

Tuolumne Joint Powers Authority

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



Committee Meeting Minutes

January 22, 2026

9:00 a.m.

Bret Harte Union High School District Board Room (Room #53)

323 South Main St, Angels Camp, CA

This meeting was conducted via teleconference with:

TJPA Committee Member Jana Hanak, Alpine COE/USD Representative at the following location:

Alpine County Unified School District

43 Hawkside Drive

Markleeville, CA 96120

In Attendance at location:

Scott Nanik, Bret Harte UHSD

Robert Norton, Amador COE/USD

Claudia Davis, Calaveras COE

Erika Cotta, Calaveras USD

Nicolas Wade, Columbia USD

Cheryl Griffiths, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Roy Morlan, Soulsbyville

Also in attendance were: Jana Hanak of Alpine COE/USD via Zoom; Max Leung of Sampson & Sampson via Zoom; Lisa Rico and Troy Ashton of Tuolumne County Superintendent of Schools; 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 Robert Norton at 9:02 a.m.

1.2 Adoption of the Agenda – *Items to be deleted or added according to G.C. 54954*

Item 3.7 was moved to follow Item 3.1. The Agenda with changes in order was adopted unanimously, with a roll call vote after a motion from Scott Nanik and a second from Nicolas Wade.

1.3 Public Comment

There were no public comments.

3.0 Reports

3.1 Quarterly Investment Report through September 30, 2025

Norma Wallace presented the Quarterly Investment Report through September 30, 2025.

4.0 Action Items

4.1 Acceptance of 2024-2025 Audit Report- Sampson & Sampson. Max Leung will present

Max Leung of Sampson & Sampson presented the 2024-2025 Financial Audit Report.

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There were no adjustments and no findings. The 2024-2025 Audit Report was accepted unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Ed Pelfrey.

4.2 Discussion/Approval Titan Secure File Sharing – Tuolumne County Superintendent of Schools Chief Technology Officer Troy Ashton will present

Tuolumne County Superintendent of Schools Chief Technology Officer Troy Ashton presented Titan Secure File Sharing. Titan Secure File Sharing was approved unanimously, with a roll call vote, after a motion from Ed Pelfrey and a second from Scott Nanik.

4.3 Approval of Committee Meeting minutes for August 21, 2025

The Committee Meeting minutes for August 21, 2025 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Roy Morlan.

4.4 Approval of Pay Voucher Reports for July 1, 2025 – December 31, 2025

Norma Wallace presented the Pay Voucher Report for the period of July 1, 2025 – December 31, 2025. The Pay Voucher Report for July 1, 2025 – December 31, 2025 was approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Nicolas Wade.

4.5 Approval of Financial Reports for July 1, 2025 – October 31, 2025

Norma Wallace presented the Financial Reports for July 1, 2025 – October 31, 2025. The Financial Reports for July 1, 2025 – October 31, 2025 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Nicolas Wade.

4.6 Approval of 1st Interim Budget Revisions through October 31, 2025

Norma Wallace presented the 1st Interim Budget Revisions through October 31, 2025. The 1st Interim Budget Revisions through October 31, 2025 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Nicolas Wade.

4.7 Approval of 1st Interim Administrative Costs through October 31, 2025

Norma Wallace presented the 1st Interim Budget Administrative Costs through October 31, 2025. The 1st Interim Administrative Costs through October 31, 2025 were approved unanimously, with a roll call vote, after a motion from Ed Pelfrey and a second from Nicolas Wade.

4.8 Approval of Yorke Engineering Environmental Compliance Assistance – CERS and Hazardous Materials Business Plan (HMBP) Training and Support

Norma Wallace discussed Yorke Engineering Environmental Compliance Assistance – CERS and Hazardous Materials Business Plan (HMBP) Training and Support. Yorke Engineering Environmental Compliance Assistance – CERS and Hazardous Materials Business Plan (HMBP) Training and Support was approved prior to the committee meeting in order to complete the training on January 20, 2026 and was ratified unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Scott Nanik.

4.9 Discussion/Approval WorkAbility MOU Template

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Norma Wallace discussed the WorkAbility MOU Template and will add SB 531 language to the final template. The WorkAbility MOU Template pending clarification of SB 531 language was approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Ed Pelfrey.

4.10 Discussion/Approval Fire Watch Regulations California Fire Code 403.11.1 and 901.7

Norma Wallace discussed Fire Watch Regulations California Code 403.11.1 and 901.7. Changes to be made – remove list of Fire Departments and add Contact your Local Fire Department. Fire Watch Regulations California Code 403.11.1 and 901.7 with changes was approved unanimously, with a roll call vote, after a motion from Ed Pelfrey and a second from Roy Morlan.

5.0 Information/Discussion Items

5.1 Enacted California Legislation 2025

Norma Wallace discussed the Enacted California Legislation 2025. She made note of SB 568, SB 294, SB 848, AB 640, AB 419 and AB 772.

5.2 ASCIP AB 218 Assessments 2026-2027

Norma Wallace discussed ASCIP's AB 218 Assessments 2026-2027. The assessments are due September 2026.

5.3 COVID-19 Prevention Non-Emergency Standards 3205(j) expires February 3, 2026

Norma Wallace discussed Covid-19 Prevention Non-Emergency Standards 3205(j) expiring on February 3, 2026.

5.4 Reminder to file Annual Report of Pesticide Use to California Department of Pesticide Regulations

Jean Wolfgang discussed the Reminder to file Annual Report of Pesticide Use to California Department of Pesticide Regulations.

5.5 WorkSTEPS Pre-Employment Testing

Norma Wallace discussed the addition of a WorkSTEPS Pre-Employment Testing Clinic at Columbia Elementary School. She also discussed additional testing dates.

5.6 2025-2026 Tuolumne JPA Safety Credit Balances

Norma Wallace presented the 2025-2026 Tuolumne JPA Safety Credit Balances.

5.7 Updated 2025-2026 Tuolumne JPA Board Member List

Norma Wallace discussed the Updated 2025-2026 Tuolumne JPA Board Member List.

5.8 Updated 2025-2026 Tuolumne JPA Calendar

Norma Wallace discussed the Updated 2025-2026 Tuolumne JPA Calendar.

5.9 2025-2026 Tuolumne JPA Training Date Reminders

Norma Wallace discussed the 2025-2026 Training Dates.

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6.0 Adjournment

The meeting adjourned at 10:53 a.m.

Note: Next Regular Committee Meeting of the Tuolumne JPA Thursday,
March 26, 2026 at 9:00 a.m.

Bret Harte Union High School District Board Room #53
323 South Main St, Angels Camp, CA

Respectfully Submitted,

Jean Wolfgang
Senior Executive Administrative Fiscal Analyst
Tuolumne JPA