

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 11, 2014**

CALL TO ORDER: President Sipperley called the meeting to order at 9:01a.m.

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

DIRECTORS:

Director Sipperley, President
Director Maxwell
Director Mannix
Director Johnson
Director Knudson

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Board Secretary/Finance Officer
Todd McNeal, Fire Chief
Robb Perry, Operations Manager

AUDIENCE:

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

None

COMMUNICATIONS:

A. Letter from Tuolumne Utilities District – Transfer of Water During Recent Ditch Outages

CONSENT AGENDA:

- A. Approval of financial statements through November 30, 2014.
- B. Approval of the minutes of the Regular Meeting of November 13, 2014.

MOTION TO APPROVE CONSENT ITEMS: Johnson ; SECOND: Maxwell; AYES: All

OLD BUSINESS:

- A. Update on drought conditions and water supply.
GM Trott reported that rainfall totals to date are better than last year, but we have still only received 60% of average and the snowpack is still 67% below normal.
- B. Discussion regarding development of a citation process and fine structure to be incorporated into a new Vegetation Management Ordinance.
Staff spoke with the District Attorney, consulted the CSDA law and looked at 10 examples of other district's vegetation management policies and concluded that the district does have the right to cite and issue misdemeanors. The board directed staff to have a completed draft of the ordinance by the next committee meetings outlining a potential penalty structure and citation process.

NEW BUSINESS:

- A. Swearing in of incumbent directors.

This agenda item was moved to the beginning of the board meeting. Incumbent directors, Mannix and Maxwell were sworn in and took the oath of office.

- B. Discussion/action to rescind Resolution #06-33 and to adopt Resolution #14-28 - Resolution for Employer Paid Member Contributions for Miscellaneous Members.

Motion to Rescind Resolution #06-33: Johnson

Second: Maxwell

Ayes: All Present

INTRODUCTION OF RESOLUTION #14-28: Johnson

MOTION: Maxwell; SECOND: Mannix

AYES ROLL CALL: Sipperley, Maxwell, Mannix, Knudson, Johnson

ABSENT: None

- C. Discussion/action to rescind Resolution #06-34 and to adopt Resolution #14-29 - Resolution for Employer Paid Member Contributions for Safety Members.

Motion to Rescind Resolution #06-34: Johnson

Second: Maxwell

Ayes: All

INTRODUCTION OF RESOLUTION #14-29: Johnson

MOTION: Knudson; SECOND: Mannix

AYES ROLL CALL: Sipperley, Maxwell, Mannix, Knudson, Johnson

ABSENT: None

- D. Discussion/action to adopt Resolution #14-30 - Authorization to Grant an Easement to Pacific Gas and Electric Company for Electrical Service at Well No. 1.

INTRODUCTION OF RESOLUTION #14-30: Johnson

MOTION: Knudson; SECOND: Maxwell

AYES ROLL CALL: Sipperley, Maxwell, Mannix, Knudson, Johnson

ABSENT: None

- E. Discussion/action to approve a Mutual Assistance and Administrative Services Agreement with the Strawberry Volunteer Fire Protection District.

MOTION: Director Maxwell made a motion to execute the Mutual Assistance and Administrative Services Agreement with the Strawberry Volunteer Fire Protection District with a small revision to section 3 inserting the statement "a fixed monthly amount of \$625".

SECOND: Mannix

AYES: All

- F. Discussion/action regarding the annual review and potential amendment of Policy #2082, "Internet, Email and Electronic Communication Ethics, Usage and Security".
Policy 2082 was reviewed at the Finance/Policy Committee and no changes or amendments were recommended at this time.
- G. Discussion/action to evaluate the Board's Standing Committees and to adopt revisions to Policy #4020, "Committees of the Board of Directors".
**Motion: Johnson
Second: Mannix
Ayes: All**
- H. Discussion/action regarding the solicitation of citizen nominations for membership on the Park and Recreation/Citizens' Oversight Committee.
The Park and Recreation Assessment requires that at least 1 member of the public be a part of a citizen's oversight committee for the park and recreation department. The assessment outlines that members of the public should be nominated by the Twain Harte homeowners and/or other recognized citizen's groups. The candidate/s should then be appointed by the THCS D board of directors. The board directed staff to approach the "Partners" citizen group for solicitation of nominations.
- I. Discussion regarding results of the internal Board effectiveness assessment.
G.M. Trott reported that the Board is doing a fantastic job as evidenced by the results of the assessment. Board members were proud of the results.
- J. Report and discussion regarding completion of the Special District Leadership Academy by President Sipperley.
President Sipperley stated that his attendance at the SDLA conference was extremely useful and encouraged the board to consider the "board legacy".
- K. Discussion/appointment of Board President and Vice President for calendar year 2015.
**Director Johnson nominated Director Maxwell to be the 2015 Board President.
Second: Knudson
Ayes: All**

**Director Maxwell nominated Director Mannix to be the 2015 Board Vice President.
Second: Knudson
Ayes: All**
- L. Discussion/action to approve the 2015 Board and Committee Calendar.
The 2015 board and committee calendar was presented and it was noted that the January committee meetings would be held on December 30 with committee members remaining the same. New committee assignments will be applicable at the February committee meetings.

REPORTS:

President & Board Member Report

- President Sipperley thanked staff and board members for their service throughout the past year and stated that he has thoroughly enjoyed his tenure as board president.

Park & Recreation Committee and Operations Report

- A citizen requested that Bocce Ball courts be installed at the park and the Park committee asked staff to research the matter.

Water/Sewer Committee and Operations Report

- The Meadow Lane Well projected completion date is the end of December.
- The assessment of the sewer line on the rock next to the lake is nearing completion and it is expected that rock bolts should be sufficient to fix the problem.

Fire Committee and Fire Chief Report

- Fire Chief McNeal reported that engine 721 had an exhaust particulate system installed.

Finance/Admin Committee Report

- The finance committee discussed a phased review of all District policies.

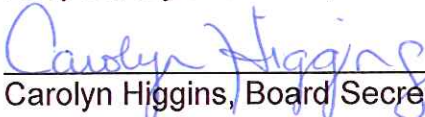
General Manager Report

- GM Trott stated that the mid-year budget amendment will be presented at the next committee meetings and will be presented at the January board meeting for approval.
- \$15,180 in park donations have been received to date.
- The preliminary design stage of the Vantage Point project will be beginning soon.

ADJOURNMENT:

The open session was adjourned at 11:06 a.m.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Gary Sipperley, President