

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
September 14, 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 Sipperley  
Director Mannix

**STAFF:**

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

**AUDIENCE:**

One member of the public

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

- A. Board Secretary Higgins asked the board to consider adding resolution #17-23, *Acceptance of Grant Deeds from Tuolumne County Water District No. 1, Twain Harte Fire District, and Twain Harte Recreation and Park District*, to the agenda due to a need for immediate action that could not reasonably wait for the next board meeting. The need for immediate action came to the attention of staff after the agenda had already been posted.

***MOTION: Director Sipperley moved to add Resolution #17-23 to the agenda***

***SECOND: McManus***

***AYES: All Present***

***ABSENT: Knudson***

**PRESENTATIONS:**

Badge pinning was postponed until next month

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through August 31, 2017.  
B. Approval of the minutes of the Regular Meeting held on August 10, 2017.  
C. Annual review of Policy #2002, "Discrimination".

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

***SECOND: Mannix***

***AYES: All Present***

***ABSENT: Knudson***

**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 moved that the order of emergency action be continued for completion of the Well #3 Water Supply Project due to the State still declaring a water emergency for this county.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:** *Knudson*

**NEW BUSINESS:**

- A. Staff update on the Water Supply Reliability Wells Project.

*Operations Manager Perry presented a PowerPoint presentation on the well drilling process.*

- B. Discussion/action to adopt Policy #3071 – Construction Code Enforcement.

**MOTION:** *Director Sipperley made a motion to adopt Policy #3071.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:** *Knudson*

- C. Presentation of end of year financial report for Fiscal Year 2016-17.

- D. Discussion/action to approve Resolution #17-22 – Designation of Fiscal Year 2016-17 Year-End Balances to Reserves.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #17-22.*

**SECOND:** *McManus*

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

**ABSENT:** *Knudson*

**ABSTAIN:**

- E. Discussion/action to approve Resolution #17-23 – Acceptance of Grant Deeds from Tuolumne County Water District No. 1, Twain Harte Fire District and Twain Harte Recreation and Park District

**MOTION:** *Director Sipperley made a motion to adopt Resolution #17-23.*

**SECOND:** *Mannix*

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

**ABSENT:** *Knudson*

**ABSTAIN:**

## **REPORTS:**

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

- *President Johnson announced that a tour of the new building was conducted at the chamber mixer and GM Trott made an excellent presentation to the attendees regarding the new building.*

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

- *Director Mannix reported that the Park committee discussed tennis court information including that the USTA is recommending that one court be a youth court. She also stated that the committee spoke about the infield project on the baseball diamond.*

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

- *Director Sipperley stated that the committee discussed the Operation Manager's operations report, an update on the tree removal project, Well #3, continuance of the emergency declaration, a water/sewer asset management/GIS program, possible funding from State Water Resources Control Board, a letter that John Mills is writing to SWRCB regarding low income rate assistance program, cost and benefits of becoming a member of AQUA, and membership in the Integrated Regional Water Management authority and strategies to improve regional involvement.*
- *Operations Manager Perry summarized his written report and also stated that the baseball field project has been delayed due to contractor timing conflicts.*

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

- *Director McManus reported that the fire committee discussed the operations report, the Vantage Pt. Training facility, and renovation of the old fire engine*
- *Chief McNeal summarized his written report. He also stated that staff have been busy serving on Strike Teams and the county-wide fire study has not been published yet.*

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

- *Director Johnson reported that the Finance/Admin Committee reviewed the 16/17 year-end financial reports, Policy #2002, the construction code enforcement policy, admin personnel change, the sale of 22933 Twain Harte Dr, and the pending cell tower lease.*

### **General Manager Report**

- *GM Trott reported that the tree mortality project is 98% complete and approximately 440 trees have been removed. The storage yard project is nearing completion and the tennis court resurfacing will probably be postponed until the spring.*

**CLOSED SESSION:** The Board of Directors convened into closed session at 10:25 a.m.

Conference with Real Property Negotiator (Government Code Section 54956.8)

Agency Negotiator: Tom Trott

Under Negotiations: Instructions to negotiator on price and payment terms.

Real Property: Portion of Property on Vantage Pointe Dr, Twain Harte, CA 95383

APN: 048-720-08

Negotiating Parties: Horizon Tower, LLC

- *Director Johnson reconvened the meeting into regular session at 10:49 a.m. With no reportable action.*

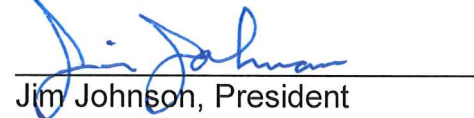
**ADJOURNMENT:**

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Jim Johnson, President