

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
August 13, 2015**

CALL TO ORDER: President Mannix called the meeting to order at 9:00 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
Robb Perry, Operations Manager

AUDIENCE:

3 Members of the Public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

None

PRESENTATIONS & AWARDS:

None

COMMUNICATIONS:

- A. Letter regarding promotion of fire training facility at Vantage Pointe – Ted Corporandy, Retired Battalion Chief of San Francisco Fire Department.
- B. Letter expressing gratitude for memorial plaque in park – Gordon and Lisa Smythe.
- C. President Mannix asked the board to consider adding an item to the agenda that came to the attention of staff after the agenda was posted, and due to the nature of the item, would need to be addressed before the next board meeting. She asked to add a discussion regarding the revision of the current Phase III Conservation Measures water reduction goal.

MOTION: Director Sipperley moved to add the item to the agenda as Item A in new business.

SECOND: McManus

AYES: All Present

CONSENT AGENDA:

- A. Presentation and approval of preliminary financial statements through July 31, 2015.
- B. Approval of the minutes of the Regular Meeting of July 9, 2015.

MOTION: Director Johnson made a motion to adopt items A & B of the consent agenda

SECOND: Sipperley

AYES: All Present

Director Sipplerley asked to pull item C from the consent agenda as he had questions regarding it.

- C. Approval of Resolution #15-22 – Election of Directors to the Special District Risk Management Authority Board of Directors.

MOTION: Sipplerley

SECOND: Johnson

AYES: All Present

OLD BUSINESS:

- A. Update on drought conditions and water supply.

GM Trott reported that reservoirs are looking fairly healthy. Lyons and Pinecrest are predicted to be 1,700 acre ft. 5,610 acre ft. respectively by Labor Day. TUD is predicting that there is enough water to last through February. Conservation has saved approximately 935 acre feet per month in Lyon's Reservoir.

- B. Discussion/action regarding review and continuance of order of emergency action for completion of Well #2 and Well #3 Water Supply Projects.

GM Trott recommended that the order of emergency action be continued because it is still necessary to respond to the District's Water Shortage Emergency and the projects will not permit a delay resulting from competitive bidding.

MOTION: Director Sipplerley made a motion to continue the order of emergency action for completion of Well #2 and Well #3 Water Supply Projects.

SECOND: Mannix

AYES: All Present

NEW BUSINESS:

- A. Discussion/action regarding revision of the current Phase III Conservation Measures water reduction goal.

GM Trott stated that this item was added because TUD voted to reduce their water reduction goal to 25%. However, he recommends that THCS D keep their goal at 30%.

The board came to a consensus to not change the current reduction goal at this time but to revisit it at the September board meeting.

- B. Discussion/action to appoint citizen members to the Park and Recreation/Citizens' Oversight Committee.

MOTION: Director Johnson made a motion to appoint Wes Jordan and John Kinsfather as the citizen members of the Park and Recreation/Citizen's Oversight Committee.

SECOND: Sipplerley

AYES: All Present

- C. Discussion/action to approve dedication of the new playground structure and language for the permanent dedication plaque.

Due to a conflict of interest, Director Knudson stepped out of the room.

MOTION: *Director Johnson made a motion to accept the wording of the proposed language for the plaque.*

SECOND: *McManus*

AYES: *All Present*

ABSENT: *Knudson*

Director Knudson re-entered the room after the vote took place.

- D. Discussion/action to adopt revisions to District Policy #1065, "Park Fee Schedule".

MOTION: *Director Johnson made a motion to accept the revision to Policy #1065.*

SECOND: *Sipperley*

AYES: *Sipperley, Mannix, McManus, Johnson*

ABSTAIN: *Knudson*

- E. Discussion/action to adopt new District Policy #1011, "Adopting Positions on Legislation".

MOTION: *Director Johnson made a motion to accept the new policy #1011.*

SECOND: *Mannix*

AYES: *All Present*

- F. Discussion/action to approve a budget adjustment in the amount of \$7,746.00 for the Apparatus Bay Floor Surfacing Project.

MOTION: *Director Sipperley made a motion to approve the above budget adjustment.*

SECOND: *Knudson*

AYES: *All Present*

- G. Discussion/action to approve the annual Strategic Plan progress report and potential revisions to the Strategic Plan.

MOTION: *Director Sipperley made a motion to accept the Strategic Plan progress report as presented.*

SECOND: *Knudson*

AYES: *All Present*

- H. Discussion/action to approve objectives for the General Manager for Fiscal Year 2015-16.

MOTION: *Director Johnson made a motion to approve the General Manager Objectives for 2015-16 as presented.*

SECOND: *Sipperley*

AYES: *All Present*

- I. Discussion/action regarding regular Board Committee times.

Director Mannix proposed new start times for each committee as follows:

Fire: 8:00 a.m. Water: 9:30 a.m. Park: 12:30 p.m. Finance & Admin: 1:30 p.m.

MOTION: *Director Sipperley made a motion to approve the new committee times as proposed by Director Mannix.*

Second: *Mannix*

REPORTS:

President & Board Member Report

- Director Sipperley asked Operations Manager Perry to thank F. Eldred for his recent contribution on a work order.
- Director Sipperley, Director Mannix, and Director McManus spoke about their attendance at a webinar held on August 12 – Board Member and District Liability Issues.

Park & Recreation/Citizen Oversight Committee and Operations Report

- Park and Recreation committee spoke about the new playground inspection and some small changes to some of the existing playground structures.

Water/Sewer Committee and Operations Report

- Operations Manager Perry reported that Well #2 is producing about 70 to 75 gpm.

Fire Committee and Fire Chief Report

- The Fire Committee spoke about the curbside slash program and other items.
- The new fire chief vehicle has been ordered and is scheduled to arrive in six to eight weeks.
- The 15/16 VFA grant has been submitted and is awaiting approval.

Finance/Admin Committee Report

- The Finance/Admin committee reviewed the strategic plan progress report, policy 1011, surplus of real property on Meadow Dr. specifically the requirement of offering it to other agencies for 60 days as outlined by law, and the valuation of the property. They also discussed the SDRMA board member election ballot.


General Manager Report

- Curbside pickup is winding down and roughly 1200 cubic yards of slash was picked up.
- Cost of Services & Rate Study is ongoing.
- The server was upgraded on August 7.
- The surplus Property Sale and Lake-Sewer Stabilization project will be worked on in the upcoming month.

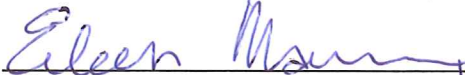
ADJOURNMENT:

The meeting was adjourned at 10:39 a.m.

Respectfully submitted,


Carolyn Higgins, Board Secretary

APPROVED:


Eileen Mannix, President