

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
May 14, 2015**

**CALL TO ORDER:** Vice President Mannix called the meeting to order at 9:00 a.m.

The following Directors, Staff, and Community Members Were Present:

**DIRECTORS:**

Director Mannix, Vice President  
Director Johnson  
Director Knudson  
Director Sipperley

**STAFF:**

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

**AUDIENCE:**

Ron Ringen, Packy Maxwell, Bruce Erickson, Wes Jordan

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

- Bruce Erickson commented on a recent court settlement.
- Ron Ringen asked the board to be vigilant about water issues and to remain unified. He also showed a map of undeveloped parcels in the county with concerns regarding new developments and the current water shortage. He is hoping that water districts will provide information to the county that will show the location of all water infrastructure in order for the county to complete a GIS project that will overlay water infrastructure on top of the undeveloped parcel map.

**PRESENTATIONS & AWARDS:**

- A. Discussion/action to adopt Resolution #15-06, A Resolution of Appreciation for Director Packy Maxwell.

*INTRODUCTION: Johnson*

*MOTION: Sipperley*

*SECOND: Knudson*

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

**COMMUNICATIONS:**

- A. Notice of Unavailability of Water and Immediate Curtailment for those Diverting Water in the San Joaquin Watershed with a Post-1914 Appropriative Right – State Water Resources Control Board, April 23, 2015  
**GM Trott stated that this curtailment means that Lyons will not be allowed to spill or raise its levels beyond the current level.**
- B. Resignation Letter – President Packy Maxwell

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through April 30, 2015.
- B. Approval of the minutes of the Regular Meeting of April 9, 2015 and Special Meeting of April 24, 2015.

**Motion: Johnson Second: Sipperley ; Ayes: All Present**

**OLD BUSINESS:**

- A. Update on drought conditions and water supply.  
GM Trott stated that the last couple of storms have helped but the last four years are still on record to be the four driest years in recorded history. The district has not heard if the state will allow for a drop on the Pinecrest Lake level during the summer. Lyons will not be allowed to fill and spill due to curtailment regulations. We will have enough water this year but conservation and variance on Pinecrest Lake levels will be critical to make it through the summer.

**NEW BUSINESS:**

- B. Discussion/action to approve a budget adjustment for the Fire Fund to account for grant revenue and expenses.

Finance Officer Higgins requested that a budget adjustment be made to the fire fund that would increase revenue by \$27, 955 and expenditure by \$17,500.

***MOTION: Director Sipperley made a motion to approve the Fire budget adjustment as presented.***

***SECOND: Knudson***

***AYES: All Present***

- C. Discussion/action to approve a budget adjustment for the Park Fund to account for grant revenue and expenses.

Finance Officer Higgins requested that a budget adjustment be made to the park fund that would increase grant revenue by \$6,000 and expenditure by \$6,000.

***MOTION: Director Johnson made a motion to approve the Park budget adjustment as presented.***

***SECOND: Sipperley***

***AYES: All Present***

- D. Discussion/action to authorize a budget adjustment from the Water Fund Capital Reserves in the amount of \$100,000 for the development of Well #3 (Lookout Dr.) in advance of executing a grant funding agreement with the California Department of Water Resources.

***MOTION: Director Sipperley made a motion to approve the Water budget adjustment as presented.***

***SECOND: Mannix***

***AYES: All Present***

- E. Discussion/action to adopt 5-Year Capital Improvement Plans for the Water, Sewer, Park and Fire Funds.

***MOTION: Director Sipperley made a motion to approve the 5-Year Capital improvement plans.***

***SECOND: Knudson***

***G.M. Trott stated that he had forgotten to present a slightly revised capital improvement plan for the water fund which accounts for inflation to the Sierra Pines Storage Project in the "out years" column***

***MOTION: Director Sipperley made a motion to approve the 5-Year Capital improvement plans as adjusted.***

***SECOND: Mannix***

***AYES: All Present***

- F. Discussion/action to set a public hearing for 9:00 a.m. on June 11, 2015, to consider adoption of the Fiscal Year 2015-16 budget.

***MOTION: Director Johnson made a motion to set a public hearing as described above.***

***SECOND: Sipperley***

***AYES: All Present***

- G. Discussion/action to designate primary and alternate District representatives for the Tuolumne-Stanislaus Integrated Regional Water Management Authority.

***MOTION: Director Mannix made a motion to nominate Director Sipperley to be the primary representative, GM Trott as the alternate, and Operations Manager Perry as the second alternate.***

***SECOND: Johnson***

***AYES: All Present***

- H. Discussion regarding notice of vacant Board of Directors position, applicant interviews and director appointment.

**REPORTS:**

**President & Board Member Report**

- No reports

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

- The committee discussed options for playground equipment. The playground equipment has been ordered and is scheduled to arrive in mid-June.
- The committee discussed the 5-year capital improvement plan and the FY 15-16 budget.

**Water/Sewer Committee and Operations Report**

- Staff members have begun the drought leak program of notifying customers of leaks.
- Staff members are continuing manhole inspections.

### Fire Committee and Fire Chief Report

- The Committee spoke about the community forum, the 15-16 budget and capital improvement plan.
- CERT now has an active membership of 30.
- The district has been approached by Mi-Wuk/Sugar Pine with a mutual aid agreement. Staff members have preliminarily decided that because a County Wide agreement is in place, another mutual aid agreement may be redundant.
- The signed funding agreement has been received for the Curbside Pick-up grant.
- With the new ordinance in effect, staff members are currently contacting 25 vacant land lot owners regarding their property that may propose a fire risk.

### Finance/Admin Committee Report

- Discussed drought budget impacts, the Vantage Pointe project, the 5-year capital improvement plan and the 15-16 draft budget.

### General Manager Report

- The sewer stabilization project has been delayed due to the contractor being focused on the lake. The engineers are now recommending rock bolts instead of dowels. There is a four week lead time for these bolts. Currently working on the bid package. The project may be delayed due to the opening of the lake. The project will be brought to the committee for discussion in June.
- The vacuum truck is unreliable and staff members are pursuing the purchase of a vacuum trailer.
- GM Trott thanked Mick Grimes for serving as a volunteer admin assistant.

### CLOSED SESSION: The Board of Directors convened to closed session at 10:37 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.

Director Mannix reconvened the meeting into regular session at 11:03 a.m. and stated that GM Trott had a glowing evaluation and his performance merits a raise.

**Motion:** Director Sipperley moved to increase GM Trott's annual salary by 6% equating to a total yearly salary of \$113,664. This was based on his evaluations which were unanimously "outstanding".

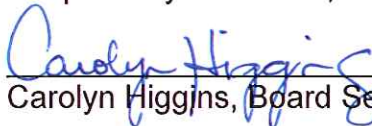
**Second:** Johnson

**Ayes:** All Present

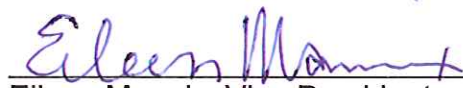
### ADJOURNMENT:

The open session was adjourned at 11:10 a.m.

Respectfully submitted,

  
Carolyn Higgins, Board Secretary

APPROVED:

  
Eileen Mannix, Vice President