

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting via Teleconference due to COVID-19**  
**September 9, 2020**

**CALL TO ORDER:** President Mannix called the meeting to order at 09:01 a.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

Director McManus  
Director Mannix  
Director Knudson  
Director deGroot  
Director Sipperley

**STAFF:**

Tom Trott, General Manager  
Carolyn Higgins, Finance Officer  
Robb Perry, Operations Manager  
Neil Gamez, Fire Chief  
Kim Silva, Administrative Coordinator/ Board Secretary

**AUDIENCE:**

2 Attendees

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

No public comment

**COMMUNICATIONS:**

- A. Letter to Tuolumne County, August 18, 2020 – Unified Parcel Tax and Joint Powers Authority for Fire Services
- B. Letter from Sonora Area Foundation, August 26, 2020 – Grant #2020607 “Finish the Bocce Ball Courts”

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through August 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on August 12, 2020.
- C. Annual review of Policy #3030 – Injury and Illness Prevention Program.

***MOTION: Director Sipperley made a motion to accept the consent agenda in its entirety with one grammatical change to the minutes in section New Business Item A.***

***SECOND: Director deGroot***

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

***NOES: None***

***ABSENT:***

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #20-29 – Approving the Department of Forestry and Fire Protection Agreement #7FG20135 for a \$4,737.50 grant under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

***MOTION: Director Knudson made a motion to adopt Resolution #20-29 – Approving the Department of Forestry and Fire Protection Agreement #7FG20135 for a \$4,737.50 grant under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.***

***SECOND: Director McManus***

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

***NOES: None***

***ABSENT:***

***ABSTAIN:***

- B. Discussion/action to approve revisions to Policy #2002 – Discrimination.

***MOTION: Director Sipperley made a motion to approve revisions to Policy #2002 – Discrimination.***

***SECOND: Director deGroot***

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

***NOES: None***

***ABSENT:***

***ABSTAIN:***

- C. Discussion/action to approve revisions to Policy #2040 – Sick Leave.

***MOTION: Director Sipperley made a motion to approve revisions to Policy #2040 – Sick Leave.***

***SECOND: Director McManus***

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

***NOES: None***

***ABSENT:***

***ABSTAIN:***

- D. Discussion/action to approve revisions to Policy #3000 – Park Facility Hours of Operation.

***MOTION: Director McManus made a motion to approve revisions to Policy #3000 Park Facility Hours of Operation.***

***SECOND: Director Knudson***

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

***NOES: None***

***ABSENT:***

***ABSTAIN:***

- E. Discussion/action to approve revisions to Policy #3010 – Budget Preparation/Approval.

***MOTION: Director Sipperley made a motion to approve to Policy #3010– Budget Preparation/Approval with grammatical changes incorporated to edit language for target date.***

**SECOND: Director deGroot**

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

**NOES: None**

**ABSENT:**

**ABSTAIN:**

- F. Discussion/action to adopt Resolution #20-30 - Appreciation for Park Foundation.

**MOTION: Director deGroot made a motion to adopt Resolution #20-30 – Appreciation for Park Foundation with one grammatical change to the Director’s name for signature.**

**SECOND: Director Mannix**

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

**NOES: None**

**ABSENT:**

**ABSTAIN:**

- G. Presentation of the Strategic Plan progress report for Fiscal Year 2019-20.

- H. Discussion/action regarding semi-annual review of Strategic Plan Goals and Objectives.

**MOTION: Director Sipperley made a motion to approve Strategic Plan Goals and objectives with no requested changes from the board after reviewing.**

**SECOND: Director deGroot**

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

**NOES: None**

**ABSENT:**

**ABSTAIN:**

#### **REPORTS:**

##### **President and Board member reports.**

- Report given by Director Sipperley regarding IRWM consultant to develop a storm water project identification tool.
- Director McManus asked CSD about ideas for community trash clean up. Adding to future agenda to discuss ways we can assist Homeowners Association.

##### **Committee Reports**

- A verbal summary of the written report was provided.

##### **Water/Sewer/Park Operations Report Provided by Operations Manager Perry**

- A verbal summary of the written report was provided.

##### **Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided.

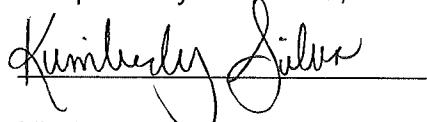
##### **General Manager Report Provided by General Manager Trott**

- A verbal summary of the written report was provided.

#### **ADJOURNMENT:**

The meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Handwritten signature of Kimberly Silva in cursive script, positioned above a horizontal line.

Kimberly Silva, Board Secretary

APPROVED:

Handwritten signature of Eileen Mannix in cursive script, positioned above a horizontal line.

Eileen Mannix, President