

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
April 8, 2020

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 McManus
Director Mannix
Director Knudson
Director deGroot
Director Sipperley

STAFF:

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

AUDIENCE:

Two Members of the Public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallett provided an update regarding CERT activities including:

- Purchase of the firefighter rehab vehicle is complete. Delivery of the vehicle has not yet occurred due to COVID-19 related travel restrictions.
- Twenty-four volunteers are in place to receive and make phone calls to individuals who may need someone to speak with during the COVID-19 crisis.
- CERT volunteers have made and delivered thirty-nine sets of masks. There have been requests for an additional 110 more. Donations have been received for the mask making endeavor.

PRESENTATIONS:

- A. Presentation on special district resources related to COVID-19 – Dane Wadle, California Special Districts Association.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through March 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on March 11, 2020.
- C. Approval of the minutes of the Special Meeting held on April 1, 2020.

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

SECOND: deGroot

AYES: Mannix, Knudson, Sipperley, deGroot, McManus

NOES: None

ABSENT:

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 reported that the project is nearing completion, however sand was discovered in the well and actions are needed to rectify the situation. GM Trott asked the board to consider whether the emergency action should be continued, which would declare that: (1) the current water supply shortage emergency still exists, which is currently declared by the District and by the state for Tuolumne County; (2) the project is necessary to address this emergency; and (3) the emergency situation will not permit a time delay resulting from formal competitive bidding.

MOTION: Director Sipperley made a motion to extend the continuance of the order of emergency action for completion of Well #3.

SECOND: Knudson

AYES: Mannix, Knudson, Sipperley, deGroot, McManus

NOES: None

ABSENT:

NEW BUSINESS:

- A. Discussion/action to adopt Policy #2125 – Telecommuting.

MOTION: Director Sipperley made a motion to adopt Policy #2125 - Telecommuting as presented.

SECOND: deGroot

AYES: Mannix, deGroot, Knudson, McManus, Sipperley

NOES: None

ABSENT:

- B. Discussion/action to adopt Resolution #20-08 – Authorizing the General Manager to Enter into Repayment of Leave Agreements with Employees Affected by COVID-19.

MOTION: Director McManus made a motion to adopt Resolution #20-08 as presented.

SECOND: deGroot

AYES: Mannix, deGroot, Knudson, McManus, Sipperley

NOES: None

ABSENT:

- C. Discussion/action to adopt Resolution #20-09 – Authorizing Suspension of Water and Sewer Bill Late Fees during the COVID-19 Pandemic Emergency.

MOTION: Director deGroot made a motion to adopt Resolution #20-09 as presented.

SECOND: Sipperley

AYES: Mannix, deGroot, Knudson, McManus, Sipperley

NOES: None

ABSENT:

- D. Discussion/action to approve a License Agreement with Pacific Gas and Electric to lease a portion of Epronson Park during Public Safety Power Shutoff events.

MOTION: Director Knudson made a motion to approve the agreement with PG&E as presented.

SECOND: Sipperley

AYES: Mannix, deGroot, Knudson, McManus, Sipperley

NOES: None

ABSENT:

- E. Discussion regarding the first phase of Twain Harte Meadows Park.

GM Trott stated that despite not receiving State grant money at this time, the District will still be able to move forward with the Bocce Court Improvements with Sonora Area Foundation funding. The target date for project commencement is Summer of 2020.

- F. Discussion/action to approve issuing a letter to support inclusion of special district funding in any upcoming state or federal COVID-19 legislative bills.

MOTION: Director Sipperley made a motion to approve the letter as presented.

SECOND: deGroot

AYES: Mannix, deGroot, Knudson, McManus, Sipperley

NOES: None

ABSENT:

REPORTS:

President and Board Member Report

- Director Sipperley asked about the new requirement to have shut-off notices in multiple languages. GM Trott stated that the District will probably not be completing shut-off's and will be restricting flow instead. This will alleviate the need for shut-off notices.

Committee Reports

- No reports given. The Committees did not meet.

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

- A verbal summary of the written report was provided.

Fire Chief Report by Chief McNeal

- 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.
- The green waste voucher program has been postponed at this time.

ADJOURNMENT:

The meeting was adjourned at 10:16 a.m.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Eileen Mannix, President