

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
22912 Vantage Pointe Drive, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS VIDEO TELECONFERENCE October 13, 2021 9:00 A.M.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. This meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/84383399657>
- Meeting ID: 843 8339 9657
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

The board may take action on any item on the agenda.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

5. Consent Agenda:

- A. Presentation and approval of financial statements through September 30, 2021.
- B. Approval of the minutes of the Regular Meeting held on September 15, 2021.
- C. Approval of the minutes of the Special Meeting held on September 29, 2021.

6. New Business

- A. Presentation of end of year financial report for Fiscal Year 2020-21.
- B. Discussion/action to adopt Resolution #21-29 – Designation of Fiscal Year 2020-21 Year End Balances to Reserves.
- C. Discussion/action to adopt Resolution #21-30 - Approval of Fiscal Year 2021-22 Fire Fund Budget Adjustments for Unanticipated Grant Revenue, Increased Legal Fees, and Capital Project Savings.

- D. Discussion/action to adopt Resolution #21-31 – Approval of Fiscal Year 2021-22 Park Fund Budget Adjustment in the Amount of \$5,000 for Security Cameras.
- E. Discussion/action to adopt Resolution #21-32 – Approving the Application for Rural Recreation and Tourism Program Grant Funds.
- F. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #21-33 – Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of October 13, 2021 to November 12, 2021.
- G. Discussion/action to approve a Conservation Camp Program Memorandum of Understanding (MOU) for fuels management projects with the California Department of Forestry and Fire Protection and authorize the General Manager to execute the MOU and all related amendments and project requests.

7. Reports

- A. President and Board member reports
- B. Fire Chief’s report
- C. Water/Sewer Operations Manager’s report
- D. General Manager’s report

8. Closed Session

- A. Conference with Legal Counsel – Existing Litigation:
Pursuant to Government Code Section 54956.9(a)
Case Name: Oyarzo v. Twain Harte Community Services District

9. Adjourn

HOW TO VIRTUALLY OBSERVE THIS MEETING:

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

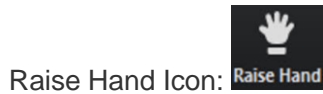
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: www.twainhartecsd.com

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of September 30, 2021

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,244,991	317,452	(360,496)	1,201,947
U.S. Bank - D Grunsky #1**	71,820	107		71,927
U.S. Bank - D Grunsky #2**	74,924	95		75,019
LAIF	2,968,777			2,968,777
TOTAL	\$ 4,360,512	\$ 317,654	\$ (360,496)	\$ 4,317,670

**Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 OPERATING EXPENDITURE SUMMARY
As of September 30, 2021

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	81,243	22,106	59,137	27.21%
Water	1,264,361	313,817	950,544	24.82%
Sewer	1,032,879	137,166	895,713	13.28%
Fire	1,089,148	363,073	726,075	33.34%
Admin	647,517	161,348	486,169	24.92%
TOTAL	\$ 4,115,148	\$ 997,510	\$ 3,117,638	24.24%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 CAPITAL EXPENDITURE SUMMARY
As of August 31, 2021

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	368,000	3,105	364,895	0.84%
Water	808,850	14,471	794,379	1.79%
Sewer	447,150	34,205	412,945	7.65%
Fire	507,500	3,367	504,133	0.66%
Admin		-	-	
TOTAL	\$ 2,131,500	\$ 55,148	\$ 2,076,352	2.59%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 15, 2021

CALL TO ORDER: President Sipperley called the meeting to order at 09:01 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Bohlman
Director Mannix
Director Knudson
Director deGroot

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Kim Silva, Administrative Coordinator/ Board Secretary
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 3 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallet from CERT provided an update on the grant opportunities that were discussed in the August board meeting. Noting that CERT did not qualify for the homeland security grant as they did not meet the required qualifications. CERT is still waiting to hear about the American Rescue Act Funds grant that was awarded to the county.

Bruce Erikson, a member of the public made a comment on upcoming board meetings and inquired about the possibility for the public to be able to attend the meetings in person wearing masks and/or possibly showing proof of vaccination status.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2021.
- B. Approval of the minutes of the Regular Meeting held on August 11, 2021.
- C. Annual Review of Policy #2002 – Discrimination Policy.

MOTION: Director deGroot made a motion to accept the consent agenda in its entirety.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #21-27 – Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for a \$9,397.50 grant under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

MOTION: Director Knudson made a motion to adopt Resolution #21-27 – Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for a \$9,397.50 grant under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- B. Discussion/action to approve revisions to Policy #1065 – Facility Rental Fee Schedule.

GM Trott discussed a number of options for the Facility Rental Fee Schedule that would apply most specifically to section 1065.80 Baseball Field Rental – Community Events.

MOTION: Director Knudson made a motion to table the discussion to the next Park Committee meeting regarding revisions to Policy #1065 – Facility Rental Fee Schedule.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- C. Discussion/action to approve revisions to Policy #3030 – Injury Illness Prevention Program.

MOTION: Director deGroot made a motion to approve revisions to Policy #3030 – Injury Illness Prevention Program.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Discussion/action to approve revisions to Policy #4000 – Board Positions.

MOTION: Director Mannix made a motion to approve revisions to Policy #4000 – Board Positions.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action to approve revisions to Policy #4010 – Members of the Board of Directors.

MOTION: Director Bohlman made a motion to approve revisions to Policy #4010 – Members of the Board of Directors.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

F. Discussion/action to approve revisions to Policy #4030 – Code of Ethics.

MOTION: *Director deGroot made a motion to approve revisions to Policy #4030 – Code of Ethics.*

SECOND: *Director Mannix*

AYES: *Mannix, deGroot, Bohlman, Sipperley, Knudson*

NOES: *None*

ABSTAIN:

G. Discussion to review and evaluate the effectiveness of Policy #4020 – Committees of the Board of Directors.

The board directed GM Trott to take a look at the specific assessment language regarding the citizen members appointed by the board and to discuss further at the next committee meeting.

H. Discussion regarding COVID-19 regulations related to Board meetings and other public meetings.

Board Secretary Kimberly Silva provided a summary of the most recent CSDA conference she attended, speaking specifically to the COVID-19 regulations and how that might affect future board meetings in regard to in person versus virtual meetings. She also spoke to the reopening of offices and how many CSD's throughout California have now gone to a hybrid model where at least one member of their staff works remotely.

President and Board Member Reports.

- *President Sipperley provided a report stating that he attended the IRWM JPA meeting this past month.*

Fire Chief Report by Chief Gamez

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

Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno

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

General Manager Report Provided by General Manager Trott

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

CLOSED SESSION: *The Board of Directors convened into closed session at 11:08 a.m.*

- A. Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Oyarzo v. Twain Harte Community Services District
- B. Conference with Legal Counsel - Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)
- *President Sipperley reconvened the meeting into regular session at 12:19 p.m. with no reportable action.*

ADJOURNMENT:

The meeting was adjourned at 12:19 p.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 29, 2021**

CALL TO ORDER: President Sipperley called the meeting to order at 09:04 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Mannix
Director Knudson

STAFF:

Tom Trott, General Manager
Kim Silva, Administrative Coordinator/ Board Secretary

AUDIENCE: 0 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

NEW BUSINESS:

- A. Discussion/action to consider continuation of remote teleconference board meetings for thirty days due to the ongoing public health state of emergency.

MOTION: Director Mannix made a motion to adopt Resolution #21-28 – Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of September 29, 2021 to October 29, 2021 with the direction that it would be revisited at the October 13 board meeting.

SECOND: Director Knudson

AYES: Mannix, Sipperley, Knudson

NOES: None

ABSTAIN:

ABSENT: deGroot, Bohlman

ADJOURNMENT:

The meeting was adjourned at 09:26 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

Twain Harte Community Services District
2020/2021 UNAUDITED ACTUALS

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,488	\$ 1,481,865	1%	\$ 1,136,731	\$ 1,136,279	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,144
Fees	14,530	20,362	40%	10,335	12,907	25%	-	-	0%	11,180	15,378	38%	-	-	0%	48,647
Taxes & Assessments	107,825	110,533	3%	-	-	0%	1,135,367	1,167,004	3%	134,556	137,200	2%	-	-	0%	1,414,737
Grants & Donations	34,821	101,280	191%	329,378	158,093	-52%	50,545	46,237	-9%	120,390	107,095	-11%	-	-	0%	412,705
Other Revenue	13,775	12,470	-9%	8,725	8,295	-5%	104,374	218,039	109%	2,250	2,272	1%	1,000	848	-15%	241,924
Total Program Revenue	\$ 1,641,438	\$ 1,726,510	5%	\$ 1,485,169	\$ 1,315,574	-11%	\$ 1,290,286	\$ 1,431,280	11%	\$ 268,376	\$ 261,945	-2%	\$ 1,000	\$ 848	-15%	\$ 4,736,157
Admin Revenue Allocation	470	399	-15%	250	212	-15%	180	153	-15%	100	85	-15%	(1,000)	(848)	-15%	-
GRAND TOTAL REVENUE	\$ 1,641,908	\$ 1,726,909	5%	\$ 1,485,419	\$ 1,315,786	-11%	\$ 1,290,466	\$ 1,431,433	11%	\$ 268,476	\$ 262,030	-2%	\$ -	\$ -	0%	\$ 4,736,157
Operating Expenses																
Salaries	\$ 314,797	\$ 315,199	0%	\$ 188,650	\$ 185,136	-2%	\$ 529,464	\$ 586,500	11%	\$ 9,345	\$ 8,698	-7%	\$ 338,551	\$ 340,121	0%	\$ 1,435,654
Benefits	165,858	154,807	-7%	94,617	88,441	-7%	229,306	226,196	-1%	5,425	3,877	-29%	155,760	151,963	-2%	625,284
Equip, Auto, Maint, & Repairs	114,900	114,849	0%	46,100	39,742	-14%	109,883	106,248	-3%	47,085	39,142	-17%	19,700	12,434	-37%	312,415
Materials & Supplies	39,250	38,086	-3%	5,200	4,713	-9%	11,536	13,601	18%	1,600	1,218	-24%	5,250	4,053	-23%	61,671
Outside Services	91,900	79,912	-13%	347,628	169,013	-51%	26,337	22,724	-14%	4,250	3,894	-8%	21,900	16,133	-26%	291,676
Other (Utilities, Prop/Liab Ins, TUD)	154,050	143,539	-7%	508,652	501,536	-1%	83,982	81,062	-3%	24,265	21,501	-11%	57,200	41,048	-28%	788,686
Debt Service	188,912	188,912	0%	17,011	17,011	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,288
Total Program Expenses	\$ 1,069,667	\$ 1,035,304	-3%	\$ 1,207,858	\$ 1,005,592	-17%	\$ 1,032,873	\$ 1,078,696	4%	\$ 91,970	\$ 78,330	-15%	\$ 598,361	\$ 565,752	-5%	\$ 3,763,674
Administrative Cost Allocation	281,230	265,903	-5%	149,590	141,438	-5%	107,705	101,835	-5%	59,836	56,575	-5%	(598,361)	(565,752)	-5%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,350,897	\$ 1,301,207	-4%	\$ 1,357,448	\$ 1,147,030	-16%	\$ 1,140,578	\$ 1,180,531	4%	\$ 151,806	\$ 134,905	-11%	\$ -	\$ -	0%	\$ 3,763,673
TOTAL OPERATING BALANCE	\$ 291,012	\$ 425,702		\$ 127,971	\$ 168,756		\$ 149,887	\$ 250,902		\$ 116,670	\$ 127,125		\$ -	\$ -		
Capital Expenses																
Capital Outlay	381,220	55,794	-85%	339,900	60,757	-82%	219,230	114,504	-48%	170,240	123,159	-28%	-	-	0%	354,214
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 381,220	\$ 55,794	-85%	\$ 339,900	\$ 60,757	-82%	\$ 219,230	\$ 114,504	-48%	\$ 170,240	\$ 123,159	-28%	\$ -	\$ -		\$ 354,214
GRAND TOTAL EXPENSES	\$ 1,732,117	\$ 1,357,001	-22%	\$ 1,697,348	\$ 1,207,787	-29%	\$ 1,359,808	\$ 1,295,035	-5%	\$ 322,046	\$ 258,064	-20%	\$ -	\$ -	0%	\$ 4,117,887
Transfer To/(From) Reserve	\$ (90,208)	\$ 369,907		\$ (211,929)	\$ 107,999		\$ (69,343)	\$ 136,398		\$ (53,570)	\$ 3,966		\$ -	\$ -		

