

Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



Committee Meeting Minutes

April 24, 2025

9:00 a.m.

Bret Harte Union High School District Board Room #53

323 S. Main St.

Angels Camp, CA 95221

In Attendance:

Robert Norton, Amador COE/USD

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Erika Cotta, Calaveras USD

Nicolas Wade, Columbia USD

Cheryl Griffiths, Sonora Elementary

Roy Morlan, Soulsbyville School

Also in attendance were: Lisa Rico from Tuolumne County Superintendent of Schools; Norma Wallace and Jean Wolfgang from the Tuolumne JPA.

1.0 Opening Business

1.1 Call to Order

The meeting was called to order by Ed Pelfrey at 9:08 a.m.

1.2 Adoption of the Agenda – *Items to be deleted or added according to G.C. 5495*

Add Item 2.16 Approval of 2025-2026 Revised Preliminary Workers' Compensation Rates. The agenda, with addition, was adopted unanimously, after a motion from Scott Nanik and a second from Nicolas Wade.

1.3 Public Comment

There were no public comments.

2.0 Action Items

2.1 Approval of Committee Meeting minutes for March 27, 2025

The Committee Meeting minutes for March 27, 2025 were approved unanimously, after a motion from Nicolas Wade and a second from Roy Morlan.

2.2 Approval of Pay Voucher Reports for March 1 – March 31, 2025

The Pay Voucher Reports for March 1 – March 31, 2025 were approved unanimously, after a motion from Nicolas Wade and a second from Roy Morlan.

2.3 Approval of Financial Reports through March 31, 2025

Norma Wallace presented the Financial Reports through March 31, 2025. The Financial Reports through March 31, 2025 were approved unanimously, after a motion from Nicolas Wade and a second from Scott Nanik

2.4 Approval of 2025-2026 Preliminary Property & Liability Rates

Norma Wallace presented the 2025-2026 Preliminary Property & Liability Rates. The 2025-2026 Preliminary Property & Liability Rates were approved unanimously,

after a motion from Nicolas Wade and a second from Roy Morlan.

2.5 Approval of 2025-2026 Tuolumne JPA Safety Credit Program

Norma Wallace presented the 2025-2026 Tuolumne JPA Safety Credit Program. The 2025-2026 Tuolumne JPA Safety Credit Program was approved unanimously, after a motion from Claudia Davis and a second from Roy Morlan.

2.6 Approval of 2025-2026 Administrative Costs

Norma Wallace presented the 2025-2026 Administrative Costs. The 2025-2026 Administrative Costs were approved unanimously, after a motion from Nicolas Wade and a second from Cheryl Griffiths.

2.7 Approval of 2025-2026 Preliminary Budgets

Norma Wallace presented the 2025-2026 Preliminary Budgets. The 2025-2026 Preliminary Budgets were approved unanimously, after a motion from Cheryl Griffiths and a second from Nicolas Wade.

2.8 Discussion/Approval of 2025-2026 Tuolumne JPA District Field Trip, Event and Club Guidelines

Norma Wallace discussed the 2025-2026 Tuolumne JPA District Field Trip, Event and Club Guidelines with the Committee. The 2025-2026 Tuolumne JPA District Field Trip, Event and Club Guidelines were approved unanimously, after a motion from Claudia Davis and a second from Nicolas Wade.

2.9 Discussion/Approval of Tuolumne JPA Transportation Policy-Review/Revise

Norma Wallace discussed the Transportation Policy with the Committee. The DMV SR-1 form was added to the policy and Norma Wallace will get clarification on SB88 requirements. The Tuolumne JPA Transportation Policy-Review/Revise was approved unanimously, after a motion from Claudia Davis and a second from Scott Nanik.

2.10 Discussion/Approval of Tuolumne JPA Appliance Guidelines-Review/Revise

Norma Wallace presented and discussed the Tuolumne JPA Appliance Guidelines-Review/Revise with the Committee. The Tuolumne JPA Appliance Policy-Review/Revise was approved unanimously with no changes, after a motion from Scott Nanik and a second from Roy Morlan.

