

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK

P.O. Box 649, Twain Harte, CA 95383

Phone (209) 586-3172

Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS

THCS D CONFERENCE ROOM

22933 TWAIN HARTE DR., CA

September 13, 2012 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 the Public Comment portion of the meeting or 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. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

Written materials relating to an item on this Agenda that are distributed to the Twain Harte Community Services District within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at 22933 Twain Harte Drive, during normal business hours. Such written materials will also be made available on the Twain Harte Community Services District's website, subject to staff's ability to post the documents before the regularly scheduled meeting.

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.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Public Comment: This time is provided to receive information from the public.

- A. Introduction & badge pinning for new interns

4. Communications: None

5. Consent Agenda:

- A. Approval of financial statements through August 31, 2012.
- B. Approval of the minutes of the Regular Meeting of August 9, 2012.

6. Old Business:

- A. Discussion/action: approval of the second reading of Policy #1035, Public Records.
- B. Discussion/action: approval of the second reading of Policy #2004, Alcohol and Drug Abuse.
- C. Discussion/action: approval of the second reading of amended Policy #2340, Job Description – Water Operator I.

7. New Business:

- A. Annual board review of Policy #2002, Discrimination and Policy #3030, Injury and Illness Prevention Program.
- B. Discussion/action: to add Department Managers as signers on District checking account.
- C. Discussion/action: to approve expenditure not to exceed \$4,920 to install new driveway at stage area. Authorizing the General Manager to move funds from account 59999 "Funded Capital Reserve" to 51200-3500 "Maintenance Plant."

8. Reports:

- A. President and Board member reports
- B. Park/Recreation Committee report
- C. Admin/Policy Committee report
- D. Water/Sewer Committee report
- E. Water/Sewer Operations Manager's report
- F. Fire Committee report
- G. Fire Chief's Report
- H. Finance Report
- I. General Manager's report

9. Closed Session:

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9 (b) (1): Conference with Legal Counsel, Anticipated Litigation.

10. Adjourn