

Tuolumne Joint Powers Authority – Committee Meeting Minutes

August 22, 2019

9:00 a.m.

Tuolumne County Superintendent of Schools

Room 209

175 Fairview Lane, Sonora, CA 95370

This meeting was conducted by teleconference with:

TJPA Committee Member Klaus Leitenbauer Alpine COE/USD Representative at the following location:

Alpine County Unified School District

43 Hawkside Drive

Markleeville, CA 96120

In Attendance:

Jared Critchfield, Amador COE/USD

Michael Chimente, Bret Harte UHSD

Claudia Davis, Calaveras COE

Joe Aldridge, Columbia USD

Dana Vaccarezza, Sonora UHSD

Jeff Winfield, Soulsbyville

Also in attendance were Klaus Leitenbauer of Alpine County COE/USD (via video conference), Lisa Rico of Tuolumne County Superintendent of Schools and Norma Wallace and Jean Wolfgang of the Tuolumne JPA.

1.0 Opening Business

1.1 Call to Order

The Meeting was called to order by Michael Chimente at 9:02 a.m.

1.2 Teleconference/Roll-Call Voting

This meeting was conducted by teleconference with:

TJPA Committee Member Klaus Leitenbauer Alpine COE/USD Representative at the following location:

Alpine County Unified School District

43 Hawkside Drive, Markleeville, CA 96120

Approval of Action Items were made by Roll Call Vote.

1.3 Adopt Agenda

Items to be deleted or added according to G.C. 54954

The agenda was adopted unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Jared Critchfield.

1.4 Public Comment

There were no public comments.

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2.0 Action Items

2.1 Election of 2019-2020 TJPA Committee Chair

Jeff Winfield made a motion to nominate Leigh Shampain to serve as 2019-2020 TJPA Committee Chair. Jared Critchfield seconded the motion. Leigh Shampain was elected 2019-2020 TJPA Committee Chair unanimously with a roll call vote.

2.2 Approval of Committee Meeting Minutes for April 25, 2019

The Committee Meeting minutes for April 25, 2019 were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Jeff Winfield.

2.3 Approval of Pay Voucher Report for April 1, 2019 – June 30, 2019

Norma Wallace presented the Pay Voucher Report for the period of April 1, 2019 through June 30, 2019. The Pay Voucher Report was approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Joe Aldridge.

2.4 Approval of 2018-2019 Year-End Financial Reports

Norma Wallace presented the 2018-2019 Year-End Financial Reports. 2018-2019 Year-End Financial Reports were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Dana Vaccarezza.

2.5 Approval of 2018-2019 Year-End Budget Revisions

Norma Wallace presented the 2018-2019 Year-End Budget Revisions. The 2018-2019 Budget Revisions were approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Joe Aldridge.

2.6 Approval of 2018-2019 Final Administrative Costs

Norma Wallace presented the 2018-2019 Final Administrative Costs. The 2018-2019 Final Administrative Costs were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Jared Critchfield.

2.7 Approval of 2018-2019 Year-End Budgets

Norma Wallace presented the 2018-2019 Year-End Budgets. The 2018-2019 Year-End Budgets were approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Joe Aldridge.

2.8 Approval of 2019-2020 Final Property & Liability Rates

Norma Wallace presented the 2019-2020 Final Property & Liability Rates. The 2019-2020 Final Property & Liability Rates were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Claudia Davis.

2.9 Discussion/Approval of Termination of 2019-2020 & 2020-2021 Contracted Services with Pan Pacific Environmental Services

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Norma Wallace presented the Termination of 2019-2020 & 2020-2021 Contracted Services with Pan Pacific Environmental Services. The Termination of 2019-2020 & 2020-2021 Contracted Services with Pan Pacific Environmental Services were approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Joe Aldridge.

