

TWAIN HARTE COMMUNITY SERVICES DISTRICT Park and Recreation/Citizens' Committee Meeting

Chair: *Charlotte Bohlman*

Co-Chair: *Gary Sipperley*

Citizen Members: *Julie Cowell & John Kinsfather*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 3, 2026 12:30 p.m.**

NOTICE: Public May Attend this Meeting In-Person.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/86351575918>
- Meeting ID: 863 5157 5918
- Telephone: (669) 900-6833

AGENDA

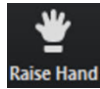
- 1. Review/discuss draft Fiscal Year 2026-27 Park Fund Budget and Capital Outlay Plan.**
- 2. Discuss terms of lease with Twain Harte Area Chamber of Commerce for Eproson Park for storage in the old restroom building.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

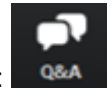
The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - 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 Board Secretary: 22912 Vantage Pointe Dr., Twain Harte, CA 95383
- **During the Meeting:**
 - 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.



Raise Hand Icon:



Q&A Icon:

- 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.
- In-Person: Raise your hand and the Board Chairperson will call on you.

PUBLIC COMMENT RULES

- 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 providing 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.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

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
2026-2027 Budget

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 25/26	Proposed	% Diff	FY 25/26	Proposed	% Diff	FY 25/26	Proposed	% Diff	FY 25/26	Proposed	% Diff	FY 25/26	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,670,400	\$ 1,730,800	4%	\$ 1,447,000	\$ 1,536,400	6%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 3,267,200
Fees	20,600	21,400	4%	15,900	17,100	8%	-	-	0%	13,500	15,100	12%	-	-	0%	53,600
Taxes & Assessments	43,700	45,026	3%	-	-	0%	1,419,100	1,458,900	3%	162,500	166,900	3%	-	-	0%	1,670,826
Grants & Donations	130,500	410,500	215%	-	114,500	114500%	375,338	-	-100%	101,000	111,500	10%	-	-	0%	636,500
Other Revenue	106,000	106,000	0%	48,000	48,000	0%	463,058	134,100	-71%	14,700	10,800	-27%	1,000	1,000	0%	299,900
Total Program Revenue	\$ 1,971,200	\$ 2,313,726	17%	\$ 1,510,900	\$ 1,716,000	14%	\$ 2,257,496	\$ 1,593,000	-29%	\$ 291,700	\$ 304,300	4%	\$ 1,000	\$ 1,000	0%	\$ 5,928,026
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,971,670	\$ 2,314,196	17%	\$ 1,511,150	\$ 1,716,250	14%	\$ 2,257,676	\$ 1,593,180	-29%	\$ 291,800	\$ 304,400	4%	\$ -	\$ -	0%	\$ 5,928,026
Operating Expenses																
Salaries	\$ 373,978	\$ 394,851	6%	\$ 198,336	\$ 210,076	6%	\$ 856,167	\$ 717,094	-16%	\$ 17,793	\$ 20,017	12%	\$ 444,893	\$ 462,887	4%	\$ 1,804,924
Benefits	228,328	245,788	8%	122,746	132,418	8%	407,843	418,910	3%	14,472	15,748	9%	259,474	279,371	8%	1,092,235
Equip, Auto, Maint, & Repairs	186,850	175,100	-6%	88,150	73,600	-17%	199,600	102,100	-49%	25,200	30,700	22%	13,900	14,600	5%	396,100
Materials & Supplies	50,400	50,900	1%	6,700	6,800	1%	11,900	10,000	-16%	2,500	2,300	-8%	3,800	3,700	-3%	73,700
Outside Services	30,700	31,800	4%	25,500	26,100	2%	24,400	24,500	0%	4,700	5,500	17%	43,000	36,200	-16%	124,100
Other (Utilities, Prop/Liab Ins, TUD)	251,500	249,100	-1%	713,300	715,600	0%	125,500	119,400	-5%	34,900	35,700	2%	93,600	92,700	-1%	1,212,500
Debt Service	110,390	110,232	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	110,232
Total Program Expenses	\$ 1,232,146	\$ 1,257,771	2%	\$ 1,154,732	\$ 1,164,594	1%	\$ 1,625,410	\$ 1,392,004	-14%	\$ 99,565	\$ 109,964	10%	\$ 858,667	\$ 889,458	4%	\$ 4,813,791
Administrative Cost Allocation	408,848	418,045	2%	217,472	222,364	2%	156,580	160,102	2%	86,989	88,946	2%	(858,667)	(889,458)	4%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,640,994	\$ 1,675,816	2%	\$ 1,372,204	\$ 1,386,958	1%	\$ 1,781,990	\$ 1,552,106	-13%	\$ 186,554	\$ 198,910	7%	\$ -	\$ -	0%	\$ 4,813,790
TOTAL OPERATING BALANCE	\$ 330,676	\$ 638,380		\$ 138,946	\$ 329,292		\$ 475,686	\$ 41,074		\$ 105,246	\$ 105,490		\$ -	\$ -		
Capital Expenses																
Capital Outlay	949,576	700,500	-26%	520,755	589,500	13%	811,362	437,500	-46%	224,500	108,500	-52%	-	-	0%	1,836,000
Total Capital Expenses	\$ 949,576	\$ 700,500	-26%	\$ 520,755	\$ 589,500	13%	\$ 811,362	\$ 437,500	-46%	\$ 224,500	\$ 108,500	-52%	\$ -	\$ -		\$ 1,836,000
GRAND TOTAL EXPENSES	\$ 2,590,570	\$ 2,376,316	-8%	\$ 1,892,959	\$ 1,976,458	4%	\$ 2,593,352	\$ 1,989,606	-23%	\$ 411,054	\$ 307,410	-25%	\$ -	\$ -	0%	\$ 6,649,790
Transfer To/(From) Reserve	\$ (618,900)	\$ (62,120)		\$ (381,809)	\$ (260,208)		\$ (335,676)	\$ (396,426)		\$ (119,254)	\$ (3,010)		\$ -	\$ -		\$ (721,765)

