

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**July 13, 2022**

**CALL TO ORDER:** President Sipperley called the meeting to order at 09:00 a.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

Director Sipperley, President  
Director Mannix  
Director Knudson  
Director deGroot  
Director Bohlman - ABSENT

**STAFF:**

Tom Trott, General Manager  
Neil Gamez, Fire Chief  
Lewis Giambruno, Operations Manager  
Carolyn Higgins, Finance Officer

**AUDIENCE:** 4 Attendees

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

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through June 30, 2022
- B. Approval of the minutes of the Regular Meeting held on June 8, 2022.  
***MOTION: Director Knudson made a motion to accept the consent agenda in its entirety.***  
***SECOND: Director deGroot***  
***AYES: Mannix, Sipperley, Knudson, deGroot***  
***NOES: None***  
***ABSTAIN: None***  
***ABSENT: Bohlman***

**PUBLIC HEARING**

- A. President Sipperley opened the public hearing at 9:05 a.m.
- B. Finance Officer Higgins presented information regarding placing delinquent water and sewer bills on the Tuolumne County property tax roll.
- C. There were no public comments regarding continuation of the assessments.
- D. President Sipperley closed the public hearing.
- E. Discussion/action to adopt Resolution #22-28 – Authorizing District Staff to Place Delinquent Water and Sewer Charges on the 2022/23 Tuolumne County Secured Property Tax Bill.  
***MOTION: Director deGroot made a motion to adopt Resolution #22-28 – Authorizing District Staff to Place Delinquent Water and Sewer Charges on the 2022/23 Tuolumne County Secured Property Tax Bill.***  
***SECOND: Director Mannix***

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Bohlman**

**NEW BUSINESS:**

- A. Discussion/action regarding Fire Ordinance provisions related to enforcement and compliance of vegetation management on unimproved parcels.

*GM Trott spoke to the current District Fire Ordinance and the process in place for enforcement and compliance on unimproved parcels within the District. GM Trott stated that currently two-thirds of all unimproved parcels are in compliance thanks to continued efforts from Chief Gamez. Chief Gamez discussed the approach of 'prevention through education' not 'prevention through citation' and the success they have seen through utilizing this approach. The board provided direction of continued outreach and further education on this topic along with additional education explaining why we are unable to go on people's property by law.*

- B. Discussion/action to review and comment on a draft Memorandum of Understanding with Tuolumne County for Use of Alert and Warning Systems (Including Sirens or Outdoor Audible Alerts) and to authorize the General Manager to approve once revisions are finalized.

***MOTION: Director Mannix made a motion to authorize the General Manager to approve the Memorandum of Understanding with Tuolumne County for Use of Alert and Warning Systems (Including Sirens or Outdoor Audible Alerts) once revisions are finalized.***

***SECOND: Director deGroot***

***AYES: Mannix, Knudson, deGroot***

***NOES: None***

***ABSTAIN: Sipperley***

***ABSENT: Bohlman***

- C. Presentation of the Strategic Plan progress report for Fiscal Year 2021-22.

*GM Trott presented the Strategic Plan progress report and stated that the District has completed 32/75 or 43% of the goals with 33/35 partially completed goals. This total means 87% of the goals have either been completed or at a minimum are in process.*

- D. Discussion/action regarding review and possible revision of the Strategic Plan.

*GM Trott reviewed the five strategic goals and the priorities of the objectives with the board and provided recommendations for revisions to the following objectives: 1.15 - Fix or replace the old bathroom building, 2.16 - Explore options to expand services to include ALS, 3.3 - Improve community center by remodeling bathrooms and kitchen, paving or repairing parking lot and adding internet capabilities, 4.1 - Develop and hold annual open house or community event.*

***MOTION: Director Knudson made a motion to revise the strategic plan per the recommendations of GM Trott.***

**SECOND: Director Mannix**  
**AYES: Mannix, Sipperley, Knudson, deGroot**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: Bohlman**

E. Discussion/action to approve General Manager Objectives for Fiscal Year 2022-23.

**MOTION: Director Mannix made a motion to approve General Manager Objectives for Fiscal Year 2022-23.**

**SECOND: Director deGroot**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Bohlman**

**REPORTS:**

**President and Board Member Reports.**

- President Sipperley stated that there was no IRWM JPA meeting this past month.

**Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided by Chief Gamez and Carol Hallet from CERT provided a verbal summary of her report as well.

**Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno**

- 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.

**CLOSED SESSION:** The Board of Directors convened into closed session at 11:05 a.m.

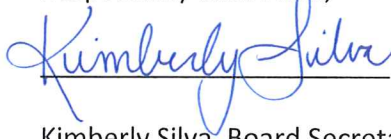
- A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)

President Sipperley reconvened the meeting into regular session at 11:23 a.m. with no reportable action.

**ADJOURNMENT:**

The meeting was adjourned at 11:23 a.m.

Respectfully submitted,



Kimberly Silva, Board Secretary

APPROVED:



Gary Sipperley, President