

# 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 January 12, 2022 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/87061705078>
- Meeting ID: 870 6170 5078
- 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. **Communications:**
  - A. Letter from Department of Parks and Recreation – Twain Harte Meadows Park Application to Statewide Park Development Grant Program.
  - B. Email from Department of Water Resources – Urban and Multi-benefit Drought Relief Grant Program Award.
  - C. Email from California Special Districts Association – Special District COVID-19 Relief Fund Grant Award.
  - D. Email from Sonora Area Foundation – Grant Award to make Twain Harte a “Heart Smart” Community.
6. **Consent Agenda:**
  - A. Presentation and approval of financial statements through December 31, 2021.

- B. Approval of the minutes of the Regular Meeting held on December 8, 2021.
- C. Approval of the minutes of the Special Meeting held on January 5, 2022.

## **7. New Business**

- A. Acknowledgement of exceptional efforts by Operations Division and Fire Division personnel during recent storm events.
- B. Discussion/presentation regarding water supply outlook and State conservation requirements.
- C. Discussion/action to adopt Resolution #22-02 - Approval of Fiscal Year 2021-22 Mid-Year Budget Adjustment.
- D. Update and discussion regarding Twain Harte Meadows Park Project.
- E. Discussion/action to adopt revisions to Policy #3015 – Investment Policy.
- F. Discussion/action to adopt revisions to Policy #4090 – Training, Education and Conferences.
- G. Discussion/action to adopt revisions to Policy #5010 – Board Meetings.
- H. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #22-02 – 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 January 12, 2022 to February 11, 2022.
- I. Annual Board self-evaluation of performance and identification of improvement opportunities.

## **8. Reports**

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

## **9. Closed Session**

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
- B. Conference with Legal Counsel – Existing Litigation:  
Pursuant to Government Code Section 54956.9(a)  
Case Name: Junger v. Twain Harte Community Services District

## **10. Adjourn**

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### **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.

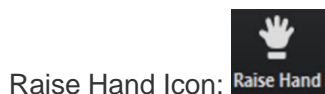
\* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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](mailto: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 THCSD 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](http://www.twainhartecsd.com)



December 8, 2021

Tom Trott  
General Manager  
Twain Harte CSD  
P.O. Box 649  
Twain Harte, CA 95383

Re: Twain Harte CSD's Twain Harte Meadows Park application under Proposition 68 Statewide Park Development and Community Revitalization Program (SPP).

Dear Tom Trott:

Thank you for your interest in the SPP program. The Office of Grants and Local Services (OGALS) has completed its multi-level review process of the SPP "Round Four" applications. Unfortunately, the project application listed above was not selected for funding.

SPP "Round Four" was a highly competitive grant program. **A total of \$2.42 billion was requested through 468 project applications. The amount requested greatly exceeded the \$548.3 million available in this round.** OGALS believes that each application highlights a statewide need for local parks.

"Round Four" concludes Proposition 68 funding for this program. OGALS encourages your agency to consider other upcoming programs. To learn more, please visit [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants) and click on "grant programs".

If you have questions about this project or upcoming funding opportunities, please contact your Competitive Review Project Officer Nicky Lambert at [Nicky.Lambert@parks.ca.gov](mailto:Nicky.Lambert@parks.ca.gov).

Thank you again for your application and interest in the SPP program.

Sincerely,

Sedrick Mitchell, Deputy Director  
Community Engagement Division

cc: Project file

From: **Gilreath, Ashley@DWR** <[Ashley.Gilreath@water.ca.gov](mailto:Ashley.Gilreath@water.ca.gov)>

Date: Thu, Dec 23, 2021 at 2:14 PM

Subject: Urban and Multibenefit Awards - Phase 1

To:

Good Afternoon,

You are receiving this email because you've been awarded funding in the Urban and Multibenefit Drought Relief Solicitation. I left a message for everyone this morning but wanted to share the press release and award table in case you haven't seen it. It is located [here](#). We will be sending formal award letters round January 1 due to the holidays and our executive staff being out of the office. However, the awards were formally approved on the 21<sup>st</sup>. The award letters will contain the instructions for accepting awards and next steps. However, please feel free to reach out to me if you have questions before that.

Happy Holidays!

Ashley Gilreath

Program Manager, I

Financial Assistance Branch

[Ashley.gilreath@water.ca.gov](mailto:Ashley.gilreath@water.ca.gov)

**Urban and Multibenefit Drought Relief Phase 1 Final Award List - Disadvantaged Communities and Tribal Set Aside**

Applicant Name	LPS	Funding Area	Project Title	Project Description	Benefits	Grant Request	Total Award
Contra Costa Water District	Contra Costa Water District	San Joaquin	Grant Administration			\$ 30,000	\$ 30,000
Contra Costa Water District	Merced Irrigation District	San Joaquin	Crocker Control Structure Rehabilitation Project	Merced Irrigation District's (MID) Crocker Control Structure (Crocker) Rehabilitation Project consists of a major retrofit to a critical control structure on Bear Creek. The retrofit includes structural upgrades, automation of the structure to facilitate Flood-MAR operations and increasing flow capacity for passage of a 200 year storm.	Groundwater recharge	\$ 3,954,500	\$ 3,954,500
Contra Costa Water District	East Merced Resource Conservation District	San Joaquin	Merced River Riparian Habitat Water Trailer	East Merced Resource Conservation District (EMRCD) requests funds to purchase a trailer with a water tank and cover associated costs to provide trucked water to these trees for the duration of the drought and as needed until establishment.	Ecosystem	\$ 15,500	\$ 15,500
County of Tulare	Ducor Community Services District	Tulare Kern	Ducor Community Services District North Tank Replacement Project	The project will construct a new water tank which will provide 210,000 gallons of new water storage.	Water Supply Reliability	\$ 1,631,500	\$ 1,631,500
County of Tulare	Allensworth Community Services District	Tulare Kern	Allensworth Community Services District Metering Project	New smart meters with Advanced Metering Infrastructure would be installed and greatly improve water management, leak detection, and enhance conservation participation	Reduce Water Demand	\$ 365,000	\$ 365,000
County of Tulare	Lost Hills Utility District	Tulare Kern	Lost Hills Utility District - Well No. 3	LHUD is constructing a new well, Well No. 3. The well is being designed to extract 800 gallons per minute (gpm) and will connect to LHUD's existing water treatment and distribution system to supply the community of Lost Hills.	Water Supply Reliability	\$ 1,341,040	\$ 1,341,040
County of Tulare	Rainbird Valley Mutual Water Company	Tulare Kern	Rainbird Valley MWC - Weldon Regional Water Supply Project	The project consists of drilling a production well that will furnish clean drinking water to four communities.	Water Supply Reliability	\$ 1,007,460	\$ 1,007,460
County of Tulare	Lebec County Water District	Tulare Kern	Lebec County Water District - Water System Reliability Project	The proposed project includes connection of the upper pressure zone, the Phillips Pressure Zone, to new water mains and construction of new booster station. The project will also include new fire hydrants that will improve fire protection in the area.	Water Supply Reliability	\$ 395,000	\$ 395,000
County of Tulare	N/A	Tulare Kern	Grant Administration			\$ 260,000	#REF!
					<b>Total</b>	<b>\$ 9,000,000</b>	<b>#REF!</b>

**Urban and Multibenefit Drought Relief Phase 1 Final Award List: General**

Applicant Name	Project Title	Project Description	Benefits	Grant Request	Total Award
City of Fort Bragg	Raw Water Pipeline Project	The City of Fort Bragg proposes to secure a critical raw water supply line by structural lining and/or reconstruction of 9,250 feet to ensure reliable delivery of water during drought events.	Water Supply - Surface	\$ 8,797,500	\$ 8,797,500
Sonoma County Water Agency	Russian River Watershed Water Supply Resiliency Project	This project will result in long-term strategies to provide water supply resiliency to the Russian River in the face of exceptional drought, continuing effects of climate change, and the prospect of Pacific Gas & Electric Company's abandonment of its hydroelectric power plant, the Potter Valley Project.	N/A - Planning Project	\$ 2,086,172	\$ 2,086,172
Sonoma County Water Agency	Santa Rosa Plain Water Supply Resiliency Project	The project will expand and improve the resiliency of the drinking water supply for over 600,000 people in Sonoma and Marin counties by rehabilitating two currently inactive wells, which will provide approximately 3.7 million gallons of water daily.	Water Supply - Ground	\$ 6,900,000	\$ 6,900,000
Regional Water Authority	Grant Administration	Grant administration		\$ 60,000	\$ 60,000
Regional Water Authority	Well #3 Treatment Plant	This project includes permitting, design, and construction of a treatment plant at Well #3 to remove perchlorate to below the MCL and a pumping plant and appurtenant facilities to put the treated groundwater into OVWC's distribution system.	Water Supply - Ground	\$ 2,205,700	\$ 2,205,700
Regional Water Authority	Sacramento Regional Water Bank	The Sacramento Regional Water Bank is a drought resiliency planning project that will significantly improve the greater Sacramento region's coping capacity and ability to prepare for and adapt to drought.	N/A - Planning Project	\$ 650,000	\$ 650,000



**Urban and Multibenefit Drought Relief Phase 1 Final Award List: General**

Applicant Name	Project Title	Project Description	Benefits	Grant Request	Total Award
Regional Water Authority	Skyway Well Phase II Project	The Skyway Well Project entails installation of a new groundwater well at Fair Oaks Water District's Skyway tank and booster station.	Water Supply - Ground	\$ 1,179,500	\$ 1,179,500
El Dorado Irrigation District	Sly Park Intertie Improvements	The project would install new 24-inch pipeline along the same alignment as the now defunct pipeline, and a new pump station will be constructed at the Reservoir A WTP site.	Water Supply Reliability	\$ 10,000,000	\$ 10,000,000
Tuolumne Stanislaus Integrated Regional Water Management Authority	Grant Administration	Grant administration		\$ 65,000	\$ 65,000
Tuolumne Stanislaus Integrated Regional Water Management Authority	Million Gallon Tank #2 Rehabilitation (Project)	Twain Harte Community Services District must undertake a project to rehabilitate its degraded 1 million gallon water storage tank. The project consists of replacement of the tank's roof and support structure with an external rafter roof system and complete recoating of the tank's interior and exterior.	Water Supply Reliability	\$ 1,275,000	\$ 1,275,000
Tuolumne Stanislaus Integrated Regional Water Management Authority	Potable Water Storage Tank on the Tuolumne Rancheria	This project would re-construct a 400,000 gallon potable water storage tank that would provide water to approximately 175 homes on the Tuolumne Rancheria. This would ensure additional potable water storage to provide consistent water service to homes during outages, and as well provide appropriate fire flow capability to fire hydrants.	Water Supply Reliability	\$ 1,140,109	\$ 1,140,109
Merced Irrigation District	Crocker Control Structure Rehabilitation Project	Project consists of a major retrofit to a critical control structure on Bear Creek. The retrofit includes structural upgrades, automation of the structure to facilitate Flood-MAR operations and increasing flow capacity for passage of a 200 year storm.	Groundwater recharge	\$ 12,500,000	\$ 4,000,000

### Urban and Multibenefit Drought Relief Phase 1 Final Award List: General

Applicant Name	Project Title	Project Description	Benefits	Grant Request	Total Award
San Bernardino Municipal Water Department	AMI Implementation Project Phase-1	SBMWD would install 7,500 AMI meters which will enable SBMWD to detect leaks and conserve within its service area.	Reduce Water Demand	\$ 2,000,000	\$ 2,000,000
Western Municipal Water District	Project 1: PFAS Treatment Project	Western Municipal Water District will construct an above-ground 3 million gallons per day (mgd) per- and polyfluoroalkyl substances (PFAS) system at the Western Water Recycling Facility to treat the recycled water, thus allowing the recycled water to be recharged in the Arlington groundwater basin.	Groundwater recharge	\$ 4,000,000	\$ 1,700,000
Western Municipal Water District	Project 2: Filling Stations Project	Western Municipal Water District will construct two water filling stations, thus providing water service to the local community that is currently not connected to Western's service and solely uses private wells.	Water Supply Reliability	\$ 327,658	\$ 327,658
City of Banning	Banning Critical Well Relocation (M-12A) for Drought Relief	The project includes construction of one GW well.	Water Supply - Ground	\$ 2,475,000	\$ 2,475,000
<b>Total Awards</b>				<b>\$ 55,661,639</b>	<b>\$ 44,861,639</b>

## Tom Trott

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**From:** Dane Wadle <danew@csga.net>  
**Sent:** Friday, December 17, 2021 7:03 AM  
**To:** Dane Wadle  
**Subject:** FW: Congratulations! You Were Funded: Awardees Announced for \$100 M Special District COVID-19 Relief Fund

Good morning:

I want to make sure you saw this email from CSGA's CEO Neil McCormick.

