

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
December 8, 2016**

**CALL TO ORDER:** President Mannix called the meeting to order at 8:59 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  
Todd McNeal, Fire Chief  
Robb Perry, Operations Manager

**AUDIENCE:**

One member of the public

**SWEARING IN OF DIRECTORS MCMANUS, JOHNSON, KNUDSON & SIPPERLEY:**

Board Secretary Higgins swore in Director McManus, Johnson, Knudson & Sipperley

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

Wes Jordan commented that he was proud of the fire CERT training meeting.

**COMMUNICATIONS:**

A. None.

**CONSENT AGENDA:**

- A. Presentation and approval of the preliminary financial statements through November 30, 2016.
- B. Approval of the minutes of the Regular Meeting on November 10, 2016.
- C. Accept annual Review of Policy #2082, "Internet, Email and Electronic Communication Ethics, Usage and Security".

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

***SECOND: Sipperley***

***AYES: All Present***

**OLD BUSINESS:**

- A. Discussion/action regarding review and continuance of order of emergency action for completion of the 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 that still exists 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 Sipperley made a motion to continue the order of emergency action for the Well #3 project.*

**SECOND:** *Johnson*

**AYES:** *All Present*

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action regarding annual review and adoption of potential revisions to Policy #3015, "Investment Policy".

**MOTION:** *Director Johnson made a motion to adopt the changes to policy #3015, Investment Policy.*

**SECOND:** *Sipperley*

**AYES:** *All Present*

**ABSENT:**

- B. Discussion/action to authorize participation in the Investment Trust of California (DBA CalTrust).

**MOTION:** *Director Johnson made a motion to authorize participation in the Investment Trust of California and either the General Manager or Treasurer to sign the agreement.*

**SECOND:** *Sipperley*

**AYES:** *All Present*

**ABSENT:**

- C. Discussion/action to adopt Resolution #16-28 – Approval of Fiscal Year 2016-17 Park Fund Budget Adjustment in the amount of \$2,750 for the Baseball Field Drainage Project.

**MOTION:** *Director McManus made a motion to adopt Resolution #16-28 – Approval of fiscal year 2016-17 park fund budget adjustment in the amount of \$2,750 for the baseball field drainage project.*

**SECOND:** *Mannix*

**AYES ROLL CALL:** *Mannix, Johnson, McManus, Sipperley*

**ABSENT:**

**ABSTAIN:** *Knudson*

- D. Discussion/appointment of Board President and Vice President for the 2017 calendar year.

**MOTION:** *Director Sipperley made a motion to nominate Jim Johnson as President for the 2017 calendar year.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:**

**MOTION:** *Director Knudson made a motion to nominate Bill McManus as Vice President.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

E. Discussion/action to approve the 2017 Board and Committee Calendar.

**MOTION:** *Director Sipperley made a motion to approve the 2017 calendar.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

**REPORTS:**

**President & Board Member Report**

- *Director Sipperley stated he received a thank you card from Chief Crabtree for attending the Mi-Wuk Fire Protection District public forum.*

**Park & Recreation/Citizen Oversight Committee and Operations Report**

- *Director McManus stated the committee spoke about the ball field drainage, the tennis and pickle ball courts grant, and the new park land ideas.*

**Water/Sewer Committee and Operations Report**

- *Director Sipperley reported that the committee spoke about Well #3, tree mortality, and continuance of the water shortage emergency action. They also had a discussion with a board member from Twain Harte Valley Mutual Water Company about a potential service agreement, and reviewed operational and capital budget goals.*
- *Operations Manager Perry summarized his written report and reported that the first phase of the Black Oak service line replacement has been completed.*

**Fire Committee and Fire Chief Report**

- *The fire committee did not meet but Director Knudson thanked the fire department for their vital participation during the Christmas parade.*
- *Fire Chief McNeal summarized his written report and stated that the department training portion of the year is in full swing. He also reported that CERT received a grant from the Healthcare Coalition for a portable fan and a portable heating unit*

**Finance/Admin Committee Report**

- *Director Johnson reported that the committee talked about the policies mentioned in the previous part of the board meeting, the board calendar, and a possible board self-evaluation.*


**General Manager Report**

- *GM Trott summarized his written report and also reported that THCS D contracted foresters have begun marking trees for removal and are about 20% finished. It is anticipated that marking will be complete by the end of the month or early January. He also reported that he is hoping to move to the Vantage Pt property in February but it is hard to estimate at this point. The district has received \$3500 in park donations so far.*

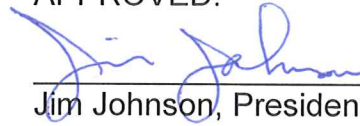
**ADJOURNMENT:**

The meeting was adjourned at 10:01 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Jim Johnson, President