

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
June 8, 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

AUDIENCE:

Two members of the public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

None

COMMUNICATIONS:

None

CONSENT AGENDA:

- A. Presentation and approval of the preliminary financial statements through May 31, 2017.
- B. Approval of the minutes of the Regular Meeting held on May 11, 2017.
- C. Adopt Resolution #17-07 – Adoption of Employer Paid Member Contributions for CalPERS Miscellaneous Category Employees.
- D. Adopt Resolution #17-08 – Tax Requirement for Davis Grunsky Contract #D50048/DGLC49.
- E. Adopt Resolution #17-09 – Tax Requirement for Davis Grunsky Contract #D50072/DGLC60.
- F. Adopt Resolution #17-10 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.
- G. Adopt Resolution #17-11 – Intention to Continue Assessments for Fiscal Year 2017-18, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire and Rescue Assessment District.
- H. Adopt Resolution #17-12 – Intention to Continue Assessments for Fiscal Year 2017-18, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

- I. Adopt Resolution #17-13 – Intention to Continue Assessments for Fiscal Year 2017-18, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.

MOTION: *Director Sipperley made a motion to approve the consent agenda with amendments to Resolutions #17-11, 17-12, 17-13 changing the word in the title from “preliminarily” to “preliminary” and changing the District physical address from 22933 Twain Harte Dr to 22912 Vantage Pointe Dr.*

SECOND: *Mannix*

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

ABSENT:

ABSTAIN:

PUBLIC HEARING:

- A. President Johnson opened the public hearing at 9:04 a.m.
- B. Presentation of the proposed Fiscal Year 2017-18 budget, salary plan, capital outlay plans and reserve designations.
 - *President Johnson stated that the budget had been presented to the board at the committee levels over the last two months*
- C. Receive public comment regarding budget.
 - *No comments were received from the public*
- D. President Johnson closed the public hearing at 9:07 a.m.
- E. Discussion/action to adopt Resolution #17-14 – Adoption of the Fiscal Year 2017-18 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

MOTION: *Director Sipperley made a motion to adopt Resolution #17-14*

SECOND: *McManus*

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 approve a Lease Agreement with Royce L. Eslick, providing for the lease and purchase option of a ½-acre portion of APN 048-610-05 for the purposes of drilling Well #3.

MOTION: Director Sipperley with gratitude to the Eslick's, made a motion to approve the lease agreement.

SECOND: Mannix
AYES: All Present
ABSENT:

- B. Discussion/action to adopt Resolution #17-15 – Approval of Fiscal Year 2016-17 Fire Fund Budget Adjustment for Unanticipated Vehicle Maintenance Expenses.

MOTION: Director Mannix made a motion to adopt Resolution #17-15

SECOND: Sipperley

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

ABSENT:
ABSTAIN:

- C. Discussion/action to adopt revisions to Policy #2320, "Job Description – Water Operator II".

MOTION: Director Sipperley moved to approve the changes to Policy #2320.

SECOND: Knudson

AYES: All Present

ABSENT:

- D. Discussion/action to adopt revisions to Policy #2340, "Job Description – Water Operator I".

MOTION: Director Sipperley moved to approve the changes to Policy #2340.

SECOND: Mannix

AYES: All Present

ABSENT:

REPORTS:

President & Board Member Report

- *President Johnson stated that he is pleased with the current status of the finances. He also read a letter from a citizen who was very thankful for the assistance from the fire department during an emergency. He also reported on the trip to the CSDA legislative conference that two board members and the GM attended in May.*
- *Director Mannix also reported on the CSDA legislative conference and stated it was very valuable.*

Park & Recreation/Citizen Oversight Committee and Operations Report

- Director Mannix reported that the committee spoke about a fund that has been established at the Sonora Area foundation for the new land at the Park and it will be called "The Meadows Fund". They also spoke about coming up with a plan for the new parcel of park land.

Water/Sewer Committee and Operations Report

- Director Sipperley reported that the committee discussed the tree removal project and at the time it was about one-third complete, the capital outlay plan, the budget, well #3 update, and the changes in the district water classification
- Operations Manager Perry summarized his written report and also stated that the Black Oak service line replacement is complete and is waiting for a road inspection from the county, the Mono Dr. replacement should be complete next week, and the Sherwood Forest leak has been fixed. Part of the umbrellas and tables have been installed at the bocce courts and the entrance sign beautification will be complete tomorrow.

Fire Committee and Fire Chief Report

- Director Knudson stated that the committee spoke about the problems with the engines, the training sessions that have occurred at the training site, tree mortality, vacant lot clearance compliance, and CERT CPR training. Director Johnson summarized the Chief's written report due to the Chief's absence.

Finance/Admin Committee Report

- Director Johnson reported that the committee discussed the draft budget, the change in job descriptions, the budget reserve designations, the five year projections for all district funds, leasing of the old admin building, and the postponement of the ribbon cutting ceremony for the new building until later in the summer.

General Manager Report

- GM Trott summarized his written report and also reported that the tree mortality project is ongoing and it is projected that it will be complete including slash cleanup by the end of July. Admin will be working on the implementation of on-line billing.

ADJOURNMENT:

The meeting was adjourned at 10:19 a.m.

Respectfully submitted,


 Carolyn Higgins, Board Secretary

APPROVED:


 Jim Johnson, President