

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
P.O. Box 649, Twain Harte, CA 95383
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REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE February 12, 2020 9:00 A.M.

AGENDA

The Twain Harte Community Services District welcomes you to this meeting. This agenda contains general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection at 22912 Vantage Pointe Drive, during normal business hours.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment:

This time is provided to the public to speak regarding items not listed on this agenda.

5. Presentations:

- A. Presentation of the Fiscal Year 2018-19 Audit Report by Blomberg and Griffin.
- B. Presentation of the 2019 Fire Report.

6. Communications:

- A. Letter from Owner of 18686 Mother Lode Drive, January 19, 2020 – Consider assistance to senior citizens by discontinuing services and billing during winter.

7. Consent Agenda:

- A. Presentation and approval of financial statements through January 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on January 8, 2020.
- C. Approval of Resolution #20-02 – Directing Preparation of the Engineer's Report for Continuation of the Fiscal Year 2020-21 Assessment for the Twain Harte Park and Recreation Maintenance District.

- D. Approval of Resolution #20-03 - Accepting the Fire Chief's 2019 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

8. Old Business:

- A. Discussion/action regarding review and continuance of order of emergency action for completion of the Well #3 Water Supply Project.

9. New Business

- A. Discussion/action to waive the Board Committee review requirement found in Policy #1010 (Adoption/Amendment of Policies) for policy-related items on this Board meeting agenda.
- B. Discussion/action to adopt Policy #2000 – Organizational Structure and Job Descriptions.
- C. Discussion/action to remove the following policies from the District's Policy Manual:
 - 1. Policy #2270 – District Organizational Structure
 - 2. Policy #2305 – Job Description: Fire Chief
 - 3. Policy #2306 – Job Description: Fire Captain/Relief Fire Captain
 - 4. Policy #2307 – Job Description: Engineer/Relief Engineer
 - 5. Policy #2308 – Job Description: Administrative Captain (Exempt)
 - 6. Policy #2309 – Job Description: Assistant Fire Chief (Exempt)
 - 7. Policy #2310 – Job Description: Operations Manager
 - 8. Policy #2315 – Job Description: Finance Officer
 - 9. Policy #2320 – Job Description: Water Operator II
 - 10. Policy #2340 – Job Description: Water Operator I
 - 11. Policy #2350 – Job Description: Utility Maintenance/Meter Reader
 - 12. Policy #2370 – Job Description: Customer Service Representative
 - 13. Policy #2380 – Job Description: Accounting/Administrative Assistant
- D. Discussion/action to adopt Resolution #20-04 – Amendment of the Fiscal Year 2019-20 Salary Plan.
- E. Discussion regarding draft requirements for the upcoming Water Ordinance update.
- F. Discussion/action to review and consider submission of comments for the Draft Water Quality Certification Amendment Related to Pinecrest Lake Levels.

10. Reports:

- A. President and Board member reports.
- B. Committee reports.
- C. Operations Manager Report.
- D. Fire Chief Report.
- E. General Manager Report.

11. Tour

- A. Facility tour of Well #3 (a portion of the Water Supply Reliability Wells Project).

12. Adjourn