### **Your district was awarded funding from the Special District COVID-19 Relief Fund!**

This list of awardees and amounts are available at: [Final Auditor Controller Allocation Schedule - COVID-19 Fiscal Relief for SDs.pdf \(higherlogicdownload.s3.amazonaws.com\)](https://higherlogicdownload.s3.amazonaws.com)

Congratulations and thank you again for your advocacy efforts. These funds would not have been possible without the legislative engagement of districts across the state.

Please do not hesitate to contact me with any questions.

Sincerely,

Dane

#### **Dane Wadlé, CPFO**

*Senior Public Affairs Field Coordinator – Sierra Network*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
877.924.2732 office  
916.442.7889 fax  
[www.csga.net](http://www.csga.net)

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California Special Districts Association  
Special District Risk Management Authority  
CSGA Finance Corporation



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**From:** Neil McCormick <neilm@csga.net>  
**Sent:** Thursday, December 16, 2021 5:26 PM  
**To:** Dane Wadle <danew@csga.net>  
**Subject:** Congratulations! You Were Funded: Awardees Announced for \$100 M Special District COVID-19 Relief Fund



California Special  
Districts Association  
*Districts Stronger Together*



# CSDA IS YOUR VOICE IN AND AROUND THE CAPITOL

## \$100 Million Special District Relief Fund Dispersments

You are receiving this email because your application for the \$100 million COVID-19 Independent Special District Relief Fund was funded. Congratulations!

- **List of Awardees:** A list of awardees is available on the [CSDA COVID-19 Take Action page](#).
- **Timing:** The State Controllers Office made allocations to County-Auditor Controllers December 15, 2021. Counties have 30 days to disperse funds to the special district recipients.
- **Questions:** For questions regarding allocations, email [SDrelief@dof.ca.gov](mailto:SDrelief@dof.ca.gov)

### Thank Your Legislator – Toolkit

California Special Districts Association (CSDA) has compiled a [toolkit of templates](#) and guidelines for you to use to thank your Legislators. Following a year of hard work and requests on the Legislature and Administration to support special districts by providing funding relief, this is a great way to give thanks and continue to bolster your relationships with your elected representatives.

The toolkit includes the following downloadable resources:

- [3 Sample Social Media Posts](#)
- [Template Thank You Letter \(can also be used as an email\)](#)
- [Template District Press Release](#)
- [Guidelines for Submitting Letters to the Editor](#)
- Click here to [Find Your State Legislators](#)

**As you may know, the CSDA secured these funds statewide for independent districts like yours. Our advocacy efforts included:**

- Building a statewide coalition of over 750 signatories.
- Conducting over 100 meetings with State Legislators and their staff.
- Holding more than 60 meetings with Administration officials, State Department of Finance (DoF), committee staff, and Legislative leadership.
- Bringing forward over 200 special district officials to tell their stories following a prep session with CSDA.

This would not be possible without the support of districts like yours through membership and your willingness to engage in our advocacy efforts on your behalf. We thank you for your efforts on this most important funding campaign and are thrilled that your district has now not been left without access to relief.



California Special Districts Association  
1112 I Street, Suite 200, Sacramento CA, 95814  
877.924.2732 | [www.csda.net](http://www.csda.net)

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**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>Alameda</b>	<b>\$ 9,085,375.00</b>
Alameda County Mosquito Abatement District	\$ 50,241.00
Alameda County Resource Conservation District	\$ 548,642.00
Dublin San Ramon Services District	\$ 2,847,966.00
East Bay Regional Park District	\$ 564,092.00
Eden Township Healthcare District	\$ 1,250,663.00
Hayward Area Recreation and Park District	\$ 1,007,307.00
Livermore Area Recreation and Park District	\$ 1,223,460.00
Oro Loma Sanitary District (Alameda)	\$ 23,821.00
Union Sanitary District (Alameda)	\$ 1,569,183.00
<b>Alpine</b>	<b>\$ 95,675.00</b>
Bear Valley Water District	\$ 95,675.00
<b>Amador</b>	<b>\$ 175,034.00</b>
Jackson Valley Irrigation District	\$ 167,246.00
Volcano Community Services District	\$ 7,788.00
<b>Butte</b>	<b>\$ 1,435,595.00</b>
Durham Recreation and Park District	\$ 93,798.00
Feather River Recreation and Park District	\$ 278,252.00
Paradise Irrigation District	\$ 1,024,700.00
Paradise Recreation and Park District	\$ 38,845.00
<b>Calaveras</b>	<b>\$ 696,638.00</b>
Mark Twain Health Care District	\$ 347,687.00
San Andreas Recreation and Park District	\$ 6,532.00
Valley Springs Public Utility District	\$ 342,419.00
<b>Colusa</b>	<b>\$ 42,059.00</b>
Arbuckle Park and Recreation District	\$ 42,059.00
<b>Contra Costa</b>	<b>\$ 3,329,425.00</b>
Alamo-Lafayette Cemetery District	\$ 67,587.00
Central Contra Costa Sanitary District (Contra Costa)	\$ 996,177.00
Contra Costa Resource Conservation District	\$ 5,868.00
East Contra Costa Fire Protection District	\$ 24,296.00
Ironhouse Sanitary District (Contra Costa)	\$ 4,066.00
Kensington Police Protection and Community Services District	\$ 387,210.00
Mountain View Sanitary District (Contra Costa)	\$ 44,309.00
Pleasant Hill Recreation and Park District	\$ 1,314,137.00
Rodeo-Hercules Fire Protection District	\$ 276,087.00
West County Wastewater District (Contra Costa)	\$ 209,688.00
<b>Del Norte</b>	<b>\$ 608,262.00</b>
Crescent City Harbor District	\$ 486,658.00
Smith River Community Services District	\$ 121,604.00
<b>El Dorado</b>	<b>\$ 1,387,027.00</b>
Cameron Park Community Services District	\$ 193,788.00
El Dorado County Fire Protection District	\$ 114,115.00
El Dorado Hills Community Services District	\$ 212,314.00
El Dorado Irrigation District	\$ 550,390.00
Fallen Leaf Lake Community Services District	\$ 308,607.00
Tahoe Resource Conservation District	\$ 7,813.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>Fresno</b>	<b>\$ 11,140,649.00</b>
Bluffs Community Services District	\$ 61,213.00
Calwa Recreation and Park District	\$ 252,148.00
Central Valley Pest Control District	\$ 39,344.00
Clovis Veterans Memorial District	\$ 203,526.00
Coalinga-Huron Recreation and Park District	\$ 476,702.00
Fresno County Fire Protection District	\$ 865,207.00
Fresno Metropolitan Flood Control District	\$ 199,342.00
Fresno Mosquito and Vector Control District	\$ 98,032.00
Fresno-Westside Mosquito Abatement District	\$ 122,362.00
James Irrigation District	\$ 131,738.00
North Central Fire Protection District	\$ 74,832.00
Panoche Water District	\$ 631,567.00
Sierra Resource Conservation District	\$ 2,314,180.00
Westlands Water District	\$ 5,670,456.00
<b>Humboldt</b>	<b>\$ 1,150,721.00</b>
Fruitland Ridge Fire Protection District	\$ 6,611.00
Humboldt County Resource Conservation District	\$ 853,252.00
North Humboldt Recreation and Park District	\$ 290,858.00
<b>Imperial</b>	<b>\$ 543,191.00</b>
Bombay Beach Community Service District	\$ 15,305.00
Heber Public Utility District	\$ 447,385.00
Seeley County Water District	\$ 80,501.00
<b>Inyo</b>	<b>\$ 120,303.00</b>
Big Pine Cemetery District	\$ 35,846.00
Eastern Sierra Community Services District	\$ 57,214.00
Southern Inyo Fire Protection District	\$ 27,243.00
<b>Kern</b>	<b>\$ 4,281,321.00</b>
Arvin Community Services District	\$ 14,087.00
Bear Mountain Recreation and Park District	\$ 8,990.00
Bear Valley Community Services District	\$ 4,493.00
Cemetery District No. 1	\$ 45,373.00
East Kern Health Care District	\$ 17,875.00
Lamont Public Utility District	\$ 455,606.00
McFarland Recreation and Park District	\$ 211,712.00
North of the River Recreation and Park District	\$ 486,471.00
Semitropic Water Storage District	\$ 2,304,095.00
Stallion Springs Community Services District	\$ 4,522.00
Tehachapi Valley Recreation and Park District	\$ 203,329.00
West Side Cemetery District	\$ 80,254.00
West Side Recreation and Park District	\$ 436,331.00
Wheeler Ridge-Maricopa Water Storage District	\$ 8,183.00
<b>Lake</b>	<b>\$ 192,968.00</b>
Hidden Valley Lake Community Services District	\$ 116,992.00
Lake County Vector Control District	\$ 75,976.00
<b>Lassen</b>	<b>\$ 164,475.00</b>
Herlong Public Utility District	\$ 76,891.00
Lassen Library District	\$ 87,584.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>Los Angeles</b>	<b>\$ 4,028,537.00</b>
Antelope Valley Resource Conservation District	\$ 86,608.00
Beach Cities Health District	\$ 1,130,937.00
Metropolitan Water District of Southern California	\$ 183,675.00
Palm Ranch Irrigation District	\$ 116,763.00
Palos Verdes Library District	\$ 134,109.00
West Basin Municipal Water District	\$ 2,376,445.00
<b>Madera</b>	<b>\$ 1,665,635.00</b>
Chowchilla Memorial Healthcare District	\$ 444,626.00
Madera Irrigation District	\$ 1,221,009.00
<b>Marin</b>	<b>\$ 2,407,993.00</b>
Inverness Public Utility District	\$ 966.00
Marin County Resource Conservation District	\$ 212,270.00
Marinwood Community Services District	\$ 337,424.00
Novato Fire Protection District	\$ 33,154.00
Ross Valley Sanitary District	\$ 15,717.00
Sanitary District No. 5 (Marin)	\$ 167,484.00
Sausalito-Marín City Sanitary (Marin)	\$ 1,106,828.00
Southern Marin Fire Protection District	\$ 54,666.00
Strawberry Recreation District	\$ 285,759.00
Tamalpais Community Services District	\$ 182,971.00
Tiburon Fire Protection District	\$ 10,754.00
<b>Mendocino</b>	<b>\$ 2,132,696.00</b>
Albion-Little River Fire Protection	\$ 88,124.00
Coast Life Support District	\$ 59,291.00
Gualala Community Services District	\$ 150,683.00
Mendocino Coast Recreation and Park District	\$ 602,160.00
Noyo Harbor District	\$ 1,232,438.00
<b>Mono</b>	<b>\$ 15,994.00</b>
Antelope Fire Protection District	\$ 15,994.00
<b>Monterey</b>	<b>\$ 1,936,009.00</b>
Greenfield Recreation and Park District	\$ 36,406.00
Monterey County Regional Fire Protection District	\$ 70,622.00
Monterey Peninsula Regional Park District	\$ 1,059,975.00
Moss Landing Harbor District	\$ 329,207.00
North County Public Recreation District	\$ 168,717.00
Pajaro/Sunny Mesa Community Services District	\$ 55,009.00
Soledad-Mission Recreation and Park District	\$ 182,258.00
Spreckels Memorial District	\$ 33,815.00
<b>Napa</b>	<b>\$ 372,660.00</b>
Napa County Regional Park and Open Space District	\$ 372,660.00
<b>Nevada</b>	<b>\$ 1,228,827.00</b>
Nevada-Sierra Connecting Point Public Authority	\$ 628,068.00
Rough and Ready Fire Protection District	\$ 187,163.00
Truckee Fire Protection District	\$ 17,562.00
Truckee-Donner Recreation and Park District	\$ 396,034.00
<b>Orange</b>	<b>\$ 1,384,739.00</b>
Buena Park Library District	\$ 315,979.00



