

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
May 12, 2021

CALL TO ORDER: President Sipperley called the meeting to order at 09:04 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director McManus
Director Mannix
Director Knudson
Director deGroot

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Kim Silva, Administrative Coordinator/ Board Secretary
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 1 Attendee.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallet from CERT gave a report regarding the monthly CERT activity specifically speaking to the vaccine clinics they've been assisting with.

GM Trott asked the board to consider adding an item to the agenda that came the attention of staff after the agenda was created but necessitated immediate action that couldn't wait until the next regularly scheduled board meeting.

MOTION: Director deGroot made a motion to add the item "Approval of the Drinking Water Planning Grant Agreement between the Twain Harte Community Services District and the California State Water Resources Control Board for the Twain Harte Water System Evaluation and Modernization Project" to the agenda.

SECOND: Director Knudson

AYES: Mannix, DeGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

CONSENT AGENDA:

- A. Presentation and approval of financial statements through April 30, 2021.
- B. Approval of the minutes of the Regular Meeting held on April 14, 2021.

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

SECOND: Director deGroot
AYES: Mannix, deGroot, McManus, Sipperley, Knudson
NOES: None
ABSTAIN:

OLD BUSINESS

A. None.

NEW BUSINESS:

- A. Discussion/action to adopt the 20-Year Vehicle and Equipment Replacement Plan for Fiscal Year 2021-22.

MOTION: Director Mannix made a motion to adopt the 20-Year Vehicle and Equipment Replacement Plan for Fiscal Year 2021-22.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- B. Discussion/Action to adopt Resolution #21-11 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.

MOTION: Director deGroot made a motion to adopt Resolution #21-11 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- C. Discussion/action to adopt Resolution #21-12 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire and Rescue Assessment District.

MOTION: Director Mannix made a motion to adopt Resolution #21-12 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire and Rescue Assessment District approve with dollar amount change to correct typo.

SECOND: Director McManus

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Discussion/action to adopt Resolution #21-13 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

MOTION: Director deGroot made a motion to adopt Resolution #21-13 – Intention to Continue Assessments for Fiscal Year 2021-22, Approval of Preliminary

Engineer's Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

SECOND: Director McManus

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action to adopt Resolution #21-14 – Authorizing Reinstatement of Water and Sewer Late Fees and Water Flow Restrictions for Non-Payment.

MOTION: Director Knudson made a motion to adopt Resolution #21-14 – Authorizing Reinstatement of Water and Sewer Late Fees and Water Flow Restrictions for Non-Payment.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- F. Discussion/action to repeal Policy #3095 – District Facility Keys.

MOTION: Director deGroot made a motion to repeal Policy #3095 – District Facility Keys.

SECOND: Director McManus

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- G. Discussion/action to adopt Resolution #21-15 – Adopting the Records Retention and Destruction Policy (Policy #3100) and Authorizing Destruction of Certain Types of Records.

MOTION: Director McManus made a motion to adopt Resolution #21-15 – Adopting the Records Retention and Destruction Policy (Policy #3100) and Authorizing Destruction of Certain Types of Records.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- H. Discussion/action to approve the Drinking Water System Planning Grant agreement between the Twain Harte CSD and State Water Resources Control Board for the Twain Harte Water System Evaluation and Modernization project.

MOTION: Director Knudson made a motion to approve the Drinking Water System Planning Grant Agreement between the Twain Harte Community Services District and the California State Water Resources Control Board for the Twain Harte Water System Evaluation and Modernization Project.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

President and Board Member Reports.

- President Sipperley provided a report that included the amount of grants awarded over the last year.
- Will be attending the legislative days for CSDA May 18-19

Fire Chief Report by Chief Gamez

- A verbal summary of the written report was provided.

Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno

- A verbal summary of the written report was provided.

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

Closed Session: The Board of Directors convened into closed session at 10:29 a.m.

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
- President Sipperley reconvened the meeting into regular session at 11:45 a.m. with no reportable action.

Additional Business

- A. Discussion/action to consider Amendment #2 to the General Manager Employment Agreement.

MOTION: Director Knudson made a motion to approve Amendment #2 to the General Manager Employment Agreement.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

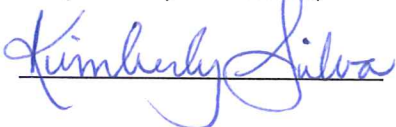
NOES: None

ABSTAIN:

ADJOURNMENT:

The meeting was adjourned at 11:47 a.m.

Respectfully submitted,



Kimberly Silva, Board Secretary

APPROVED:



Gary Sipperley, President