

Tuolumne Joint Powers Authority

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



Minutes

September, 4 2025

9:00 a.m.

Tuolumne County Superintendent of Schools

175 Fairview Lane, Room 217

Sonora, CA 95370

In Attendance:

Carmel Portillo, Belleview School

Jennifer Shimer, Big Oak Flat/Groveland

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Erika Cotta, Calaveras USD

Nicolas Wade, Columbia SD

Shawn Posey, Curtis Creek

Contessa Pelfrey, Jamestown School

Louise Simson, Mark Twain UESD

Cat Eastburn, Mark Twain UESD

Cheryl Griffiths, Sonora El

Ed Pelfrey, Sonora UHSD

Roy Morlan, Soulsbyville SD

Isabel Valadez, Soulsbyville SD

Ben Howell, Summerville Elementary

Michael Merrill, Summerville UHSD

Zack Abernathy, Tuolumne County SOS

Lisa Rico, Tuolumne County SOS

Tom Hoskins, Vallecito USD

Also in attendance were: Norma Wallace and Jean Wolfgang- Tuolumne JPA.

In attendance via Zoom were: Steve Liaty, Wells Fargo Advisors; and Ken Burkhart, Alpine COE/USD.

1.0 Call to Order

Board President Zack Abernathy called the meeting to order at 9:08 a.m.

2.0 Pledge

Board President Zack Abernathy led the Pledge of Allegiance.

3.0 Introductions

Board Members and guests introduced themselves.

4.0 Adoption of Agenda – *Items to be added or deleted according to G.C. 54954.2*

The Agenda was adopted after a motion from Shawn Posey and a second from Scott Nanik.

5.0 Adoption of Minutes

5.1 Tuolumne JPA Committee Meeting, April 24, 2025

5.2 Tuolumne JPA Board Meeting, May 8, 2024

All minutes were adopted as presented after a motion from Nicolas Wade and a second from Cheryl Griffiths.

6.0 Public Comment

The law allows the Public to address the Board on any matter, whether or not it is on the Agenda; but the law prohibits action by the Board on NON-Agenda items according to G.C. 54954.3

There was no public comment.

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7.0 Presentations

7.1 Wells Fargo Advisors

Steve Liaty of Wells Fargo Advisors presented the Tuolumne JPA Investment Portfolio Summary for period ending June 30, 2025. Information only, no action needed.

8.0 Discussion/Action

8.1 Funds Transfer from Property and Liability Program to Wells Fargo Investment Account

Norma Wallace discussed the Funds Transfer of \$300,000.00 from the Property and Liability Program to the Wells Fargo Investment Account. Steve Liaty of Wells Fargo Advisors recommended to make this transfer before the Federal Rate Cut on September 19, 2025. The Funds Transfer from Property & Liability to Wells Fargo Investment Account as approved after a motion from Scott Nanik and a second from Nicolas Wade.

9.0 Action Items

9.1 Closed Session – G.C. 54956.95

The meeting adjourned to closed session at 10:24 a.m. and returned to open session at 10:34 a.m.

9.1.1 Workers' Compensation Injury Summary Report

Norma Wallace discussed the Workers' Compensation Summary Report with the Board. Information only, no action needed.

9.1.2 Property & Liability Claims

Norma Wallace discussed the Property & Liability Claims with the Board. Information only, no action needed.

Return to Open Session at 10:34 a.m.

Board President Zack Abernathy reported there was no action taken in closed session.

9.2 Adoption of 2024-2025 Final Administrative Costs

Norma Wallace presented the 2024-2025 Final Administrative Costs. The 2024-2025 Final Administrative Costs were adopted unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Tom Hoskins.

9.3 Adoption of 2024-2025 Year-End Budgets

Norma Wallace presented the Year-End Budgets for 2024-2025. The 2024-2025 Year-End Budgets were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Tom Hoskins.

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9.4 Adoption of 2024-2025 Year-End Financial Reports

Norma Wallace presented the 2024-2025 Financial Reports. The 2024-2025 Year-End Financial Reports were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Scott Nanik.

9.5 Adoption of 2025-2026 Final Property & Liability Rates

Norma Wallace presented the 2025-2026 Final Property & Liability Rates. The 2025-2026 Final Property & Liability Rates were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Nicolas Wade and a second from Michael Merrill.

