

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
November 10, 2016

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
Todd McNeal, Fire Chief
Robb Perry, Operations Manager

AUDIENCE:

Two members of the public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

GM Trott recognized the Fire Chief and his staff for a job well done regarding a cross training that happened at the training prop between fire personnel and the Tuolumne County SWAT team.

COMMUNICATIONS:

- A. Correspondence from Tuolumne Utilities District: Transfer of Water during Recent Ditch Outage.

CONSENT AGENDA:

- A. Presentation and approval of the preliminary financial statements through October 31, 2016.
- B. Approval of the minutes of the Regular Meeting on October 6, 2016.

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

SECOND: Johnson

AYES: All Present

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 still exists as declared by this district, the county and the state and to determine if this project is needed to address this emergency and if the emergency situation will not permit a delay resulting from formal competitive bidding.

MOTION: *Director Sipperley made a motion to continue the order of emergency action for the Well #3 project.*

SECOND: *Knudson*

AYES: *All Present*

ABSENT:

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #16-26 – A Resolution of Appreciation for Juliette and Robert Cowell.

MOTION: *Director Johnson made a motion to accept Resolution #16-26.*

SECOND: *Sipperley*

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

ABSENT:

- B. Discussion/action to adopt Resolution #16-27 – Acceptance of Conditional Gift of Real Estate for Property on Meadow Drive.

MOTION: *Director Johnson made a motion to adopt Resolution #16-27 - Acceptance of Conditional Gift of Real Estate Property on Meadow Dr.*

SECOND: *McManus*

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

ABSENT:

- C. Discussion/action to approve an Agreement for Professional Services with California Reforestation in the amount of \$12,870.50 to perform the District's Dead and Dying Hazard Tree Assessment and related services.

GM Trott recused himself from the selection process as one of the bidding companies had listed his father as a subcontractor.

MOTION: *Director Sipperley made a motion to approve the agreement for Professional Services with California Reforestation in the amount of \$12,870.50.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

- D. Discussion/action to approve correspondence to the State Water Resources Control Board and Department of Water Resources regarding support of the Urban Advisory Group's comments on the State's draft response to Executive Order B-37-16, "Making Water Conservation a California Way of Life".

MOTION: *Director Sipperley made a motion to approve the correspondence to the State Water Resources Control Board.*

SECOND: *McManus*

AYES: *All Present*

ABSENT:

- E. Discussion/action to consider a written request from Mi-Wuk Sugar Pine Fire Protection District to explore operational integration opportunities.

MOTION: *Director Sipperley made a motion to authorize the fire committee to continue to explore operational integration opportunities.*

SECOND: *Knudson*

AYES: *All Present*

ABSENT:

- F. Discussion/action to adopt revisions to Policy #2040, "Sick Leave".

MOTION: *Director Johnson made a motion to adopt revisions to Policy #2040.*

SECOND: *Sipperley*

AYES: *All Present*

ABSENT:

- G. Discussion/action to adopt revisions to Policy #1020, "Conflict of Interest".

MOTION: *Director Johnson made a motion to adopt the changes to Policy #1020.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

REPORTS:

President & Board Member Report

- *Director Sipperley reported that he attended the strategic planning meeting at Mi-Wuk Fire Protection District and provided a summary of the meeting. He also stated that he attended the IRWM JPA meeting and stated there will be a public hearing on Stormwater.*
- *Director Mannix stated that she hopes to have the board plan the staff Christmas party rather than staff.*

Park & Recreation/Citizen Oversight Committee and Operations Report

- *Director McManus reported that the committee discussed the annual park donation letter, the gift of land, the possible tennis court and pickle ball project and funding, the bocce ball court shade structure prices, and the upper bocce court ball drainage.*
- *Operations Manager Perry stated that he has collected bids for the ball-field drainage project.*

Water/Sewer Committee and Operations Report

- *Director Sipperley stated the committee spoke about the Well #3 property, the tree assessment proposal, the Aqua comments, and the possible opportunity of a system wide water audit.*
- *Operations Manager Perry summarized his written operations report and also stated that he is meeting with the Tuolumne County Health Department to finalize the permit for Well #2 today - 11/09/16. He also stated that a grant has been approved to replace all lighting at the water plant to LED lighting.*

Fire Committee and Fire Chief Report

- *Director Knudson stated that the fire committee toured the fire training prop at Vantage Pointe.*

- Fire Chief McNeal summarized his written operations report and also stated that a few interns presented the intern recruiting video to the Columbia Fire Committee. It resulted in four immediate potential intern applicants.

Finance/Admin Committee Report

- Director Johnson reported that the committee spoke about the policies approved in the board meeting, preliminary audit results, and the Vantage Pointe budget.

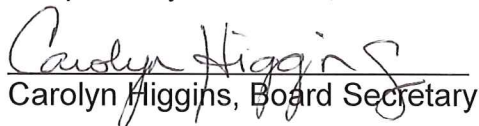
General Manager Report

- GM Trott summarized his written report and also stated the following:
 - Volunteers have greatly aided the tree mortality project by making phone calls and processing paperwork.
 - He is anticipating that the contractor work at Vantage Pointe will be complete by the end of the month.
 - The park donation letter will be sent out during the week of November 14.
 - The Black Oak service line replacement is scheduled to be complete by Thanksgiving.
 - The State Water Control board has contacted the district about receiving a potential water audit grant.

ADJOURNMENT:

The meeting was adjourned at 10:41 a.m.

Respectfully submitted,


Carolyn Higgins, Board Secretary

APPROVED:


Eileen Mannix, President