

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 14, 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 Sipperley
Director Mannix
Director Knudson

STAFF:

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

AUDIENCE:

Two CERT members

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No comments were given

PRESENTATIONS:

- A. Badge pinning for new Fire Division personnel.
Postponed due to deployment to the Ventura fires.
- B. Recognition of Community Emergency Response Team members.
Chief McNeal thanked CERT members for their integral involvement in creating the Twain Harte CERT program, continuing with their involvement in the program, and for facilitating expansion into the rest of the county.

COMMUNICATIONS:

None

CONSENT AGENDA:

- A. Presentation and approval of financial statements through November 30, 2017.
- B. Approval of the minutes of the Regular Meeting held on November 9, 2017.
- C. Annual review of Policy #2082 – Internet, Email and Electronic Communication Ethics, Usage and Security.
- D. Submittal of Fiscal Year 2016-17 Employee Reimbursement Disclosure Report per Government Code 53065.5.

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

SECOND: Mannix

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 board still declares this emergency and if this project is necessary to address this emergency and if the emergency situation will not permit a time delay resulting from formal competitive bidding.

MOTION: Director Sipperley made a motion to continue the order of emergency action.

SECOND: McManus

AYES: All Present

ABSENT:

NEW BUSINESS:

- A. Staff update on water supply outlook for Water Year 2018

GM Trott presented information regarding the current water situation for the year. So far this year we are approximately 5 inches below normal rainfall totals for this time period. However, state reservoirs are much fuller than normal due to last year's rainfall. Our current snowpack is lower than the dry year of 2014-2015, which was the worst snow pack year ever recorded.

- B. Discussion/action to adopt Resolution #17-24 – Adoption of an Updated Multi-Jurisdictional Local Hazard Mitigation Plan.

MOTION: Director McManus made a motion to adopt Resolution #17-24.

SECOND: Sipperley

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

ABSENT:

ABSTAIN:

- C. Discussion/action to adopt Resolution #17-26 – Designation of Applicant's Agent Resolution for Non-State Agencies.

MOTION: Director Sipperley made a motion to adopt Resolution #17-26.

SECOND: Mannix

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

ABSENT:

ABSTAIN:

- D. Discussion/action to adopt Resolution #17-27 – Approval of a Purchase Agreement for Real Property (Assessor's Parcel Number 048-720-03 on Vantage Pointe Drive) and Fiscal Year 2017-18 Fire Fund Budget Adjustment in the Amount of \$7,500.

MOTION: Director Sipperley made a motion to adopt Resolution #17-27.

SECOND: McManus

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

ABSENT:
ABSTAIN:

- E. Discussion/action to approve an Agreement for Professional Services with Black Water Consulting Engineers, Inc. for preparation of a planning grant application and performance of a complete sewer system evaluation, contingent on grant award.

MOTION: *Director Sipperley made a motion to approve the Agreement for Professional Services with Black Water Consulting Engineers, Inc.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

- F. Discussion/action to adopt revisions to Policy #3040 – Purchasing and Expense Authorization.

MOTION: *Director Sipperley made a motion to approve the revisions to Policy #3040.*

SECOND: *Knudson*

AYES: *All Present*

ABSENT:

- G. Discussion/action to adopt revisions to Policy #4020 – Committees of the Board of Directors.

MOTION: *Director Sipperley made a motion to approve the revisions to Policy #4020*

SECOND: *Knudson*

AYES: *All Present*

ABSENT:

- H. Discussion/action to rescind Resolution #00-06 and adopt revisions to Policy #5010 – Board Meetings.

MOTION: *Director Sipperley made a motion to rescind Resolution #00-06 and adopt the revisions to Policy #5010*

SECOND: *McManus*

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

ABSENT:

- I. Discussion/action to approve the 2018 Board and Committee Calendar.

MOTION: *Director Sipperley made a motion to approve the 2018 Board and Committee calendar.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

- J. Discussion/appointment of Board President and Vice President for the 2018 calendar year.

MOTION: *Director Johnson made a motion to nominate Director Sipperley as President and Director McManus as Vice President for the 2018 calendar year.*

SECOND: *Mannix*

AYES: *All Present*

ABSENT:

REPORTS:

President and Board Member Report

- *President Johnson thanked the board for the opportunity to serve as board president this past year.*
- *Director Sipperley reported that there wasn't an IRWM JPA meeting this month.*

Park & Recreation/Citizen Oversight Committee and Operations Report

- *Director Mannix reported that the committee spoke about tentative plans for a community meeting regarding the new park property and the park survey.*
- *Operations Manager reported that the fence around the park and bocce courts have been stained and sealed and staff is working on planning for future projects. He also stated that the new grass on the infield is well established.*

Water/Sewer Committee and Operations Report

- *Director Sipperley reported that the committee spoke about the emergency declaration, the inspection of the clear well tanks, proposal of consulting services, and a GIS asset management system.*
- *Operations Manager Perry summarized his written report and stated that the concrete slab for the sewer dump station is complete.*

Fire Committee and Fire Chief Report

- *Director Knudson reported that the committee spoke about the fire study with the county and the hazard mitigation plan.*
- *Fire Chief McNeal summarized his written report and stated that Engine 723 is on a strike team assignment with T.H. Fire personnel.*

Finance/Admin Committee Report

- *Director Johnson reported that the committee reviewed policy #2082, policy 3040, policy 4020, and discussed 2018 board and committee meeting dates. The committee also discussed authorization to execute documents on behalf of the District to apply for and obtain Disaster Relief and Emergency Assistance Act financial assistance, and received an update on the potential purchase of property.*

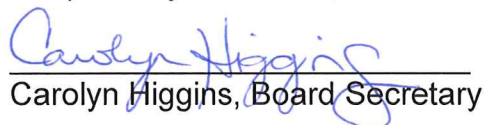
General Manager Report

- *General Manager Trott summarized his written report and stated we've received over \$8,000 in park donations and the county's tree mortality project is about 15% complete.*

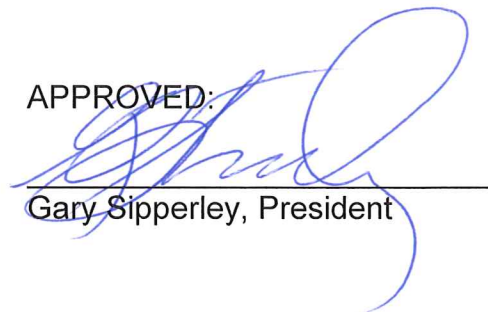
ADJOURNMENT:

The meeting was adjourned at 10:34 a.m.

Respectfully submitted,


Carolyn Higgins, Board Secretary

APPROVED:


Gary Sipperley, President