

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**April 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  
Todd McNeal, Fire Chief

**AUDIENCE:**

Five members of the public

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

A member of the public presented a comment/complaint regarding fee service quotes received August 2016 and February 2017. President Johnson asked him to set-up an appointment with GM Trott.

**PRESENTATIONS:**

None

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of the preliminary financial statements through March 31, 2017.
- B. Approval of the minutes of the Regular Meeting on March 9, 2017.

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

***SECOND: McManus***

***AYES: All Present***

***ABSENT:***

**OLD BUSINESS:**

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

***MOTION: Director Sipperley made a motion to continue the order of emergency action for the Well #3 project because Governor Brown exempted Tuolumne County in sections 11 and 14 of his executive order.***

**SECOND: McManus**  
**AYES: All Present**  
**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action regarding Governor Brown's Executive Order #B-40-17, terminating the drought state of emergency for most of California.

President Johnson asked that this item be presented before discussing or acting on item A of old business. GM Trott presented the Governor's Executive Order and informed the Board of Directors that the governor has declared that the drought emergency is over for the state of CA except for in Fresno, Kings, Tulare and Tuolumne counties.

- B. Discussion/action to approve a CEQA Notice of Exemption for the Twain Harte Community Services District Hazard Tree Removal Project.

**MOTION: Director Sipperley made a motion to approve the CEQA Notice of Exemption related to the Tree Removal Project.**

**SECOND: McManus**  
**AYES: All Present**  
**ABSENT:**

- C. Discussion/action to approve an Agreement for Professional Services with Nate's Tree Service in the amount of \$104,900 for hazard tree removal services in the Twain Harte Community Services District Hazard Tree Removal Project.

**MOTION: Director Johnson made a motion to reject all bids and rebid the project.**

**SECOND: Sipperley**  
**AYES: All Present**  
**ABSENT:**

**AMENDED MOTION: Director Johnson made a motion to reject all bids and re-bid the project due to bid irregularities and to better meet grant requirements.**

**SECOND: Sipperley**  
**AYES: All Present**  
**ABSENT:**

- D. Discussion/action to adopt Resolution #17-04 – Approval of Fiscal Year 2016-17 Water Budget Adjustments for the Hazard Tree Removal Project.

**MOTION: Director Sipperley made a motion to remove item 17-04 from the agenda and the meeting.**

**SECOND: McManus**  
**AYES: All Present**  
**ABSENT:**

- E. Discussion/action to adopt revisions to Policy #3040, "Purchasing and Expense Authorization".

*Director Sipperley requested that the following changes be made:*

- Paragraph 3040.43.3 – change “items greater than \$75,000” to “items \$75,000 or greater”
- Paragraph 3040.64.3 - change “\$5,000 to \$25,000” to “More than \$5,000 to \$25,000”
- Paragraph 3040.64.4 change “\$25,000 to \$45,000” to “More than \$25,000 to \$45,000”
- Paragraph 3040.64.5 change “45,000 to 175,000” to “More than \$45,000 to \$175,000”

**MOTION:** *Director Sipperley made a motion to adopt revisions to Policy #3040 with the above mentioned changes.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:**

## **REPORTS:**

### **President & Board Member Report**

- Director Sipperley stated he attended the IRWMJPA meeting and they discussed some of the grants made to various members of the JPA.

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

- Director Mannix summarized the items discussed in the Park & Recreation Committee.

### **Water/Sewer Committee and Operations Report**

- Director Sipperley summarized the items discussed in the Water & Sewer Committee.
- GM Trott presented the written operations report in Operation Manager Perry’s absence. A leak in Sherwood Forest has been identified and located and should be repaired within the next week or so.

### **Fire Committee and Fire Chief Report**

- Director Knudson reported that the fire committee was cancelled.
- Chief McNeal summarized his written report and stated that the consultant with the county fire project would like to meet with the board members Thursday the 20<sup>th</sup> at 1:00 p.m.

### **Finance/Admin Committee Report**

- Director Johnson summarized the items discussed in the Finance/Admin committee meeting. He remarked that there was a presentation from Cal-Trust regarding investment of funds. Cal-Trust competes with LAIF and has a slightly better rate of return than LAIF and the committee stated that the Finance Officer could deposit funds in this investment option.

### **General Manager Report**

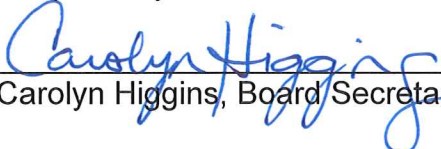
- GM Trott summarized his written report and thanked everybody involved in the Vantage Pointe project.
- The environmental process has begun in relation to Well #3.
- Black Oak Estates service line project should be complete by the end of the month.

- The District is offering a rebate program to district customers if they purchase a water sense toilet or showerhead. Customers may receive up to \$100 for a toilet and \$25 for a showerhead.


**ADJOURNMENT:**

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

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Jim Johnson, President