**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

Costa Mesa Sanitary District (Orange)	\$ 485,395.00
Midway City Sanitary District (Orange)	\$ 258,866.00
Orange County Cemetery District	\$ 40,155.00
Orange County Mosquito and Vector Control District	\$ 17,034.00
Placentia Library District	\$ 56,317.00
Rossmoor Community Services District	\$ 48,578.00
Silverado - Modjeska Recreation and Park District	\$ 108,681.00
South Coast Water District	\$ 53,734.00
<b>Placer</b>	<b>\$ 1,057,189.00</b>
Auburn Cemetery District	\$ 3,000.00
Auburn Recreation and Park District	\$ 334,974.00
Olympic Valley Public Service District	\$ 36,581.00
Placer Mosquito and Vector Control District	\$ 52,954.00
South Placer Fire Protection District	\$ 133,337.00
South Placer Municipal Utility District	\$ 241,932.00
Tahoe City Public Utility District	\$ 254,411.00
<b>Plumas</b>	<b>\$ 330,947.00</b>
Almanor Recreation and Park District	\$ 45,375.00
Central Plumas Recreation District	\$ 65,466.00
Gold Mountain Community Services District	\$ 84,264.00
Hamilton Branch Community Services District	\$ 24,834.00
Indian Valley Recreation and Park District	\$ 33,766.00
Meadow Valley Fire Protection District	\$ 35,966.00
Quincy Fire Protection District	\$ 41,276.00
<b>Riverside</b>	<b>\$ 1,296,349.00</b>
Beaumont Cherry Valley Recreation and Park District	\$ 310,206.00
Beaumont Library District	\$ 22,318.00
Coachella Valley Cemetery District	\$ 57,512.00
Coachella Valley Mosquito and Vector Control District	\$ 14,503.00
Desert Recreation District	\$ 847,768.00
Idyllwild Water District	\$ 30,158.00
Palm Springs Cemetery District	\$ 4,122.00
Valley-Wide Recreation and Park District	\$ 9,762.00
<b>Sacramento</b>	<b>\$ 7,215,824.00</b>
Arden Manor Recreation and Park District	\$ 83,092.00
Arden Park Recreation and Park District	\$ 162,026.00
Cordova Recreation and Park District	\$ 15,881.00
Cosumnes Community Services District	\$ 3,981,404.00
Fair Oaks Recreation and Park District	\$ 219,459.00
Fulton-El Camino Recreation and Park District	\$ 537,418.00
Herald Fire Protection District	\$ 415,139.00
North Highlands Recreation and Park District	\$ 742,013.00
Orangevale Recreation and Park District	\$ 250,009.00
Rio Linda-Elverta Parks and Recreation Area (Sacramento)	\$ 104,805.00
Sacramento Metropolitan Fire District	\$ 409,972.00
Sacramento-Yolo Mosquito and Vector Control District	\$ 39,897.00
Sloughhouse Resource Conservation District	\$ 17,360.00
Southgate Recreation and Park District	\$ 237,349.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>San Benito</b>	<b>\$ 284,538.00</b>
Pacheco Pass Water District	\$ 230,354.00
San Benito Resource Conservation District	\$ 54,184.00
<b>San Bernardino</b>	<b>\$ 5,577,878.00</b>
Apple Valley Fire Protection District	\$ 1,109,761.00
Apple Valley Foothill County Water District	\$ 4,336.00
Chino Valley Independent Fire District	\$ 3,320,209.00
Helendale Community Services District	\$ 126,934.00
Hesperia Recreation and Park District	\$ 514,127.00
Inland Empire Utilities Agency	\$ 12,303.00
Mojave Water Agency	\$ 6,123.00
Rim of the World Recreation and Park District	\$ 323,583.00
San Bernardino Valley Water Conservation District	\$ 37,549.00
West Valley Mosquito and Vector Control District	\$ 122,953.00
<b>San Diego</b>	<b>\$ 6,268,072.00</b>
Grossmont Healthcare District	\$ 47,117.00
Lakeside Fire Protection District	\$ 1,365,612.00
North County Fire Protection District (San Diego)	\$ 1,459,698.00
Olivenhain Municipal Water District	\$ 43,561.00
Rancho Santa Fe Fire Protection District	\$ 1,154,981.00
San Miguel Consolidated Fire Protection District	\$ 2,129,691.00
Valley Center Fire Protection District	\$ 67,412.00
<b>San Joaquin</b>	<b>\$ 2,957,033.00</b>
Escalon Consolidated Fire Protection District	\$ 651,404.00
Linden-Peters Fire Protection District	\$ 45,478.00
Mokelumne Rural Fire Protection District	\$ 121,013.00
Port of Stockton	\$ 772,817.00
San Joaquin County Mosquito and Vector Control	\$ 98,519.00
South San Joaquin Irrigation District	\$ 1,134,711.00
Tracy Fire Protection District	\$ 26,965.00
Waterloo-Morada Fire Protection District	\$ 18,578.00
Woodbridge Fire Protection District	\$ 87,548.00
<b>San Luis Obispo</b>	<b>\$ 364,832.00</b>
Cambria Community Healthcare District	\$ 165,533.00
Cambria Community Services District	\$ 25,643.00
Port San Luis Harbor District	\$ 16,890.00
San Simeon Community Services District	\$ 135,231.00
Templeton Community Services District	\$ 9,535.00
Upper Salinas/Las Tablas Resource Conservation District	\$ 12,000.00
<b>San Mateo</b>	<b>\$ 2,206,980.00</b>
Highlands Recreation Community Services District	\$ 454,025.00
Menlo Park Fire Protection District	\$ 43,225.00
Peninsula Health Care District	\$ 817,512.00
San Mateo County Harbor District	\$ 122,718.00
San Mateo County Mosquito and Vector Control District	\$ 91,298.00
Sequoia Healthcare District	\$ 678,202.00
<b>Santa Barbara</b>	<b>\$ 1,449,622.00</b>
Goleta Sanitary District (Santa Barbara)	\$ 279,115.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

Isla Vista Community Services District	\$ 53,063.00
Isla Vista Recreation and Park District	\$ 697,940.00
Mission Hills Community Services District	\$ 16,676.00
Montecito Sanitary District (Santa Barbara)	\$ 362,374.00
Santa Ynez River Water Conservation District	\$ 40,454.00
<b>Santa Clara</b>	<b>\$ 1,107,373.00</b>
Midpeninsula Regional Open Space District	\$ 12,496.00
Santa Clara Valley Water District	\$ 1,019,735.00
South Santa Clara Valley Memorial District	\$ 75,142.00
<b>Santa Cruz</b>	<b>\$ 386,684.00</b>
Aptos-La Selva Fire Protection Services	\$ 23,450.00
Boulder Creek Recreation and Park District	\$ 230,654.00
Central Fire Protection District (Santa Cruz)	\$ 5,892.00
La Selva Beach Recreation District	\$ 31,840.00
Resource Conservation District of Santa Cruz County	\$ 23,484.00
Santa Cruz Port District	\$ 71,364.00
<b>Shasta</b>	<b>\$ 1,237,669.00</b>
Anderson-Cottonwood Irrigation District	\$ 94,404.00
Western Shasta Resource Conservation District	\$ 1,143,265.00
<b>Siskiyou</b>	<b>\$ 345,240.00</b>
Dunsmuir Recreation and Park District	\$ 4,858.00
Shasta Valley Resource Conservation District	\$ 339,827.00
Weed Recreation and Park District	\$ 555.00
<b>Solano</b>	<b>\$ 996,408.00</b>
Greater Vallejo Recreation District	\$ 594,359.00
Silveyville Cemetery District	\$ 2,000.00
Solano Resource Conservation District	\$ 38,492.00
Suisun Resource Conservation District	\$ 361,557.00
<b>Sonoma</b>	<b>\$ 1,672,762.00</b>
Cazadero Community Services District	\$ 5,267.00
Gold Ridge Resource Conservation District	\$ 320,306.00
Marin/Sonoma Mosquito and Vector Control District	\$ 173,632.00
Monte Rio Recreation and Park District	\$ 57,641.00
Petaluma Health Care District	\$ 395,905.00
Russian River Recreation and Park District	\$ 503,531.00
Sonoma County Fire District	\$ 216,480.00
<b>Stanislaus</b>	<b>\$ 1,317,536.00</b>
Del Puerto Health Care District	\$ 128,747.00
Salida Sanitary District (Stanislaus)	\$ 15,610.00
Stanislaus Consolidated Fire Protection District	\$ 949,778.00
Turlock Fire Protection District	\$ 223,401.00
<b>Sutter</b>	<b>\$ 34,100.00</b>
Sutter County Resource Conservation District	\$ 34,100.00
<b>Tehama</b>	<b>\$ 21,243.00</b>
Resource Conservation District of Tehama County	\$ 21,243.00
<b>Toulumne</b>	<b>\$ 292,915.00</b>
Groveland Community Services District	\$ 16,104.00
Jamestown Sanitary District (Tuolumne)	\$ 8,118.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

Tuolumne City Sanitary District	\$ 229,859.00
Twain Harte Community Services District	\$ 38,834.00
<b>Trinity</b>	<b>\$ 203,505.00</b>
Trinity County Resource and Water Conservation District	\$ 161,556.00
Trinity Public Utilities District	\$ 25,479.00
Weaverville / Douglas City Parks and Recreation District	\$ 16,470.00
<b>Tulare</b>	<b>\$ 6,630,626.00</b>
Delta Vector Control District	\$ 188,365.00
Exeter District Ambulance	\$ 64,528.00
Lower Tule River Irrigation District	\$ 37,746.00
Southern Tulare County Citrus Pest Control District	\$ 77,851.00
Tulare Local Healthcare District	\$ 6,019,980.00
Tulare Mosquito Abatement District	\$ 137,531.00
Visalia Memorial District	\$ 104,625.00
<b>Ventura</b>	<b>\$ 3,832,603.00</b>
Casitas Municipal Water District	\$ 112,459.00
Channel Islands Beach Community Services District	\$ 42,487.00
Conejo Recreation and Park District	\$ 178,195.00
Pleasant Valley Recreation and Park District	\$ 230,484.00
Rancho Simi Recreation and Park District	\$ 3,259,166.00
Ventura Port District	\$ 9,812.00
<b>Yolo</b>	<b>\$ 790,264.00</b>
Knights Landing Cemetery District	\$ 22,684.00
Yolo County Flood Control and Water Conservation District	\$ 542,374.00
Yolo County Resource Conservation District	\$ 14,332.00
Yolo Fire Protection District	\$ 210,874.00

**From:** [rebecca@sonora-area.org](mailto:rebecca@sonora-area.org) <[Rebecca@sonora-area.org](mailto:Rebecca@sonora-area.org)>

**Sent:** Tuesday, December 21, 2021 10:22:28 AM

**To:** N Gamez <[ngamez@twainhartecsd.com](mailto:ngamez@twainhartecsd.com)>

**Cc:** [ashlee@sonora-area.org](mailto:ashlee@sonora-area.org) <[ashlee@sonora-area.org](mailto:ashlee@sonora-area.org)>

**Subject:** Follow Up - AED Grant Request

Hello Neil,

We spoke last week on the phone and I wanted to follow up with you regarding the THFD Grant request for the HeartStart OnSite AED. The grant request for \$15,836.00 has been approved as of 12-14-21, however we will need a grant application letter to process. Please see below link for more details and information on how to submit the letter.

