

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**March 11, 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

**STAFF:**

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

**AUDIENCE:**

Two members of the public

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

Carol Hallet provided an update regarding CERT and Fire Wise Communities.

**COMMUNICATIONS:**

- A. Legislative Correspondence – Support \$1 Billion for Integrated Regional Water Management in Climate Resilience Bond – February 18, 2020.
- B. Legislative Correspondence – Oppose Assembly Bill 2093 (Gloria) – February 18, 2020.
- C. State Water Resources Control Board Correspondence – Comments on Pinecrest Lake Levels Water Quality Certification Amendment – February 27, 2020.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through February 29, 2020.
- B. Approval of the minutes of the Regular Meeting held on February 12, 2020.

***MOTION: Director Knudson made a motion to accept the consent agenda in its entirety.***

***SECOND: deGroot***

***AYES: All Present***

***NOES: None***

***ABSENT: Sipperley***

**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 McManus made a motion to extend the continuance of the order of emergency action for completion of Well #3.**

**SECOND: deGroot**

**AYES: All Present**

**NOES: None**

**ABSENT: Sipperley**

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #20-05 – Accepting a Grant from the California Fire Foundation and Approving a Fiscal Year 2019-20 Fire Fund Budget Adjustment in the Amount of \$15,000 for Purchase of a Mobile Pump.  
**MOTION: Director deGroot made a motion to adopt Resolution #20-05 as presented.**  
**SECOND: Mannix**  
**AYES: Mannix, deGroot, Knudson, McManus**  
**NOES: None**  
**ABSENT: Sipperley**
- B. Discussion/action to adopt Resolution #20-06 – Approving a Fiscal Year 2019-20 Fire Fund Budget Adjustment in the Amount of \$15,000 for Engine 721 Motor Replacement.  
**MOTION: Director Mannix made a motion to adopt Resolution #20-06 as presented.**  
**SECOND: deGroot**  
**AYES: Mannix, deGroot, Knudson, McManus**  
**NOES: None**  
**ABSENT: Sipperley**
- C. Discussion/action regarding allocation of State funding for Public Safety Power Shutoffs.  
**MOTION: Director deGroot made a motion to allocate the entirety of the Public Safety Power Shutoff funding to the Well #3 generator project.**  
**SECOND: McManus**  
**AYES: All Present**  
**NOES: None**  
**ABSENT: Sipperley**
- D. Discussion/action to approve changes to Policy 1015 – Identity Theft Prevention Program.  
**MOTION: Director Mannix made a motion to approve changes to Policy 1015 as presented.**  
**SECOND: deGroot**  
**AYES: All Present**  
**NOES: None**  
**ABSENT: Sipperley**
- E. Discussion/action to approve changes to Policy 1020 – Conflict of Interest.  
**MOTION: Director McManus made a motion to approve changes to Policy 1020 as presented.**  
**SECOND: Mannix**  
**AYES: All Present**  
**NOES: None**

**ABSENT: Sipperley**

- F. Discussion/action to approve changes to Policy 1030 – Communications Policy.  
**MOTION: Director Mannix made a motion to approve changes to Policy 1030 as presented.**  
**SECOND: deGroot**  
**AYES: All Present**  
**NOES: None**  
**ABSENT: Sipperley**
- G. Discussion/action regarding preparation for COVID-19.  
**Fire Chief McNeal summarized procedure modifications the fire department is implementing in order to limit exposure to the virus.**
- H. Discussion/action regarding Board of Directors attendance at the California Special Districts Association's 2020 Legislative Days conference.  
**In light of the COVID-19 issue, the board decided to defer the attendance decision to the April board meeting.**

**REPORTS:**

**President and Board Member Report**

- No reports given.

**Water/Sewer Committee Report**

- All items discussed in the committee were discussed as board items.

**Fire Committee Report**

- No report. The Fire Committee did not meet.

**Finance/Policy Committee Report**

- All items discussed in the committee were discussed as board items.

**Park Committee Report**

- All items discussed in the committee were discussed as board items.

**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.

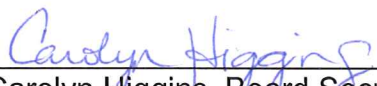
**General Manager Report Provided by General Manager Trott**

- A verbal summary of the written report was provided.
- TUD is trying to acquire water rights from PG&E and is launching a public outreach campaign that the District will also be a part of.

**ADJOURNMENT:**

The meeting was adjourned at 10:23 a.m.

Respectfully submitted,

  
Carolyn Higgins, Board Secretary

APPROVED:

  
Eileen Mannix, President