

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting via Teleconference due to COVID-19**  
**June 10, 2020**

**CALL TO ORDER:** President Mannix called the meeting to order at 9:02 a.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

Director McManus  
Director Mannix  
Director Knudson  
Director deGroot  
Director Sipperley

**STAFF:**

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

**AUDIENCE:**

3 attendees

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

No public comment

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through May 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on May 13, 2020.
- C. Adopt Resolution #20-16 – Tax Requirement for Davis Grunsky Contract #D50048/DGLC49.
- D. Adopt Resolution #20-17 – Tax Requirement for Davis Grunsky Contract #D50072/DGLC60.
- E. Adopt Resolution #20-18 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

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

***SECOND: Director deGroot***

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

***NOES: None***

***ABSENT:***

**PRESENTATIONS:**

- A. Presentation by Augustine Planning Associates and discussion/action to consider adoption of Resolution #20-19 – Adopting the State California Environmental Quality Act (CEQA) Guidelines and Local Procedures for Implementing CEQA.

***MOTION: Director deGroot made a motion to adopt Resolution #20-19 as presented.***

***SECOND: Director Sipperley***

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

**NOES: None**

**ABSENT:**

- B. Presentation by PHI Air Medical and discussion/action regarding proposal for a PHI Districtwide membership program.

Next steps – board to decide if they want to go annual or monthly route, check with legal and then put it on our next agenda.

**PUBLIC HEARING**

A. Open public hearing.

- B. Presentation on continuation of assessments for Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.
- C. Receive public comment regarding continuation of assessments.
- D. Presentation of the proposed Fiscal Year 2020-21 budget, salary plan, capital outlay plans and reserve designations.
- E. Receive public comment regarding budget.
- F. Close public hearing. 10:31
- G. Discussion/action to adopt Resolution #20-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2020-21.

**MOTION: Director Sipperley made a motion to adopt Resolution #20-20 as presented.**

**SECOND: Director deGroot**

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

**NOES: None**

**ABSENT:**

- H. Discussion/action to adopt Resolution #20-21 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2020-21.

**MOTION: Director deGroot made a motion to adopt Resolution #20-21 as presented.**

**SECOND: Director Knudson**

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

**NOES: None**

**ABSENT:**

- I. Discussion/action to adopt Resolution #20-22 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2020-21.

**MOTION: Director Sipperley made a motion to adopt Resolution #20-22 as presented.**

**SECOND: Director McManus**

**AYES: Mannix, deGroot, McManus, Sipperley**

**NOES: None**

**ABSTAIN: Knudson**

**ABSENT:**

- J. Discussion/action to adopt Resolution #20-23 – Adoption of the Fiscal Year 2020-21 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

**MOTION:** Director deGroot made a motion to adopt Resolution #20-23 as presented.

**SECOND:** Director Sipperley

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

**NOES:** None

**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 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 Sipperley 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, Sipperley

**NOES:** None

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #20-24 – Authorization to Enter into a Funding Agreement with the State Water Resources Control Board and Authorization and Designation of a Representative for the Twain Harte Community Regional Water Self-Reliance Project.

*Project would include Twain Harte Meadows Park.*

**MOTION:** Director Sipperley made a motion to adopt Resolution #20-24 as presented.

**SECOND:** Director Knudson

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

**NOES:** None

**ABSENT:**

- B. Discussion/action to adopt revisions to Policy #1060 – Miscellaneous Fee Schedule.

*Cost updates to match accurate and current schedule, updates added to include all equipment and clarification on what the fees are for.*

**MOTION:** Director Sipperley made a motion to adopt revisions to Policy 1060 – Miscellaneous Fee Schedule.

**SECOND:** Director deGroot

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

**NOES:** None

**ABSENT:**

C. Discussion/action to adopt revisions to Policy #1065 – Facility Rental Fee Schedule.

*Additional requirements for addition of facilities along with an agreement that outlines and details rental.*

**MOTION:** *Director deGroot made a motion to adopt revisions to Policy #1065 – Facility Rental Fee Schedule*

**SECOND:** *Director Sipperley*

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

**NOES:** *None*

**ABSENT:**

D. Discussion/action to adopt revisions to Policy #1070 – Vendor Agreement.

*To cover a vendor to not have to rent the entire facility but allows vendor to enter into agreement for daily or weekly/monthly fee. Addition of liability coverage.*

**MOTION:** *Director Sipperley made a motion to adopt revision to policy #1070 – Vendor Agreement.*

**SECOND:** *Director McManus*

**AYES:** *Mannix, deGroot, McManus, Sipperley*

**NOES:** *None*

**ABSTAIN:** *Knudson*

**ABSENT:**

**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.*
- *Precision pump removed rock from Well 3*
- *Pump testing to begin again soon to test water for sand on Well 3*
- *Root intrusion being cleaned at Mark Twain bench*
- *Generator set at Mark Twain lift station, propane tanks installed at both sites, including Red Wing lift station*
- *Repair on bocce courts to improve drainage*
- *Merry go round project complete*

**Fire Chief Report by Chief McNeal**

- *A verbal summary of the written report was provided.*
- *Revising ways to recruit for various volunteer programs*

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

- *A verbal summary of the written report was provided.*
- *Grant opportunity for rainwater tank to collect water off pavilion as another educational piece of our park that we could utilize to water vegetation and landscaping.*

**ADJOURNMENT:**

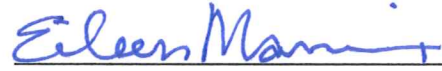
The meeting was adjourned at 11:36 a.m.

Respectfully submitted,



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Kimberly Silva, Board Secretary

APPROVED:



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Eileen Mannix, President