<https://sonora-area.org/awarded-grants/grant-application-guidelines/>

Please let me know if you have any questions or would like more information.

Have a happy holiday.

Thanks,  
Rebecca

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
21/22 OPERATING EXPENDITURE SUMMARY  
As of December 31, 2021**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent (Target 50%)</b>
Park	86,243	43,816	42,427	50.81%
Water	1,264,361	619,064	645,297	48.96%
Sewer	1,032,879	370,664	662,215	35.89%
Fire	1,112,948	612,548	500,400	55.04%
Admin	647,517	303,756	343,761	46.91%
<b>TOTAL</b>	<b>\$ 4,143,948</b>	<b>\$ 1,949,848</b>	<b>\$ 2,194,100</b>	<b>47.05%</b>

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

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent (Target 50%)</b>
Park	368,000	15,403	352,597	4.19%
Water	808,850	20,736	788,114	2.56%
Sewer	447,150	42,108	405,042	9.42%
Fire	469,500	105,928	363,572	22.56%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 2,093,500</b>	<b>\$ 184,175</b>	<b>\$ 1,909,325</b>	<b>8.80%</b>

Reflects Budget Rev #2 - Approved 10/13/21

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**BANK BALANCES**  
As of December 31, 2021

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Current Balance</b>
U.S. Bank Operating	1,133,681	355,781	(484,941)	1,004,521
U.S. Bank - D Grunsky #1**	71,927	116	(40,606)	31,437
U.S. Bank - D Grunsky #2**	75,019	103	(36,300)	38,822
LAIF	2,970,585			2,970,585
<b>TOTAL</b>	<b>\$ 4,251,212</b>	<b>\$ 356,000</b>	<b>\$ (561,847)</b>	<b>\$ 4,045,365</b>

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



**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**December 8, 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:** 1 Attendees

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

*Carol Hallet from CERT provided a public comment regarding the tremendous job well done by GM Trott. She also presented the idea to the board of ways to participate in a program similar to the city of Sonora that would make Twain Harte into a 'destination' more specifically by showcasing things like our Christmas parade and other activities. Lastly, she spoke about a \$50k grant that CERT is applying for.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through November 30, 2021.
- B. Approval of the minutes of the Regular Meeting held on November 10, 2021.
- C. Submittal of Fiscal Year 2020-2021 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

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

***SECOND: Director Mannix***

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

***NOES: None***

***ABSTAIN:***

**NEW BUSINESS:**

- A. Discussion and presentation regarding water supply outlook.

*GM Trott gave a presentation regarding the current water supply conditions as well as a projection of the coming months which is hard to say for our area in particular as we rely heavily on the unpredictable atmospheric river storms. GM Trott also spoke about the likelihood of the state proposing mandatory conservation efforts.*

- B. Discussion/action regarding potential involvement in efforts to identify and implement opportunities to improve road conditions in Twain Harte.

**MOTION: Director Mannix made a motion proposing the board write a letter to the county Supervisors stating their concerns about the road conditions in Twain Harte in an effort to identify and implement opportunities to improve the roads.**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN:**

- C. Discussion/action to approve a Sub-Project Sponsor Agreement with Twain Harte School District for the Twain Harte Storm Drain Rehabilitation Project, a sub-project of the Twain Harte Community Stormwater Enhancement Project.

**MOTION: Director Sipperley made a motion to approve a Sub-Project Sponsor Agreement with Twain Harte School District for the Twain Harte Storm Drain Rehabilitation Project, a sub-project of the Twain Harte Community Stormwater Enhancement Project.**

**SECOND: Director deGroot**

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

**NOES: None**

**ABSTAIN:**

- D. Discussion/action regarding development and implementation of an incentive program to encourage customers to participate in paperless billing and provide emergency contact information.

**MOTION: Director Bohlman made a motion regarding development and implementation of an incentive program to encourage customers to participate in paperless billing and provide emergency contact information.**

**SECOND: Director Mannix**

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

**NOES: None**

**ABSTAIN:**

- E. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #21-35 – 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 December 8, 2021 to January 7, 2022.

**MOTION: Director Mannix made a motion to approve the continuation of remote teleconference meetings and to adopt Resolution #21-35 – 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 December 8, 2021 to January 7, 2022.**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN:**

- F. Approval of 2022 Board and Committee Calendar

**MOTION: Director deGroot made a motion to approve the 2022 Board and Committee Calendar.**

**SECOND: Director Mannix**

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

**NOES: None**

**ABSTAIN:**

- G. Discussion/action regarding appointment of Board President and Vice President for the 2022 calendar year.

**MOTION: Director deGroot made a motion to approve appointment of Director Sipperley as Board President and Director Mannix as Vice President for the 2022 calendar year.**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN:**

**President and Board Member Reports.**

- *President Sipperley provided a report about the IRWM JPA special meeting that was held 11/17/21 regarding a \$1.275 million dollar grant opportunity for tank rehabilitation. GM Trott was able to get the grant submitted on 11/19/21 for this grant opportunity that would benefit both THCSD and the Tuolumne Band of Mi Wuk Indians.*

**Fire Chief Report by Chief Gamez**

- *A verbal summary of the written report was provided by Chief Gamez and Carol Hallet from CERT.*

**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 10:42 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 – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Junger v. Twain Harte Community Services District
- *President Sipperley reconvened the meeting into regular session at 11:31 a.m. with no reportable action.*

**ADJOURNMENT:**

The meeting was adjourned at 11:31 a.m.

Respectfully submitted,

APPROVED:

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Kimberly Silva, Board Secretary

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Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Special Meeting**  
**January 5, 2022**

**CALL TO ORDER:** President Sipperley called the meeting to order at 3:00 p.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

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

**STAFF:**

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

**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 deGroot made a motion to adopt Resolution #22-01 – 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 January 5, 2022 to February 4, 2022.***

***SECOND: Director Knudson***

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

***NOES: None***

***ABSTAIN:***

***ABSENT:***

**ADJOURNMENT:**

The meeting was adjourned at 3:07 p.m.

Respectfully submitted,

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Kimberly Silva, Board Secretary

APPROVED:

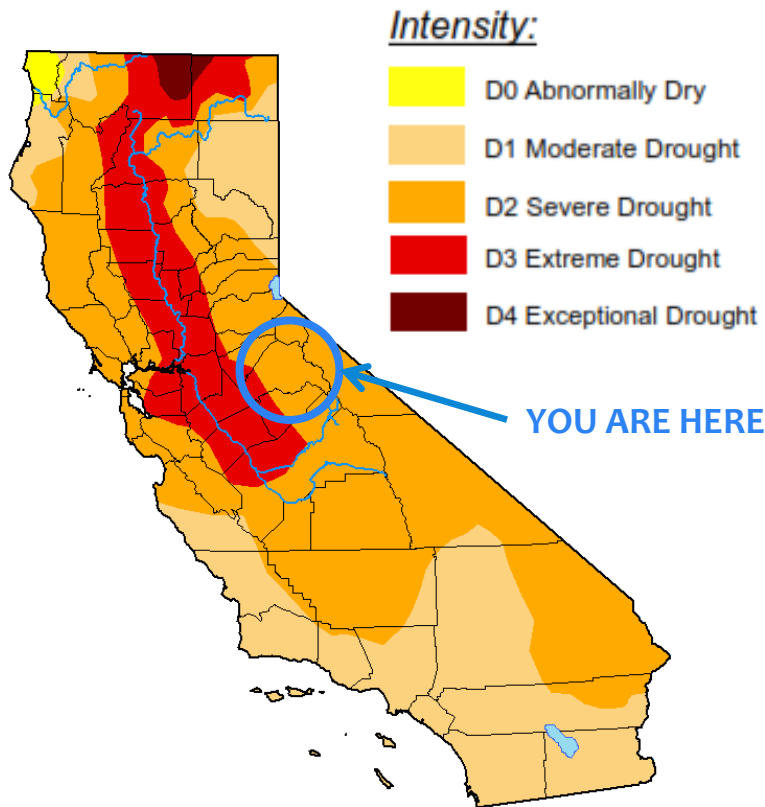
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Gary Sipperley, President



# Water Supply Update

January 12, 2022



## Still Drought?

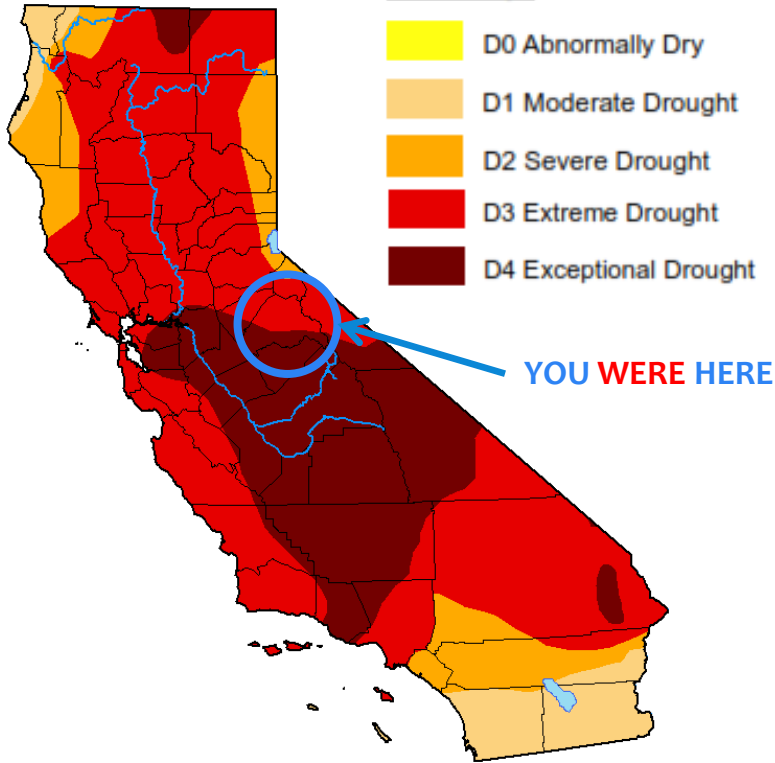
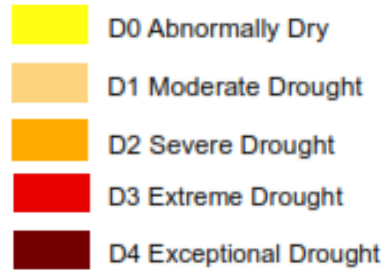
- \* 1% of CA is **EXCEPTIONAL**
- \* 16% of CA is **EXTREME**
- \* 51% of CA is **SEVERE**

**68%** of CA **SEVERE OR WORSE**





Intensity:



