

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
February 12, 2020**

CALL TO ORDER: President Mannix 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 deGroot
Director Sipperley

STAFF:

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

AUDIENCE:

Three members of the public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallett announced that Groveland CSD will soon be adopting a CERT program and they hope to collaborate with Twain Harte Cert and the fire department's UAV program.

PRESENTATIONS:

- A. Presentation of the Fiscal Year 2018-19 Audit Report by Blomberg and Griffin.
John Blomberg presented the 18-19 audit report and stated that it was another unqualified audit.
- B. Presentation of the 2019 Fire Report
Fire Chief McNeal summarized the 2019 written Fire Report.

COMMUNICATIONS:

- A. Letter from Owner of 18686 Mother Lode Drive, January 19, 2020 – Consider assistance to senior citizens by discontinuing services and billing during winter.
The board will draft a letter informing the property owner of their decision to not change current practice.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through January 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on January 8, 2020.
- C. Approval of Resolution #20-02 – Directing Preparation of the Engineer's Report for Continuation of the Fiscal Year 2020-21 Assessment for the Twain Harte Park and Recreation Maintenance District.

- D. Approval of Resolution #20-03 - Accepting the Fire Chief's 2019 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 accept the consent agenda in its entirety with a small change to the minutes on New Business section D – changing name McManus to Mannix.*

SECOND: *Mannix*

AYES: *All Present*

NOES: *None*

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 reported that the project is currently under construction and asked the board to consider whether the emergency action should be continued, which would declare that: (1) the current water supply shortage emergency still exists, which is currently declared by the District and by the state for Tuolumne County; (2) the project is necessary to address this emergency; and (3) 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: *McManus*

AYES: *All Present*

NOES: *None*

ABSENT:

NEW BUSINESS:

- A. Discussion/action to waive the Board Committee review requirement found in Policy #1010 (Adoption/Amendment of Policies) for policy-related items on this Board meeting agenda.

MOTION: *Director Mannix made a motion to waive the Board Committee review requirement found in Policy #1010 for policy-related items on this board meeting agenda.*

SECOND: *deGroot*

AYES: *All Present*

NOES: *None*

ABSENT:

- B. Discussion/action to adopt Policy #2000 – Organizational Structure and Job Descriptions

MOTION: *Director Sipperley made a motion to adopt Policy #2000 as presented.*

SECOND: *deGroot*

AYES: *All Present*

NOES: *None*

ABSENT:

- C. Discussion/action to remove job description policy numbers 2270, 2305, 2306, 2307, 2308, 2309, 2310, 2315, 2320, 2340, 2350, 2370, 2380 from the District's Policy Manual:
MOTION: *Director Sipperley made a motion to remove the above stated policies from the District's Policy Manual.*
SECOND: *Mannix*
AYES: *All Present*
NOES: *None*
ABSENT:
- D. Discussion/action to adopt Resolution #20-04 – Amendment of the Fiscal Year 2019-20 Salary Plan.
MOTION: *Director McManus made a motion to adopt Resolution #20-04 as presented.*
SECOND: *Sipperley*
AYES: *Mannix, Sipperley, deGroot, Knudson, McManus*
NOES: *None*
ABSENT:
- E. Discussion regarding draft requirements for the upcoming Water Ordinance update.
GM Trott asked for general direction regarding allowing discontinuation of water and sewer service, wells, courtesy waivers of fees and writing off of accounts.
- F. Discussion/action to review and consider submission of comments for the Draft Water Quality Certification Amendment Related to Pinecrest Lake Levels.
The board gave direction to the General Manager to submit comments stating that the lake level should be at 5600.

REPORTS:

President and Board Member Report

- *President Mannix reported attendance at the January Mountain Counties meeting.*
- *Director McManus reported that TH homeowners voted to promote the county sales tax increase.*

Water/Sewer Committee Report by Director Sipperley

- *No report. The Water/Sewer Committee did not meet.*

Fire Committee Report by Director deGroot

- *No report. The Fire Committee did not meet.*

Finance/Policy Committee Report by Director Mannix

- *No report. The Finance/Policy Committee did not meet.*

Park Committee Report by Director McManus

- *No report. The Park Committee did not meet.*

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

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

Fire Chief Report by Chief McNeal

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

- Chief McNeal met with ISO and is cautiously optimistic that the District's rating may improve to a rating of 2.
- The District has won a \$15,000 grant for a high volume portable water pump.

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

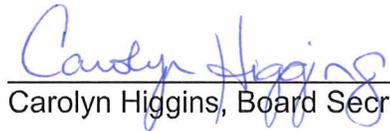
TOUR:

Facility Tour of Well #3

ADJOURNMENT:

The meeting was adjourned.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Eileen Mannix, President