

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**December 10, 2015**

**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  
Robb Perry, Operations Manager  
Todd McNeal, Fire Chief

**AUDIENCE:**

Two Members of the Public

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

*GM Trott thanked volunteer, Mick Grimes for his incredible service and contribution over the past few months.*

**COMMUNICATIONS:**

A. None.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through November 30, 2015.
- B. Approval of the minutes of the Regular Meeting of November 12, 2015.
- C. Accept annual review of Policy #2082, "Internet, Email and Electronic Communication Ethics, Usage and Security," with no revisions.
- D. Accept annual review of Policy #3015, "Investment Policy," and approve revisions.

***MOTION: Sipperley***

***SECOND: Johnson***

***AYES: All Present***

**OLD BUSINESS:**

- A. Update on drought conditions and water supply.

*GM Trott reported that precipitation for the year is still a little below normal but has improved in comparison to the last four years. The majority of Tuolumne County's precipitation normally happens in the upcoming months and it is therefore crucial to closely watch these months. The past four years have had very little precipitation during that time frame. Pinecrest and Lyons reservoirs are lower than last year partially due to PG&E draining more water this year.*

- B. Discussion/action regarding review and continuance of order of emergency action for completion of Well #2 and Well #3 Water Supply Projects.

*GM Trott recommended that the order of emergency action be continued because it is still necessary to respond to the District's immediate water supply shortage and the emergency situation will not permit a delay resulting from formal competitive bidding.*

**MOTION:** Director Sipperley moved to continue the order of emergency action to complete Well #2 and Well #3 water supply projects.

**SECOND:** McManus

**AYES:** All Present

**PUBLIC HEARING:**

***The public hearing was opened at 9:16 a.m.***

- A. Discuss and receive public comment on proposed Ordinance No. 29, "Wastewater", revisions to modify wastewater user classifications and update wastewater demand flows for each classification.

*GM Trott presented the changes to the Wastewater Ordinance which primarily simplifies user classifications. For example, changing the methodology of classifications of number of seats in restaurants etc. to classifications based on equivalent single family residence which is derived from average winter water use. It reduces the number of classifications from 42 to 12. The revised ordinance will also remove the rates from the ordinance itself and instead will state that rates can be changed by resolution.*

*No protests were made by the members of the public.*

***The public hearing was closed at 9:32 a.m.***

- B. Discussion/action to adopt revisions to Ordinance No. 29, "Wastewater".

**MOTION:** Director Sipperley made a motion to adopt revisions to Ordinance No. 29 as presented.

**SECOND:** McManus

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

**ABSENT:**

**NEW BUSINESS:**

- A. Discuss draft cost of services results, 5-year expense projections and potential water and wastewater rate structures.

*Finance Officer Higgins and GM Trott presented preliminary results of cost of services study and potential rate impacts. GM Trott stated that the official cost of services study and a rate structure recommendation will be presented at the February board meeting.*

- B. Discussion/action to approve Resolution #15-27 – Declaration of a State of Emergency for Twain Harte Community Services District Due to Pervasive Tree Mortality.

**INTRODUCTION OF RESOLUTION #15-27 - Sipperley**

**MOTION:** Director Johnson made a motion to approve Resolution #15-27 as presented.

**SECOND:** Mannix

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

**ABSENT:**

- C. Discussion/appointment of Board President and Vice President for the 2016 calendar year.

**MOTION:** Director Knudson made a motion to nominate Director Mannix as president.

**SECOND:** McManus

**AYES:** Knudson, Sipperley, McManus, Johnson

**ABSTAIN:** Mannix

**MOTION:** Director Sipperley made a motion to nominate Director Johnson as vice president.

**SECOND:** Mannix

**AYES:** Knudson, Sipperley, McManus, Mannix

**ABSTAIN:** Johnson

- D. Discussion/action to approve the 2016 Board and Committee Calendar.

**MOTION:** Director Johnson made a motion to approve the 2016 Calendar as presented.

**SECOND:** Mannix

**AYES:** All Present

**REPORTS:**

**President & Board Member Report**

- No reports given.

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

- The Park committee spoke about the park donations received to date and discussed the preliminary design of the Bocce courts.
- Dead trees have been removed at the ballpark.

**Water/Sewer Committee and Operations Report**

- Everything that was discussed in the committee was discussed in the previous items of the board meeting.
- Sewer staff will be adding an additive to sewer lines near the restaurants to prevent grease build-up.
- The green sand filter should be completed by December 18 and will be delivered December 21 or 22.
- Well 3 site has been surveyed.

**Fire Committee and Fire Chief Report**

- The fire committee discussed the Vantage Pointe facility and the governor's emergency declaration as discussed previously in the board meeting.

- Chief McNeal stated that Engine 721 will be back on first out service again at the first of the year and Engine 723 will go down for its annual maintenance.

**Finance/Admin Committee Report**

- The committee discussed the drought budget impacts, as well as other items already discussed in the board meeting.

**General Manager Report**

- Mid-Year budget adjustment will be presented to the board in the January meeting.

**Closed Session: The Board of Directors convened into closed session at 11:16 a.m.**

Conference with Real Property Negotiator (Government Code Section 54956.8)

Agency Negotiator: Tom Trott

Under Negotiations: Instructions to negotiator on price and payment terms.

Real Property: 22912 Vantage Pointe Dr. Twain Harte, CA 95383


Negotiating Parties: Ron Roberson, Benton Roberson CPA's LLP

The meeting was reconvened into regular session at 10:32 a.m. During closed session the Board of Directors approved a final agreement to purchase the building at 22912 Vantage Pointe Dr for a price not to exceed \$390,000 and authorized General Manager, Tom Trott to execute all necessary documents in relation to the purchase. The Board also authorized General Manager, Tom Trott the ability to enter into a lease agreement with Benton Roberson CPA's LLP through May 31, 2015 at the price of \$1,750.00 per month.

**ADJOURNMENT:**

The meeting was adjourned at 10:34 a.m.

Respectfully submitted,

  
Carolyn Higgins, Board Secretary

APPROVED:

  
Eileen Mannix, President