# MUCH BETTER than last month...

- \* 28% of CA is **EXCEPTIONAL**
- \* 52% of CA is **EXTREME**
- \* 12% of CA is **SEVERE**

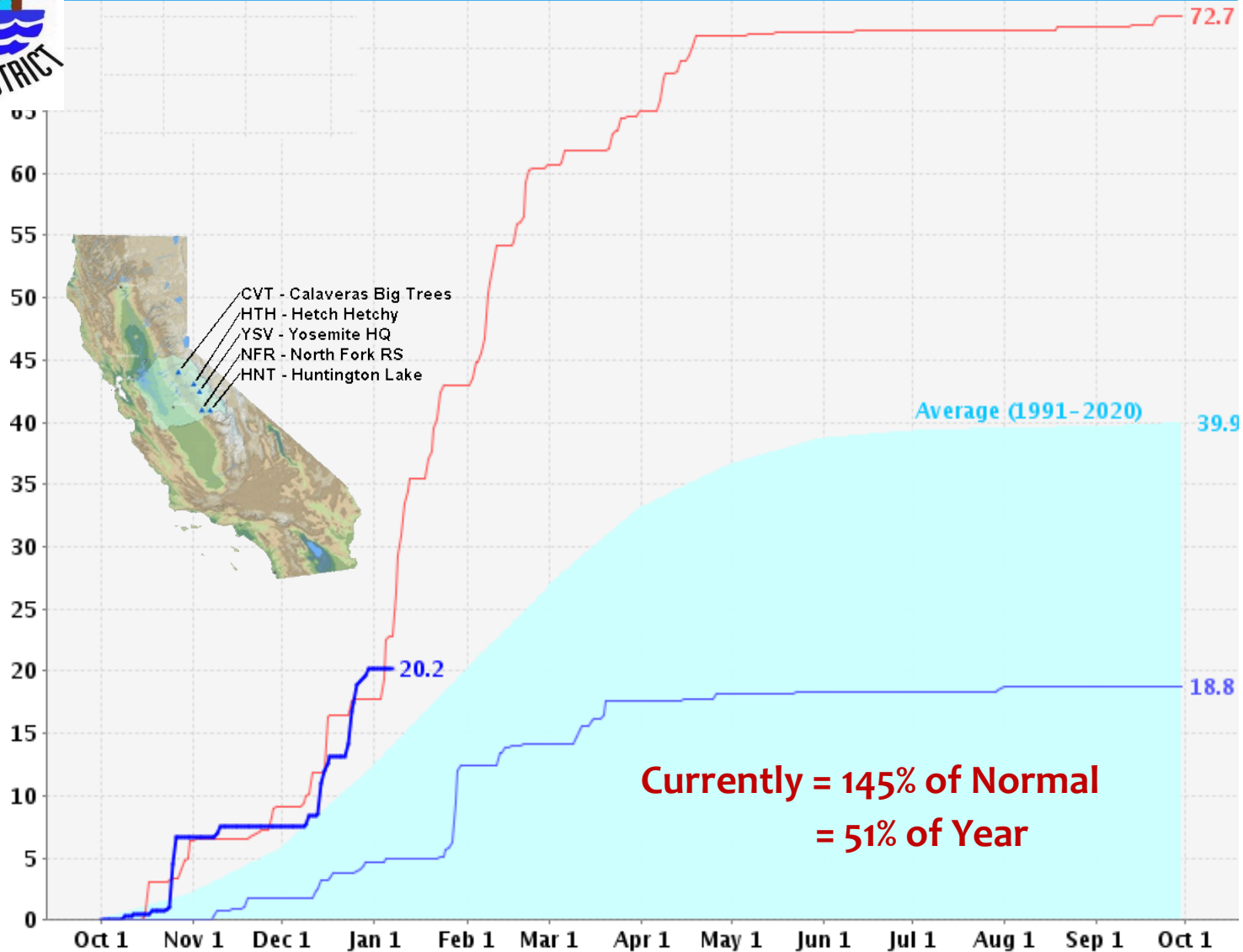
**92%** of CA **SEVERE OR WORSE**





# Rainfall Update

## Current Rainfall Comparison

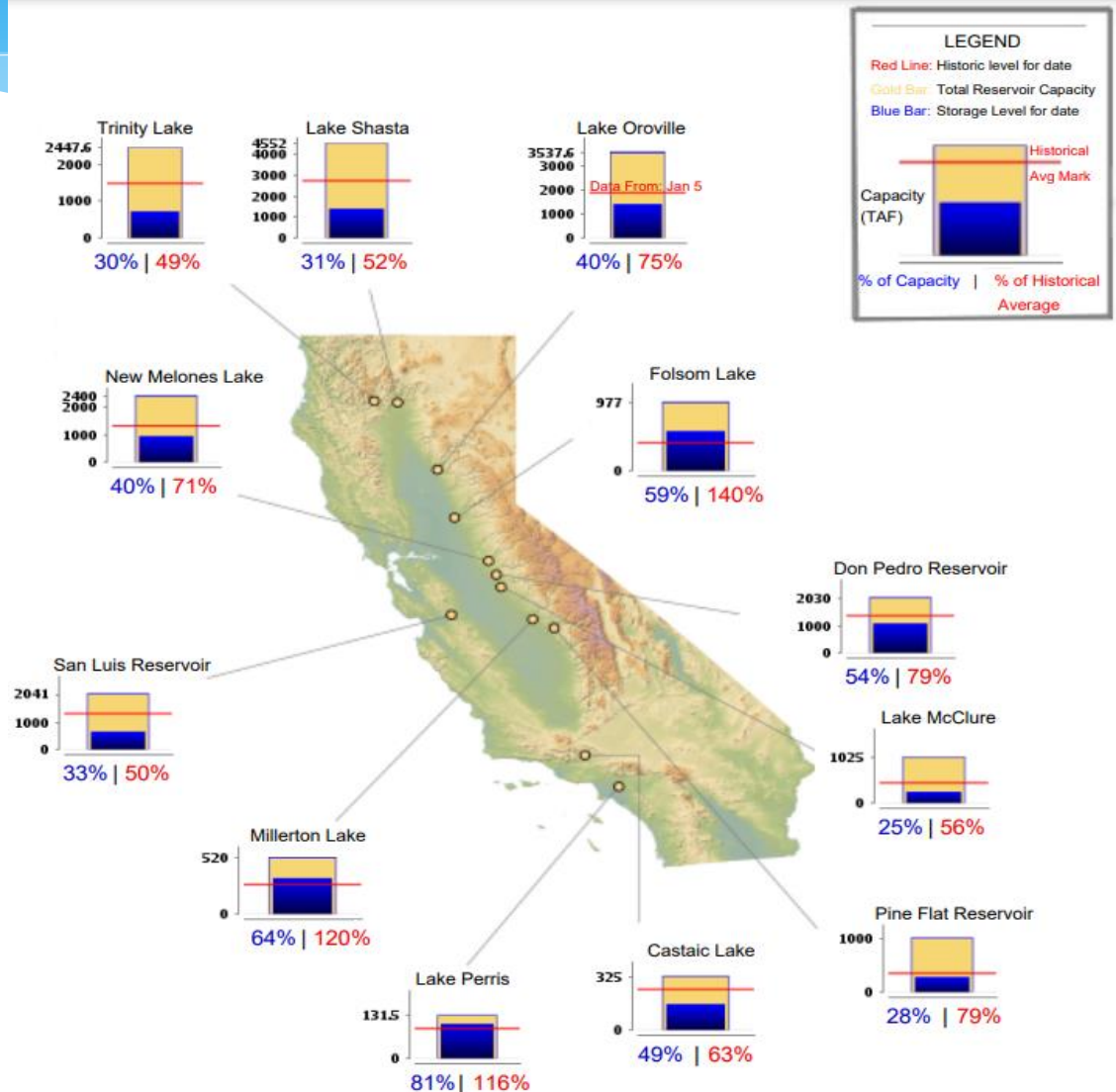




# Water Supply Update

## Statewide Reservoir Status

- \* State Reservoirs starting to creep up to normal levels
- \* These reservoir levels play a big role in the Governor's call for mandatory outdoor water restrictions







# Water Supply Update

## Lyons Reservoir

- \* Current Storage = 4,000 acre-ft
- \* About 25% fuller than normal



Lyons Reservoir – 73% Full

## Pinecrest Lake

- \* Current Storage = 11,775 acre-ft
- \* About 27% fuller than normal



Pinecrest Lake – 64% Full

**THCSD's 3 Groundwater Well levels have not dropped and are producing normally!**

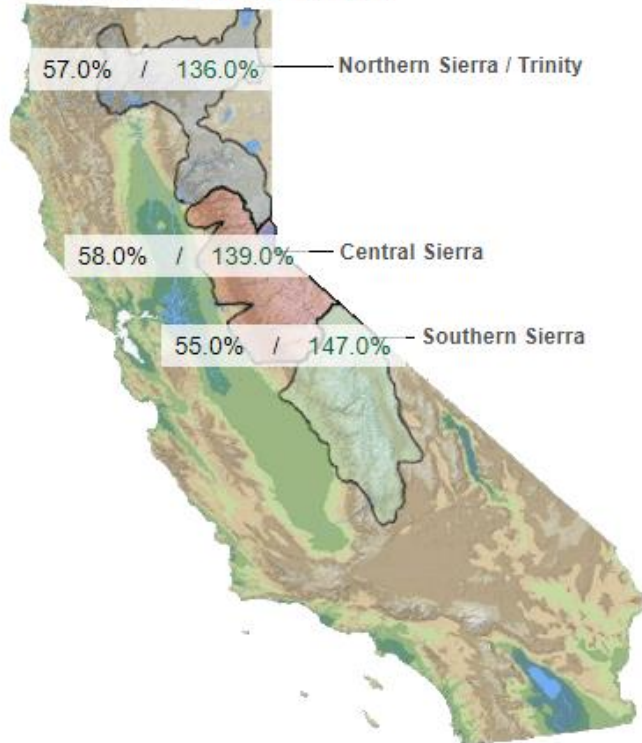


# Water Supply Update

## Statewide Snowpack

Data For: 07-Jan-2022

% Apr 1 Avg. / % Normal for this Date



### NORTH

Data For: 07-Jan-2022

Number of Stations Reporting	28
Average snow water equivalent	16.4"
Percent of April 1 Average	57%
Percent of normal for this date	136%

### CENTRAL

Data For: 07-Jan-2022

Number of Stations Reporting	41
Average snow water equivalent	16.8"
Percent of April 1 Average	58%
Percent of normal for this date	139%

### SOUTH

Data For: 07-Jan-2022

Number of Stations Reporting	29
Average snow water equivalent	14.2"
Percent of April 1 Average	55%
Percent of normal for this date	147%