Twain Harte Community Services District
2020-2021 UNAUDITED ACTUALS
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Service Charges					
Water Service Charge	\$ 1,470,488	\$ 1,481,865	\$ 11,377	1%	Increased customer water consumption
TOTAL SERVICE CHARGES	\$ 1,470,488	\$ 1,481,865	\$ 11,377	1%	
Fees					
Late Fee	\$ -	\$ 1,685	\$ 1,685	1685%	Reinstated late fees
Door Notice Fee	-	280	280	280%	
Hookup Fees	13,560	16,590	3,030	22%	
Reconnection Fees	-	100	100	100%	
Property Transfer Fee	850	1,707	857	101%	
Returned Check Fee	120		(120)	-100%	
TOTAL FEES	\$ 14,530	\$ 20,362	\$ 5,832	40%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 33,660	\$ 34,823	\$ 1,163	3%	
Davis Grunsky Assessment	74,165	75,710	1,545	2%	
TOTAL TAXES & ASSESSMENTS	\$ 107,825	\$ 110,533	\$ 2,708	3%	
Grants & Donations					
Grant Revenue - Misc	\$ 34,821	\$ 101,280	\$ 66,459	191%	Unanticipated Water Planning Grant
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 34,821	\$ 101,280	\$ 66,459	191%	
Other Revenue					
Miscellaneous Revenue	\$ -	\$ 1,363	\$ 1,363	1363%	Backflow testing fees
Interest Revenue	11,500	8,832	(2,668)	-23%	Interest rates fell more than anticipated
Lease Revenue	-	-	-	0%	
Sale of Assets	2,275	2,275	-	0%	
TOTAL OTHER REVENUE	\$ 13,775	\$ 12,470	\$ (1,305)	-9%	
GRAND TOTAL REVENUE	\$ 1,641,438	\$ 1,726,510	\$ 85,072	5%	
Admin Transfer Out	\$ 470	\$ 399	\$ (72)		
GRAND TOTAL WITH ADMIN	\$ 1,641,908	\$ 1,726,909	\$ 85,000	5%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 266,955	\$ 259,521	(7,434)	-3%	Budget was based on estimates for new positions
Standby Pay	17,605	17,541	(64)	0%	
Overtime	9,550	18,241	8,691	91%	
Sick Leave/Vacation Pay	6,300	7,227	927	15%	
Intern Stipend	9,600	8,760	(840)	-9%	
Uniform Allowance	3,981	3,118	(863)	-22%	
Cell Phone Stipend	807	791	(16)	-2%	
TOTAL SALARIES	\$ 314,797	\$ 315,199	\$ 402	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 62,019	\$ 58,153	(3,866)	-6%	Demographic of new employees differed from budget
HRA Reimbursement	25,190	20,920	(4,270)	-17%	
CALPERS Retirement	43,052	40,174	(2,878)	-7%	Demographic of new employees differed from budget
FICA	19,517	19,697	180	1%	
Medicare	4,565	4,607	42	1%	
Workers Comp	10,210	10,219	9	0%	
Unemployment Ins/ETT	1,304	1,037	(267)	-20%	
TOTAL BENEFITS	\$ 165,858	\$ 154,807	\$ (11,051)	-7%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 5,700	\$ 5,389	(311)	-5%	
Facilities Maintenance & Repair					
Source of Supply	13,880	13,887	7	0%	
Pumping	5,400	4,776	(624)	-12%	
Water Treatment	11,020	11,019	(1)	0%	
Transmission & Distribution	36,000	36,032	32	0%	
General & Administrative	1,500	1,202	(298)	-20%	
Vehicle Maintenance & Repair	8,400	8,428	28	0%	
Janitorial Cleaning Fees	2,000	1,990	(10)	-1%	
Fuel	11,400	11,804	404	4%	
Equipment Under \$5,000	18,100	18,479	379	2%	
Personal Protective Equipment	1,500	1,843	343	23%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 114,900	\$ 114,849	\$ (51)	0%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,000	\$ 1,033	33	3%	
Postage	5,000	4,338	(662)	-13%	
Food Supplies	400	148	(252)	-63%	
Chemical Supplies	32,500	32,263	(237)	-1%	
Janitorial Supplies	350	304	(46)	-13%	
TOTAL MATERIALS & SUPPLIES	\$ 39,250	\$ 38,086	\$ (1,164)	-3%	
Outside Services - 55XXX					
Legal Fees	4,000	0	(4,000)	-100%	Water Ordinance Project postponed
IT Services	1,900	1,352	(548)	-29%	
Engineering Services	82,000	75,732	(6,268)	-8%	Completed less of the hydraulic model than anticipated
Medical Exams	900	0	(900)	-100%	
Other Professional Services	3,100	2,828	(272)	-9%	
Other Professional Services-Tree Mortality			-	0%	
TOTAL OUTSIDE SERVICES	\$ 91,900	\$ 79,912	\$ (11,988)	-13%	
Other - 56XXX					
Utilities	\$ 32,100	\$ 31,266	(834)	-3%	
Phone/Communications	6,400	6,575	175	3%	
Computer Licenses & Maintenance	11,500	11,173	(327)	-3%	
Property/Liability Insurance	22,500	22,404	(96)	0%	
Property Tax	450	410	(40)	-9%	
Memberships/Publications/Subscriptions	10,900	10,730	(170)	-2%	
Licenses & Certifications	800	345	(455)	-57%	
Training, Conferences & Travel	2,800	1,829	(971)	-35%	
Uncollectable accounts	1,500	-	(1,500)	-100%	
Advertising & Public Education	1,000	376	(624)	-62%	
Laboratory Fees	22,700	19,286	(3,414)	-15%	Less testing than anticipated
Regulatory Fees	8,000	7,579	(421)	-5%	
Purchased Water	29,400	27,562	(1,838)	-6%	Decreased water use due to wells
Bank & Credit Card Fees	4,000	4,004	4	0%	
TOTAL OTHER	\$ 154,050	\$ 143,539	\$ (10,511)	-7%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 35,268	\$ 35,268	0	0%	
Principal on Long Term Debt	153,644	153,644	0	0%	
TOTAL DEBT SERVICE	\$ 188,912	\$ 188,912	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,069,667	\$ 1,035,304	\$ (34,363)	-3%	
Admin Transfer Out	\$ 281,230	\$ 265,903	\$ (15,327)		
GRAND TOTAL WITH ADMIN	\$ 1,350,897	\$ 1,301,207	\$ (49,690)	-4%	

Twain Harte Community Services District
2020-2021 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000		(15,000)	-100%	
Laurel Pump Station			-	0%	
Shadybrook Emer Spillway Repair/Imprvmts*			-	0%	
Million Gallon Tanks Recoat*			-	0%	
Water Sewer Material Bins*	6,000	5,955	(45)	-1%	
Well 3 - Sherwood Forest*	7,000	46	(6,954)	-99%	
WTP Clarifier Refurbish			-	0%	
Truck #4 Replace			-	0%	
SCADA Upgrade	285,000		(285,000)	-100%	
Vantage Pt. Equipment Strucure	9,000		(9,000)	-100%	
Training/Admin Parking Lot*	5,900		(5,900)	-100%	
GM Vehicle Replace	16,160	16,159	(1)	0%	
Surface Scatter 7 for SWTP	7,160	7,153	(7)	0%	
Well #1 Generator	30,000	26,481	(3,519)	-12%	
TOTAL CAPITAL OUTLAY	\$ 381,220	\$ 55,794	\$ (325,426)	-85%	
GRAND TOTAL WITH CAPITAL	\$ 1,732,117	\$ 1,357,001	\$ (375,116)	-22%	

Twain Harte Community Services District
2020-2021 UNAUDITED ACTUALS
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Service Charges					
Sewer Service Charge	1,136,731	1,136,279	(452)	0%	
TOTAL SERVICE CHARGES	\$ 1,136,731	\$ 1,136,279	\$ (452)	0%	
Fees					
Late Fee	\$ -	\$ 1,220	\$ 1,220	1220%	Reinstated late fees
Door Notice Fee	-	280	280	280%	
Hookup Fees	9,400	9,400	-	0%	
Reconnection Fees		100	100	100%	
Inspection Fees	200	200	-	0%	
Property Transfer Fee	615	1,707	1,092	178%	Higher than anticipated property sales
Returned Check Fee	120	-	(120)	-100%	
TOTAL FEES	\$ 10,335	\$ 12,907	\$ 2,572	25%	
Grants & Donations					
Grant Revenue-Sewer Planning Grant	329,378	158,093	\$ (171,285)	-52%	Sewer planning grant will continue in 21.22
Donation Revenue			-	0%	
TOTAL GRANTS & DONATIONS	\$ 329,378	\$ 158,093	\$ (171,285)	-52%	
Other Revenue					
Interest Revenue	7,500	7,060	(440)	-6%	
Sale of Assets	1,225	1,225	-	0%	
Other	-	10	10	10%	
TOTAL OTHER REVENUE	\$ 8,725	\$ 8,295	\$ (430)	-5%	
GRAND TOTAL REVENUE	\$ 1,485,169	\$ 1,315,574	\$ (169,595)	-11%	
Admin Transfer Out	\$ 250	\$ 212	\$ (39)		
GRAND TOTAL WITH ADMIN	\$ 1,485,419	\$ 1,315,786	\$ (169,634)		

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 148,299	\$ 144,318	(3,981)	-3%	Budget was based on estimates for new positions
Standby Pay	17,605	17,643	38	0%	
Overtime	7,000	8,178	1,178	17%	
Sick Leave/Vacation Pay	3,500	4,209	709	20%	
Intern Stipend	9,600	8,760	(840)	-9%	
Uniform Allowance	2,205	1,595	(610)	-28%	
Cell Phone Stipend	441	433	(8)	-2%	
TOTAL SALARIES	\$ 188,650	\$ 185,136	\$ (3,514)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 34,112	\$ 32,067	(2,045)	-6%	Demographic of new employees differed from budget
HRA Reimbursement	13,913	11,609	(2,304)	-17%	
CALPERS Retirement	23,974	22,981	(993)	-4%	
FICA	11,696	11,190	(506)	-4%	
Medicare	2,735	2,617	(118)	-4%	
Workers Comp	7,365	7,372	7	0%	
Unemployment Ins/ETT	821	605	(216)	-26%	
TOTAL BENEFITS	\$ 94,617	\$ 88,441	\$ (6,176)	-7%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,800	\$ 5,756	(1,044)	-15%	Lower than anticipated repair costs
Facilities Maintenance & Repair					
Lift Station	8,700	7,874	(826)	-9%	
Collections	6,650	5,978	(672)	-10%	
General & Administrative	1,100	675	(425)	-39%	
Vehicle Maintenance & Repair	5,650	4,530	(1,120)	-20%	Lower than anticipated repair costs
Janitorial/Cleaning Fees	1,100	953	(147)	-13%	
Fuel	6,700	6,356	(344)	-5%	
Equipment Under \$5,000	7,600	6,347	(1,253)	-16%	Postponed new plow mount
Personal Protective Equipment	1,800	1,273	(527)	-29%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 46,100	\$ 39,742	\$ (6,358)	-14%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 500	\$ 513	\$ 13	3%	
Postage	4,100	3,911	(189)	-5%	
Food Supplies	300	50	(250)	-83%	
Janitorial Supplies	300	239	(61)	-20%	
TOTAL MATERIALS & SUPPLIES	\$ 5,200	\$ 4,713	\$ (487)	-9%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ -	\$ (1,500)	-100%	No legal needed
IT Services	1,300	625	(675)	-52%	
Engineering Services	12,000	0	(12,000)	-100%	No engineering projects needed this year
Medical Exams	450	0	(450)	-100%	
Other Professional Services	332,378	168,388	(163,990)	-49%	Sewer planning grant expenses will continue in 21.22
Other Professional Services-Tree Mortality			0	0%	
TOTAL OUTSIDE SERVICES	\$ 347,628	\$ 169,013	\$ (178,615)	-51%	
Other - 56XXX					
Utilities	\$ 4,700	\$ 5,089	\$ 389	8%	
Phone/Communications	2,887	2,776	(111)	-4%	
Computer Licenses & Maintenance	9,365	8,943	(422)	-5%	
Property/Liability Insurance	17,600	17,504	(96)	-1%	
Property Tax			0	0%	
Dues & Memberships	5,500	4,714	(786)	-14%	
Licenses & Certifications	1,900	1,406	(494)	-26%	
Training, Conferences & Travel	4,300	1,334	(2,966)	-69%	Less conferences due to COVID
Uncollectable accounts	1,500	0	(1,500)	-100%	
Advertising & Public Education	1,200	372	(828)	-69%	
Regulatory Fees	400	236	(164)	-41%	
Sewer Service Charge	455,300	455,492	192	0%	
Bank & Credit Card Fees	4,000	3,670	(330)	-8%	
TOTAL OTHER	\$ 508,652	\$ 501,536	\$ (7,116)	-1%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 2,403	\$ 2,403	\$ -	0%	
Principal on Long Term Debt	14,608	14,608	0	0%	
TOTAL DEBT SERVICE	\$ 17,011	\$ 17,011	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,207,858	\$ 1,005,592	\$ (202,266)	-17%	
Admin Transfer Out	\$ 149,590	\$ 141,438	\$ (8,152)	-5%	
GRAND TOTAL WITH ADMIN	\$ 1,357,448	\$ 1,147,030	\$ (210,418)	-16%	

