

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
October 6, 2016**

**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 Mannix, President  
Director Johnson, Vice President  
Director Knudson  
Director McManus  
Director Sipperley

**STAFF:**

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

**AUDIENCE:**

One member of the public

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

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of the preliminary financial statements through September 30, 2016.
- B. Approval of the minutes of the Regular Meeting on September 8, 2016.
- C. Annual review of Policy #1015, "Identity Theft Prevention Program" and submittal of annual report.
- D. Annual review of Policy #3030, "Injury and Illness Prevention Program".

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

***SECOND: Sipperley***

***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 still*

exists as declared by this district, the county and the state and to determine if this project is needed to address this emergency and if the emergency situation will not permit a delay resulting from formal competitive bidding.

**MOTION:** *Director Sipperley made a motion to continue the order of emergency action for the Well #3 project.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:**

**NEW BUSINESS:**

- A. Presentation of end of year financial report for Fiscal Year 2015-16.
- B. Discussion/action to approve Resolution #16-25 – Designation of Fiscal Year 2015-16 Year-End Balances to Reserves.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #16-25.*

**SECOND:** *Knudson*

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

**ABSENT:**

- C. Discussion/action to approve a perpetual Memorandum of Understanding with Twain Harte School District for Electrical Service Relocation.

**MOTION:** *Director Johnson made a motion to approve the perpetual Memorandum of Understanding with Twain Harte School District for Electrical Service Relocation.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:**

- D. Discussion/action to adopt Policy #2135, "Use of District Fitness Facility".

**MOTION:** *Director Johnson made a motion to approve Policy #2135.*

**SECOND:** *Sipperley*

**AYES:** *All Present*

**ABSENT:**

- E. Discussion/action to approve correspondence to Tuolumne County to provide support and suggested revisions for their draft Request for Proposal for Consulting Services Related to the Study of Fire and First Responder System in Tuolumne County.

**MOTION:** *Director Sipperley made a motion to approve the correspondence to be sent with no changes.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

## REPORTS:

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

- *President Mannix mentioned that she received a letter from the insurance company congratulating us that we had a no claims year.*

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

- *Director McManus stated that the park committee continued to speak about the grant related to the tennis court and the gentleman helping with the grant stated that he is working on getting us eligible for the grant despite the size of the courts. They also spoke about the bocce court shade structure and the park land donation.*
- *Operations Manager Perry reported that bids are being collected for the baseball infield drainage problem.*

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

- *Director McManus stated that they discussed Well #3, the tree mortality project, and had a conversation with Twain Harte Valley Water Company about an agreement for possible additional support for their water company.*
- *Operations Manager Perry reported that a Sanitary Survey is being conducted today by the State Water Resources Control Board.*

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

- *Director Knudson reported that the committee spoke about the county study, the Mi-Wuk fire department, and tree mortality.*
- *Fire Chief McNeal reported that they are awaiting a formal request from Mi-Wuk/Sugar Pine for a possible Administrative Services Contract. He also stated that a SRA grant application for Tree Mortality has been completed.*

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

- *Director Johnson stated that the committee reviewed the 15.16 year-end financials, the identity theft prevention policy, the injury illness prevention program, and the fitness facility policy. They also discussed the Vantage Pointe project and budget.*

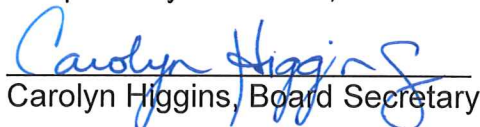
### **General Manager Report**

- *General Manager Trott stated that our grant funding for tree mortality will not cover trees that are considered PG&E responsibility, therefore we are waiting for PG&E to mark trees throughout the District before sending out our Forester/Arborist. The Vantage Pt contractor is set to start on October 17. The storage project is also scheduled to start this month. Our district still conserved 34% of water this past month compared to the same month in 2013.*

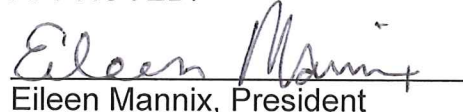
## ADJOURNMENT:

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

  
Carolyn Higgins, Board Secretary

APPROVED:

  
Eileen Mannix, President