# Weather Forecast

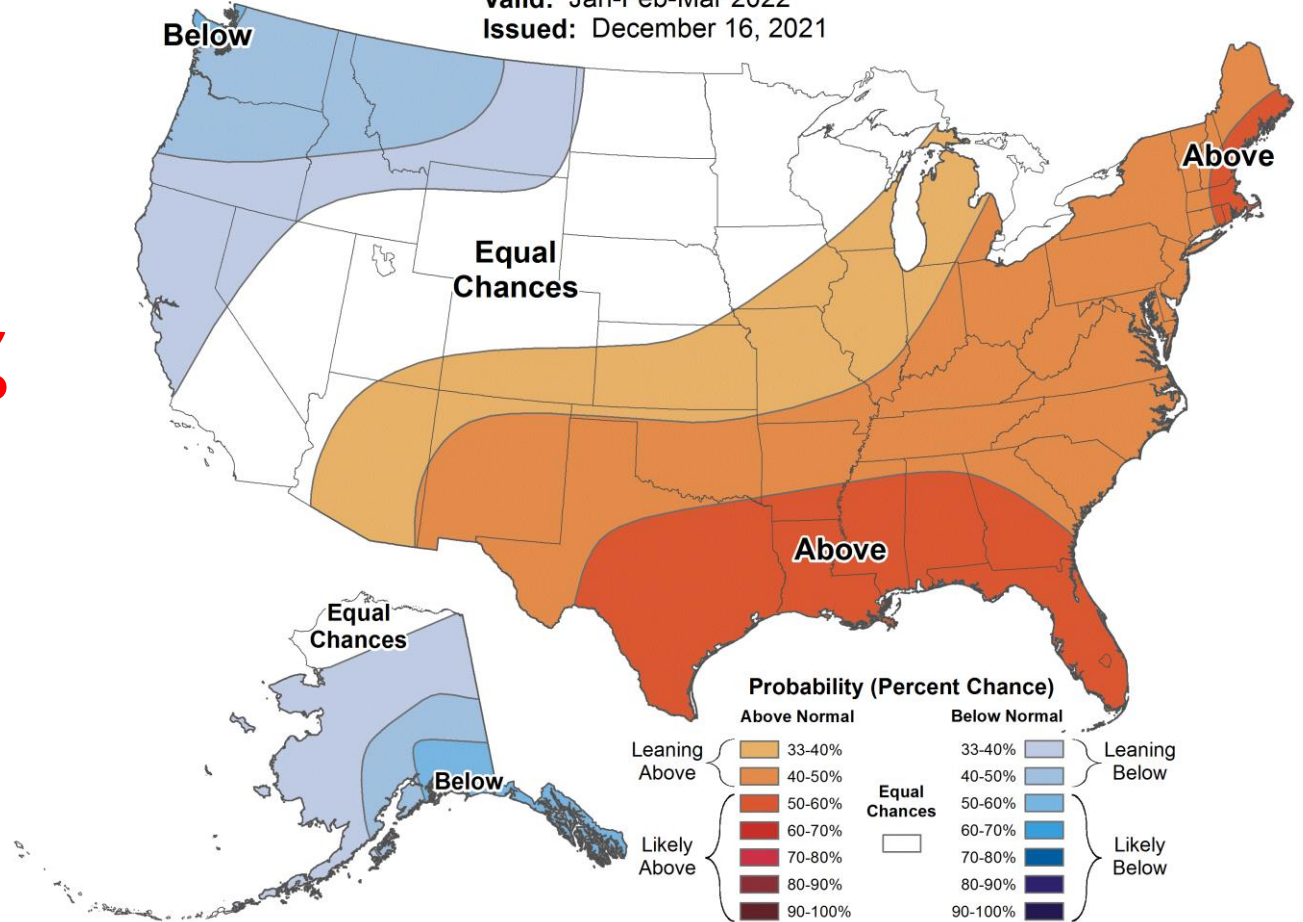


## Seasonal Temperature Outlook



Valid: Jan-Feb-Mar 2022  
 Issued: December 16, 2021

**50% / 50%**  
 Chance of  
 Above/Below  
 Normal Temps





# Weather Forecast



## Seasonal Precipitation Outlook

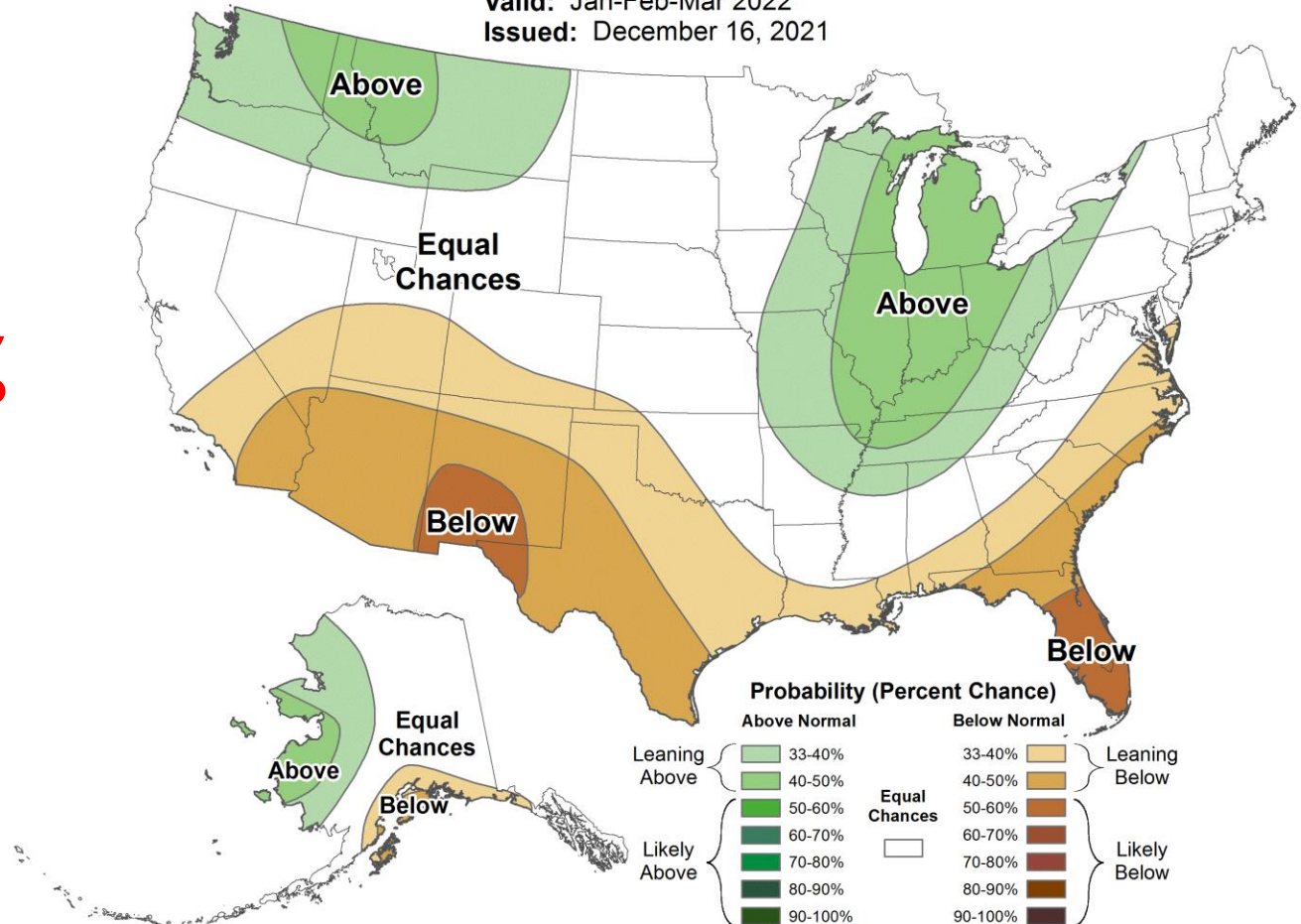


Valid: Jan-Feb-Mar 2022

Issued: December 16, 2021

**50% / 50%**

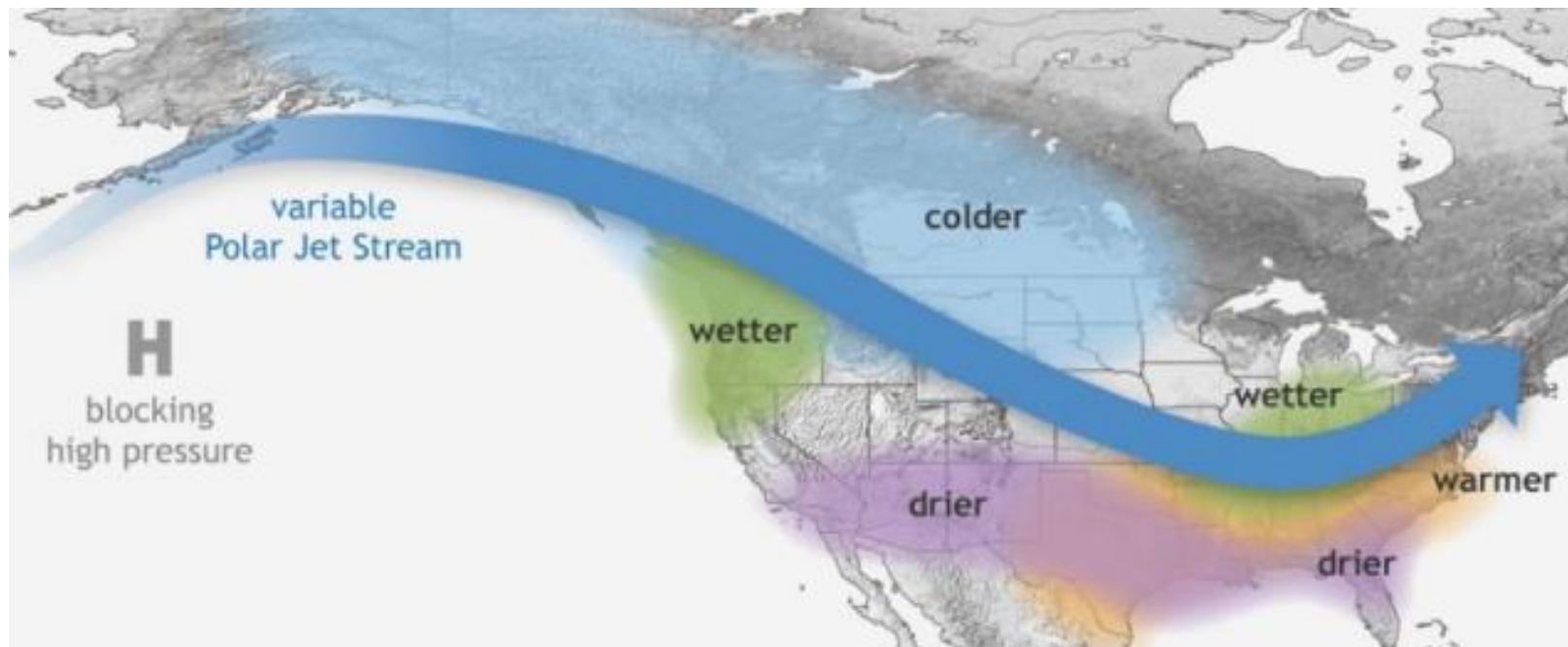
Chance of  
Above/Below  
Normal Precip





# Rainfall Update

## Will La Niña Keep us Dry?



**Neither El Niño or La Niña historically make much difference for us**

More than 50% of our water comes from atmospheric rivers – Normal = 5/yr



# Water Supply Update

Do we need to...



- \* State has been asking for 15% voluntary conservation, but most of the state has only conserved 6%
- \* We are educating – **Use Water Wisely**
- \* In 2021, we have used **25% LESS THAN 2013**
- \* We just need to keep it up!



# Fact Sheet

## **Drought Conservation Emergency Regulation – January 2022: Frequently Asked Questions**

Updated: January 6, 2022

### **What wasteful water uses are prohibited?**

To promote water conservation, the use of potable water is prohibited in this emergency regulation for the following:

- Applying water to outdoor landscapes resulting in more than incidental runoff
- Washing vehicles without an automatic shutoff nozzle
- Washing impervious areas
- Street cleaning or construction site prep
- Decorative fountains, lakes, or ponds
- Irrigating turf within 48 hours of one fourth of an inch ( $\frac{1}{4}$ " ) of rainfall
- Irrigating turf on public medians

### **Are there exemptions from the prohibitions?**

Yes. The use of water is not prohibited to the extent use is necessary to address an immediate health and safety need. This may include, but is not limited to, the use of potable water in a fountain or water feature when required to be potable because human contact is expected to occur.