- 2.10 Discussion/Approval of 2019-2020 Environmental Compliance Support Services** Norma Wallace presented the 2019-2020 Environmental Compliance Support Services proposals from Yorke Engineering, LLC and Trinity Consultants. The 2019-2020 Environmental Compliance Support Services with Yorke Engineering, LLC. was approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Jared Critchfield.
- 2.11 Discussion/Approval of TJPA Job Safety Analysis Sheets** Norma Wallace presented the TJPA Job Safety Analysis Sheets. The TJPA Job Safety Analysis Sheets were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Jared Critchfield.
- 2.12 Discussion/Approval of 2019-2020 TJPA Field Trip Guidelines** Norma Wallace reviewed the 2019-2020 TJPA Field Trip Guidelines. She discussed the changes with the Committee. The Committee noted additional changes with helmets. The 2019-2020 TJPA Field Trip Guidelines with noted changes were approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Joe Aldridge.
- 2.13 Discussion/Approval TJPA Appliance Guidelines** Norma Wallace reviewed the proposed TJPA Appliance Guidelines. The TJPA Appliance Guidelines with suggested criteria were approved, with a roll call vote of 6 Ayes and 1 not present, after a motion from Joe Aldridge and a second from Claudia Davis.
- 2.14 Discussion/Approval Revised TJPA Transportation Policy** Norma Wallace reviewed the Revised TJPA Transportation Policy. The Revised TJPA Transportation Policy was approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Jared Critchfield.
- 2.15 Discussion/Approval California Department of Pesticides Regulation (CDPR) Integrated Pest Management (IPM) Training** Norma Wallace presented the proposed California Department of Pesticides Regulation (CDPR) Integrated Pest Management (IPM) Training Cost of \$40.00 per participant. The California Department of Pesticides Regulation Integrated Pest Management Training was approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Joe Aldridge.
- 2.16 Approval of Updated 2019-2020 TJPA Calendar** Norma Wallace presented the Updated 2019-2020 TJPA Calendar. The Updated 2019-2020 Calendar was approved unanimously, with a roll call vote, after a

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motion from Jeff Winfield and a second from Joe Aldridge.

3.0 Information/Discussion Items

3.1 Wells Fargo Advisors Performance Review for period ending June 20, 2019

Norma Wallace discussed the Wells Fargo Investments for period ending June 2019.

3.2 2018-2020 TJPA Committee Member List

Norma Wallace provided the Committee with the 2018-2020 TJPA Committee Member List. Klaus Leitenbauer noted that Matthew Strahl is the Alternate for both Alpine COE and Alpine USD.

3.3 2019-2020 TJPA Board Member List

Norma Wallace provided the Committee with the 2019-2020 TJPA Board Member List. Klaus Leitenbauer noted that Matthew Strahl is the Alternate for both Alpine COE and Alpine USD.

3.4 2019-2020 TJPA Safety Credit Balances & SISC II Safety Credit Memo

Norma Wallace provided the Committee with the 2019-2020 TJPA Safety Credit Balances and a memo from SISC II discontinuing their Safety Credit Program.

3.5 2019-2020 TJPA Trainings

Norma Wallace discussed the 2019-2020 TJPA trainings.

3.6 2020-2021 Annual Science Teacher Training

Norma Wallace discussed the requirements for Science Teacher Training. The Science Teacher Training Course is on Get Safety Trained and will be added to the 2020-2021 Required Annual Trainings List.

3.7 Statement of Facts – Reminder to file for your District

Norma Wallace reminded the Districts to file the Statement of Facts with the County Clerk and the Secretary of State.

3.8 TJPA Member Alert – Proposed Legislation

Norma Wallace provided information on Proposed Legislation.

She also provided a handout on New Passed Legislation:

AB 3205-Safety and Door Locks on Classrooms

AB 2291-Bullying Training

AB 1214-CPR

3.9 U.S. DOT Drug & Alcohol Clearinghouse

Norma Wallace discussed with Committee and provided handouts with information U.S. DOT Drug & Alcohol Clearinghouse requirements and pricing. Norma Wallace was instructed by the Committee to investigate group pricing.

3.10 National Transportation Safety Board Fire Suppression Systems

Norma Wallace discussed the National Transportation Safety Board's proposal for Fire Suppression Systems on school buses.

3.11 Email Retention Policy

Norma Wallace discussed an Email Retention Policy for district emails. The Committee requested a TJPA Email Retention Policy to review at the next Committee Meeting on January 16, 2020.

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3.12 Drones Policy

Norma Wallace discussed the Drones Policy as requested to be agendized by a TJPA Board Member.

3.13 SISC II Property & Liability Memorandum of Coverage

Norma Wallace discussed the SISC II Property & Liability Memorandum of Coverage changes.

3.14 Procedures for Certificates of Insurance/Facility Use Requests

Norma Wallace discussed the procedures to request Certificates of Liability and the requirements and importance of Facility Use Requests.

3.15 Senior Projects – Insurance Requirements

Norma Wallace discussed Senior Projects Insurance and Facility Use Agreement requirements.

4.0 Adjournment

The JPA Committee meeting was adjourned at 11:19 a.m.

Next Regular Committee Meeting of the Tuolumne JPA

Thursday, January 16, 2020 at 9:00 a.m.

Bret Harte Union High School District Board Room

323 South Main St, Angels Camp, CA

Respectfully Submitted,

Jean Wolfgang

Executive Assistant, Account Specialist JPA