

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 15, 2021

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

DIRECTORS:

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

STAFF:

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

AUDIENCE: 3 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallet from CERT provided an update on the grant opportunities that were discussed in the August board meeting. Noting that CERT did not qualify for the homeland security grant as they did not meet the required qualifications. CERT is still waiting to hear about the American Rescue Act Funds grant that was awarded to the county.

Bruce Erikson, a member of the public made a comment on upcoming board meetings and inquired about the possibility for the public to be able to attend the meetings in person wearing masks and/or possibly showing proof of vaccination status.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2021.
- B. Approval of the minutes of the Regular Meeting held on August 11, 2021.
- C. Annual Review of Policy #2002 – Discrimination Policy.

MOTION: Director deGroot made a motion to accept the consent agenda in its entirety.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #21-27 – Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for a \$9,397.50 grant under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

MOTION: Director Knudson made a motion to adopt Resolution #21-27 – Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for a \$9,397.50 grant under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- B. Discussion/action to approve revisions to Policy #1065 – Facility Rental Fee Schedule.

GM Trott discussed a number of options for the Facility Rental Fee Schedule that would apply most specifically to section 1065.80 Baseball Field Rental – Community Events.

MOTION: Director Knudson made a motion to table the discussion to the next Park Committee meeting regarding revisions to Policy #1065 – Facility Rental Fee Schedule.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- C. Discussion/action to approve revisions to Policy #3030 – Injury Illness Prevention Program.

MOTION: Director deGroot made a motion to approve revisions to Policy #3030 – Injury Illness Prevention Program.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Discussion/action to approve revisions to Policy #4000 – Board Positions.

MOTION: Director Mannix made a motion to approve revisions to Policy #4000 – Board Positions.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action to approve revisions to Policy #4010 – Members of the Board of Directors.

MOTION: Director Bohlman made a motion to approve revisions to Policy #4010 – Members of the Board of Directors.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

F. Discussion/action to approve revisions to Policy #4030 – Code of Ethics.

MOTION: *Director deGroot made a motion to approve revisions to Policy #4030 – Code of Ethics.*

SECOND: *Director Mannix*

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

NOES: *None*

ABSTAIN:

G. Discussion to review and evaluate the effectiveness of Policy #4020 – Committees of the Board of Directors.

The board directed GM Trott to take a look at the specific assessment language regarding the citizen members appointed by the board and to discuss further at the next committee meeting.

H. Discussion regarding COVID-19 regulations related to Board meetings and other public meetings.

Board Secretary Kimberly Silva provided a summary of the most recent CSDA conference she attended, speaking specifically to the COVID-19 regulations and how that might affect future board meetings in regard to in person versus virtual meetings. She also spoke to the reopening of offices and how many CSD's throughout California have now gone to a hybrid model where at least one member of their staff works remotely.

President and Board Member Reports.

- *President Sipperley provided a report stating that he attended the IRWM JPA meeting this past month.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided.*

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.*

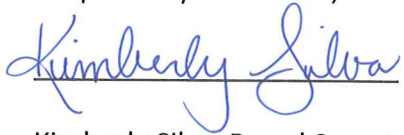
CLOSED SESSION: *The Board of Directors convened into closed session at 11:08 a.m.*

- Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Oyarzo v. Twain Harte Community Services District
 - 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 12:19 p.m. with no reportable action.*

ADJOURNMENT:

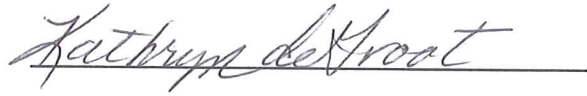
The meeting was adjourned at 12:19 p.m.

Respectfully submitted,

Handwritten signature of Kimberly Silva in blue ink, written over a horizontal line.

Kimberly Silva, Board Secretary

APPROVED:

Handwritten signature of Kathryn deGroot in blue ink, written over a horizontal line.

Kathryn deGroot, Vice President