

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
May 9, 2018**

CALL TO ORDER: President Sipperley called the meeting to order at 9:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director McManus
Director Mannix
Director Knudson
Director Johnson

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Board Secretary/Finance Officer
Robb Perry, Operations Manager

AUDIENCE:

One member of the community

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

COMMUNICATIONS:

- A. Letter from Tuolumne Utilities District: Special District Representation on Tuolumne County Local Agency Formation Commission (LAFCO)

CONSENT AGENDA:

- A. Presentation and approval of financial statements through April 30, 2018.
- B. Approval of the minutes of the Special Meeting held on April 7, 2018.
- C. Approval of the minutes of the Regular Meeting held on April 11, 2018.

MOTION: Director Johnson made a motion to approve the consent agenda as presented.

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.

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 Johnson 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 #18-11 – Resolution of Appreciation for the Menlo Park Fire District.
MOTION: Director Johnson made a motion to approve Resolution 18-11.
SECOND: Knudson
AYES ROLL CALL: Johnson, Mannix, Sipperley, McManus, Knudson
ABSENT:
- B. Discussion/action to adopt Resolution #18-12 – Declaring 2001 Dump Truck as Surplus Property and Approving a Fiscal Year 2017-18 Water Fund Budget Adjustment in the amount of \$11,000 for Purchase of a Dump Trailer.
MOTION: Director McManus made a motion to adopt Resolution 18-12.
SECOND: Knudson
AYES ROLL CALL: Johnson, Mannix, Sipperley, McManus, Knudson
ABSENT:
- C. Discussion/action to adopt Resolution #18-13 – Supporting Special District Representation on the Tuolumne County Local Agency Formation Commission (LAFCO).
MOTION: Director McManus made a motion to adopt Resolution 18-13.
SECOND: Mannix
AYES ROLL CALL: Johnson, Mannix, Sipperley, McManus, Knudson
ABSENT:

REPORTS:

President and Board Member Report

- Director Johnson thanked staff for helping with the trail cleanup project

Park & Recreation/Citizen Oversight Committee Provided by Director McManus

- Discussion items at the committee were:
 - The new park land
 - The back board and fence at the pickle ball/tennis courts
 - Summer readiness

Park & Recreation Operations Report Provided by Operations Manager Perry

- A summary of the written report was provided.
- The skate park repairs are almost complete and it should be re-opened next week.
- Staff will be completing drip system and lawn maintenance for the summer season.
- Bocce courts are ready for the summer season.

Water/Sewer Operations Report Provided by Operations Manager Perry

- A summary of the written report was provided.
- Clarifier repairs were successfully completed.

Water/Sewer Committee Report Provided by Director Mannix

- Discussion items/presentations at the committee were:
 - Labor negotiations
 - The draft 18/19 budget

- *Staff presentation regarding the proposed new dump trailer*

Fire Committee Report Provided by Director Knudson

- *Discussion items at the committee were:*
 - *Labor negotiations*
 - *The thank you letter to Menlo Park Fire Protection District*
 - *The approximate end of May arrival time of the new fire truck*
 - *The county fire study*

Fire Chief Report

- *No verbal report given due to the Fire Chief's absence*

Finance/Admin Committee Report Provided by Director Johnson

- *Discussion items at the committee were:*
 - *Labor negotiations*
 - *LAFCO participation update*
 - *Cell tower lease update – the District location is the cell phone company's second favored location*
 - *The 18/19 draft fiscal year budget and salary plan*

General Manager Report Provided by General Manager Trott

- *A summary of the written report was provided.*
- *An updated water supply outlook shows that this year is not considered a drought year although snow pack levels are quite low.*
- *The next park forum meeting will be June 16th.*

CLOSED SESSION: *The Board of Directors convened into closed session at 9:42 a.m.*

- A. Conference with Labor Negotiators pursuant to Government Code §54957.6:
Agency Designated Representative: General Manager
Employee Organization: Communication Workers of America, AFL-CIO
- B. Conference with Labor Negotiators pursuant to Government Code §54957.6:
Agency Designated Representative: General Manager
Employee Organization: Stanislaus Consolidated Firefighters, L339, IAFF
- C. Public Employee Performance Evaluation pursuant to Government Code §54957: General Manager
- D. Conference with Labor Negotiators pursuant to Government Code §54957.6:
Agency Designated Representative: Board President and/or other designated representative(s) selected in open session
Unrepresented Employee: General Manager

President Sipperley reconvened the meeting into regular session at 11:07 a.m. with no reportable action.

ADDITIONAL BUSINESS:

- A. Discussion/action to consider renewal and modification of the expiring Employment Agreement with the General Manager.
Director Sipperley stated that the Board's designated negotiators recommend consideration of a renewed Employment Agreement for the General Manager, which will be for a 10 year term beginning on July 1, 2018. In an effort to provide compensation and benefits that are comparable to other similar special districts, the proposed Employment Agreement provides the following compensation and benefits:
 - *Salary of \$133,800 per year*

- *The following benefits provided to regular full-time administrative employees by District Personnel Policy and negotiated labor contracts: Health/dental/vision insurance, access to retiree healthcare, CalPERS retirement, holidays, sick leave, paid time off and other benefits.*
- *20 days of vacation leave*
- *10 days of administrative leave*
- *5% of salary in deferred compensation plan plus an offered match of \$100 per pay period.*
- *Use of District vehicle, technical equipment, professional licenses and certifications and professional development and affiliations necessary or beneficial to employment.*

MOTION: *Director Johnson made a motion to accept the above changes and renewal of the General Manager's contract.*

SECOND: *Knudson*


AYES: *All Present*

ABSENT:

ADJOURNMENT:

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

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Bill McManus, Vice President