

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
November 14, 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
Director McManus
Director Mannix
Director Johnson
Director Knudson

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Board Secretary/Finance Officer
Robb Perry, Operations Manager
Mark Slater, Fire Captain

AUDIENCE:

Six staff members and one member of the public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

None

PRESENTATIONS:

Staff who had no reportable injuries during the previous twelve months were presented with safety awards.

COMMUNICATIONS:

- A. Letter to Local Agency Formation Commission (LAFCO) regarding Special District Representation on Tuolumne County LAFCO.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through October 31, 2018.
- B. Approval of the minutes of the Regular Meeting held on October 10, 2018.
- C. Annual review of Policy #3015 – Investment Policy.
- D. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2017-18.

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

SECOND: Mannix

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: McManus

AYES: All Present

ABSENT:

NEW BUSINESS:

- A. Discussion/action to adopt plans and specifications for the Million Gallon Tanks Rehabilitation and Interior Recoating Project and authorize advertisement for bids.

MOTION: Director Mannix made a motion to adopt the plans and specifications for the Million Gallon Tanks Rehab and Interior Recoating Project and authorized advertisement for bids.

SECOND: Knudson

AYES: All Present

ABSENT:

- B. Discussion/action to adopt Policy #3012 – Debt Management Policy.

MOTION: Director Knudson made a motion to approve the revisions to Policy #3012 as presented.

SECOND: Mannix

AYES: All Present

ABSENT:

- C. Discussion/action to adopt Resolution #18-37 – Authorizing Refinancing of an Existing Installment Sale Agreement and Execution of a First Amendment to Installment Sale Agreement.

MOTION: Director Johnson made a motion to adopt Resolution #18-37.

SECOND: McManus

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

ABSENT:

ABSTAIN:

- D. Discussion/action to adopt Resolution #18-38 – Approval of Fiscal Year 2018-19 Water Fund Budget Adjustment in the Amount of \$10,000 for Installment Sale Agreement Refinancing Charges.

MOTION: Director Mannix made a motion to adopt Resolution #18-38.

SECOND: Johnson

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

ABSENT:

ABSTAIN:

REPORTS:

President and Board Member Report

- *None given*

Committee Provided by Director McManus

- *Discussion items at the committee were:*
 - *Winter preparations at the park*
 - *New park land*

Park & Recreation Operations Report Provided by Operations Manager Perry

- *A summary of the written report was provided.*
- *Re-seeding of the stage lawn is complete.*
- *Light bulbs at the baseball field will be changed out for lightbulbs that have a different shade, due to recent complaints regarding the color.*

Water/Sewer Operations Report Provided by Operations Manager Perry

- *A summary of the written report was provided.*
- *The department will be receiving 3 interns from the Mother Lode Job Center.*

Water/Sewer Committee Report Provided by Director Mannix

- *Discussion items at the committee were:*
 - *The million gallon water tank project*
 - *The sewer line project at the park*

Fire Committee Report Provided by Director Knudson

- *The fire committee meeting was cancelled.*

Fire Chief Report by Captain Slater

- *A summary of the written report was provided.*
- *The department is working on business inspections.*
- *The new water tender was sent out on a local structure fire.*
- *Engine 723, 1 captain, and 3 interns were deployed to the Camp Fire.*

Finance/Admin Committee Report Provided by Director Johnson

- *Discussion items at the committee were:*
 - *The debt management policy*
 - *The investment policy*
 - *The installment sale agreement*
 - *The capacity charges report*
 - *LAFCO representation*

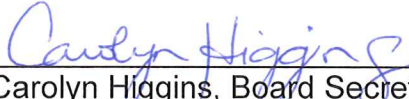
General Manager Report Provided by General Manager Trott

- *A summary of the written report was provided.*
- *Our entry into the SWRCB Rural Community Wastewater Grant has made it through several rounds and we are hoping awarding will take place in February.*
- *Another round of the tree mortality project will begin on November 19.*

ADJOURNMENT:

The meeting was adjourned at 9:58 a.m.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Gary Sipperley, President