

TWIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Meeting  
December 11, 2008

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

**DIRECTORS ABSENT:** None.

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

This meeting is recorded.

**AUDIENCE:** District employees present were: Scott Hastings, Lonnie Johnstone, Mike Schopfer, Doug Hay, Mark Slater, Daniel Rico, Frank Montelongo, Jeanne Lawton, and Melinda Boyer.

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:** None.

**CONSENT AGENDA:**

The Consent Agenda consisted of the following:

A. Approval of financial statements through November 30, 2008.

B. Approval of the minutes of the regular meeting of November 13, 2008.

*MOTION:* Director Sipperley moved to approve the financial statements through November 30, 2008 and the minutes of November 13, 2008. Director Kinsfather seconded and the motion carried unanimously.

**OLD BUSINESS:**

**NEW BUSINESS:**

A. Discussion/action regarding approval of the first reading of the revised and amended Policy 2010, Employee Compensation, Hours of Work and Overtime.

*MOTION:* Director Sipperley moved to approve the first reading of the revision and amended Policy 2010, Employee Compensation, Hours of Work and Overtime. Director Kinsfather seconded and the motion carried unanimously.

B. Discussion/action regarding approval of the first reading of the revised and amended Policy 2040, Expense Authorization, and Purchasing.

*MOTION:* Director Sipperley moved to approve the first reading of the revised and amended Policy 2040, Expense Authorization, and Purchasing. Director Bryant seconded and the motion carried unanimously.

C. Nomination and election of President and Vice President of the Board of Directors.

*MOTION:* Director Sipperley moved to approve the nomination of John Kinsfather as President of the Board of Directors for 2009; Director Bryant seconded, and the motion carried unanimously.

*MOTION:* Director Knudson moved to approve the nomination of Gary Sipperley as Vice President of the Board of Directors for 2009; Director Kinsfather seconded and the motion carried unanimously.

D. Appointment of Committee members, as well as confirmation of committee schedule for 2009 calendar year.

*MOTION:* Director Bryant moved to approve the appointment of Directors to committees as follows:  
Fire Committee: Richard Knudson and Gary Sipperley

Water and Sewer Committee: Bill Bryant and John Kinsfather

Park and Recreation: John Kinsfather and Jim Johnson

Safety: Bill Bryant and Richard Knudson

Finance: Jim Johnson and John Kinsfather

Director Knudson seconded and the motion carried unanimously.

**PRESIDENT'S REPORT:** President Johnson warmly welcomed Scot Moody as the District's new General Manager and expressed his thankfulness to have a new GM on board. "Scot comes to us as a very qualified individual and we're already seeing progress with certain projects. He's already doing good things for the District." President Johnson also thanked Finance Officer, Yvonne Hilton for a "nice presentation" during the workshop held on December 9<sup>th</sup>. President Johnson thanked Fire Chief McCoy for "making things look nice on Parcel B."

President Johnson also presented various employees with annual safety certificate awards and thanked them for their endeavor to be safe throughout the year. "It certainly helps toward maintaining a reduced premium on our insurance."

**MEMBERS COMMENTS:** Vice President Kinsfather presented President Johnson with a letter of thanks for a "job well done" and a monogrammed portfolio from the Board of Directors. The Directors unanimously thanked President Johnson for "getting the District through the year".

**PARK & REC COMMITTEE REPORT:**

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

- Four new replacement trees were planted.
- The Memorial Plaques have been reset in the "circle".
- Costs are being considered and clarification of needs for a new scoreboard to be paid from privately donated funds.
- Park use fees to be reviewed and updated.
- Proposed landscaping and updated porch area of the Community Center.
- We're proceeding with ABC roofing to re-roof the Community Center.

**SAFETY COMMITTEE REPORT:** No report.

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

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

- Discussion on second root lateral letter to be sent to residents who are not yet in compliance.
- Will be moving forward with next phase of root letters.
- Update on implementation of purchase orders.
- Discussion of options to upgrade backside of Twain Harte Lake.
- Update of Integrated Regional Water Management Plan (IRWMP).
- Update of fats, oils, and grease collection.
- Receipt of positive feedback from Cal Fire contractor.
- Continuing to work on SCADA.
- Sherwood Forest tank site work is on "hold".
- No reportable sanitary sewer overflows for the month of November.

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

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

- The engineer is looking at options to reinforce the lower section. Estimated cost \$5,000.00.
- Update on authority to cite property owners for non compliance of 4291 program.
- Three new volunteer applicants in the process.
- Fire Prevention assistance has been offered to the Lake Association.
- Update on citation authority.
- With funds raised at the pancake breakfast and craft fair, two portable monitors and 22 escape systems have been purchased by the volunteer association.

**ADMIN/POLICY COMMITTEE REPORT:**

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

- Discussion and compliance enforcement with existing Policy 3040: Expense Authorization and purchasing.
- Discussion of major changes in Policy 2031: Vacation/Sick/Comp Time, with the possible elimination of Compensatory Time off in lieu of Overtime Pay.
- Office security has been enhanced with locks to Scot's and Yvonne's offices being changed.

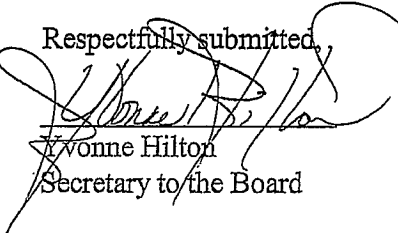
**GEN MGR'S REPORT:**

- Park donations are doing well; we've received 12,215.00 as of 12/10/08.
- Utility billing of the new software is scheduled to begin December 15<sup>th</sup> remotely and live in January.
- Update on status of Roberti Z' Berg grant for the Community Center.
- Attended the IRWMP meeting with Director Bryant and will continue to move forward in preparing two project packages.
- Finance Officer, Hilton, will be attending a Government Tax Seminar on December 16<sup>th</sup>.
- Employee interviews have been conducted with good results and few concerns.

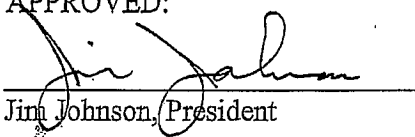
**Adjournment**

The regular meeting adjourned at 10:40 a.m.

Respectfully submitted,

  
Yvonne Hilton  
Secretary to the Board

APPROVED:

  
Jim Johnson, President