

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
April 10, 2014**

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

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

**DIRECTORS:**

Director Sipperley, President  
Director Maxwell, Vice President  
Director Jordan  
Director Knudson  
Director Johnson was absent

**STAFF:**

Tom Trott, General Manager  
Carolyn Higgins, Board Secretary/Finance Officer  
Neil Gamez, Fire Captain  
Robb Perry, Operations Manager

**AUDIENCE:**

Two members of the community

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

**COMMUNICATIONS:**

- A. Notice of Sale of Black Oak Elementary School – Twain Harte-Long Barn Union School District, March 26, 2014.
- B. Resignation Letter – Director Wes Jordan
- C. Customer Complaint to Board President Sipperley – Taryn Horn, April 3, 2014.

**CONSENT AGENDA:**

- A. Approval of financial statements through March 31, 2014.
- B. Approval of the minutes of the March Regular Meeting.

***MOTION TO APPROVE CONSENT ITEMS: Knudson; SECOND: Jordan; AYES: All***

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- A. Update on drought conditions and water supply.

**GM Trott stated that recent rains have improved the situation, but the drought is far from over, due to many factors including a critically low snow pack. It is projected that we will still need community wide conservation, supplemental water sources and regulatory waivers in order to meet our summer water needs.**

- B. Discussion/Action to approve a Water Fund line item budget transfer in the amount of \$6,200 for unanticipated California Department of Public Health regulatory fees.  
**MOTION: Knudson; SECOND: Maxwell; AYES: All**
- C. Discussion/Action to approve Fire Fund line item budget adjustments in the amount of \$23,268 for increased grant revenue and corresponding equipment expenses.  
**MOTION: Maxwell; SECOND: Knudson; AYES: All**
- D. Discussion/Action to adopt Policy #3011, "Reserves Policy" and revise Policy #3010 Budget Preparation as amended.  
**MOTION: Maxwell ; SECOND: Knudson; AYES: All**
- E. Discussion/Action to approve Resolution #14-07 to establish reserve accounts per Policy #3011, "Reserves Policy", and to allocate existing fund balances to such accounts.  
**INTRODUCTION OF RESOLUTION #14-07: Maxwell**  
**MOTION: Knudson; SECOND: Jordan**  
**AYES ROLL CALL: Sipperley, Maxwell, Knudson, Jordan**  
**ABSENT: Johnson**
- F. Discussion regarding notice of vacant Board of Directors position, applicant interviews and director appointment.  
**GM Trott stated that the board has sixty days to appoint a new board member and failure to do so could result in the County Board of Supervisors appointing the member.**
- GM Trott also stated that district staff will advertise the vacancy at least fifteen days prior to the May board meeting and the board will conduct interviews and appoint the new member at the same meeting.**
- President Sipperley asked that resumes and applications be available at the board meeting.**

**REPORTS:**

**President & Board Member Report**

- President Sipperley expressed his gratitude to the staff and students at Twain Harte Elementary for painting nine rain barrels that were disbursed to local businesses.
- President Sipperley encouraged the board and staff to openly communicate to customers that the District is endeavoring to secure additional water sources.

**Park & Recreation Committee and Operations Report**

- A letter was received from a concerned community member requesting that stairs be built on the side of the stage. The letter was discussed in the Park & Rec committee and preliminary plans have been drawn up.
- Another tree has died at the park.

**Water/Sewer Committee and Operations Report**

- Staff are continuing to research alternative water supplies including wells.

- The customer leak identification program has been very successful. Out of 112 identified leaks, only 11 remain. The 11 remaining deadlines have been extended due to various extenuating circumstances.
- The Vac truck has an electrical problem that affects the boom. Repair quotes are being solicited with the hopes of repair being complete by next week.
- Director Maxwell asked if staff have communicated with the various summer rental property owners regarding the drought. Staff will create flyers for rental houses, stressing the need for conservation.

#### **Fire Committee and Fire Chief Report**

- Hose and pump testing is complete.
- ISO officials have completed their inspection and a rating will be given in the near future. GM Trott is optimistic that our current rating of level 4, may be upgraded to a level 3. Twain Harte Fire and Sonora Fire currently have the best ratings in the county.

#### **Finance/Admin Committee and Finance Officer Report**

- The first draft of the 14/15 budgets will be presented at the May committee meetings.

#### **General Manager Report**

- Staff members are continuing with various drought activities such as investigating alternative water sources, securing grant funding, investigating leaks, promoting low flow shower heads and faucet aerators.
- Signs at the entrances of Twain Harte will be changed in the next few weeks with updated information and to communicate the District's appreciation for the community's conservation efforts.

#### **CLOSED SESSION:**

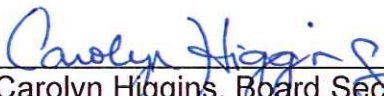
- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6: Conference with Labor Negotiator, Agency designated representative: General Manager, Tom Trott

President Sipperley reconvened the meeting into regular session at 12:48 p.m. with no reportable action taken.

#### **ADJOURNMENT**

The Regular Meeting was adjourned at 12:49 p.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Gary Sipperley, President