

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
November 13, 2019

CALL TO ORDER: President McManus called the meeting to order at 8:59 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director McManus
Director Mannix
Director Knudson

STAFF:

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

AUDIENCE:

17 members of the public

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

- A. M. Grimes presented Operation Manager Perry with a name placard for his desk

PRESENTATIONS:

- A. Badge pinning of new Fire Division interns.
Fire Chief McNeal introduced new interns that joined the program-Firefighters Oberg, Danicourt and Rothrock.
- B. Presentation of annual safety awards.
Staff who had no reportable injuries during the previous twelve months were presented with safety awards.

COMMUNICATIONS:

- A. Email from California Special Districts Association – Appreciation for 2019 Legislative Participation.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through October 31, 2019.
- B. Approval of the minutes of the Regular Meeting held on October 9, 2019.
- C. Approval of the minutes of the Special Meeting held on October 28, 2019.
- D. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2018-19.
- E. Annual review, submittal of report and approval of revisions for Policy #1015 – Identity Theft Prevention Program.
- F. Annual review of Policy #2082 – Internet, Email and Electronic Communication Ethics, Usage and Security.

- G. Annual review and approval of revisions for Policy #3015 – Investment Policy.
MOTION: *Director Mannix made a motion to adopt the consent agenda in its entirety.*
SECOND: *Knudson*
AYES: *All Present*
NOES: *None*
ABSENT: *deGroot, Sipperley*

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 currently under construction and 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 Mannix made a motion to extend the continuance of the order of emergency action for completion of Well #3.*

SECOND: *Knudson*

AYES: *All Present*

NOES: *None*

ABSENT: *deGroot, Sipperley*

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #19-30 – Approving the Sewer System Management Plan (SSMP) Update for the Twain Harte Community Services District Sewer Collection System (WDID 5SS010772).

MOTION: *Director Mannix made a motion to adopt Resolution #19-30.*

SECOND: *Knudson*

AYES: *Mannix, Knudson, McManus*

NOES: *None*

ABSENT: *deGroot, Sipperley*

- C. Discussion/action to approve the Notice of Completion for the Million Gallon Tank #1 Rehabilitation and Recoating Project.

MOTION: *Director Mannix made a motion to approve the above Notice of Completion.*

SECOND: *Knudson*

AYES: *All Present*

NOES: *None*

ABSENT: *deGroot, Sipperley*

- D. Discussion/action regarding the Water Shutoff Protection Act (Senate Bill 998).

GM Trott presented information regarding the new state law that will require the District to modify its ordinance and procedures related to shutting customer's water off due to non-payment.

E. Discussion/action to adopt the 2019 Strategic Plan.

MOTION: Director Knudson made a motion to adopt the 2019 Strategic Plan as presented.

SECOND: Mannix

AYES: All Present

NOES: None

ABSENT: deGroot, Sipperley

F. Discussion/action to approve General Manager Objectives for Fiscal Year 2019-20.

MOTION: Director Mannix made a motion to approve the 2019-20 General Manager objectives as presented.

SECOND: Knudson

AYES: All Present

NOES: None

ABSENT: deGroot, Sipperley

REPORTS:

President and Board Member Report

- Director Mannix reported that she and GM Trott attended the Mountain Counties Water meeting.

Committee Reports

- All committees were cancelled with the exception of the Finance/Admin Committee.

Finance/Admin Committee Report Provided by Director McManus

- All items discussed in the committee were discussed as board items.

Water/Sewer/Park Operations Report Provided by Operations Manager Perry

- A verbal summary of the written report was provided.

Fire Chief Report by Chief McNeal

- A verbal summary of the written report was provided.
- Two donations were received during the month; one anonymous and one from the Crivello family. A resolution of appreciation for the Crivello family will be drafted and presented at the next board meeting. The Chief will request their presence at the meeting to receive the resolution.

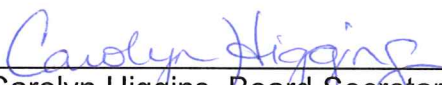
General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

ADJOURNMENT:

The meeting was adjourned at 10:38 a.m.

Respectfully submitted,


Carolyn Higgins, Board Secretary

APPROVED:


Bill McManus, President