Twain Harte Community Services District
2020-2021 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 85,000		\$ (85,000)	-100%	
Vantage Pt. Equip Structure	\$ 37,000		\$ (37,000)	-100%	
GM Vehicle Replace	8,600	8,595	(5)	0%	
Sewer Main Re-Lining	75,000	39,434	(35,566)	-47%	
TH School Sewer Re-Alignment	125,000	4,000	(121,000)	-97%	
Training Admin Parking Lot*	3,300		(3,300)	-100%	
Water Sewer Material Bins*	6,000	5,810	(190)	-3%	
Lift Station Generators		2,918	2,918	2918%	Rollover from 19.20
			0	0%	
			0	0%	
TOTAL CAPITAL OUTLAY*	\$ 339,900	\$ 60,757	\$ (279,143)	-82%	
GRAND TOTAL WITH CAPITAL	\$ 1,697,348	\$ 1,207,787	\$ (489,561)	-29%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 510,000	\$ 538,679	\$ 28,679	6%	
Property Assessments	625,367	628,325	2,958	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,135,367	\$ 1,167,004	\$ 31,637	3%	
Grants & Donations					
Grant Revenue	38,595	35,500	\$ (3,095)	-8%	PSPS grant deferred to 21.22
Grant Revenue - CERT	9,950	8,770	(1,180)	-12%	
Donation Revenue - CERT	2,000	1,967	(33)	-2%	
TOTAL GRANTS & DONATIONS	\$ 50,545	\$ 46,237	\$ (4,308)	-9%	
Other Revenue					
Strike Team	\$ 71,874	\$ 177,651	\$ 105,777	147%	More strike team assignments than anticipated
Training Revenue	16,000	23,234	7,234	45%	More training than anticipated
Miscellaneous Revenue	7,500	10,402	2,902	39%	Reimbursement for Grant Writing Expenses
Interest Revenue	9,000	6,752	(2,248)	-25%	Interest rates fell more than anticipated
Sale of Assets	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 104,374	\$ 218,039	\$ 113,665	109%	
GRAND TOTAL REVENUE	\$ 1,290,286	\$ 1,431,280	\$ 140,994	11%	
Admin Transfer Out	\$ 180	\$ 153	\$ (27)		
GRAND TOTAL WITH ADMIN	\$ 1,290,466	\$ 1,431,433	\$ 140,967	11%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 295,676	\$ 293,916	(1,760)	-1%	
Workers Comp Reimb Wages	\$ (14,950)	\$ (33,746)	(18,796)	126%	
Standby Pay	1,600	1,425	(175)	-11%	
Overtime	58,000	68,058	10,058	17%	Due to Worker Comp absences
Holiday Overtime	12,666	15,024	2,358	19%	Due to Worker Comp absences
FLSA Overtime	29,252	31,167	1,915	7%	Due to Worker Comp absences
Sick Leave/Vacation Pay/ATO	19,608	16,524	(3,084)	-16%	
Compensated Absence			0	0%	
Temp/Relief Pay	7,000	12,837	5,837	83%	Due to Worker Comp absences
Intern Stipend	60,000	51,143	(8,857)	-15%	Intern Shortage
Reserve Stipends	3,500	5,007	1,507	43%	Utilized reserves due to intern shortage
Striketteam Pay	4,115	21,270	17,155	417%	More strike team assignments than anticipated
Striketteam Intern Pay	47,000	96,838	49,838	106%	More strike team assignments than anticipated
Response Incentive Pay	1,500	2,814	1,314	88%	Utilized due to intern shortage
Uniform Allowance	4,077	3,803	(274)	-7%	
Cell Phone Stipend	420	420	0	0%	
TOTAL SALARIES	\$ 529,464	\$ 586,500	\$ 57,036	11%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 61,270	\$ 61,954	684	1%	
HRA Reimbursement	28,509	25,246	(3,263)	-11%	
CALPERS Retirement	79,628	75,947	(3,681)	-5%	Due to worker comp absences
FICA	33,754	35,948	2,194	7%	Due to worker comp absences
Medicare	7,894	8,407	513	6%	
Workers Comp	17,061	17,074	13	0%	
Unemployment Ins/ETT	1,190	1,620	430	36%	
TOTAL BENEFITS	\$ 229,306	\$ 226,196	\$ (3,110)	-1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,443	\$ 6,034	(409)	-6%	
Facilities Maintenance & Repair	11,000	10,828	(172)	-2%	
Vehicle Maintenance & Repair	18,500	18,394	(106)	-1%	
Vehicle Maintenance & Repair-CERT	700	801	101	14%	
Janitorial/Cleaning Services	1,600	1,600	0	0%	
Fuel	13,400	13,417	17	0%	
Equipment Under \$5,000	17,729	18,046	317	2%	
Equipment Under \$5,000-CERT	7,950	4,473	(3,477)	-44%	
Tools & Equipment Under \$500	1,875	1,875	0	0%	
Personal Protective Equipment	30,686	30,780	94	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 109,883	\$ 106,248	\$ (3,635)	-3%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,954	\$ 2,578	624	32%	
Postage	500	386	(114)	-23%	
Food Supplies	529	548	19	4%	
Janitorial Supplies	3,553	3,553	0	0%	
Medical Supplies	5,000	6,536	1,536	31%	
TOTAL MATERIALS & SUPPLIES	\$ 11,536	\$ 13,601	\$ 2,065	18%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 3,511	\$ (489)	-12%	
IT Services	2,400	1,868	(532)	-22%	
Engineering Services	8,700	7,787	(913)	-10%	
Medical Exams	2,500	1,161	(1,339)	-54%	Due to Intern Shortage
Background Checks	1,057	1,563	506	48%	
Other Professional Services	7,680	6,834	(846)	-11%	
TOTAL OUTSIDE SERVICES	\$ 26,337	\$ 22,724	\$ (3,613)	-14%	
Other - 56XXX					
Utilities	\$ 10,400	\$ 9,876	(524)	-5%	
Phone/Communications	5,118	5,196	78	2%	
Software Licenses & Maintenance	4,100	3,678	(422)	-10%	
Property/Liability Insurance	27,800	27,621	(179)	-1%	
Dues & Memberships	2,954	2,953	(1)	0%	
Licenses & Certifications	1,296	647	(649)	-50%	
Training, Conferences & Travel	29,700	28,335	(1,365)	-5%	
Advertising & Public Education	2,614	2,756	142	5%	
TOTAL OTHER	\$ 83,982	\$ 81,062	\$ (2,920)	-3%	
Debt Service - 58XXX					
Interest on Long Term Debt	3,425	3,425	-	0%	
Principal on Long Term Debt	38,940	38,940	-	0%	
TOTAL DEBT SERVICE	\$ 42,365	\$ 42,365	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,032,873	\$ 1,078,696	\$ 45,823	4%	
Admin Transfer Out	\$ 107,705	\$ 101,835	\$ (5,870)	-5%	
GRAND TOTAL WITH ADMIN	\$ 1,140,578	\$ 1,180,531	\$ 39,953		

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Capital Outlay - 57XXX					
UAV-Thermal Imaging			0	0%	
CERT FF Rehab Vehicle	1,040	1,040	0	0%	
Mobile Fire Pump	0	0	0	0%	
Replace Fire Station Generator	18,000	17,997	(3)	0%	
Fuel/SCBA Fill Station Generator	16,000		(16,000)	-100%	
Training/Admin Parking Lot*	67,000		(67,000)	-100%	
Vantage Pt. Equipment Structure*	9,000		(9,000)	-100%	
Station Concrete Apron/Drainage*			0	0%	
Fire Apparatus Equip Building	92,000	89,279	(2,721)	-3%	
SCBA Bottle/Harness Replacement	10,000		(10,000)	-100%	
GM Vehicle Replacement	6,190	6,188	(2)	0%	
Training Prop Improvements			0	0%	
TOTAL CAPITAL OUTLAY	\$ 219,230	\$ 114,504	\$ (104,726)	-48%	
GRAND TOTAL WITH CAPITAL	\$ 1,359,808	\$ 1,295,035	\$ (64,773)		

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Fees					
Facility/Ground Usage Fees	11,180	15,378	4,198	38%	PGE PSPS Events - Park Rental
TOTAL FEES	\$ 11,180	\$ 15,378	\$ 4,198	38%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 26,520	\$ 27,960	\$ 1,440	5%	
Property Assessments	108,036	109,240	1,204	1%	
TOTAL TAXES & ASSESSMENTS	\$ 134,556	\$ 137,200	\$ 2,644	2%	
Grants & Donations					
Grant Revenue	97,890	81,890	\$ (16,000)	-16%	PSPS Grant deferred to 21.22
Donation Revenue	22,500	25,205	2,705	12%	Higher than anticipated donations
TOTAL GRANTS & DONATIONS	\$ 120,390	\$ 107,095	\$ (13,295)	-11%	
Other Revenue					
Interest Revenue	2,250	2,272	22	1%	
TOTAL OTHER REVENUE	\$ 2,250	\$ 2,272	\$ 22	1%	
GRAND TOTAL REVENUE	\$ 268,376	\$ 261,945	\$ (6,431)	-2%	
Admin Transfer Out	\$ 100	\$ 85	\$ (15)		
GRAND TOTAL WITH ADMIN	\$ 268,476	\$ 262,030	\$ (6,446)		

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 8,418	\$ 8,363	\$ (55)	-1%	
Overtime	500	128	(372)	-74%	
Sick Leave/Vacation Pay	300	131	(169)	-56%	
Intern Stipend			-	0%	
Uniform Allowance	114	64	(50)	-44%	
Cell Phone Stipend	13	12	(1)	-5%	
TOTAL SALARIES	\$ 9,345	\$ 8,698	\$ (647)	-7%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 2,000	\$ 1,461	\$ (539)	-27%	
HRA Reimbursement	889	0	(889)	-100%	
CALPERS Retirement	1,468	1,378	(90)	-6%	
FICA	579	565	(14)	-2%	
Medicare	135	132	(3)	-3%	
Workers Comp	316	316	0	0%	
Unemployment Ins/ETT	38	25	(13)	-34%	
TOTAL BENEFITS	\$ 5,425	\$ 3,877	\$ (1,548)	-29%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 112	(388)	-78%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	3,269	2,201	(1,068)	-33%	Postponed fence repair due to lack of contractors
Tennis Courts	1,000	512	(488)	-49%	
Park	6,435	5,468	(967)	-15%	
Community Center	1,700	1,410	(290)	-17%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	11,400	8,400	(3,000)	-26%	Contractor did not bill for multiple months
Janitorial/Cleaning Services	15,550	15,015	(535)	-3%	
Fuel			-	0%	
Equipment Under \$5,000	7,231	6,024	(1,207)	-17%	Less park equipment needed to be replaced
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 47,085	\$ 39,142	\$ (7,943)	-17%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,600	\$ 1,218	\$ (382)	-24%	
TOTAL MATERIALS & SUPPLIES	\$ 1,600	\$ 1,218	\$ (382)	-24%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	

