

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
May 13, 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
Kim Silva, Administrative Coordinator

AUDIENCE:

2 attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment

CONSENT AGENDA:

- A. Presentation and approval of financial statements through April 30, 2020.
- B. Approval of the minutes of the Regular Meeting held on April 8, 2020.
- C. Approval of minor revisions to Policy #1031 – District Sponsored Social Media Communications.
- D. Approval of minor revisions to Policy #1035 – Public Records Policy.
- E. Adopt Resolution #20-10 – Intention to Continue Assessments for Fiscal Year 2020-21, Approval of Preliminary Engineer's Report and Notice of Hearing for the Park and Recreation Maintenance District.

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

SECOND: Director deGroot

AYES: Mannix, Knudson, deGroot, McManus

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 nearing completion, however sand was discovered in the well and actions are needed to rectify the situation. GM Trott 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 Knudson made a motion to extend the continuance of the order of emergency action for completion of Well #3.

SECOND: Director deGroot

AYES: Mannix, Knudson, deGroot, McManus

NOES: None

ABSENT: Sipperley

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #20-11 – Board Secretary

MOTION: Director Knudson made a motion to adopt Resolution #20-11 as presented.

SECOND: Director deGroot

AYES: Mannix, deGroot, Knudson, McManus

NOES: None

ABSENT: Sipperley

- B. Discussion/action to consider levying Fiscal Year 2020-21 fire-related assessments at a rate lower than the maximum authorized rate to help the community with impacts of the COVID-19 pandemic.

MOTION: Director deGroot made a motion to maintain last year's rate at this time in compassion to our community with current COVID 19 Pandemic.

SECOND: Director Knudson

AYES: Mannix, deGroot, Knudson, McManus

NOES: None

ABSENT: Sipperley

- C. Discussion/action to adopt Resolution #20-12 – Intention to Continue Assessments for Fiscal Year 2020-21, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire and Rescue Assessment District.

MOTION: Director deGroot made a motion to adopt Resolution #20-12 as presented.

SECOND: Director Knudson

AYES: Mannix, deGroot, Knudson, McManus

NOES: None

ABSENT: Sipperley

- D. Discussion/action to adopt Resolution #20-13 – Intention to Continue Assessments for Fiscal Year 2020-21, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

MOTION: Director deGroot made a motion to adopt Resolution #20-13 as presented.

SECOND: Director Knudson

AYES: Mannix, deGroot, Knudson, McManus

NOES: None

ABSENT: Sipperley

E. Discussion/action to adopt revisions to Policy #1040 – Claims Policy.
MOTION: *Director Mannix made a motion to adopt revisions to Policy #1040– Claims Policy as presented.*
SECOND: *Director deGroot*
AYES: *Mannix, deGroot, Knudson, McManus*
NOES: *None*
ABSENT: *Sipperley*

F. Discussion/action to adopt new Policy #2042 – Catastrophic Leave Program.
MOTION: *Director deGroot made a motion to adopt Policy #2042 – Catastrophic Leave Program as presented.*
SECOND: *Director McManus*
AYES: *Mannix, deGroot, Knudson, McManus*
NOES: *None*
ABSENT: *Sipperley*

G. Discussion/action to adopt a 20-year Vehicle/Equipment Replacement Plan for Fiscal Year 2020-21.
MOTION: *Director deGroot made a motion to adopt 20- year Vehicle Equipment Replacement Plan for Fiscal Year 2020-21 as presented.*
SECOND: *Director McManus*
AYES: *Mannix, deGroot, Knudson, McManus*
NOES: *None*
ABSENT: *Sipperley*

H. Discussion/action to adopt Resolution #20-14 – Approval of a Fiscal Year 2019-20 Water Fund Budget Adjustment in the Amount of \$18,000 for the Water Supply Reliability Well #3 Project.
MOTION: *Director McManus made a motion to adopt Resolution #20-14 as presented.*
SECOND: *Director Knudson*
AYES: *Mannix, deGroot, Knudson, McManus*
NOES: *None*
ABSENT: *Sipperley*

I. Discussion/action to adopt Resolution #20-15 – Approval of a Fiscal Year 2019-20 Park Fund Budget Adjustment in the Amount of \$56,000 for the Bocce Court Improvement Project.
MOTION: *Director McManus made a motion to adopt Resolution #20-15 as presented.*
SECOND: *Director deGroot*
AYES: *Mannix, deGroot, McManus*
NOES: *None*
ABSENT: *Sipperley*
ABSTAIN: *Knudson*

- J. Update on special district representation on Tuolumne County Local Agency Formation Commission (LAFCO).

Postponed till later in May. Rotation is TUD, Groveland CSD and then THCS D, when this all goes through we will be the second representative for the four year term.

REPORTS:

President and Board Member Report

- No report given as it was covered during the board meeting.

Finance Committee Report Provided by

- No report given as it was covered during the board meeting.

Fire Committee Report Provided by

- No report given as it was covered during the board meeting.

Park & Rec Committee

- No report given as it was covered during the board meeting.

Water Sewer Committee

- No report given as it was covered during the board meeting.

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

- A verbal summary of the written report was provided.
- Generator projects to be completed by the end of fiscal year.

Fire Chief Report by Chief McNeal

- A verbal summary of the written report was provided.
- ISO rating of 2
- Possible FEMA PPE grant

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

CLOSED SESSION: *The Board of Directors convened into closed session at 10:18 a.m.*

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
- President Mannix reconvened the meeting into regular session at 10:34 a.m. with no reportable action.
 - The board all commended GM's performance noting his professionalism, kind nature and going above and beyond always

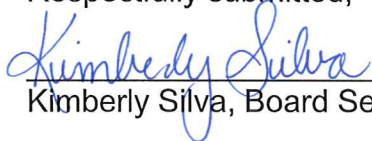
ADDITIONAL BUSINESS:

- A. Discussion/action regarding annual assessment of General Manager's salary.
-General Managers salary will remain the same per outlined in the contract.

ADJOURNMENT:


The meeting was adjourned at 10:49 a.m.

Respectfully submitted,



Kimberly Silva, Board Secretary

APPROVED:



Eileen Mannix, President