

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
October 10, 2018**

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

DIRECTORS:

Director Sipperley – left at 10:00 a.m.
Director McManus
Director Mannix
Director Johnson
Director Knudson

STAFF:

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

AUDIENCE:

None

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

None

COMMUNICATIONS:

None

CONSENT AGENDA:

- A. Presentation and approval of preliminary financial statements through September 30, 2018.
- B. Approval of the minutes of the Regular Meeting held on September 12, 2018.
- C. Annual review of Policy #1015, "Identity Theft Prevention Program," and submittal of annual report.

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

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: *Knudson*

AYES: *All Present*

ABSENT:

NEW BUSINESS:

- A. Presentation of end of year financial report for Fiscal Year 2017-18 by Finance Officer Higgins
- B. Discussion/action to approve Resolution #18-35 – Designation of Fiscal Year 2017-18 Year End Balances to Reserves.

MOTION: *Director Johnson made a motion to adopt Resolution #18-35.*

SECOND: *McManus*

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

ABSENT:

ABSTAIN:

- C. Discussion/action to approve revisions to Policy #3040 – Purchasing and Expense Authorization.

MOTION: *Director Johnson made a motion to approve the revisions to Policy #3040 as presented.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

- D. Discussion/action to approve Resolution #18-36 – Opposing Proposition 5, the 2018 Property Tax Fairness Initiative.

MOTION: *Director McManus made a motion to adopt Resolution #18-36.*

SECOND: *Mannix*

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

ABSENT:

ABSTAIN:

- E. Tour of new Fire Division tactical water tender – WT-721.

REPORTS:

President and Board Member Report

- *Director Sipperley went to the IRWM JPA meeting and reported that progress is being made on a scoring system and projects have been submitted. He also reported that the Chamber's Oktoberfest was a success.*
- *Director McManus and Johnson reported about various PG&E meetings that are going to take place and have already taken place.*

Park & Recreation/Citizen Oversight Committee Provided by Director McManus

- *Discussion items at the committee were:*
 - *Pre-winter park preparations.*
 - *The initial consensus design for the new park land.*
 - *Resolutions of appreciation for volunteers that helped with the Tennis Court and new park land projects.*

Park & Recreation Operations Report Provided by Operations Manager Perry

- A summary of the written report was provided.
- Asphalt from the new park land is starting to be removed.

Water/Sewer Operations Report Provided by Operations Manager Perry

- A summary of the written report was provided.
- The annual ditch outage is going well.
- Sewer line replacement project at the Park is beginning.

Water/Sewer Committee Report Provided by Director Mannix

- Deferred to operations report by Operations Manager Perry

Fire Committee Report Provided by Director Knudson

- Deferred to operations report by Fire Chief McNeal

Fire Chief Report

- A summary of the written report was provided.
- An air leak on Engine 723 has been repaired
- CERT was called out to a structure fire to perform firefighter rehab

Finance/Admin Committee Report Provided by Director Johnson

- Discussion items at the committee were:
 - Year-end financial report and reserve balances
 - Policy 3040
 - The identity theft program
 - The Uniform Public Construction Cost Accounting Act
 - Proposition 5 ballot issue
 - Update on cell tower lease with Horizon Tower

General Manager Report Provided by General Manager Trott

- A summary of the written report was provided.
- Ongoing LAFCO meetings regarding special district representation on the LAFCO board are going well.

ADJOURNMENT:

The meeting was adjourned at 10:26 a.m.

Respectfully submitted,



Carolyn Higgins, Board Secretary

APPROVED:



Gary Sipperley, President