Twain Harte Community Services District

2026-2027 Budget

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	25/26 Approved	26/27 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees					
Community Center	5,000	4,700	(300)	-6%	
Baseball	1,500	2,500	1,000	67%	Bigfoot Festival Returning to Twain Harte
Park	6,500	7,000	500	8%	
Tennis/Pickleball	500	900	400	80%	
TOTAL FEES	\$ 13,500	\$ 15,100	\$ 1,600	12%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 35,800	\$ 37,300	\$ 1,500	4%	Assumed 3% increase over actuals
Property Assessments	126,700	129,600	2,900	2%	Assessment CPI increase
TOTAL TAXES & ASSESSMENTS	\$ 162,500	\$ 166,900	\$ 4,400	3%	
Grants & Donations					
Grant Revenue	83,000	93,500	\$ 10,500	13%	TPPA Efficiency Grant for Park Solar Lights
Donation Revenue	18,000	18,000	-	0%	
TOTAL GRANTS & DONATIONS	\$ 101,000	\$ 111,500	\$ 10,500	10%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Lease Revenue	1,200	3,300	\$ 2,100	175%	Full Year Snack Shack Lease + Assumed profit
Interest Revenue	13,500	7,500	(6,000)	-44%	Less Reserves
TOTAL OTHER REVENUE	\$ 14,700	\$ 10,800	\$ (3,900)	-27%	
GRAND TOTAL REVENUE	\$ 291,700	\$ 304,300	\$ 12,600	4%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 291,800	\$ 304,400	\$ 12,600		

Twain Harte Community Services District
2026-2027 Budget
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	25/26 Approved	26/27 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 17,149	\$ 19,373	\$ 2,224	13%	3% COLA, Step increases, full staffing
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	250	250	-	0%	
Uniform Allowance	-	-	-	0%	
Cell Phone Stipend	144	144	-	0%	
TOTAL SALARIES	\$ 17,793	\$ 20,017	\$ 2,224	12%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 8,827	\$ 9,625	\$ 797	9%	
HRA Reimbursement	2,248	2,248	\$ -	0%	
CALPERS Retirement	1,702	1,944	\$ 242	14%	
FICA	1,103	1,241	\$ 138	12%	
Medicare	258	290	\$ 32	12%	
Workers Comp	280	300	\$ 20	7%	
Unemployment Ins/ETT	54	100	\$ 46	84%	
TOTAL BENEFITS	\$ 14,472	\$ 15,748	\$ 1,275	9%	

Twain Harte Community Services District
2026-2027 Budget
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	25/26 Approved	26/27 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Community Center	1,400	1,500	100	7%	
Baseball Field	4,200	3,000	(1,200)	-29%	One-time projects completed last fiscal year
Park	10,600	13,300	2,700	25%	DG needed for picnic area by sinkhole repairs
Tennis Courts	900	1,100	200	22%	
Landscaping Services	-		-	0%	
Janitorial/Cleaning Services	-		-	0%	
Equipment Under \$5,000			-	0%	
Community Center	500	700	200	40%	
Baseball Field	1,000	1,000	-	0%	
Park	3,000	9,300	6,300	210%	Permanent Christmas lighting & new lawnmower
Tennis Courts	3,100	300	(2,800)	-90%	Tennis screens purchased last fiscal year
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 25,200	\$ 30,700	\$ 5,500	22%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 2,500	\$ 2,300	\$ (200)	-8%	
TOTAL MATERIALS & SUPPLIES	\$ 2,500	\$ 2,300	\$ (200)	-8%	
Outside Services - 55XXX					
Engineering Services	\$ 4,700	\$ 4,800	\$ 100	2%	
Other Professional Services		700	700	700%	
TOTAL OUTSIDE SERVICES	\$ 4,700	\$ 5,500	\$ 800	17%	

