

TWIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Meeting  
November 12, 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, Jim Johnson, Jeri Graydon, and Richard Knudson.

**DIRECTORS ABSENT:** None.

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

This meeting is recorded.

**AUDIENCE:** Wes Jordan, Lenore Rutherford of the Union Democrat, Lois Ray, Gary and Susan Jones.

**PUBLIC COMMENT:** None.

**COMMUNICATION:**

1. Letter from Gary Jones regarding water/sewer charges for property being rezoned at 23025 Twain Harte Drive; letter and response regarding request for Ordinance #22.

**CONSENT AGENDA:**

A. Approval of financial statements through October 30, 2009.

B. Approval of the minutes of the regular meeting of October 8, 2009.

*MOTION:* Director Johnson moved to approve the financial statements through October 30, 2009, and the minutes of the regular meeting of October 8, 2009. Director Graydon seconded and the motion carried unanimously.

**PRESENTATION:** Tom Scesa of Tuolumne Utilities District and Tim Williams of Kennedy Jenks gave a power point presentation regarding the proposed expansion of the Regional Sewer Plant. The proposed plan would cost an estimated \$104 million. The proposed expansion involves Jamestown Sanitary District, Tuolumne Utilities District, and Twain Harte Community Services District.

**OLD BUSINESS:**

A. Approval of the second reading of Policy #3020, Salary Plan Development.

*MOTION:* Director Johnson moved to approve the second reading of Policy #3020, Salary Plan Development. Director Knudson seconded and the motion carried unanimously.

B. Annual review of THCS D Policy #2002, Discrimination.

All directors and staff reviewed Policy #2002, Discrimination.

C. Acknowledgment of Employee Safety Awards.

**NEW BUSINESS:**

A. Discussion regarding Mr. and Mrs. Jones future billing requirements.

Mr. and Mrs. Jones gave a brief presentation to the Board as to why they believe their rental housing units should not be charged the same rate as other rental units within the District.

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After some discussion and pursuant to the threat of litigation from the Jones, the Board opted to postpone any decisions and confer with District legal counsel. No action was taken.

B. Acceptance of Director Bill Bryant's resignation.

*MOTION:* Director Johnson moved to accept Director Bryant's resignation. Director Graydon seconded and the motion carried with Director Knudson opposing.

C. Discussion/action or process/procedure for appointment of director vacancy.

*MOTION:* Director Knudson moved to extend the deadline to November 30, 2009 for accepting applications to the Board vacancy. Director Johnson seconded and the motion carried unanimously.

D. Discussion/action regarding approval of the first reading of Policy #2080, Classification of Personnel.

*MOTION:* Director Johnson moved to approve the first reading of Policy #2080, Classification of Personnel with proposed amendments. Director Knudson seconded and the motion carried unanimously.

E. Discussion/action regarding approval of the first reading of Policy #2350, Job Description – Utility Maintenance/Meter Reader.

*MOTION:* Director Knudson moved to approve the first reading of Policy #2350, Job Description – Utility Maintenance/Meter Reader. Director Johnson seconded and the motion carried unanimously.

F. Discussion/action regarding approval of the first reading of Policy #2340, Job Description – Water Operator I.

*MOTION:* Director Johnson moved to approve the first reading of Policy #2340, Job Description – Water Operator I. Director Graydon seconded and the motion carried unanimously.

G. Discussion/action regarding approval of the first reading of Policy #2150, Employee Discipline/Conduct/Dismissal.

*MOTION:* Director Knudson moved to approve the first reading of Policy #2150, Employee Discipline/Conduct/Dismissal. Director Graydon seconded and the motion carried unanimously.

**PRESIDENT'S REPORT:** President Kinsfather acknowledged and thanked District employees who have not had a "reportable on the job injury" over the past year. "It saves the District money by reducing our premiums".

**MEMBERS COMMENTS:** None.

**PARK & REC COMMITTEE REPORT:**

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

- Removal of the park playground equipment has begun to make way for new equipment coming in.
- Timing of new park playground equipment installation to be determined.
- The new benches have arrived, will be installing them soon.
- Community Center porch upgrade to be completed in the spring.
- Discussion of an open picnic shelter area at the park. George Leontovich to review with others to list labor and materials.
- Review and discuss Skateboard Park.
- Review and discuss the ball field and bleachers, etc.
- Donation letter revisions are in process.

**SAFETY COMMITTEE REPORT:** No report.

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

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

- Sand trap/walkway update.
- Recruiting update.
- Discussion and review of Sherwood Forest project.

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- Ditch outage update.
- Update on Robb and Lewis sewer exams.

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

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

- Call volume for November was average.
- New relief engineer on board as a volunteer.
- Discussion regarding County reorganization for Fire/Rescue.
- Update on Ordinance.

**ADMIN/POLICY COMMITTEE REPORT:**

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

- Review "draft" THCSD Policy #2080.
- Review for second reading, Policy #3020 "Salary Plan Development".
- Review Policy #2350 Utility Maintenance/Meter Reader.
- Review Policy #2340 – Job description – Water Operator I.
- Review Policy #2150 Employee Discipline/Conduct/Dismissal.

**FINANCE COMMITTEE REPORT:** No report.

**GEN MGR'S REPORT:**

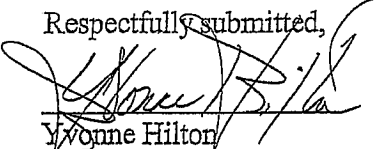
The following points were covered and notes appended herein.

- Reviewing District Boundaries and TUD's boundaries.
- Had some good training from our software providers.
- Met with consultants to discuss possible grants to install a sewer system in Sherwood Forest.
- We're on schedule with SSMP.
- No IRWMP meeting this month.
- The LTC topic for this month was "Business and the Economy".
- The Wastewater Ordinance and Fire Ordinance are being reviewed by our legal counsel.

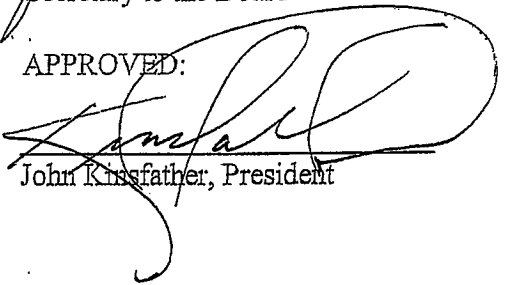
**Adjournment**

The regular meeting adjourned at 11:15 a.m.

Respectfully submitted,

  
Yvonne Hilton  
Secretary to the Board

APPROVED:

  
John Kissfather, President