materials and landscaping.
- Cross Connection letter update. I'm coordinating efforts with the County Health Officer.
- Attended the Regional Sewer meeting and relayed update on FOG program.

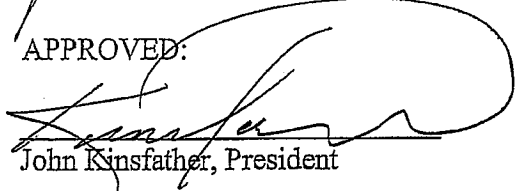
**Adjournment**

The regular meeting adjourned at 11:28 a.m.

Respectfully submitted,

  
Yvonne Hilton  
Secretary to the Board

APPROVED:

  
John Kinsfather, President