Outside Services - 55XXX					
Engineering Services	\$ 4,250	\$ 3,894	\$ (356)	-8%	
Other Professional Services			0	0%	
TOTAL OUTSIDE SERVICES	\$ 4,250	\$ 3,894	\$ (356)	-8%	

Other - 56XXX					
Utilities					
Baseball Field	6,965	6,964	(1)	0%	
Tennis Courts			-	0%	
Park	8,200	6,874	(1,326)	-16%	
Community Center	2,900	2,538	(362)	-12%	
Property/Liability Insurance	2,000	1,931	(69)	-3%	
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	4,200	3,194	(1,006)	-24%	Bocce outreach cost less than anticipated
TOTAL OTHER	\$ 24,265	\$ 21,501	\$ (2,764)	-11%	

Debt Service - 58XXX					
Interest on Long Term Debt			\$ -	0%	
Principal on Long Term Debt			-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	

GRAND TOTAL EXPENSES	\$ 91,970	\$ 78,330	\$ (13,640)	-15%	
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Admin Transfer Out	\$ 59,836	\$ 56,575	\$ (3,261)		
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GRAND TOTAL WITH ADMIN	\$ 151,806	\$ 134,905	\$ (16,901)	-11%	
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Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Capital Outlay - 57XXX					
New Park Development*	\$ 20,000		\$ (20,000)	-100%	
Community Center Generator	\$ 16,000		\$ (16,000)	-100%	
Bocce Court Improvements	\$ 130,000	\$ 119,721	\$ (10,279)	-8%	
Training/Admin Parking Lot*	\$ 800		\$ (800)	-100%	
GM Vehicle Replacement	\$ 3,440	\$ 3,438	\$ (2)	0%	
TOTAL CAPITAL OUTLAY	\$ 170,240	\$ 123,159	\$ (47,081)	-28%	
GRAND TOTAL WITH CAPITAL	\$ 322,046	\$ 258,064	\$ (63,982)	-20%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	848	(152)	-15%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 848	\$ (152)	-15%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 848	\$ (152)	-15%	

Twain Harte Community Services District

2020-2021 UNAUDITED ACTUALS

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 323,051	\$ 324,878	1,827	1%	
Overtime		187	187	187%	
Sick Leave/Vacation Pay	8,000	7,026	(974)	-12%	
Director Stipends	7,500	8,030	530	7%	
TOTAL SALARIES	\$ 338,551	\$ 340,121	\$ 1,570	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,818	\$ 48,077	\$ 259	1%	
HRA Reimbursement	18,625	15,745	(2,880)	-15%	
Retirement	58,951	58,904	(47)	0%	
FICA	21,458	20,482	(976)	-5%	
Medicare	5,018	5,130	112	2%	
Workers Comp	2,444	2,446	2	0%	
Unemployment Ins/ETT	1,446	1,179	(267)	-18%	
TOTAL BENEFITS	\$ 155,760	\$ 151,963	\$ (3,797)	-2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,445	\$ (55)	-4%	
Facilities Maintenance & Repair	5,500	1,828	(3,672)	-67%	Less maintenance needed than anticipated
Vehicle Maintenance & Repair	1,000	307	(693)	-69%	
Janitorial/Cleaning Services	4,300	3,683	(617)	-14%	
Fuel	1,400	818	(582)	-42%	
Equipment Under \$5,000	6,000	4,353	(1,647)	-27%	Less equipment needed than anticipated
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 19,700	\$ 12,434	\$ (7,266)	-37%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 3,300	\$ 2,610	\$ (690)	-21%	
Postage	1,700	1,359	(341)	-20%	
Janitorial Supplies	250	84	(166)	-66%	
TOTAL MATERIALS & SUPPLIES	\$ 5,250	\$ 4,053	\$ (1,197)	-23%	

Twain Harte Community Services District
2020-2021 UNAUDITED ACTUALS
ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Actuals	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 7,600	\$ 6,488	\$ (1,112)	-15%	Auditor has not billed final installment
Legal Fees	7,400	4,703	(2,697)	-36%	Ordinance codification project postponed
IT Services	4,500	3,567	(933)	-21%	
Other Professional Services	\$ 2,400	\$ 1,375	(1,025)	-43%	Misc services not needed
TOTAL OUTSIDE SERVICES	\$ 21,900	\$ 16,133	\$ (5,767)	-26%	
Other - 56XXX					
Utilities	\$ 6,200	\$ 3,821	\$ (2,379)	-38%	Propane cost less than anticipated
Phone/Communications	5,500	5,467	(33)	-1%	
Software Licenses & Maintenance	11,600	10,403	(1,197)	-10%	Cancelled intranet project
Property/Liability Insurance	8,300	8,103	(197)	-2%	
Property Tax			0	0%	
Dues & Memberships	6,000	5,624	(376)	-6%	
Licenses & Certifications	400	0	(400)	-100%	
Training, Conferences & Travel	11,200	2,578	(8,622)	-77%	Cancelled conferences due to COVID
Advertising & Public Education	3,000	534	(2,466)	-82%	Additional PR efforts cost less than anticipated
Bank/Investment Fees	5,000	4,518	(482)	-10%	
TOTAL OTHER	\$ 57,200	\$ 41,048	\$ (16,152)	-28%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 598,361	\$ 565,752	\$ (32,609)	-5%	
Admin Transfer Out	\$ (598,361)	\$ (565,752)	\$ (32,609)		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-29**

**DESIGNATION OF FISCAL YEAR 20/21 YEAR-END
BALANCES TO RESERVES**

WHEREAS, on April 10, 2014, the Board of Directors of the Twain Harte Community Services District (District) strengthened its financial stability by establishing Committed Reserve Accounts through adoption of Policy #3011, "Reserves Policy"; and

WHEREAS, since the adoption of Policy #3011, the board has designated fiscal year-end fund balances to said Committed Reserve Accounts through formal action, as required by Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, Fiscal Year 2020/21 year-end fund balances now need to be allocated to/from the Committed Reserve Accounts established in Policy #3011.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services that Fiscal Year 2020/21 year-end fund balances be allocated to Reserve Accounts established in Policy #3011 as illustrated in the attached Proposed Reserve Summary and described below:

1. The Water Fund year end balance of \$369,907 be allocated to each of the following Reserve Accounts:
 - \$2,360 to Grunsky Debt Service; and
 - \$3,147 from Rate/Revenue Stabilization Reserve; and
 - \$8,976 to Operating Reserve; and
 - \$361,718 to Capital Improvement/Asset Replacement Reserve.
2. The Sewer Fund year end balance of \$107,999 be allocated to the Capital Improvement/Asset Replacement Reserve.
3. The Fire Fund year end balance of 136,398 be allocated to each of the following Reserve Accounts:
 - \$3,649 to Restricted CERT Donations; and
 - \$44,658 to Operating Reserve; and
 - \$88,091 to Capital Improvement/Asset Replacement Reserve.
4. The Park Fund year end balance of \$3,966 be allocated to each of the following Reserve Accounts:
 - \$2,466 to Operating Reserve; and
 - \$1,500 to Capital Improvement/Asset Replacement Reserve.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on October 13, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

PROPOSED RESERVE SUMMARY

As Of June 30, 2020

	Water	Sewer	Fire	Parks	Total
Non-Spendable					
Invested in Capital Assets	\$ 1,995,376	\$ 713,585	\$ 1,333,522	\$ 1,242,797	\$ 5,285,280
Inventory	\$ 6,069	\$ 1,764	\$ -	\$ -	\$ 7,833
Total Non-Spendable	\$ 2,001,445	\$ 715,349	\$ 1,333,522	\$ 1,242,797	\$ 5,293,113
Restricted					
Grunsky Debt Service	\$ 144,586	\$ -	\$ -	\$ -	\$ 144,586
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - CERT	\$ -	\$ -	\$ 1,337	\$ -	\$ 1,337
Fire Truck Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ 144,586	\$ -	\$ 1,337	\$ -	\$ 145,923
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 926,157	\$ 904,634	\$ 577,689	\$ 241,018	\$ 2,649,498
Rate/Revenue Stabilization Reserve	\$ 157,388	\$ 115,332	\$ 66,651	\$ 12,235	\$ 351,605
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,203,628	\$ 1,019,966	\$ 644,340	\$ 253,253	\$ 3,121,186
Assigned					
Operating Reserve	\$ 326,947	\$ 255,829	\$ 558,192	\$ 70,531	\$ 1,211,498
Pension Liability	\$ (141,916)	\$ (79,828)	\$ (131,740)	\$ -	\$ (353,484)
Total Assigned	\$ 185,031	\$ 176,001	\$ 426,452	\$ 70,531	\$ 858,014
ENDING BALANCE - FY 19/20	\$ 3,534,689	\$ 1,911,315	\$ 2,405,651	\$ 1,566,581	\$ 9,418,236

20/21 Recommended Transfer To/(From) Reserve

Water Rights Reserve					\$ -
Grunsky Debt Service	\$ 2,360				\$ 2,360
Restricted - CERT			\$ 3,649		\$ 3,649
Rate/Revenue Stabilization Reserve	\$ (3,147)				\$ (3,147)
Operating Reserve	\$ 8,976		\$ 44,658	\$ 2,466	\$ 56,100
Capital Improvement/Asset Replacement Reserve	\$ 361,718	\$ 107,999	\$ 88,091	\$ 1,500	\$ 559,308
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ 369,907	\$ 107,999	\$ 136,398	\$ 3,966	\$ 618,270

PROPOSED RESERVE SUMMARY

As Of June 30, 2021

	Water	Sewer	Fire	Parks	Total
<u>Restricted</u>					
Grunsky Debt Service	\$ 146,946	\$ -	\$ -	\$ -	\$ 146,946
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - CERT	\$ -	\$ -	\$ 4,986	\$ -	\$ 4,986
Fire Truck Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ 146,946	\$ -	\$ 4,986	\$ -	\$ 151,932
<u>Committed</u>					
Capital Improvement/Asset Replacement Reserve	\$ 1,287,875	\$ 1,012,633	\$ 665,780	\$ 242,518	\$ 3,208,806
Rate/Revenue Stabilization Reserve	\$ 154,241	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,562,199	\$ 1,127,965	\$ 732,431	\$ 254,753	\$ 3,677,347
<u>Assigned</u>					
Operating Reserve	\$ 335,923	\$ 255,829	\$ 602,850	\$ 72,997	\$ 1,267,598
Pension Liability	\$ (141,916)	\$ (79,828)	\$ (131,740)	\$ -	\$ (353,484)
Total Assigned	\$ 194,007	\$ 176,001	\$ 471,110	\$ 72,997	\$ 914,114

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-30**

**APPROVAL OF FISCAL YEAR 2021-22 FIRE FUND BUDGET ADJUSTMENTS FOR
UNANTICIPATED GRANT REVENUE, INCREASED LEGAL FEES, AND CAPITAL
PROJECT SAVINGS**

WHEREAS, the Twain Harte Community Services District's (District) Fire Division has experienced several situations that have or will impact revenue and expenses differently than what was anticipated in the Fiscal Year 2021-22 Fire Fund Budget; and

WHEREAS, unanticipated budget impacts include the following:

