

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**May 8, 2019**

**CALL TO ORDER:** President McManus 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 Sipperley

**STAFF:**

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

**AUDIENCE:**

Thirteen members of the public

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

**PRESENTATIONS:**

- A. Badge pinning of new Fire Division personnel and interns.  
Fire Chief McNeal honored three interns, John Corona, Colton Fields-Richardson, and Teran Tidaback who will be departing the program as they have secured jobs at other agencies. He also introduced new interns that will be joining the program-Firefighter Cruz and Firefighter Maloney.

**COMMUNICATIONS:**

- A. April 30, 2019 - Letter from ACWA Coalition: Oppose Unless Amended: AB 217 Safe Drinking Water Funding/Water Tax.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through April 30, 2019.  
B. Approval of the minutes of the Regular Meeting held on April 10, 2019.  
C. Adopt Resolution #19-08 – Tax Requirement for Davis Grunsky Contract #D50048/DGLC49.  
D. Adopt Resolution #19-09 – Tax Requirement for Davis Grunsky Contract #D50072/DGLC60.  
E. Adopt Resolution #19-10 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.  
F. Adopt Resolution #19-11 – Intention to Continue Assessments for Fiscal Year 2019-20, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire and Rescue Assessment District.

- G. Adopt Resolution #19-12 – Intention to Continue Assessments for Fiscal Year 2019-20, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.
- H. Adopt Resolution #19-13 – Intention to Continue Assessments for Fiscal Year 2019-20, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.

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

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

**PUBLIC HEARING:**

- A. President McManus opened the public hearing at 9:15 a.m.
- B. Presentation of the proposed Fiscal Year 2019-20 budget, salary plan, capital outlay plans and reserve designations by Finance Officer Higgins.
- C. Receive public comment regarding budget.
  - *No comments were received from the public.*
- D. President McManus closed the public hearing at 9:25 a.m.
- E. Discussion/action to adopt Resolution #19-14 – Adoption of the Fiscal Year 2019-20 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #19-14.*

**SECOND:** *Knudson*

**AYES:** *McManus, Mannix, Knudson, Sipperley*

**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 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 necessary to address this emergency and if 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:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #19-15– Approval of a Fiscal Year 2018-19 Park Fund Budget Adjustment in the amount of \$9,000 to Repair and Seal the Eproson Park Parking Lot.

***MOTION: Director Mannix made a motion to adopt Resolution #19-15.***

***SECOND: Sipperley***

***AYES: McManus, Mannix, Knudson, Sipperley***

***ABSENT:***

- F. Discussion/action to adopt Resolution #19-16 – Approval of a Fiscal Year 2018-19 Water Fund and Sewer Fund Budget Adjustment in the amount of \$36,000 to Acquire a Mini-Excavator.

***MOTION: Director Sipperley made a motion to adopt Resolution #19-16.***

***SECOND: Mannix***

***AYES: McManus, Mannix, Knudson, Sipperley***

***ABSENT:***

- G. Discussion/action to adopt the Fiscal Year 2019-20 20-Year Vehicle and Equipment Replacement Plan.

***MOTION: Director Sipperley made a motion to adopt the FY 19-20 Twenty Year Vehicle and Equipment Replacement Plan.***

***SECOND: Knudson***

***AYES: All Present***

***ABSENT:***

- H. Discussion/action to adopt Resolution #19-17 – Termination of the Local State of Emergency for Twain Harte Community Services District due to Pervasive Tree Mortality.

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

***SECOND: Knudson***

***AYES: McManus, Mannix, Knudson, Sipperley***

***ABSENT:***

- I. Discussion/action to approve a Memorandum of Understanding for the Establishment and Use of the CAL FIRE Tuolumne-Calaveras Unit Flashover Training Simulator to be Located at the Twain Harte Community Services District Training Grounds.

