

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Board of Directors Regular Meeting  
May 11, 2017**

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

**DIRECTORS:**

Director Johnson, President  
Director McManus  
Director Knudson  
Director Sipperley  
Director Mannix

**STAFF:**

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

**AUDIENCE:**

Twelve members of the public

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

**PRESENTATIONS:**

Fire Chief McNeal presented and pinned new intern firefighters Shannon Courtney and Jaycob Tucker.

**COMMUNICATIONS:**

None

**CONSENT AGENDA:**

- A. Presentation and approval of the preliminary financial statements through April 30, 2017.
- B. Approval of the minutes of the Regular Meeting held on April 13, 2017 and the Special Meetings held on April 20, 2017 and May 2, 2017.

***MOTION: Director Sipperley made a motion to approve the consent agenda.***

***SECOND: McManus***

***AYES: All Present***

***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 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 project is needed to*

address this emergency and if the emergency situation will not permit a time delay resulting from formal competitive bidding.

**MOTION:** Director Sipperley moved that the order of emergency action be continued for completion of the Well #3 Water Supply Project.

**SECOND:** Knudson

**AYES:** All Present

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action to adopt the Fiscal Year 2017-18 20-Year Vehicle/Equipment Replacement Plan.

**MOTION:** Director Sipperley made a motion to adopt the Fiscal Year 2017-18 twenty year vehicle/equipment replacement plan.

**SECOND:** Mannix

**AYES:** All Present

**ABSENT:**

- B. Discussion/action to adopt Resolution #17-05 – Approval of Fiscal Year 2016-17 Water Fund Budget Adjustment for Mono Drive Waterline Replacement.

**MOTION:** Director Sipperley made a motion to approve Resolution #17-05 with a correction to line 1 changing Mono “Way” to Mono “Dr”.

**SECOND:** McManus

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

**ABSENT:**

**ABSTAIN:**

- C. Discussion/action to adopt Resolution #17-06 – Approval of Fiscal Year 2016-17 Fire Fund Budget Adjustment for unanticipated costs.

**MOTION:** Director Sipperley made a motion to approve Resolution #17-06.

**SECOND:** McManus

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

**ABSENT:**

**ABSTAIN:**

- D. Discussion regarding potential fire hazards caused by tree mortality and Public Resources Code 4291 inspections for defensible space.

Fire Chief McNeal mentioned that Cal Fire and Twain Harte Fire will be inspecting properties (occupied and unoccupied respectively) and will note debris from PG&E falling operations but will not cite for it.

## **REPORTS:**

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

- *President Johnson welcomed Bob Sandburg, a previous general manager. He also mentioned that eight volunteers raked the T.H. Drive side of the trail the previous Saturday.*
- *Director Sipperley mentioned that his IRWMJPA meeting was cancelled this month.*

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

- *Director Mannix reported that the committee reviewed the 17/18 draft budget.*
- *Operations Manager Perry stated that they will be striping the bocce courts, ordering tables, installing a trash receptacle, and working on signage.*

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

- *Director Sipperley commented that the committee discussed the capital outlay plan and 17/18 budget, Well #3 and continuing the order of emergency action, and tree removal bids.*
- *Operations Manager Perry summarized his written report and also mentioned that the water/sewer team will be aggressively pursuing cleaning and leak detection through videoing lines. Next week a major repair will take place in the Sherwood Forest area. The lines have been replaced in the Black Oak service line project. State approval has been received for Well #2.*

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

- *Director Knudson mentioned that the committee discussed the voucher program and the draft 17/18 budget.*
- *Fire Chief McNeal summarized his written report. He also mentioned that the training season is in full session. A training was held over the past weekend and it included two trainers from the East Coast who are the country's leading trainers for rescue operations. Over thirty five participants attended.*

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

- *Director Johnson mentioned that the committee discussed the 17/18 draft budget, the 17/18 salary plan for all district employees and the General Manager, the draft admin budget, the tree mortality budget, and a potential open house for the new Vantage Pointe campus.*

### **General Manager Report**

- *GM Trott summarized his written report and also reported that the Tree Mortality removal project will commence in a few weeks. The 17/18 draft budget will be presented at the next board meeting for approval. The Well #3 flower survey should be taking place soon and negotiations for purchase of the property for the Well should come to the June board meeting.*

**CLOSED SESSION:** The Board of Directors convened into closed session at 10:20 a.m.

- A. Conference with Legal Counsel – Anticipated Litigation:  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (1 case)
  - B. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
- *Director Johnson reconvened the meeting into regular session at 10:52 a.m. with no reportable action on item A.*

- In relation to Item B, President Johnson read a letter to the General Manager commending him for his excellence as General Manager.

**ADDITIONAL BUSINESS:**

A. Discussion/action regarding salary for the General Manager.

**MOTION:** Director Knudson made a motion to increase the General Manager's salary by 4% effective July 1, 2017.

**SECOND:** Sipperley


**AYES:** All Present

**ABSENT:**

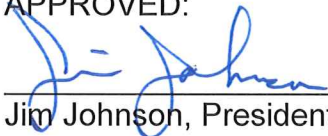
**ADJOURNMENT:**

The meeting was adjourned at 11:02 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Jim Johnson, President