

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
June 9, 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  
Robb Perry, Operations Manager  
Todd McNeal, Fire Chief

**AUDIENCE:**

One member of the public

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

None

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of the financial statements through May 31, 2016.
- B. Approval of the minutes of the Regular Meeting on May 12, 2016.
- C. Approve a Notice of Completion for the Sewer Stabilization at Twain Harte Lake Project.
- D. Adopt Resolution #16-09 – Adoption of Employer Paid Member Contributions for CalPERS Miscellaneous Category Employees.
- E. Adopt Resolution #16-10 – Tax Requirements for Davis Grunsky Contract #D50048/DGLC49.
- F. Adopt Resolution #16-11 – Tax Requirements for Davis Grunsky Contract #D50072/DGLC60.
- G. Adopt Resolution #16-12 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.
- H. Adopt Resolution #16-13 – Intention to Continue Assessments for Fiscal Year 2016-17, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire and Rescue Assessment District.
- I. Adopt Resolution #16-14 – Intention to Continue Assessments for Fiscal Year 2016-17, Approval of Preliminary Engineer's Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

- J. Adopt Resolution #16-15 – Intention to Continue Assessments for Fiscal Year 2016-17, Approval of Preliminary Engineer's Report and Notice of Hearing for the Park and Recreation Maintenance District.

**MOTION:** *Director Johnson made a motion to adopt the consent agenda in its entirety*

**SECOND:** *Sipperley*

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

**ABSENT:**

**PUBLIC HEARING:**

- A. President Mannix opened the public hearing at 9:03 a.m.
- B. Presentation of the proposed Fiscal Year 2016-17 budget, salary plan, capital outlay plans and reserve designations.  
– Finance Officer Higgins presented the proposed 2016/2017 budget.
- C. Receive public comment regarding budget.  
– No comments were received from the public
- D. President Mannix closed the public hearing at 9:20 a.m.
- E. Discussion/action regarding salary for the General Manager.

**MOTION:** *Director Johnson made a motion to increase the GM's salary by 4% plus a COLA of 1.3% for a total of a 5.3% increase.*

**SECOND:** *Sipperley*

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

**ABSENT:**

- F. Discussion/action to adopt Resolution #16-16 – Adoption of the Fiscal Year 2016-17 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

**MOTION:** *Director Johnson made a motion to adopt Resolution #16-16*

**SECOND:** *Knudson*

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

**ABSENT:**

**OLD BUSINESS:**

- A. Update on drought conditions and water supply.

*GM Trott stated that precipitation is 102% of normal to date, therefore precipitation has been very average this year. Many reservoirs throughout the state are at their historic averages with the exception of Melones and San Luis Reservoirs. The reservoir levels have been a major determining factor in the State Water Board conservation regulations. Local reservoirs (Pinecrest and Lyons) are 100% full. The state is no longer mandating required conservation at a certain percentage instead they are requiring customer leak notification and annual reporting.*

- 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 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 as declared by this district, the county and the state and if the emergency situation will not permit a delay resulting from formal competitive bidding. He stated that even though the water supply is looking better this year, the area is still considered to be in an exceptional drought situation.*

**MOTION:** *Director Sipperley made a motion to continue the order of emergency action for completion of Well #2 and Well#3.*

**SECOND:** *McManus*

**AYES:** *All Present*

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #16-17 – Continuance of Water Shortage Emergency and Implementation of Phase II Voluntary Conservation Measures.

**MOTION:** *Director Johnson made a motion to accept Resolution #16-17*

**SECOND:** *Sipperley*

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

**ABSENT:**

- B. Discussion/action to adopt Resolution #16-18 – Approval of Fiscal Year 2015-16 Park Fund Budget Adjustment in the Amount of \$5,000 for Bocce Court Project.

**MOTION:** *Director Johnson made a motion to adopt Resolution #16-18*

**SECOND:** *Sipperley*

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

**ABSENT:**

- C. Discussion/action to adopt Resolution #16-19 – Establishing Exempt Employee Benefits.

**MOTION:** *Director Sipperley made a motion to adopt Resolution #16-19*

**SECOND:** *Mannix*

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

**ABSENT:**

- D. Discussion/action to adopt Policy #2341, "Water/Wastewater Intern Program".

**MOTION:** *Director Sipperley made a motion to adopt new policy #2341.*

**SECOND:** *McManus*

**AYES:** *All Present*

- E. Discussion/action to approve Fiscal Year 2016-17 General Manager objectives.

**MOTION:** *Director Sipperley made a motion to adopt FY 2016-17 General Manager objectives as presented.*

**SECOND:** *Knudson*

**AYES:** *All Present*

## **REPORTS:**

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

- Director Sipperley, Director Johnson and GM Trott attended the Special District Legislative Days and Director Sipperley reported that they had a good discussion with Senator Berryhill and found the meeting very productive.

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

- Director Johnson stated that the community had a successful Memorial Day flag celebration and thanked the GM for volunteering his services at the barbecue.
- Director McManus stated that the park committee discussed the Bocce ball courts, the park land donation, the five-year capital outlay plan, and the continuance of the park assessment.
- Operations Manager Perry stated that progress is being made on the bocce ball courts.

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

- Director McManus stated that the water/sewer committee spoke about tree mortality, the capital outlay plan, Well #2, TUD water conservation plan update and the changing State conservation regulations.
- Operations Manager Perry reported that the well is in its final stages and is pumping 75 gpm. They are working on the final stages of the green sand filter and waiting on the receipt of a well permit from the State.

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

- The fire committee was cancelled.
- Fire Chief McNeal reported that the green waste program is in effect and district residents have been utilizing the free slash vouchers.

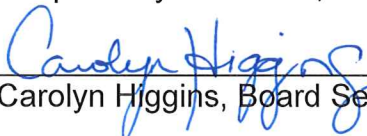
### **Finance/Admin Committee Report**

- Director Johnson stated that the committee spoke about things that were already discussed in the beginning of the board meeting.
- GM Trott reported that the plans for Vantage Point are at the county and staff will be working on the moving process. Trott is requesting additional funds from IRWM for completion of the second well and it is looking promising.

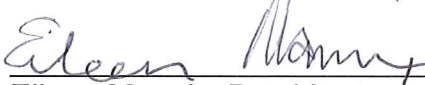
## **ADJOURNMENT:**

The meeting was adjourned at 10:31 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Eileen Mannix, President