1. The District was awarded a Rural Fire Capacity grant for handheld radios that provides \$1,900 more revenue than anticipated and requires purchases totaling \$3,800 more than anticipated.
2. The District has had to engage legal counsel to handle unanticipated personnel issues and potential lawsuits, which could result in an estimated \$20,000 more in legal fees than anticipated.
3. The District realized savings through competitive bidding for the SCBA Bottle/Harness Replacement Project, reducing anticipated capital project costs by \$45,000.
4. The District discovered that the Fuel/SCBA Fill Station Generator Project requires a larger generator than previously anticipated resulting in approximately \$7,000 in increased costs; and

WHEREAS, the Fiscal Year 2021-22 Fire Fund Budget needs to be adjusted in order to accommodate these unanticipated situations; and

WHEREAS, the net result of making all necessary budget adjustments results in a decrease of funds needing to be transferred from the Fire Fund Capital Reserves in Fiscal Year 2021-22.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the Fiscal Year 2021-22 Fire Fund Budget be adjusted as follows:

1. Increase the "Grants and Donations" revenue line item by \$1,900, from \$250,000.00 to \$251,900; and
2. Increase the "Equipment Under \$5,000" expense line item in the Operating budget by \$3,800, from \$23,000.00 to \$26,800; and
3. Increase the "Legal Fees" expense line item in the Operating budget by \$20,000, from \$4,000 to \$24,000; and

4. Reduce the "SCBA Bottle/Harness Replacement" line item in the Capital Outlay budget by \$45,000, from \$150,000 to \$105,000.
5. Increase the "Fuel/SCBA Fill Station Generator" line item in the Capital Outlay budget by \$7,000, from \$14,000 to \$21,000.
6. Reduce the amount to be transferred from Fire Fund Capital Reserves by \$16,100, from \$236,999 to \$220,899.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 13, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-31**

**APPROVAL OF FISCAL YEAR 2021-22 PARK FUND BUDGET ADJUSTMENT IN
THE AMOUNT OF \$5,000 FOR SECURITY CAMERAS**

WHEREAS, the Twain Harte Community Services District (District) has recently experienced several acts of vandalism at Eproson Park; and

WHEREAS, to help prevent vandalism, the District desires to procure and install security cameras in locations where vandalism frequently occurs; and

WHEREAS, a nearby business owner has offered to donate internet services so that the security cameras can be accessed at all times; and

WHEREAS, the security camera system will be capable of expansion to incorporate additional security cameras throughout Twain Harte Meadows Park; and

WHEREAS, procurement and installation of a security camera system was not included in the Fiscal Year 2021-22 Park Fund Budget and, therefore, requires a budget adjustment.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the Fiscal Year 2021-22 Park Fund Budget be adjusted as follows:

1. Increase the "Equipment Under \$5,000" expense line item in the Operating budget by \$5,000, from \$1,000 to \$6,000; and
2. Reduce the amount to be transferred to Park Fund Capital Reserves by \$5,000, from \$17,671 to \$12,671.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 13, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-32**

**APPROVING THE APPLICATION FOR RURAL RECREATION AND TOURISM
PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Rural Recreation and Tourism Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project.

NOW, THEREFORE, BE IT RESOLVED, by the Twain Harte Community Services District Board of Directors hereby:

1. APPROVES THE FILING OF AN APPLICATION FOR THE **TWAIN HARTE MEADOWS PARK PROJECT**; AND
2. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
3. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project; and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
5. Delegates the authority to its **General Manager** to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines; and
7. Will consider promoting inclusion per Public Resources Code §8001(b)(8 A-G).

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their regular meeting on October 13, 2021.

I, the undersigned, hereby certify that the foregoing Resolution #21-32 was duly adopted by the Twain Harte Community Services District Board of Directors following a roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**Final Application Guide
for the
California Drought, Water, Parks, Climate, Coastal
Protection, and Outdoor Access for All Act of 2018**

Rural Recreation & Tourism Program (RRT)



**California Department of Parks and
Recreation
Office of Grants and Local Services**

I. PROGRAM OVERVIEW

INTENT

Rural Recreation and Tourism Program (RRT) competitive grants will create NEW RECREATION FEATURES in support of economic, tourism, and HEALTH related goals.

Competitive projects will improve the HEALTH of RESIDENTS and attract out of town VISITORS.

To qualify as RURAL, the PROJECT SITE must meet these thresholds:

1. Be in a county with a population below 500,000 people, and, in a city/town/census designated place that has a population below 50,000 people.

OR

2. Be in a county with a population below 500,000 people, and, in a city/town/census designated place that has a population below 80,000 people, provided that the county below 500,000 people has adopted State planning priorities pursuant to Government Code Section 65041.1. The applicant shall include in the RRT application a letter or other documentation from the County's Planning Agency confirming the county has adopted one or more State planning priorities found in Government Code Section 65041.1 to limit sprawl, protect environmental and agricultural resources, and encourages efficient infill development patterns within incorporated city limits.

Ineligible project sites are any of the following:

A) All projects in counties with populations above 500,000 people, regardless of city population.

AND

B) Projects in a city/town/census designated place that has a population above 50,000 people, even if the county population is below 500,000 people. For the exception, see 2 above.

FUNDING

- \$23,125,000 is available.
- Use this Guide to submit RRT APPLICATIONS.
- This program is established in Public Resources Code §80090(a)-(b).

ELIGIBLE APPLICANTS

- Cities
- Counties
- DISTRICTS (per Public Resources Code §80090(a) and defined on page 66)

TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to create a NEW RECREATION FEATURE(S).

While RENOVATION may be included, APPLICATIONS will be more competitive if a majority of the TOTAL PROJECT COST creates a NEW RECREATION FEATURE(S).

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. NEW RECREATION FEATURE(S) can be either outdoor or indoor. Examples of outdoor and indoor RECREATION FEATURES include but are not limited to the following:

RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
 - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
 - OR
 - Already has a RECREATION FEATURE for public use at close of escrow. For EXPANSIONS, this may include acquiring adjacent land to protect viewsheds or create new access.
- Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Regional Sports Complex
 - Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football)
 - Athletic courts (basketball, “futsal”, tennis, pickleball, etc.)
- Year around complexes
 - Winter recreation features: skiing, snowboarding, snowshoeing, etc.
 - Summer recreation features: hiking, mountain biking, equestrian, etc.
- Visitor, interpretive, cultural, historical structures
- Wildlife viewing structure or shade structure/COVERED PARK area
- Non-motorized trail, Equestrian trail, bikeways, pedestrian/bicycle bridge
- Botanical or demonstration gardens and orchards
- Recreation center/gymnasium
- Dog park
- Jogging and walking loop, par course, running track
- Gym exercise equipment (stations fixed into ground) or outdoor exercise equipment
- Disc Golf
- Open space and natural area for public recreation use
- Campground (developed or primitive campsites)
- Picnic/Bar-B-Que areas
- Playground and tot lot

I. PROGRAM OVERVIEW

- Plaza, zocalo, gazebo
- Public art (mosaic tiles, sculptures, murals)
- Skate park, skating, roller blading, or ice rink, and BMX or pump track (non-motorized bike tracks)
- Lighting to allow for extended nighttime use of an existing RECREATION FEATURE is considered a RENOVATION.

MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a RECREATION FEATURE
- Landscaping or lighting that will be constructed throughout the PROJECT SITE

As a reminder, APPLICATIONS will be more competitive if the majority of the TOTAL PROJECT COST creates a NEW RECREATION FEATURE(S).

APPLICATIONS only for MAJOR SUPPORT AMENITIES are ineligible; a project must create or RENOVATE at least one RECREATION FEATURE.

GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PROJECT SITE: \$3,000,000
- Minimum grant request per APPLICATION/PROJECT SITE: \$200,000

One PROJECT SITE = One Application:

Each PROJECT SITE requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$3 million, may be submitted for the same PROJECT SITE.

Multiple PROJECT SITES = Multiple Applications:

An APPLICANT may submit multiple APPLICATIONS for different PROJECT SITES. An APPLICANT can potentially receive multiple GRANT awards that total more than \$3 million. There is no limit to the number of grant awards an APPLICANT may receive.

No MATCH is required if:

The PROJECT SITE'S area has a median household income of \$56,982 or less according to the Community FactFinder. *The GRANT by itself may fund the entire PROJECT.

MATCH is required if:

The PROJECT SITE'S area has a median household income above \$56,982 according to the Community FactFinder. *If the median household income is above \$56,982, the GRANT can fund up to 80% of the TOTAL PROJECT COST. MATCH is at least (no less than) 20% of the TOTAL PROJECT COST.

* See page 15 and 55 about using the Community FactFinder for the project area's median household income.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 21-33**

**PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S
ORDER DATED MARCH 4, 2020, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS FOR THE PERIOD OF OCTOBER 13, 2021 TO
NOVEMBER 12, 2021**

WHEREAS, the Twain Harte Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution #21-28 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, with the current state of emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, Tuolumne County Public Health strongly encourages the continued practice of preventive actions like wearing a mask in public, keeping your distance, avoiding crowds, washing hands, and staying home when sick will help slow the spread attributable to the rise in SARS-CoV-2 Delta Variant.; and

WHEREAS, the Board of Directors hereby finds that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors hereby finds that the District's legislative bodies may conduct their meetings remotely via teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted alternate meeting locations and virtual meeting protocols on April 1, 2020, which include options for public participation.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and
2. Affirmation that the Local Emergency Persists. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and
3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020; and
4. Remote Teleconference Meetings. The General Manager and District staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and
5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption on October 13, 2021 and shall be effective until the earlier of (i) November 12, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District's legislative bodies

may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 13, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CONSERVATION CAMP PROGRAM – MEMORANDUM OF UNDERSTANDING
FC-31 (Rev. 11/10)
MOU # 4406-2021-03

Master Agreement # _____

This Memorandum of Understanding (**MOU**) is made and entered into by and between the California Department of Forestry and Fire Protection (**CAL FIRE**) and TWIN HARTE COMMUNITY SERVICES DIST (**Sponsor**).

WHEREAS, CAL FIRE is authorized under Public Resources and Penal Codes to utilize inmates or corps members assigned to conservation camps to perform the work of CAL FIRE;

WHEREAS, through contracts or cooperative agreement CAL FIRE may permit inmates, or Corps members to be used in the performance of conservation projects, fuels management and or hazard reduction (which could include slash and pile burning) for a public agency (local, state, or federal) or a qualified nonprofit organization under policies established by the Prison Industries Authority; and

WHEREAS, the Sponsor has a need for assistance in performing such projects.

The parties agree as follows:

- A. The Sponsor shall submit project proposals on a form approved by CAL FIRE (currently an FC-32). By doing so, with reference to any such proposals subsequently approved by the CAL FIRE, Sponsor agrees to:
 1. Pay for all costs directly related to and necessitated by such projects, except for wages, salaries, and other remuneration paid to CAL FIRE employees, inmates, or wards, and the cost of their support.
 2. Demonstrate the availability of adequate plans and specifications, sufficient funds, materials, supplies, and equipment, adequate technical supervision and any special labor requirements to complete such projects.
 3. Obtain the approvals, notification, and permits required by any state, federal, or local agency necessary to commence construction, fuels management, or operation of such projects.
 4. Hold an orientation meeting with CAL FIRE at the commencement of such projects to explain the technical aspects, execution of, and need for such projects.
- B. From proposals submitted by the Sponsor, CAL FIRE shall select those projects meeting the priorities and resources of CAL FIRE. CAL FIRE shall submit evaluations to Sponsor that set forth any special requirements or conditions related to the projects. By so doing, with reference to any such evaluations subsequently approved by Sponsor, CAL FIRE agrees to provide labor, crew, supervision, normal transportation, food, and such tools as CAL FIRE determines to be available. Upon receipt of Sponsor's acceptance of such evaluations, projects shall be assigned to a conservation camp where they will be scheduled in accordance with the priorities and resources of CAL FIRE.
- C. Timing
 1. Sponsor recognizes that fire suppression and other emergency activities have priority over any other work for conservation camp crews.
 2. Sponsor further recognizes that the resources of CAL FIRE are limited and the public service conservation work of CAL FIRE may be altered in priority from time to time.
 3. Projects will be performed within the rules and regulations of CAL FIRE which may require temporary suspension or permanent cessation of projects due to emergency conditions as defined by such rules and regulations.
 4. The Parties agree that any justified delays by either party shall be excused and costs caused by such delays shall be borne by the party incurring such costs.
- D. Work performed under this MOU will be under the immediate supervision of CAL FIRE officials. The Sponsor will provide such operation supervision, technical assistance, guidance, and inspection, as it considers necessary to properly complete the work.
- E. Nothing herein shall be construed as obligating the Sponsor to expend or to obligate funds in excess of appropriations authorized by law.
- F. All improvements constructed in whole or in part on lands owned or controlled by Sponsor will remain the property of Sponsor.
- G. Permission to perform work on lands owned or controlled by Sponsor does not in any way convey to CAL FIRE, its staff or any persons working with CAL FIRE in the performance of said work, employee status that would extend to them the benefits afforded to permanent employees of Sponsor.