### **What are examples of health and safety needs?**

The State Water Resources Control Board has included a "health and safety" exemption to allow the otherwise prohibited water use practices to address reasonable and legitimate healthy and safety needs. Examples of activities where water applications may be necessary to address a health or safety need include controlling nuisance dust, suppressing fires, removing pathogenic waste from sidewalks (such as animal waste), and using potable water that is likely to have direct human contact necessitating drinkable water. When feasible, however, a broom or similar method of cleaning that doesn't use potable water should be used.

### **What is "incidental runoff" and what are some examples?**

"Incidental runoff" means unintended amounts (volume) of runoff, such as unintended, minimal overspray from sprinklers that escapes the area of intended use. Water leaving an intended use area is not considered incidental if it is part of the facility or system design, if it is due to excessive application, if it is due to intentional overflow or application, or if it is due to negligence.



## **Should I skip irrigation due to rain?**

Yes. If it rained recently or is going to rain soon, you should change your lawn irrigation schedule. You can check the weather online to plan for and confirm the amount of rainfall in your area. Also, it is important to keep watering trees.

## **Why does the regulation prohibit irrigation during or within 48 hours of one fourth of an inch (1/4") of rainfall specifically?**

The similar prohibition that was in place during the last drought was triggered by "measurable rainfall." The Board received a number of comments that it should use a numeric volume that is easily understood and implemented, and that reasonably serves the intended purpose, i.e., that it should reflect an amount of precipitation that allows irrigation systems to be turned off without harming landscapes. One fourth of an inch was proposed by a number of commenters.

## **It's been raining. Why do we need a drought emergency regulation?**

During October and November 2021, there were significant water savings at least in part due to communities not watering lawns during and immediately after rain events. Although the greatest opportunities for water savings are still the warmer months, those savings come predominantly from reductions in outdoor water use, which also occurs during the cooler months in California. Major water savings have been observed during times of rainfall. Furthermore, strong snowpack and rainfall in December does not guarantee enough water supply for the year. For example, snowpack levels in December 2012 were similar to those in December 2021, but a dryer than normal January through March 2013 led to drought levels in April 2013 that persisted until 2017.

## **Will the prohibition on using potable water for irrigating turf on public street medians allow communities to irrigate trees?**

Yes. The prohibition applies only to turf (lawn) on public street medians. Trees provide many social and environmental benefits, such as shade, carbon sequestration, and habitat. Urban trees also reduce energy use by shading buildings, reduce heat island effects and associated health impacts, absorb and filter storm runoff and urban flooding, and protect air quality. For more information on taking care of trees while saving water, go to [Save Our Trees](#) on the SaveOurWater.com website.

## **Where can someone report water waste or violations of these prohibitions?**

The easiest and most helpful way a person may file a complaint of water waste is by accessing [SaveWater.CA.Gov](#), which is an online portal that is easily accessible from smartphones and other devices through a web browser. Anyone may file a water waste complaint. After submitting the complaint, it is automatically directed to the local water supplier and the State Water Resources Control Board. The website also allows you to upload photos of the activity, which helps with enforcement decision making. It is likely



most water suppliers will prefer to use their own enforcement strategies and apply their own existing water use restrictions, though they will have discretion in how they deal with complaints.

### **Who is subject to enforcement (warnings, fines, etc.) for engaging in prohibited water uses?**

Most of the prohibitions apply to individual water users, which in some cases includes cities, counties, and businesses to the extent those entities engage in prohibited activities. The prohibition against watering turf on public street medians, for example, is more likely to apply to local governments than to individual homeowners. The prohibition relating to using potable water in decorative fountains may apply to individual homeowners, state and local government, and some commercial properties. The homeowners' association (HOA) provision would also prohibit HOAs from fining residents who are taking some appropriate drought responses.

### **Who may enforce the emergency regulation's prohibitions?**

In addition to being enforceable by the State Water Resources Control Board, any local agency, city, or county (or city and county) that has authority to enforce infractions will be able to enforce these prohibitions at their discretion. The regulation would give local government/agencies the ability to pursue their own enforcement but does not constrain their discretion in how they use their enforcement resources. Enforcement may include warning letters, mandatory water use audits (for large commercial or institutional properties), and fines (up to \$500 per day). Before imposing monetary penalties, the Board has directed staff, and encouraged other enforcing entities, to provide one or more warnings, to consider peoples' ability to pay, to consider payment plans of at least 12 months without a tax lien, and to not cause peoples' water service to be shut off for nonpayment. The Board also encourages agencies to provide assistance to disadvantaged communities, including translation of water conservation announcements into various languages.

### **May HOAs or cities enforce landscaping rules that restrict homeowners' drought responses?**

Many homeowners have wanted to change their landscaping to conserve water during or in response to drought emergencies. The most common complaints the State Water Resources Control Board receives during drought are from homeowners frustrated by homeowners' associations (HOAs) attempting to enforce their landscaping rules in a manner that may violate the Davis-Stirling Act. The Board or a local agency could impose penalties on any HOA that violates the Act. Likewise, cities and counties are prohibited from restricting certain drought responses.

**Are local agencies required to use the emergency regulation's enforcement authority?**

Local government/agencies retain their discretion in how they use their enforcement resources; nothing about this regulation gives water waste infractions priority over other infractions or requires any specific enforcement. Local government/agencies also may choose to enforce their own drought conservation rules in their discretion, including those in their Water Shortage Contingency Plans (WSCPs), as opposed to the emergency regulation. The emergency regulation gives local agencies additional options to deal with water waste.

**How is the State Water Board addressing social equity in this emergency regulation?**

The Board encourages agencies to provide assistance to disadvantaged communities, including translation of water conservation announcements into various languages. Also, before imposing monetary penalties, the Board directed staff, and encouraged other enforcing entities, to provide one or more warnings before imposing monetary penalties, to consider peoples' ability to pay and payment plans for monetary penalties, and to not cause peoples' water service to be shut off for nonpayment.

**How long will this emergency regulation be in effect?**

An emergency regulation becomes effective when filed with the Secretary of State by the Office of Administrative Law (OAL). This emergency regulation will most likely take effect on or about January 15, 2022, depending on the OAL process. The emergency regulation will remain in effect for one year from the effective date, unless the State Water Board determines that it is no longer necessary, modifies it, or renews the regulation.

**What changes have been made from the initially-proposed regulation text to the final adopted regulation text?**

On November 30, 2021, State Water Board staff proposed initial text for the emergency regulation. On January 4, 2021, State Water Board staff proposed minor changes to the language of two prohibitions, which the Board incorporated into the regulation text it adopted, as follows:

Clarifying changes were made to the street cleaning/construction site preparation prohibition (section 995, subdivision (b)(1)(D)) such that the adopted regulation prohibits only the "use of potable water for street cleaning or construction site preparation purposes." This change clarifies that the prohibition on using potable water does not apply to all uses of water for construction activities (such as mixing concrete) and that it only applies to construction site preparation if no other method is available.

The prohibition on using potable water for irrigating turf on public medians (section 995, subdivision (b)(1)(G)), which refers to the area between two portions of a roadway, was also modified in the final adopted regulation to remove “landscaped areas between the street and sidewalk” and to include “ornamental.” Thus, the regulation prohibits only the “use of potable water for irrigation of ornamental turf on public street medians.” The change removes the prohibition against using potable water to irrigate turf on parkways, which are generally the area between the sidewalk and the street. These changes remove a significant source of confusion and uncertainty, making the prohibition easier to implement. Water agencies likely made changes in the last drought regarding irrigating medians, so limiting the prohibition in this manner should not lead to significant new costs or have a notable potential impact on trees.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO 22-02**

**APPROVAL OF FISCAL YEAR 2021-22 MID-YEAR BUDGET ADJUSTMENT**

**WHEREAS**, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2021-2022 (FY 21-22) Budget at a public hearing on June 09, 2021, for provision of District Water, Sewer, Fire and Park and Recreation services for the fiscal year ending June 30, 2022; and

**WHEREAS**, District staff performs an annual mid-year review of the adopted budget, which includes review of actual expenditures and revenue, projection of future expenditures and revenue, identification of unanticipated additional projects and operational needs, and a recommendation to the Board to approve any necessary corresponding budget adjustments; and

**WHEREAS**, the attached FY 21-22 Mid-Year Budget Adjustment proposes an adjustment of various expense and revenue line items identified during this fiscal year's mid-year review process; and

**WHEREAS**, each of the Board's Committees reviewed and commented on the draft FY 21-22 Mid-Year Budget Adjustment revisions at their regular January meeting.

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

1. The attached FY 21-22 Mid-Year Budget Adjustment, adjusting total revenue from \$5,149,467 to \$6,956,944 and total expenditures from \$6,237,448 to \$7,638,140, be adopted; and
2. Staff be authorized to make expenditures within said adjusted budget pursuant to law and current Board Policy.

**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 January 12, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
Gary Sipperley, Board President

