

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
July 13, 2017**

**CALL TO ORDER:** President Johnson called the meeting to order at 9:00 a.m. The following Directors, Staff, and Community Members Were Present:

**DIRECTORS:**

Director Johnson, President  
Director McManus  
Director Knudson  
Director Sipperley  
Director Mannix

**STAFF:**

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

**AUDIENCE:**

None

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

None

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of preliminary financial statements through June 30, 2017.
- B. Approval of the minutes of the Regular Meeting held on June 8, 2017.

***MOTION: Director Sipperley made a motion to approve the consent agenda.***

***SECOND: Mannix***

***AYES: All Present***

***ABSENT:***

**PUBLIC HEARING:**

- A. President Johnson opened the public hearing at 9:05 a.m.
- B. Staff presentation on continuation of assessments for the Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.
- C. Receive public comment regarding continuation of assessments.
  - *No comments were received from the public.*
- D. President Johnson closed the public hearing at 9:10 a.m.

- E. Discussion/action to adopt Resolution #17-16 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2017-18.

**MOTION:** *Director McManus made a motion to adopt Resolution #17-16*

**SECOND:** *Sipperley*

**AYES ROLL CALL:** *Johnson, McManus, Mannix, Sipperley, Knudson*

**ABSENT:**

**ABSTAIN:**

- F. Discussion/action to adopt Resolution #17-17 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2017-18.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #17-17*

**SECOND:** *Mannix*

**AYES ROLL CALL:** *Johnson, McManus, Mannix, Sipperley, Knudson*

**ABSENT:**

**ABSTAIN:**

- G. Discussion/action to adopt Resolution #17-18 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2017-18.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #17-18*

**SECOND:** *Mannix*

**AYES ROLL CALL:** *Johnson, McManus, Mannix, Sipperley, Knudson*

**ABSENT:**

**ABSTAIN:**

**OLD BUSINESS:**

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

*GM Trott asked the board to consider whether the emergency action should be continued and to consider if it is necessary to address the current water supply shortage emergency that is still being declared by the state for Tuolumne County and to determine if this board still declares this emergency and if this project is needed to address this emergency and if the emergency situation will not permit a time delay resulting from formal competitive bidding.*

**MOTION:** *Director Sipperley moved that the order of emergency action be continued for completion of the Well #3 Water Supply Project.*

**SECOND:** *Mannix*

**AYES: All Present**

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action to adopt revisions to Policy #3040 - Purchasing and Expense Authorization.

**MOTION: Director Sipperley made a motion to adopt revisions to Policy #3040.**

**SECOND: Mannix**

**AYES: All Present**

**ABSENT:**

- B. Discussion/action to select auditor consultant.

**MOTION: Director Sipperley made a motion to select Blomberg & Griffin and Associates for a three year term.**

**SECOND: Mannix**

**AYES: All Present**

**ABSENT:**

- C. Discussion/action to adopt Resolution #17-19 - Approval of Standard Agreement #C5607299 for Contracting with California Department of Corrections and Rehabilitation Community Service Crews

**MOTION: Director Sipperley made a motion to adopt Resolution #17-19.**

**SECOND: Mannix**

**AYES ROLL CALL: Johnson, McManus, Mannix, Sipperley, Knudson**

**ABSENT:**

**ABSTAIN:**

- D. Presentation of the Strategic Plan progress report for Fiscal Year 2016-17.

GM Trott summarized the accomplishments of the District as they related to the strategic plan.

**REPORTS:**

**President & Board Member Report**

- President Johnson thanked GM Trott for making a presentation at the annual homeowner's association meeting.

**Park & Recreation/Citizen Oversight Committee and Operations Report**

- Director Mannix reported that a member of the community, Ron Jacobs, updated the committee regarding the submission of grants for the tennis courts. The committee also completed the annual walk through of the park and discussed the strategic plan.

**Water/Sewer Committee and Operations Report**

- Director Mannix reported that the committee discussed the hazard tree removal project, well #3, online billing and the strategic plan.
- Operations Manager Perry summarized his written report.

**Fire Committee and Fire Chief Report**

- Director Knudson reported that the committee discussed the acquisition of the old 50's fire engine, the training facility, slash voucher expiration and the water tender grant.
- Fire Chief McNeal summarized his written report.

**Finance/Admin Committee Report**

- Director Johnson reported that the committee spoke about selection of an auditor, the implementation of electronic board packets, the lease or sale of the old administrative building, revisions to policy #3040, and the strategic plan.

**General Manager Report**

- General Manager Trott summarized his written report.

**CLOSED SESSION:** The Board of Directors convened into closed session at 10:25 a.m.

Conference with Real Property Negotiator (Government Code Section 54956.8)

Agency Negotiator: Tom Trott

Under Negotiations: Instructions to negotiator on price and payment terms.

Real Property: 22933 Twain Harte Drive, Twain Harte, CA 95383

APN: 049-182-35

Negotiating Parties: Bernard L. McDaniel

- Director Johnson reconvened the meeting into regular session at 10:40 a.m.

**MOTION:** Director Sipperley made a motion to accept the verbal offer of \$275,000, to split closing costs and authorized the general manager, Tom Trott, to complete the agreement.

**SECOND:** Mannix

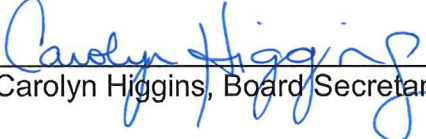
**AYES:** All Present

**ABSENT:**

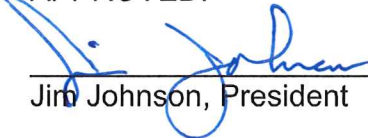
**ADJOURNMENT:**

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

  
 Carolyn Higgins, Board Secretary

APPROVED:

  
 Jim Johnson, President