- H. Upon completion of each project, or any phase thereof, permission is hereby granted to CAL FIRE to place upon the project site a sign or emblem consistent in size and design to its surroundings, indicating the participation of CAL FIRE and the year thereof.
- I. Other than as indicated in Section H, neither party shall use the name of the other party in any form or manner in advertisements nor other information released to the public without the prior written approval of the other party. Sponsor may be, and CAL FIRE is, subject to the California Public Records Act. This Section I is not intended to prohibit either party from legally complying with the PRA.
- J. Each party, to the extent permitted by law, agrees to indemnify and hold harmless the other party, its officers, agents and employees from all claims, demands, or liability arising out of the indemnifying party's performance under this MOU except where such injury or damage arose from the sole negligent or intentional acts or omissions of the other party.
- K. Neither party may assign this MOU or any interest herein without the written consent of the other party.
- L. Subject to the provisions herein, all remedies allowed by law are available to either party for enforcement of this MOU. Any waiver of rights by either party on any matter related to this MOU shall not be deemed to be a waiver on any other matter relating to the MOU.
- M. All provisions of this MOU constitute essential elements of the agreed exchange that is the subject matter of this MOU. Accordingly, if any of these provisions are determined to be invalid, illegal, or unenforceable in any material respect, the remainder of this MOU is not enforceable against either of the Parties except as may be necessary to effect payment for services already rendered.
- N. This MOU may be modified by mutual written agreement of the parties.
- O. This MOU takes effect shall remain in effect until DECEMBER 31 2021, unless terminated prior to that date by 60 days written notice from one party to the other.

IT IS AGREED:

CAL FIRE

SPONSOR TWAIN HARTE COMMUNITY SERVICES DIST

Date: SEPTEMBER 30,2021

Date: OCTOBER 13, 2021

By: _____

By: _____

Print Name: ADAM AMBRIZ

Print Name: TOM TROTT

Title: FCB ADMIN CAPT

Title: GENERAL MANAGER

Address:7000 S NEWCASTLE RD STOCKTON

Address: 22912 VANTAGE POINTE DR, TWAIN HARTE



MOU # 4406-2021-03

CAL FIRE USE ONLY	PROJECT NAME TWAIN HARTE COMMUNITY SERVICES
	DATE 09/30/2021
	FC-79 CODING PC

CAL FIRE USE ONLY	CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION	
	NAME STOCKTON DELTA FIRE CENTER	
	ADDRESS 7000 S. NEWCASTLE RD	
	CITY, STATE STOCKTON CALF.95215	
	PHONE (209) 329-3113	FAX

CDCR/DJJ-CHECKLIST CUSTODIAL QUARTERLY REVIEW			
INITIAL INSPECTION N/A			
SECURITY FORM PREPARED N/A			
SUPERVISION LEVEL	1	2	3
SECOND QUARTER N/A			
THIRD QUARTER N/A			
FOURTH QUARTER N/A			

SPONSORING AGENCY	
SPONSORING AGENCY	NAME TWAIN HARTE COMMUNITY SERVICES DIST.
	ADDRESS 22912 VANTAGE POINT DRIVE
	CITY, STATE TWAIN HARTE CALF.
	PHONE (209) 743-0886
	FAX (209) 586-4808
	PAGER
	COMMENTS: GROUND CONTACT (209) 770-4979 LUIS

CAL FIRE-CHECKLIST	
CAL FIRE USE ONLY	INITIAL INSPECTION AMBRIZ
	PROJECT NUMBER 4406-2021-03
	IIPP-2 JOB HAZARD ANALYSIS AA
	IIPP-3 CODE OF SAFE PRACTICES AA
	IIPP-4 JOB SAFETY SURVEY AA
	IIPP-6 EMPLOYEE TRAINING PER CREW
	CEQA/NEPA COMPLETED N/A
	FC-31 ATTACHED AND SIGNED AA
	SLASH & PILE BURNING PROCEDURES N/A

PROPERTY OWNER

PRIVATE PROPERTY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	NON PROFIT ORGANIZATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FORM CAL FIRE-719 <input type="checkbox"/> YES <input type="checkbox"/> NO
PROPERTY OWNER TWAIN HARTE FIRE DEPT.		
ADDRESS VARIOUS LOCATIONS THROUGHT DIST		
CITY/STATE/ZIP TWAIN HARTE CALIF	PHONE	(209) 586 4800



DESCRIPTION OF PROJECT (Type of work to be performed, attached additional sheets if necessary)
 VEGETATION REMOVAL IN VARIOUS LOCATIONS FOR FIRE DEFENSE AND PROPERTY/STRUCTURE PROTECTION.

PERIOD WORK CAN BE PERFORMED OCTOBER/NOVEMBER/DECEMBER 2021		ESTIMATED CREW DAYS 8-12 DAYS
REQUESTED START DATE OCT.4 2021	REQUESTED FINISH DATE DEC.31 2021	
PLANS ATTACHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

PROJECT NAME TWIN HARTE FD	SPONSOR'S PRIORITY HIGH
PROJECT LOCATION SEE ATTACHED.	
GPS COORDINATES	

PROJECT BENEFIT ASSESSMENT (Estimate the benefits of the project including such items as; fire defense, public safety, watershed, recreation, wildlife habitat, property, vegetation, soil, water, air surface configuration, wildlife, people, economic benefits that include; reduced maintenance costs, reduced suppression costs, reduced damage, elimination of hazards, etc. attach additional sheets as necessary).

REMOVAL OF VEGETATION TO IMPROVE FIRE SAFETY. FIRE DEFENSE IN SUMMER AND REDUCED DAMAGE FROM VAGRANT HABITAT YEAR-ROUND.

PROJECT SLASH & PILE BURNING PROCEDURES

YES NO Predicted Fire Weather Watches or Warnings
 YES NO Hazard Reduction Pile Burning Checklist (8100)
 YES NO Sponsor has a valid burn permit on site.
 YES NO All slash & piles will be consumed or extinguished prior to crew leaving project site.
 YES NO Sponsor will provide suppression control capabilities and supervision of all slash & pile burning that continues beyond crew work day.
 YES NO Notification to agency with fire suppression responsibility for the project burn site.



CAL FIRE USE ONLY	PROJECT SPONSOR RESPONSIBILITIES	DESCRIPTION	ESTIMATED DURATION OF NEED
	MATERIALS AND SUPPLIES	SONORA CREW WILL TRANSPORT AND SECURE ALL TOOLS NOT PROVIDED BY HAND CREW	14 DAYS
	SPECIAL TOOLS		
	VEHICLE OPERATIONS PROVIDE VEHICLE TO TRANSPORT TOOLS NOT ON BUS		
	TECHNICAL SUPERVISION AND LABOR		
	OTHER (DESCRIBE) CHIPPER MAY PROVIDED		

OPERATIONAL COST RECOVERY FROM SPONSOR

CAL FIRE USE ONLY	ALL CREW DAYS WILL BE REIMBURSED @ \$200.00 PER DAY.	REMBURSEMENT WILL BE IN KIND TO SKOCKTON FIRE CREW.	NOT TO EXCEED \$2400.00 WITHOUT FURTHER AUTHORIZATION
	Total \$200/day (plus current ENY administrative fee)	\$200.00	\$2400.00 MAX

CAL FIRE USE ONLY	Approved For Final Planning and Scheduling	
	CAL FIRE DIVISION CHIEF	DATE
	CDCR CAMP COMMANDER	DATE
	UNIT CHIEF	DATE

Sponsors Signature	
NAME (PRINT)	
SIGNATURE	DATE
TITLE	

OPERATIONS REPORT
SEPTEMBER 2021
FIRE DIVISION



FHFD

STAFFING

Full Time Captains-2

Relief Captains-6

Seasonal Engineers-3

Intern Operators-1

Intern Firefighters-1

Relief Firefighters-3





On behalf of the Twain Harte Fire Department, we wish Captain Joe Schuller the very best in his new endeavors as he leaves us and returns to North Central Fire Department. This was not an easy decision for Captain Schuller. Still, ultimately, this was a decision made in the best interest of his family, which shows Captain Schuller's dedication to his number one priority, **FAMILY.**



FLEET/FACILITIES

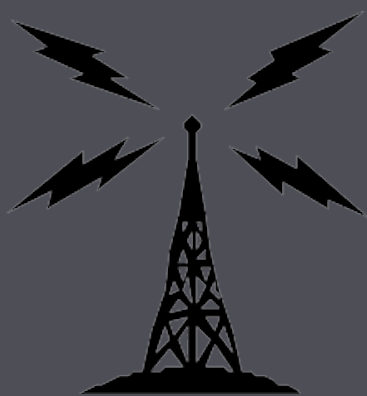


U-722 received work on the following items:

- Brakes pads and rotors
- Transmission coolant lines
- Changed all fluids
- A backup camera and Bluetooth stereo



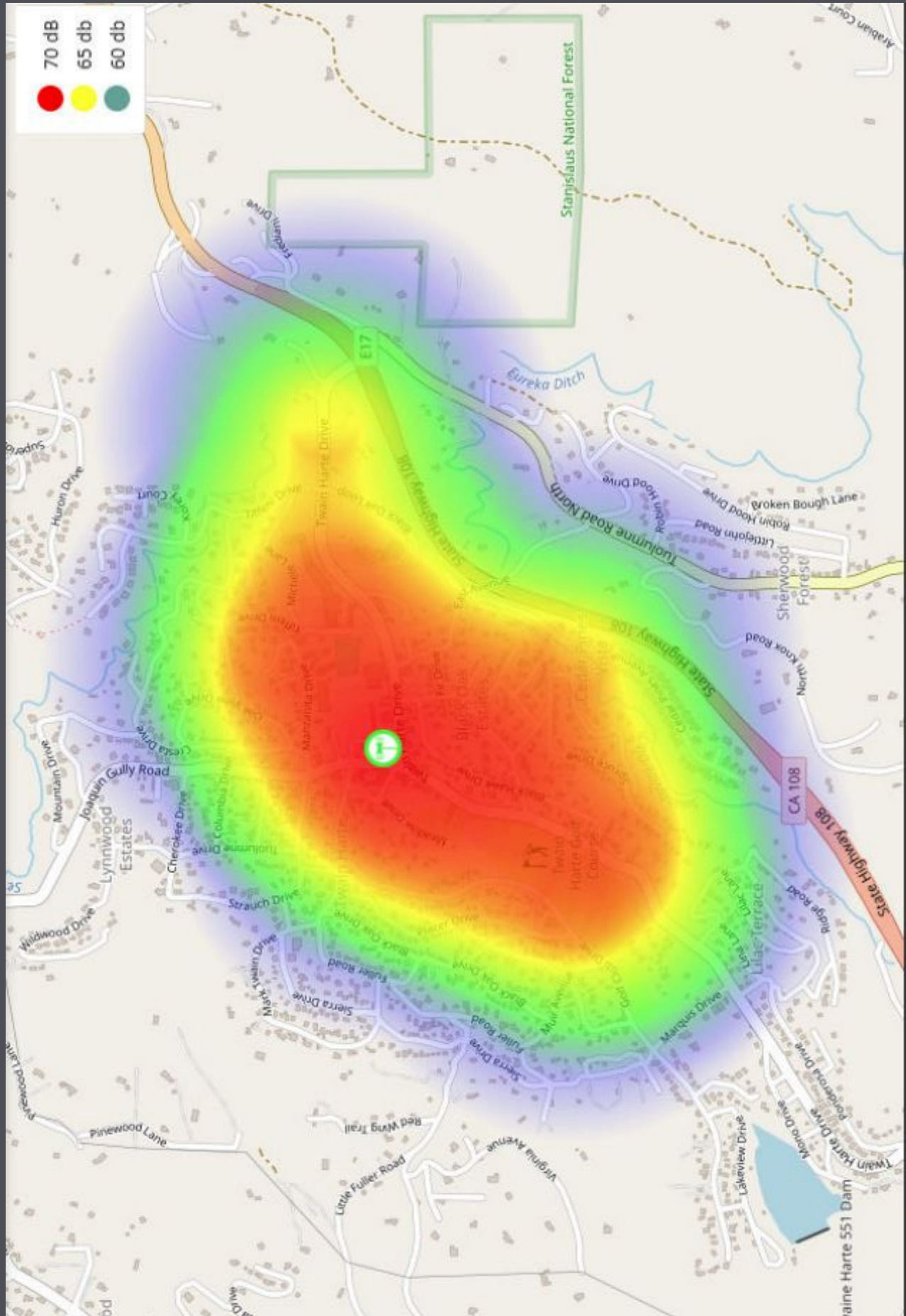
E-723 Captain seat bolts were replaced due to wear-and-tear



We are in the final stages of design with HQE for the new Emergency Alert Siren. Install should be in the next few weeks.



