

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

**CALL TO ORDER:** President Sipperley called the meeting to order at 9:00 a.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

Director Sipperley, President  
Director Mannix  
Director Knudson  
Director Johnson

**STAFF:**

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

**AUDIENCE:**

Firefighter personnel and families and one other member of the public.

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

**PRESENTATIONS:**

- A. Badge pinning for new Fire Division personnel.  
Fire Chief McNeal introduced new fire personnel Justin Grant.

**COMMUNICATIONS:**

- A. Email from Ventura County resident regarding District's aid in Thomas Fire.  
B. Letter to Tuolumne County – Local Assistance for Tree Mortality Grant Request.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through December 31, 2017.  
B. Approval of the minutes of the Regular Meeting held on December 14, 2017.  
***MOTION: Director Knudson made a motion to approve the consent agenda.***  
***SECOND: Mannix***  
***AYES: All Present***  
***ABSENT: McManus***

**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 order of emergency action for completion of well #3.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:** *McManus*

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #18-01 – Approval of Fiscal Year 2017-18 Mid-Year Budget Adjustment.

**MOTION:** *Director Johnson made a motion to approve Resolution #18-01.*

**SECOND:** *Knudson*

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

**ABSENT:** *McManus*

**ABSTAIN:**

- B. Discussion/action to adopt Resolution #18-02 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the THCS D Inflow/Infiltration Identification and Reduction Project.

**MOTION:** *Director Mannix made a motion to adopt Resolution #18-02.*

**SECOND:** *Knudson*

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

**ABSENT:** *McManus*

**ABSTAIN:**

- C. Discussion/action to authorize the General Manager to enter into Professional Services Agreements for on-call environmental consulting services with Aspen Environmental, Dudek, Horizon Water, and Augustine Planning, based on a competitive consultant selection process performed by Tuolumne Utilities District in December 2017.

**MOTION:** *Director Mannix made a motion to authorize the General Manager to enter into Professional Services Agreements for on-call environmental consulting services.*

**SECOND:** *Knudson*

**AYES:** *All Present*

**ABSENT:** *McManus*

- D. Discussion/action to authorize the General Manager to enter into Professional Services Agreements for on-call engineering consulting services with Blackwater Consulting Engineers Inc., Kennedy/Jenks Consultants, Land and Structure, Provost and Pritchard Consulting Group, and Stantec Consulting Services Inc., based on a competitive consultant selection process performed by Tuolumne Utilities District in December 2017.

**MOTION:** *Director Mannix made a motion to authorize the General Manager to enter into Professional Services Agreements for on-call engineering consulting services.*

**SECOND:** *Knudson*

**AYES:** *All Present*

**ABSENT:** *McManus*

- E. Discussion/action to consider survey results for Twain Harte Meadows Park development and to refine the list of development ideas for consideration at upcoming community outreach forums.

*The board decided to have a potential community outreach meeting in February and GM Trott will come up with potential dates for the meetings and communicate them to the Board.*

- F. Discussion regarding self-evaluation of Board performance and improvement opportunities.  
*Various board members discussed their pride in the Board and that the board is doing a great job. One board member mentioned that the board could make continued efforts to increase public outreach.*

## **REPORTS:**

### **President and Board Member Report**

- *No reports given*

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

- *Director Johnson reported that the park committee spoke about the park donations received year to date (\$17,300), and the park survey results.*
- *Operations Manager Perry summarized his written report and also mentioned that the skate park had to be closed for repairs. Personnel will also be installing a new drain on the upper bocce court and will be re-seeding the grass near the stage.*

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

- *Operations Manager Perry summarized his written report.*

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

- *Director Knudson reported that the fire committee spoke about the mid-year budget revision, the Thomas fire, and re-applying for a water tender grant through FEMA next year. The fire department applied for the grant this fiscal year but were not successful in receiving the award.*
- *Fire Chief McNeal summarized his written report and stated that the 2017 annual report is complete, will be e-mailed to board members, and posted on the website.*

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

- *Director Johnson reported that the committee spoke about the mid-year budget revision, and the development and adoption of CEQA guidelines.*


### **General Manager Report**

- *GM Trott summarized his written report. He also gave a brief water supply update and stated that rainfall and snowpack are significantly below normal.*

## **ADJOURNMENT:**

The meeting was adjourned at 10:43 a.m.

Respectfully submitted,

  
Carolyn Higgins, Board Secretary

APPROVED:

  
Gary Sipperley, President