9.6 Adoption of 2025-2026 Final Property & Liability Safety Credit Balances

Norma Wallace presented the 2025-2026 Final Property & Liability Safety Credit Balances. The 2025-2026 Final Property & Liability Safety Credit Balances were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Scott Nanik.

9.7 Adoption of Tuolumne JPA Bylaws – Revised

Norma Wallace presented the Tuolumne JPA Bylaws – Revised. The revision was to the Regular Meeting Times. The Board adopted the Tuolumne JPA Bylaws - Revised as presented, with a roll call vote, after a motion from Nicolas Wade and a second from Shawn Posey.

9.8 Approval of 2025-2026 Tuolumne JPA Board Meeting Schedule - Revised

Norma Wallace presented the 2025-2026 Tuolumne JPA Board Meeting Schedule - Revised. The 2025-2026 Tuolumne JPA Board Meeting Schedule - Revised was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and second from Nicolas Wade.

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

Norma Wallace presented the 2025-2026 Tuolumne JPA Calendar – Meetings & Trainings - Revised. The 2025-2026 Tuolumne JPA Calendar – Meetings & Trainings – Revised was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Cheryl Griffiths and second from Nicolas Wade.

9.10 Discussion/Approval WorkSTEPS Pre-Employment Physical Testing/Essential Job Function Analysis

Norma Wallace discussed the WorkSTEPS Pre-Employment Physical Testing/Essential Job Function Analysis. The Board requested overflow testing dates for August. The WorkSTEPS Pre-Employment Physical Testing/Essential Job Function Analysis was approved as presented and recommended by the Tuolumne JPA Committee, with a vote of 17 yes and 1 no, after a motion from Nicolas Wade

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and a second from Shawn Posey.

10.0 Information Items (Norma Wallace presented Information Items)

10.1 Tuolumne JPA Governing Board Roles & Responsibilities

Norma Wallace discussed the Tuolumne JPA Governing Board Roles & Responsibilities. Members received a copy of the Tuolumne JPA Board Roles & Responsibilities.

10.2 Tuolumne JPA Administrative Duties

Norma Wallace discussed the Tuolumne JPA Governing Board Roles & Responsibilities. Members received a copy of the Tuolumne JPA Administrative Duties.

10.3 Confidential Student Accident Reporting Policy

Norma Wallace discussed the Confidential Student Accident Reporting Policy and the legal requirements for the Bumps or Blows to the Head Form.

10.4 2025-2026 SISCII Memorandum of Coverage – Auto, Property, and Liability

Norma Wallace discussed the 2025-2026 SISCII Memorandum of Coverage – Auto, Property, and Liability. Members received a copy of the MOC's.

10.5 2025-2026 Workers' Compensation Memorandum of Coverage

Norma Wallace discussed the 2025-2026 Workers' Compensation Memorandum of Coverage. Members received a copy of the MOC.

10.6 Reminder to file Registry of Public Agency – Statement of Facts

Norma Wallace reminded the Districts to file The Registry of Public Agencies – Statement of Facts with the Secretary of State and County Clerk.

10.7 2025-2026 Tuolumne JPA Committee Member List

Norma Wallace presented the 2025-2026 Tuolumne JPA Committee Member List.

10.8 2025-2026 Tuolumne JPA Board Member List

Norma Wallace provided Board Members with the 2025-2026 Tuolumne JPA Board Member List.

10.9 2025-2026 Tuolumne JPA Training Date Reminders

Norma Wallace discussed the 2025-2026 Training Date Reminders for CPR, Administrative Personnel, and MOT Workshop.

11.0 Requests/Correspondence

No Requests/Correspondence of interest were shared by Board President Zack Abernathy.

12.0 Comments from Board Members

Board members commented on the Mandated Reporter Information Seminars at Tuolumne County Superintendent of Schools Office and Alpine USD. Board Members commented on

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Public Records Request that they have received.

13.0 Adjournment

The meeting was adjourned at 10:42 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, February 5, 2026 at 9:00 a.m.

Tuolumne County Superintendent of Schools, Room 217

Respectfully Submitted,

Scott Nanik
JPA Secretary