Sound Propagation Map



FLEET/FACILITIES



C-720 vehicle received warranty work for a recall on the cooling sensor relay and power source relay



U-722 received repairs to the following items;

- Transmission lines
- Brake pads
- Shocks



September Incident Deployments



Relief Captain Albert Desrosiers and Engineer Noonan deployed to the Caldor Fire in WT-721. They returned safely after 14 days.



INCIDENT PERSONNEL PERFORMANCE RATING

INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.

THIS RATING TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE

1. Name <i>Albert Desrosiers</i>		2. Fire Name and Number <i>WT 721</i>	
3. Home Unit (address) <i>Twain Hart</i>		4. Location of Fire (address) <i>Caldor Fire (East Zone)</i>	
5. Fire Position <i>Engine Boss</i>	6. Date of Assignment From: <i>9/11</i> To:	7. Acres Burned	8. Fuel Type(s)

9. Evaluation

Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:

- 0 - Deficient. Does not meet minimum requirements of the individual statement. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.
- 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
- 2 - Satisfactory. Employee meets all requirements of the individual element.
- 3 - Superior. Employee consistently exceeds the performance requirements.

Rating Factors	Hot Line				Mop-Up				Camp				Other (Specify)			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job				✓				✓				✓				✓
Ability to obtain performance				✓				✓				✓				✓
Attitude				✓				✓				✓				✓
Decisions under stress				✓				✓				✓				✓
Initiative				✓				✓				✓				✓
Consideration for personnel welfare				✓				✓				✓				✓
Obtain necessary equipment and supplies				✓				✓				✓				✓
Physical ability for the job				✓				✓				✓				✓
Safety				✓				✓				✓				✓
Other (specify)																

10. Remarks
Albert has been "Johnny on the Spot" with his water tender. He's kept things positive throughout the duration of this assignment. He's also provided us with an experienced perspective.

11. Employee (signature) This rating has been discussed with me <i>Brandon Dolan</i>			12. Date <i>9/13/21</i>		
13. Rate By (signature) <i>Brandon Dolan</i>	14. Home Unit (address) <i>STO</i>	15. Position of Fire <i>#TFLE-1</i>	16. Date <i>9/13/21</i>		

September Training Hours- 195



THFD members participated in a sand table exercise with Cal Fire members. The focus of the training was preparing for fires that would directly impact the Twain Harte Fire District. This type of training allows us to deploy tactics for engaging the fire, then afterward, we do a round table discussion on how we can do it better.



Community meetings



Met with a community member, Board Member Gary Sipperley, General Manager Tom Trott, Cal Fire Battalion Chief Paul Karpus, and Battalion Chief Adam Freeze regarding target hazards in the community and potentially setting up a Volunteer in Prevention program



Met with Cal Fire Captain Adam Ambrize, and Lewis regarding fuels management projects for all district infrastructure.



Community meetings



THFD participated in a WildFire preparedness meeting with Tuolumne County OES, Tuolumne County Sheriff, General Manager Trott, Cal Fire Unit Chief Nick Cassi, and Twain Harte Homeowners President John Kinsfather.



Financial Report/Grant update



We have received word from FEMA that we were not selected for the Regional SCBA grant. THFD has moved forward with the purchase of 12 new Scott 3M SCBA's



THFD has received notification from Cal Fire that we have been approved for the RFC grant for new handheld radios. THFD has selected the Bendix King BLKR-5000 digital radio





Tuolumne County Fire Chief's Report



Chief Gamez is working with Cal Fire for Safety Officer coverage for all fires in Tuolumne County. This will help the district by sharing resources, such as Chief coverage, and ensuring we have a staffed engine in Twain Harte in our absence.





September 2021 CERT update

- **Chain Guards:** can mitigate sparks starting fires. Our chain guards are great coordination between THFD & THA-CERT. The hoses are old fire hoses cut to size and packaged by THA-CERT. THA-CERT donate them for free at all events. This month they donated three sets to a race in OR and received a request for 12 more sets for friends and family in OR. They are also available at The Harte of the Kitchen. It has been a great fundraiser.
- **Preparedness Training:** we had 22 people at our training this month. We were careful to do COVID screening, kept our distance, doors open for fresh moving air. The training started with a discussion about Egress by the Fire Chief, followed by a presentation/discussion on Putting together a First Aid Kit, Emergency Kit, and a Go Bag Demo.

- **Donations;** THA-CERT realized that they were missing several medical items in the FF Rehab vehicle. They did an inventory and added new items needed to that list, including AED, CPR masks for adults and children, and other medical supplies. They went out to the community to see what they could get donated. Adventist Health almost immediately approved a \$1K donation of medical supplies. THA-CERT will use some of their funds to fill in for the things that were not donated.
- THA-CERT had a request from Ridgewood Home Owners Association to support their meeting on September 12th. They had The Sheriff there, OES Coordinator and 2 Supervisors as well as THA-CERT. They had lots of people come to the CERT kiosk to ask questions and pick up information
- **Qtrly Executive Staff Meeting:** was held on September 2nd. We had 12 of the 17 staff members in attendance. It was a great review of our goals for the year and how to accomplish them. THA-CERT currently has two openings to fill in the organization

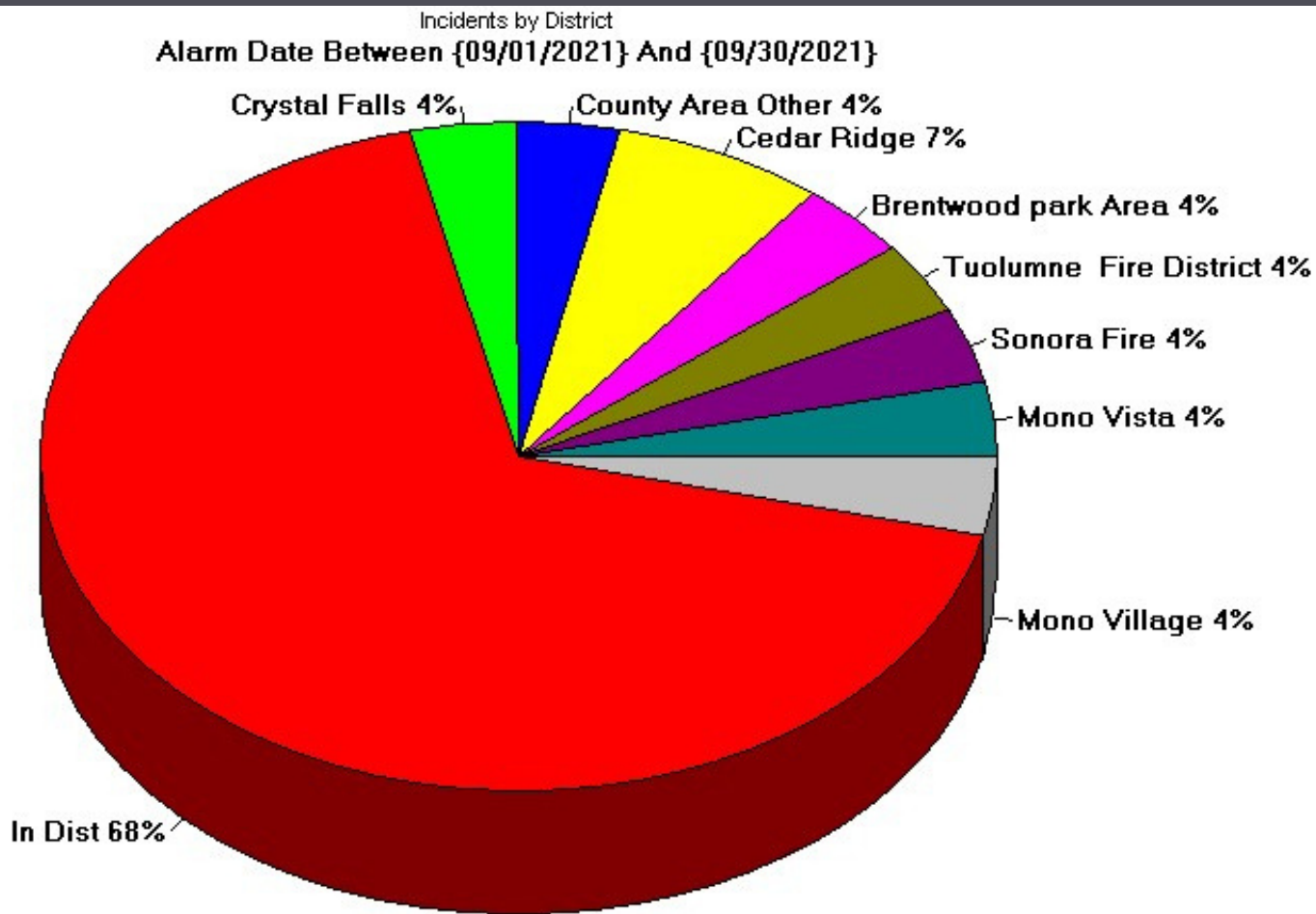
- **September Volunteer Hours:** For the month of September, the THA-CERT members were deployed for 18 hours (Ridgewood HOA), they hosted the preparedness training for the community (99 hours), and 212 hours of administration is a catch-all for everything other than deployment and training

