

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**December 12, 2018**

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

**DIRECTORS:**

Director Sipperley  
Director McManus  
Director Mannix  
Director Johnson  
Director Knudson

**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:**

*Ron Ringen presented information about the following:*

- *Fuel reduction project near Lyon's Reservoir is continuing after a delay due to a very busy fire season.*
- *The Tuolumne County General plan is going to be presented for approval at a December 19<sup>th</sup> planning commission meeting. Ron encouraged all to look through the plan and make comments at the meeting because there was nothing in it addressing fire prevention or water.*
- *At a recent TUD board meeting, board members discussed in-law flats and their impact upon septic systems and water systems.*

**PRESENTATIONS:**

Directors Mannix and McManus were sworn in for new four year terms by Board Secretary Higgins.

**COMMUNICATIONS:**

A. None

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through November 30, 2018.
- B. Approval of the minutes of the Regular Meeting held on November 14, 2018.
- C. Annual review of Policy #2082 – Internet, Email and Electronic Communication Ethics, Usage and Security.
- D. Submittal of Fiscal Year 2017-18 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.
- E. Approval of the 2019 Board and Committee Calendar.

***MOTION: Director Johnson 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 Johnson made a motion to extend the continuance of the order of emergency action for completion of well #3.*

**SECOND:** *McManus*

**AYES:** *All Present*

**ABSENT:**

**PUBLIC HEARING:**

- A. President Sipperley opened the public hearing at 9:18 a.m.  
B. Presentation of existing District Ordinance #26 and proposed Ordinance #26-01 regarding informal bidding procedures.

*GM Trott presented the changes to Ordinance #26 - changing the bidding thresholds to the new state allowed thresholds of informal bids from \$45,000 to \$60,000 and formal bids from \$175,000 to \$200,000.*

- C. Receive public comment regarding ordinance.

*No comments given*

- D. President Sipperley closed the public hearing at 9:23 a.m.

- E. Discussion/action to adopt Ordinance #26-01 – An Ordinance Repealing Ordinance #26 of the Twain Harte Community Services District and Setting Forth Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.

**MOTION:** *Director McManus made a motion to adopt Ordinance #26-01*

**SECOND:** *Johnson*

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

**ABSENT:**

**NEW BUSINESS:**

- A. Discussion/action to approve revisions to Policy #3040, "Purchasing and Expense Authorization," and to make said revisions effective on January 12, 2019.

**MOTION:** *Director Johnson made a motion to approve revisions to Policy #3040 as presented and to make revisions effective on January 12, 2019.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

B. Staff update on water supply outlook for Water Year 2019.

*GM Trott stated that much of the state is abnormally dry or in moderate drought. Our local area is 97% of average. Snowpack of Central Sierra's is 99% of normal.*

C. Staff demonstration of District's GIS asset management and mapping system.

D. Discussion/appointment of Board President and Vice President for the 2019 calendar year.

**MOTION:** *Director Knudson made a motion to nominate Director McManus as President for the 2019 calendar year.*

**SECOND:** *Mannix*

**AYES:** *All Present*

**ABSENT:**

**MOTION:** *Director Johnson made a motion to nominate Director Mannix as Vice President for the 2019 calendar year.*

**SECOND:** *Knudson*

**AYES:** *All Present*

**ABSENT:**

**REPORTS:**

**President and Board Member Report**

- *President Sipperley attended IRWMJPA meeting on November 28. Three projects were recommended including a THCS storm water project which has the highest recommendation.*

**Park & Recreation/Citizen Oversight Committee Report Provided by Director McManus**

- *The Park & Recreation Committee meeting was cancelled but Director McManus reported that the park is being winterized.*

**Park & Recreation Operations Report Provided by Operations Manager Perry**

- *A summary of the written report was provided.*

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

- *A summary of the written report was provided.*
- *A new Operator I is in process of being hired due to a retirement*

**Water/Sewer Committee Report Provided by Director Mannix**

- *Discussion items at the committee were:*
  - *The million gallon tank project*
  - *The new GIS system*

**Fire Committee Report Provided by Director Knudson**

- *Discussion items at the committee were:*
  - *The Camp Fire*
  - *The first responder program*
  - *The new water tender*

**Fire Chief Report by Chief McNeal**

- *A summary of the written report was provided.*
- *The grant funded UAV has arrived*

**Finance/Admin Committee Report Provided by Director Johnson**

- *Discussion items at the committee were:*

- *Policy 2082*
- *Proposed revisions to Ordinance 2085*
- *Policy 3040*
- *Possibility of updating the strategic plan*
- *LAFCO special district representation*
- *17/18 staff reimbursement report*
- *2019 Board and Committee calendar*


**General Manager Report Provided by General Manager Trott**

- *A summary of the written report was provided.*
- *Tree mortality project should be completed this week.*
- *Will survey the public for strategic plan information gathering.*

**ADJOURNMENT:**

The meeting was adjourned at 10:53 a.m.

Respectfully submitted,

  
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Carolyn Higgins, Board Secretary

APPROVED:

  
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Bill McManus, President