***MOTION: Director Knudson made a motion to approve the MOU as presented.***

***SECOND: Mannix***

***AYES: All Present***

***ABSENT:***

- J. Discussion/action to adopt Resolution #19-18 – Accepting the Fire Chief's Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

***MOTION: Director Sipperley made a motion to adopt Resolution #19-18.***

***SECOND: Mannix***

***AYES: McManus, Mannix, Knudson, Sipperley***

***ABSENT:***

- K. Discussion/action regarding opportunity to partner with Sonora Area Foundation to fund improvements of the District's bocce courts in honor of Jim Johnson.  
**MOTION: Director Sipperley made a motion to partner with SAF to fund improvements of the District's bocce courts in honor of Jim Johnson.**  
**SECOND: Knudson**  
**AYES: All Present**  
**ABSENT:**
- L. Discussion/action regarding steps required for obtaining special district representation on Tuolumne County LAFCO.  
**The board gave direction to go forward with the committee's recommendations as presented.**
- M. Discussion/action to consider issuing a letter in support of Assembly Constitutional Amendment 1 – Local Government Financing.  
**MOTION: Director Mannix made a motion to issue the letter in support of Assembly Constitutional Amendment 1 – Local Government Financing.**  
**SECOND: Sipperley**  
**AYES: All Present**  
**ABSENT:**
- N. Interview applicants for the vacant Board of Directors seat.  
**Two applicants were unable to attend the board meeting due to prior commitments**
- O. Discussion/action to appoint a Director to fill the vacant Board of Directors seat.  
**MOTION: Director Sipperley made a motion to nominate Kathryn DeGroot to fill the vacant Board of Directors seat.**  
**SECOND: None**  
**MOTION: Director Knudson made a motion to nominate Wes Jordan to fill the vacant Board of Directors seat.**  
**SECOND: None**  
**MOTION: Director McManus made a motion to have a special meeting on a day when all three applicants would be able to attend the meeting**  
**SECOND: Sipperley**  
**AYES: All Present**  
**The date of the Special Board Meeting was preliminarily set for some time after 10:00 a.m. on Tuesday, May 14.**
- P. Discussion/action regarding scheduling of strategic planning workshops.  
**Best possible dates are May 30 and May 31, or the week of July 23. Board members agreed to discuss dates further at the special board meeting on May 14.**

**REPORTS:**

**President and Board Member Report**

- *Mannix and Sipperley attended the TUD board meeting and spoke about fire water draft points. They also attended the LAFCO meeting.*

**Park & Recreation/Citizen Oversight Committee Report Provided by Director Mannix**

- *Discussion items at the committee were:*
  - *Completed the annual walkthrough. All other discussion items were covered in the board meeting.*

**Park & Recreation Operations Report Provided by Operations Manager Perry**

- *A summary of the written report was provided.*
- *In the midst of preparing the park for the summer season.*

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

- *A summary of the written report was provided.*
- *Well 3 concrete work will be starting in a week or a week and a half.*
- *Installed a sample point at the old office on Black Hawk.*

**Fire Committee Report Provided by Director McManus**

- *Discussion items at the committee were:*
  - *Visitors from TUD board about fire water draft points*
  - *Emergency Services with advanced EMT certifications*
  - *Potential county-wide fire tax*
  - *Engineers report for the assessments*
  - *Five year fire fund revenue and expense projections*

**Fire Chief Report by Chief McNeal**

- *A summary of the written report was provided*

**Finance/Admin Committee Report Provided by Director Sipperley**

- *Discussion items at the committee were:*
  - *Advertisement for recruitment*
  - *LAFCO recommendations*
  - *19/20 budget, salary and capital outlay plan*
  - *Five year projections*
  - *Enhanced public relation opportunities*
  - *Constitutional amendment recommendation*

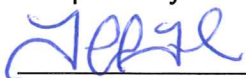
**General Manager Report Provided by General Manager Trott**

- *A summary of the written report was provided.*


**ADJOURNMENT:**

The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Bill McManus, President