TWAIN HARTE AREA



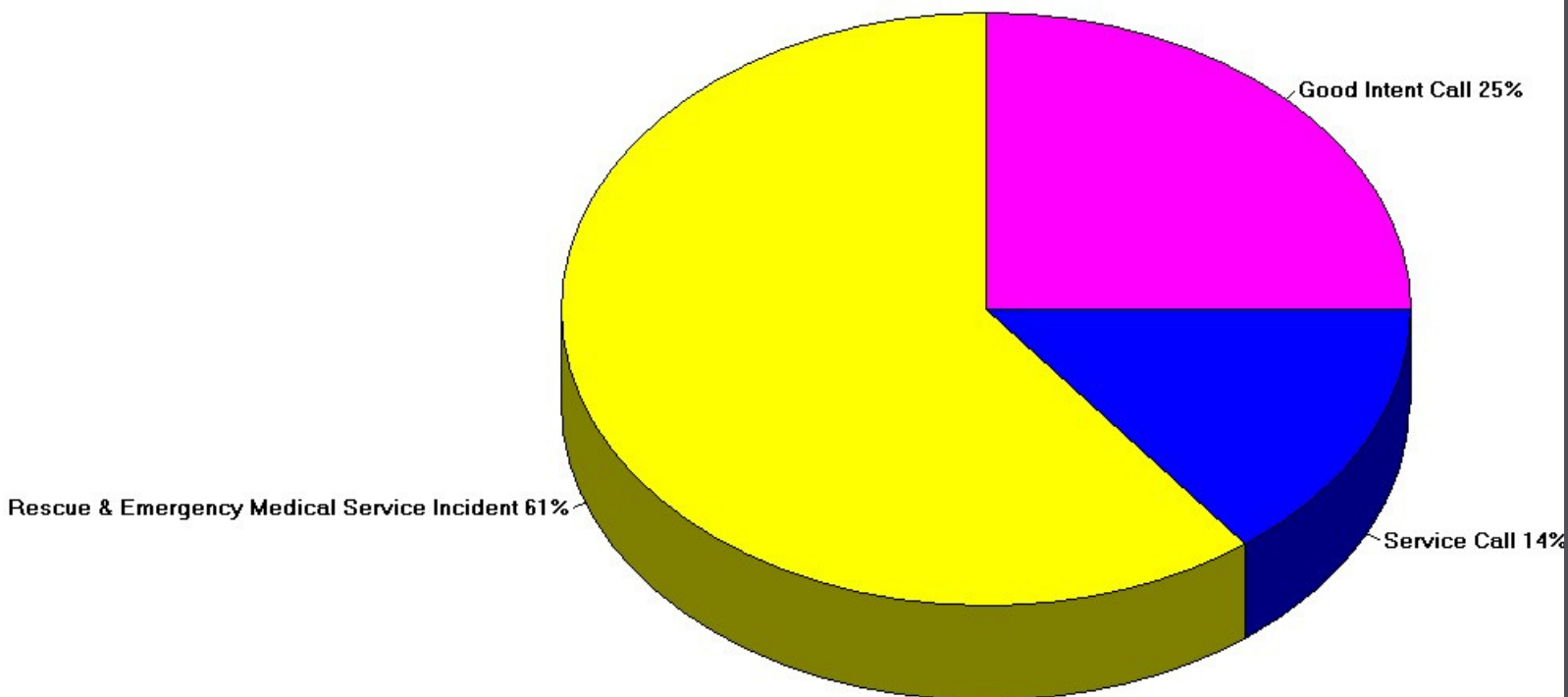
SERVING TUOLUMNE COUNTY

September Incident by District

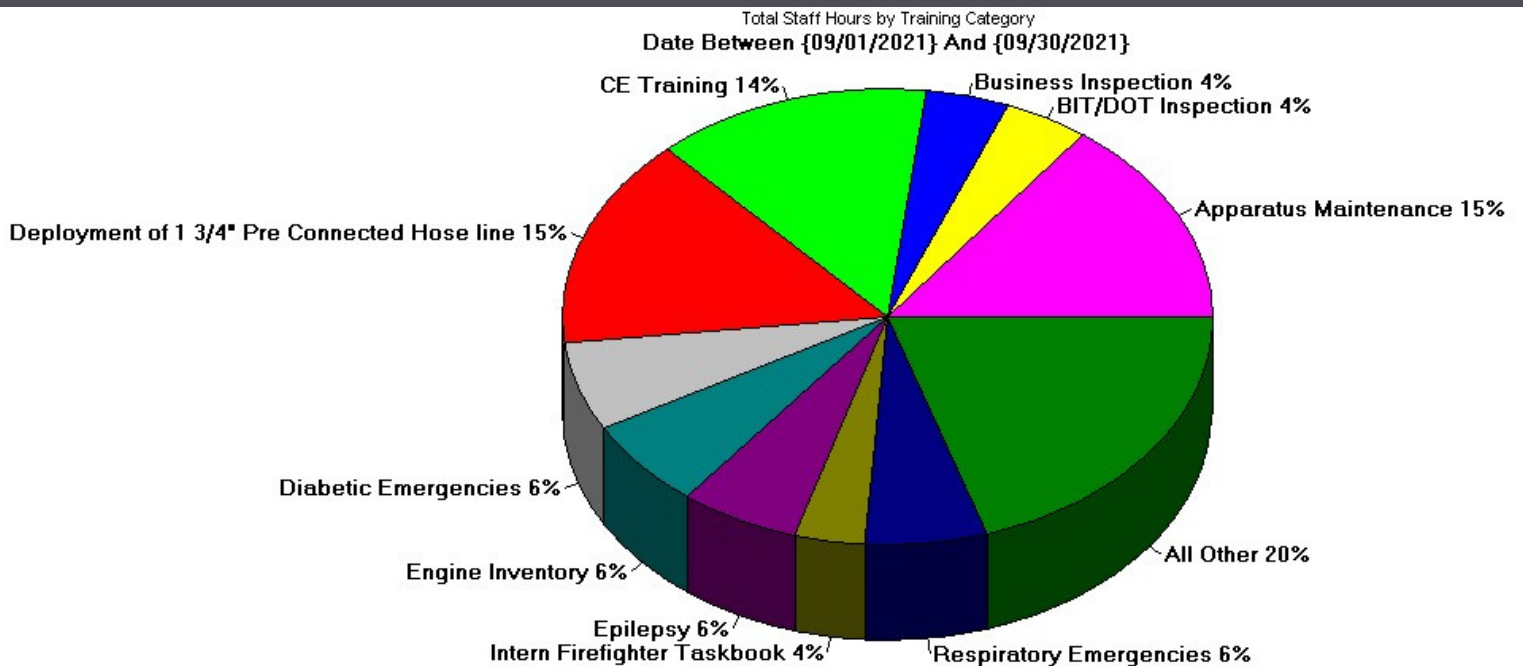


September Incident by Type

Incident Type Summary
Alarm Date Between {09/01/2021} And {09/30/2021}



September Training by Topic





What's New

- We saved approximately \$4,000 rejetting the nozzles we had on hand for our new jetter rather than buy new nozzles.
- We rehabilitated an old trash pump and performed some Sewer line bypass pump training.
- Ditch Outage: THCS D provides approximately 2,000,000 gallons to TUD to serve Brentwood, Crystal Falls and Mono Vista.

TWAIN HARTE CSD OPERATIONS REPORT



Water/Sewer/Park Division

For September 2021

Highlights



Water

- Number of customer service calls were average for this time of year (25-45) for a total of 31.
- Valves inspected and maintained out of 575: 92 or 16% (Context: 125 were inspected and maintained by this time last year with an annual goal of 25%).
- Major Plant Maintenance: Biennial Clarifier drawdown; cleaning and inspection was performed. Major maintenance on sludge pumps.
- Leaks:
 - Sherwood Forest had a main line break. We found two unknown and unauthorized waterlines and capped them.

- Manzanita Main Line Break affected elementary school, laundromat and approximately 23 connections.



- We started our Motor Control Center evaluation as suggested in the Plant Assessment.
- Distribution Leak Assessment Updates
 - We are in the process of giving Kennedy Jenks data they requested. A leak detection survey for areas with known issues will happen at the end of October.

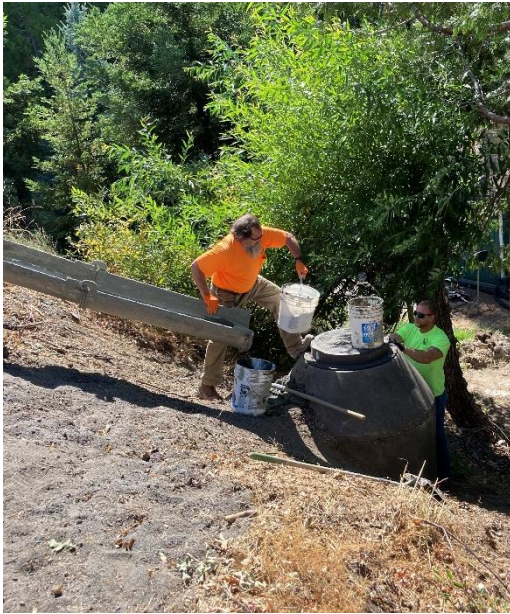


Sewer

- Number of customer service calls were above average for this time of year (1-5) for a total of 9.
- Sewer main footage cleaned out of 142,072': 40,853' or 28.8%.
(Context: 6,203' were cleaned by this time last year with an annual goal of 25% cleaned).
- Manholes inspected and maintained out of 468: 103 or 22.0%.
(Context: 7 were cleaned by this time last year with an annual goal of 25%).



- SmartCover: Two satellite connected sewer flowmeters were installed at manholes. These will help us locate Inflow and Infiltration and be tracked in real time using a website or an APP.
- Tiffeni Manhole Platform Project Update: Complete pending step installation.



- Upcoming Mono Bench Sewer Project
 - Start date to be announced but is likely first half of October.

Parks and Recreation

- Security Cameras Update: To be announced
- PGE Owned streetlights are repaired
- Baseball infield is undergoing rehabilitation. We are working towards repairing the gopher damage in the outfield and overseeding several spots.



- Community Center Generator Update:
 - Due to supply chain issues the delivery was postponed to early October. Installation will occur soon after delivery.

Special Thanks

- Twain Harte Homeowners for painting the stage and bathrooms. They look great!



Year: 2021

Month	*Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	**Total Recycled (Gal)	***Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	1,782,867	888,093	1,724,068	830,885	171,667	5,225,913	8,304,262	37.07%	5.95	31.5
Feb	812,370	1,084,946	1,670,276	1,048,320	79,857	4,615,912	5,836,362	20.91%	2.72	0
Mar	682,442	1,106,362	2,160,718	960,206	89,574	4,909,728	5,776,198	15.00%	2.69	15
Apr	2,354,350	1,132,186	2,027,031	962,489	251,811	6,476,056	6,737,931	3.89%	0.92	0
May	4,363,858	1,151,918	2,158,505	980,655	524,483	8,654,936	9,624,851	10.08%	0.01	0
Jun	4,150,136	1,058,889	2,070,629	907,236	688,531	8,186,890	11,912,958	31.28%	0	0
Jul	5,680,435	1,090,602	2,126,878	960,809	371,587	9,858,724	14,740,484	33.12%	0.12	0
Aug	5,478,035	1,076,388	1,993,583	933,315	441,054	9,481,321	14,605,710	35.08%	0	0
Sep	4,098,818	1,011,057	1,906,649	905,631	466,333	7,922,155	10,891,827	27.27%	0.15	0
Oct						0				
Nov						0				
Dec						0				
Total	29,403,311	9,600,441	17,838,337	8,489,546	3,084,897	65,331,635	88,430,583	26.12%	12.56	46.5



GENERAL MANAGER'S REPORT

October 13, 2021

Administration / Operations

- *Fire Captain Recruitment*
- *Stormwater Grant Funding Agreement*
- *Rural Recreation & Tourism Park Grant*
- *Paperless Billing & Tenant Billing*

Planning Projects

- *Sewer System Evaluation/Analysis* – Condition Assessment, Sherwood Forest Analysis, Hydraulic Model and Engineering Report complete. Project design initiated.
- *Water System Evaluation/Analysis* – Grant kicked off. Leak detection anticipated to start end of month.

Capital Projects

- *Motor Control Center (MCC) Upgrade* – Initial investigation and testing complete. Complete MCC replacement needed. Design anticipated by December.
- *Mono Sewer Bench Replacement* – Design complete and project awarded. Anticipated completion this month.
- *Community Center Generator* – Generator received. Completion anticipated this month.

Funding Opportunities

- *Prop 68 Per Capita Park Grant* – Park revenue enhancement (\$177,952): **Awarded**
- *Prop 1 Stormwater Grant* – TH Stormwater Enhancement (\$3.748 M): **Awarded**
- *Prop 68 Statewide Park Program* – TH Meadows Park (\$1.25 M): **Find out any time**
- *Prop 68 Rural Recreation Program* – TH Meadows Park (\$1.25 M): **Due 11/5/2021**

Meetings of Interest

- *Evacuation & Fire Preparedness Meeting* – 9/16/21
- *Drought Task Force Meeting* – 9/17/21
- *Large Events at Park Coordination Meeting* – 10/1/21
- *Mountain Counties: Drought, Fire & Climate Change Seminar* – 10/27/21