Twain Harte Community Services District
2026-2027 Budget
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	25/26 Approved	26/27 Proposed	\$	%	
Other - 56XXX					
Utilities					
Community Center	2,400	2,400	-	0%	
Baseball Field	8,500	8,700	200	2%	
Park	12,000	12,600	600	5%	
Phone/Communications	800	800	-	0%	
Computer Licenses & Maintenance	-		-	0%	
Property/Liability Insurance	4,700	4,500	(200)	-4%	
Advertising & Public Education	6,500	6,700	200	3%	
TOTAL OTHER	\$ 34,900	\$ 35,700	\$ 800	2%	
GRAND TOTAL EXPENSES	\$ 99,565	\$ 109,964	\$ 10,399	10%	
Admin Transfer Out	\$ 86,989	\$ 88,946	\$ 1,957		
GRAND TOTAL WITH ADMIN	\$ 186,554	\$ 198,910	\$ 12,356	7%	
Capital Outlay - 57XXX					
Tennis/Pickleball Court Expansion	\$ 120,000	\$ -	\$ (120,000)	-100%	Completed last Fiscal Year
Community Center Improvements	\$ 4,000		\$ (4,000)	-100%	Completed last Fiscal Year
TH Meadows Park	\$ 75,200	\$ -	\$ (75,200)	-100%	Completed last Fiscal Year
Snack Shack Roof Replacement	\$ 10,300	\$ -	\$ (10,300)	-100%	Completed last Fiscal Year
Skate Park Improvements	\$ 15,000	\$ 5,000	\$ (10,000)	-67%	Rollover from last Fiscal Year
Eproson Park Solar Lights		\$ 93,500	\$ 93,500	93500%	Grant Project
Playground Replacement		\$ 10,000	\$ 10,000	10000%	Start community-designed playground replace
TOTAL CAPITAL OUTLAY	\$ 224,500	\$ 108,500	\$ (116,000)	-52%	
GRAND TOTAL WITH CAPITAL	\$ 411,054	\$ 307,410	\$ (103,644)	-25%	

5-YEAR CAPITAL OUTLAY PLAN

Park Fund - FY 26/27

	Previously Expended	Projected FY 25-26	Requested FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Out Years 6 to 10	Total
Tennis/Pickleball Court Expansion ⁵	\$ 282,611	\$ 117,000							\$ 399,611
Community Center Improvements	\$ 92,043	\$ 3,500							\$ 95,543
Twain Harte Meadows Park ⁶	\$ 2,869,047	\$ 66,922							\$ 2,935,969
Snack Shack Roof Replacement		\$ 10,300							\$ 10,300
Eproson Parking Lot Solar Lights ⁷			\$ 93,500						\$ 93,500
Skate Park Improvements		\$ -	\$ 5,000	\$ 10,000	\$ 35,000				\$ 50,000
Old Playground Replacement			\$ 10,000	\$ 90,000					\$ 100,000
Bleacher Replacement					\$ 25,000				\$ 25,000
Reseal Park Parking Lot						\$ 15,000		\$ 15,000	\$ 30,000
TOTAL CAPITAL OUTLAY	\$ 3,243,701	\$ 197,722	\$ 108,500	\$ 100,000	\$ 60,000	\$ 15,000	\$ -	\$ 15,000	\$ 3,739,923

NOTES:

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 A portion of the project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project - Per Capita Grant/SAF Grant: \$225,702 Grant
- 6 Grant funded project - Stormwater Grant & Rural Recreation/Tourism Grant: \$2,951,955 Grant
- 7 Grant funded project - Energy Efficiency Grant: \$93,500 Grant

TH Chamber of Commerce Storage Lease

Lease Term

- 5 years?
- Auto extend every year?

Shared Space

- Amount of space needed for District?

Exterior Appearance

- Paint to match other park buildings?
- Signage?

Exterior Maintenance (Paint, roofing, repairs)

- On District and reimbursed by tenant?
- Responsibility of tenant?
- Building damages?

Rent

- Annual?
- Include electricity? Trash? Repairs?

Security Deposit?