

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
July 14, 2016

CALL TO ORDER: President Mannix called the meeting to order at 9:00 a.m.

The following Directors, Staff, and Community Members Were Present:

DIRECTORS:

Director Mannix, President
Director Johnson, Vice President
Director Knudson
Director McManus
Director Sipperley

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Board Secretary/Finance Officer
Neil Gamez, Fire Captain arrived at 10:18 a.m.

AUDIENCE:

Two members of the public.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

GM Trott presented two letters from members of the public who could not be at the meeting. The letters were given to GM Trott after the agenda was completed.

COMMUNICATIONS:

None

CONSENT AGENDA:

- A. Presentation and approval of the preliminary financial statements through June 30, 2016.
- B. Approval of the minutes of the Regular Meeting on June 9, 2016.

MOTION: Director Johnson made a motion to adopt the consent agenda in its entirety.

SECOND: Sipperley

AYES: All

ABSENT:

PUBLIC HEARING:

- A. President Mannix opened the public hearing at 9:12 a.m.
- B. Staff presentation on continuation of assessments for the Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.

Finance Officer Higgins presented the engineer's reports that were completed by SCI Consulting Group.

- C. Receive public comment on continuation of assessments.

No comments were made by members of the public.

- D. President Mannix closed the public hearing at 9:19 a.m.
- E. Discussion/action to adopt Resolution #16-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2016-17.
MOTION: Director Sipperley made a motion to adopt Resolution #16-20
SECOND: Kundson
AYES ROLL CALL: Mannix, Johnson, Knudson, McManus, Sipperley
ABSENT:
- F. Discussion/action to adopt Resolution #16-21 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2016-17.
MOTION: Director Sipperley made a motion to adopt Resolution #16-21
SECOND: Mannix
AYES ROLL CALL: Mannix, Johnson, Knudson, McManus, Sipperley
ABSENT:
- G. Discussion/action to adopt Resolution #16-22 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2016-17.
MOTION: Director McManus made a motion to adopt Resolution #16-22
SECOND: Johnson
AYES ROLL CALL: Mannix, Johnson, Knudson, McManus, Sipperley
ABSENT:

OLD BUSINESS:

- A. Discussion/action regarding review and continuance of order of emergency action for completion of Well #3 Water Supply Project.
- GM Trott asked the board to consider whether the emergency action should be continued and to consider if it is necessary to address the current water supply shortage emergency as declared by this district, the county and the state and to determine if this project is needed to address this emergency and if the emergency situation will not permit a delay resulting from formal competitive bidding.*
- MOTION: Director Johnson made a motion to continue the order of emergency action for completion of Well#3.**
SECOND: Sipperley
AYES: All Present

NEW BUSINESS:

- A. Discussion/presentation of the Strategic Plan progress report for Fiscal Year 2015-16.
GM Trott presented a progress report of the Strategic Plan.

B. Discussion regarding results of recent customer service survey.

GM Trott presented a spreadsheet showing the results of the customer service survey. There were 19 responses. All services were rated in the good to excellent range.

C. Discussion/report regarding Special District Leadership Academy completion by two board members via a California Special District Association grant.

President Mannix and Director McManus spoke about the conference they attended and presented suggestions and ideas for the future including posting the District's mission statement in a publicly visible place, conducting an annual self-review of the board, and refresher facility tours for board members. Both found the conference very valuable.

REPORTS:

President & Board Member Report

- *Director Sipperley attended the IRWM JPA meeting and reported that the JPA voted to award funds to THCSO to buy the property associated with Well #3. He also announced that four THCSO board positions are up for re-election and the dates to file paperwork are July 18 – August 12, 2016.*

Park & Recreation/Citizen Oversight Committee and Operations Report

- *Director McManus reported that the Bocce Courts are almost ready. The committee discussed fundraising ideas for shade structures, the park land donation process/agreement, and tennis court repairs.*

Water/Sewer Committee and Operations Report

- *Director Sipperley stated that the committee spoke about Well #2 and Well #3, tree mortality, and water and sewer infrastructure mapping including possible GIS mapping.*

Fire Committee and Fire Chief Report

- *Director Knudson reported that the fire committee spoke about tree mortality, and the waiting process on a grant application for a water tender. Director Sipperley also stated that they spoke about strike team activity and the slash pick-up grant. Captain Gamez reported that firefighters have been deployed to several strike team fires already this season.*

Finance/Admin Committee Report

- *The committee meeting was cancelled.*

General Manager Report

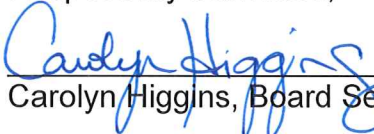
- *GM Trott reported the following:*
 - *District customers conserved 37% last month in comparison to 2013.*
 - *A list of parcel numbers that have dead trees on them has been established and the next step will be to obtain right of entries.*

- *Staff will be working on the Vantage Point storage yard bidding documents and the move into the Vantage Point training and admin facility.*
- *The fire prop should be completed sometime during the week of July 18.*
- *The park land donation agreement will be presented fairly soon.*
- *Turf on the Bocce courts will be installed the week of July 18.*

ADJOURNMENT:

The meeting was adjourned at 10:35 a.m.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Eileen Mannix, President