2.11 Discussion/Approval of 2025-2026 Tuolumne JPA Annual Employee Training Matrix

Norma Wallace presented and discussed the 2025-2026 Tuolumne JPA District Training Matrix. The 2025-2026 Tuolumne JPA Training Matrix was approved unanimously, after a motion from Nicolas Wade and a second from Robert Norton.

2.12 Discussion/Approval of 2025-2026 Tuolumne JPA Committee Meeting Schedule

Norma Wallace presented the 2025-2026 Tuolumne JPA Committee Meeting Schedule. The 2025-2026 Tuolumne JPA Committee Meeting Schedule was approved unanimously, after a motion from Scott Nanik and a second from Nicolas

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Wade.

2.13 Discussion/Approval of 2025-2026 Tuolumne JPA Board Meeting Schedule

Norma Wallace presented the 2025-2026 Tuolumne JPA Board Meeting Schedule. The 2025-2026 Tuolumne JPA Board Meeting Schedule, was approved unanimously, after a motion from Scott Nanik and a second from Nicolas Wade.

2.14 Approval of 2025-2026 Tuolumne JPA Calendar – Meetings & Trainings

Norma Wallace presented the 2025-2026 Tuolumne JPA Calendar – Meetings & Trainings. The 2025-2026 Tuolumne JPA Calendar – Meetings & Trainings was approved unanimously, after a motion from Scott Nanik and a second from Nicolas Wade.

2.15 Elect 2025-2026 Tuolumne JPA Committee Chair

Norma Wallace discussed the 2025-2026 Tuolumne JPA Committee Chair election. A nomination to Elect Robert Norton for the 2025- 2026 Tuolumne JPA Committee Chair was approved unanimously, after a motion from Scott Nanik and a second from Nicolas Wade.

2.16 Discussion/Approval of 2025-2026 Preliminary Workers’ Compensation Rates-Revised

Norma Wallace discussed the 2025-2026 Preliminary Workers’ Compensation Rates-Revised. The 2025-2026 Preliminary Workers’ Compensation Rates-Revised were approved unanimously, after a motion from Claudia Davis and a second from Roy Morlan.

3.0 Information/Discussion Items

3.1 Independent Contractor Template – Revised

Norma Wallace presented and discussed the Independent Contractor Template – Revised with the Committee. The Committee received a copy of the template.

3.2 SELF AB 218 Liability Funding Budget Guidance/25-26 Invoice

Norma Wallace presented and discussed the SELF AB 218 Liability Funding Budget Guidance and the 25-26 Invoice. Districts will need to budget for AB 218 annually.

3.3 Fixed Asset Inventory

Norma Wallace discussed a request by a Board Member for a Fixed Asset Inventory program. Committee members discussed the programs they use for their district fixed asset inventory. This information will be forwarded to the board member who made the request.

3.4 School Connected Organization Coverage (SCO/Booster Clubs)

Norma Wallace discussed School Connected Foundations Coverage (SCO’s/Booster Clubs) renewals and new applications.

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- 3.5 Special Education Voluntary Coverage Program (SEVCP) – SISCII**
Norma Wallace discussed Special Education Voluntary Coverage Program (SEVCP) – SISCII.
 - 3.6 2024-2025 Tuolumne JPA Training Date Reminders**
Norma Wallace discussed the 2024-2025 Tuolumne JPA Training Date Reminders. Aerial lift & Forklift trainings on June 10 at Bret Harte UHSD.
 - 3.7 2025-2026 Tuolumne JPA Member List**
Norma Wallace presented the 2025-2026 Tuolumne JPA Member List.
 - 3.8 2025-2026 Tuolumne JPA Committee Member List**
Norma Wallace presented the 2025-2026 Tuolumne JPA Committee Member List.

4.0 Adjournment

The meeting was adjourned at 11:08 pm

The Next Regular Committee Meeting of the Tuolumne JPA:
Thursday, August 21, 2025 at 9:00 a.m.
Bret Harte Union High School District Board Room, Room #53
323 S. Main St.
Angels Camp, CA 95221

Respectfully Submitted,

Jean Wolfgang
Senior Executive Administrative Fiscal Analyst
Tuolumne JPA