\_\_\_\_\_  
Kim Silva, Board Secretary

Twain Harte Community Services District  
2021/2022 MID-YEAR BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,480,003	\$ 1,487,008	0%	\$ 1,138,433	\$ 1,139,135	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,626,144
Fees	18,520	18,180	-2%	14,820	14,820	0%	-	-	0%	3,500	5,000	43%	-	-	0%	38,000
Taxes & Assessments	113,703	114,813	1%	-	-	0%	1,190,422	1,220,450	3%	139,366	141,017	1%	-	-	0%	1,476,280
Grants & Donations	225,000	1,500,371	567%	135,000	200,771	49%	251,900	292,489	16%	384,000	570,301	49%	-	23,998	23998%	2,587,930
Other Revenue	8,000	7,425	-7%	5,500	5,075	-8%	35,600	210,990	493%	4,700	4,100	-13%	1,000	1,000	0%	228,590
<b>Total Program Revenue</b>	<b>\$ 1,845,226</b>	<b>\$ 3,127,797</b>	<b>70%</b>	<b>\$ 1,293,753</b>	<b>\$ 1,359,801</b>	<b>5%</b>	<b>\$ 1,477,922</b>	<b>\$ 1,723,929</b>	<b>17%</b>	<b>\$ 531,566</b>	<b>\$ 720,418</b>	<b>36%</b>	<b>\$ 1,000</b>	<b>\$ 24,998</b>	<b>2400%</b>	<b>\$ 6,956,943</b>
Admin Revenue Allocation	470	11,749	2400%	250	6,250	2400%	180	4,500	2400%	100	2,500	2400%	(1,000)	(24,998)	2400%	1
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,845,696</b>	<b>\$ 3,139,546</b>	<b>70%</b>	<b>\$ 1,294,003</b>	<b>\$ 1,366,051</b>	<b>6%</b>	<b>\$ 1,478,102</b>	<b>\$ 1,728,429</b>	<b>17%</b>	<b>\$ 531,666</b>	<b>\$ 722,918</b>	<b>36%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,956,944</b>
<b>Operating Expenses</b>																
Salaries	\$ 317,932	\$ 322,593	1%	\$ 180,287	\$ 177,120	-2%	\$ 522,013	\$ 609,557	17%	\$ 5,157	\$ 5,062	-2%	\$ 362,571	\$ 364,866	1%	\$ 1,479,198
Benefits	156,235	173,541	11%	86,493	95,617	11%	248,349	244,824	-1%	2,736	2,862	5%	168,996	168,525	0%	685,369
Equip, Auto, Maint, & Repairs	140,000	149,700	7%	72,500	76,300	5%	107,700	125,700	17%	48,450	47,250	-2%	18,600	16,600	-11%	415,550
Materials & Supplies	46,000	45,800	0%	5,800	5,900	2%	12,350	9,700	-21%	1,600	1,600	0%	4,750	4,750	0%	67,750
Outside Services	253,800	254,400	0%	153,200	215,900	41%	45,300	50,300	11%	4,400	4,400	0%	25,900	25,900	0%	550,900
Other (Utilities, Prop/Liab Ins, TUD)	161,625	169,084	5%	517,605	516,100	0%	92,650	96,100	4%	23,900	27,950	17%	66,700	69,250	4%	878,484
Debt Service	188,769	188,769	0%	16,994	16,994	0%	84,586	84,586	0%	-	-	0%	-	-	0%	290,349
<b>Total Program Expenses</b>	<b>\$ 1,264,361</b>	<b>\$ 1,303,887</b>	<b>3%</b>	<b>\$ 1,032,879</b>	<b>\$ 1,103,930</b>	<b>7%</b>	<b>\$ 1,112,948</b>	<b>\$ 1,220,767</b>	<b>10%</b>	<b>\$ 86,243</b>	<b>\$ 89,124</b>	<b>3%</b>	<b>\$ 647,516</b>	<b>\$ 649,890</b>	<b>0%</b>	<b>\$ 4,367,600</b>
Administrative Cost Allocation	304,333	305,448	0%	161,879	162,473	0%	116,553	116,980	0%	64,752	64,989	0%	(647,516)	(649,890)	0%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,568,694</b>	<b>\$ 1,609,335</b>	<b>3%</b>	<b>\$ 1,194,758</b>	<b>\$ 1,266,403</b>	<b>6%</b>	<b>\$ 1,229,501</b>	<b>\$ 1,337,747</b>	<b>9%</b>	<b>\$ 150,995</b>	<b>\$ 154,113</b>	<b>2%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,367,599</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 277,002</b>	<b>\$ 1,530,211</b>		<b>\$ 99,246</b>	<b>\$ 99,648</b>		<b>\$ 248,601</b>	<b>\$ 390,682</b>		<b>\$ 380,671</b>	<b>\$ 568,804</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	808,850	1,707,550	111%	447,150	454,100	2%	469,500	504,100	7%	368,000	604,791	64%	-	-	0%	3,270,541
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
<b>Total Capital Expenses</b>	<b>\$ 808,850</b>	<b>\$ 1,707,550</b>	<b>111%</b>	<b>\$ 447,150</b>	<b>\$ 454,100</b>	<b>2%</b>	<b>\$ 469,500</b>	<b>\$ 504,100</b>	<b>7%</b>	<b>\$ 368,000</b>	<b>\$ 604,791</b>	<b>64%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 3,270,541</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 2,377,544</b>	<b>\$ 3,316,885</b>	<b>40%</b>	<b>\$ 1,641,908</b>	<b>\$ 1,720,503</b>	<b>5%</b>	<b>\$ 1,699,001</b>	<b>\$ 1,841,847</b>	<b>8%</b>	<b>\$ 518,995</b>	<b>\$ 758,904</b>	<b>46%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 7,638,140</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (531,848)</b>	<b>\$ (177,339)</b>		<b>\$ (347,904)</b>	<b>\$ (354,452)</b>		<b>\$ (220,899)</b>	<b>\$ (113,418)</b>		<b>\$ 12,671</b>	<b>\$ (35,987)</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ (681,196)</b>

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET  
**WATER - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Service Charges</b>					
Water Service Charge	\$ 1,480,003	\$ 1,487,008	\$ 7,005	0%	
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,480,003</b>	<b>\$ 1,487,008</b>	<b>\$ 7,005</b>	<b>0%</b>	
<b>Fees</b>					
Late Fee	\$ 9,000	\$ 10,000	\$ 1,000	11%	
Door Notice Fee	2,000	2,700	700	35%	
Hookup Fees	5,800	3,500	(2,300)	-40%	
Reconnection Fees	800	900	100	13%	
Property Transfer Fee	800	1,000	200	25%	
Returned Check Fee	120	80	(40)	-33%	
<b>TOTAL FEES</b>	<b>\$ 18,520</b>	<b>\$ 18,180</b>	<b>\$ (340)</b>	<b>-2%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 35,889	\$ 37,000	\$ 1,111	3%	
Davis Grunsky Assessment	77,813	77,813	-	0%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 113,703</b>	<b>\$ 114,813</b>	<b>\$ 1,111</b>	<b>1%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue - Misc	\$ 225,000	\$ 1,500,371	\$ 1,275,371	567%	Received \$1.275M grant to rehab MG Tank #2
Grant Revenue - Wells			\$ -	0%	
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 225,000</b>	<b>\$ 1,500,371</b>	<b>\$ 1,275,371</b>	<b>567%</b>	
<b>Other Revenue</b>					
Miscellaneous Revenue	\$ -		\$ -	0%	
Interest Revenue	8,000	4,500	(3,500)	-44%	Lower than expected earnings
Lease Revenue			-	0%	
Sale of Assets	-	2,925	2,925	2925%	Sale of Truck #1 to Fire
<b>TOTAL OTHER REVENUE</b>	<b>\$ 8,000</b>	<b>\$ 7,425</b>	<b>\$ (575)</b>	<b>-7%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,845,226</b>	<b>\$ 3,127,797</b>	<b>\$ 1,282,572</b>	<b>70%</b>	
Admin Transfer Out	\$ 470	\$ 11,749	\$ 11,279		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,845,696</b>	<b>\$ 3,139,546</b>	<b>\$ 1,293,851</b>	<b>70%</b>	

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

**WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 275,453	\$ 268,305	(7,148)	-3%	Due to a few months of vacant positions
Standby Pay	17,605	17,605	-	0%	
Overtime	12,500	23,000	10,500	84%	Due to unforeseen after hours water issues
Sick Leave/Vacation Pay	6,300	7,161	861	14%	
Intern Stipend	1,560	1,560	-	0%	
Uniform Allowance	3,438	3,886	448	13%	
Cell Phone Stipend	1,076	1,076	-	0%	
<b>TOTAL SALARIES</b>	<b>\$ 317,932</b>	<b>\$ 322,593</b>	<b>\$ 4,661</b>	<b>1%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 59,942	\$ 68,907	8,965	15%	Due to differing demographic of new personnel
HRA Reimbursement	23,215	29,847	6,632	29%	Due to differing demographic of new personnel
CALPERS Retirement	41,109	41,660	551	1%	
FICA	19,712	20,001	289	1%	
Medicare	4,610	4,678	68	1%	
Workers Comp	6,500	7,150	650	10%	
Unemployment Ins/ETT	1,147	1,299	152	13%	
<b>TOTAL BENEFITS</b>	<b>\$ 156,235</b>	<b>\$ 173,541</b>	<b>\$ 17,307</b>	<b>11%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 6,000	\$ 6,000	-	0%	
Facilities Maintenance & Repair					
Source of Supply	8,500	14,500	6,000	71%	Damage repairs from recent storms
Pumping	5,900	5,900	-	0%	
Water Treatment	25,400	25,400	-	0%	
Transmission & Distribution	35,500	35,500	-	0%	
General & Administrative	1,500	1,500	-	0%	
Vehicle Maintenance & Repair	10,500	10,000	(500)	-5%	
Janitorial Cleaning Fees	1,900	1,900	-	0%	
Fuel	12,800	18,000	5,200	41%	Increased fuel costs & Generator use (storms)
Equipment Under \$5,000	29,300	28,700	(600)	-2%	
Personal Protective Equipment	2,700	2,300	(400)	-15%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 140,000</b>	<b>\$ 149,700</b>	<b>\$ 9,700</b>	<b>7%</b>	

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	5,000	4,800	(200)	-4%	
Food Supplies	400	400	-	0%	
Chemical Supplies	39,000	39,000	-	0%	
Janitorial Supplies	400	400	-	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 46,000</b>	<b>\$ 45,800</b>	<b>\$ (200)</b>	<b>0%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	4,000	4,000	-	0%	
IT Services	1,900	1,900	-	0%	
Engineering Services	244,000	244,000	-	0%	
Medical Exams	800	800	-	0%	
Other Professional Services	3,100	3,700	600	19%	
Other Professional Services-Tree Mortality			-	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 253,800</b>	<b>\$ 254,400</b>	<b>\$ 600</b>	<b>0%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 31,700	\$ 42,100	10,400	33%	Due to increased well usage and higher utility costs
Phone/Communications	6,700	6,400	(300)	-4%	
Computer Licenses & Maintenance	13,900	11,800	(2,100)	-15%	Utilizing a different Online Billing company
Property/Liability Insurance	28,775	32,000	3,225	11%	
Property Tax	450	450	-	0%	
Memberships/Publications/Subscriptions	11,300	11,234	(66)	-1%	
Licenses & Certifications	1,100	1,100	-	0%	
Training, Conferences & Travel	5,600	5,100	(500)	-9%	
Uncollectable accounts	1,500	1,500	-	0%	
Advertising & Public Education	700	2,800	2,100	300%	One time online billing incentive program
Laboratory Fees	19,700	19,300	(400)	-2%	
Regulatory Fees	8,200	9,400	1,200	15%	Regulatory Rate increases
Purchased Water	27,500	20,000	(7,500)	-27%	Purchasing less water due to well usage
Bank & Credit Card Fees	4,500	5,900	1,400	31%	More customers utilizing credit card pmts
<b>TOTAL OTHER</b>	<b>\$ 161,625</b>	<b>\$ 169,084</b>	<b>\$ 7,459</b>	<b>5%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 30,171	\$ 30,171	0	0%	
Principal on Long Term Debt	158,598	158,598	0	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 188,769</b>	<b>\$ 188,769</b>	<b>\$ -</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,264,361</b>	<b>\$ 1,303,887</b>	<b>\$ 39,527</b>	<b>3%</b>	
Admin Transfer Out	\$ 304,333	\$ 305,448	\$ 1,115		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,568,694</b>	<b>\$ 1,609,335</b>	<b>\$ 40,642</b>	<b>3%</b>	



Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
FH Improvements	15,000	15,000	-	0%	
Admin Office Roof Replacement	-	23,500	23,500	23500%	Office roof in need of replacement
SCADA Upgrade	285,000	285,000	-	0%	
Vantage Pt. Equipment Structure	10,000		(10,000)	-100%	Space will be for fire and sewer only
Cedar Pines Pressure Zone Upgrades	350,000	0	(350,000)	-100%	Postponed until next year
Truck #1 Replacement	5,850	5,850	-	0%	
Truck #3 Replacement	39,000	39,000	-	0%	
Snow Plow	4,000	4,200	200	5%	
WTP Motor Control Center Upgrade	100,000	60,000	(40,000)	-40%	The project will be split over two years
MG Tank #2 Rehabilitation & Recoat	0	1,275,000	1,275,000	1275000%	Received grant to rehabilitate the tank
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 808,850</b>	<b>\$ 1,707,550</b>	<b>\$ 898,700</b>	<b>111%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 2,377,544</b>	<b>\$ 3,316,885</b>	<b>\$ 939,342</b>	<b>40%</b>	

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Service Charges</b>					
Sewer Service Charge	1,138,433	1,139,135	702	0%	
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,138,433</b>	<b>\$ 1,139,135</b>	<b>\$ 702</b>	<b>0%</b>	
<b>Fees</b>					
Late Fee	\$ 6,300	\$ 7,000	\$ 700	11%	
Door Notice Fee	2,000	2,700	700	35%	
Hookup Fees	4,500	2,000	(2,500)	-56%	
Reconnection Fees	800	1,800	1,000	125%	
Inspection Fees	200	200	-	0%	
Property Transfer Fee	900	1,000	100	11%	
Returned Check Fee	120	120	-	0%	
<b>TOTAL FEES</b>	<b>\$ 14,820</b>	<b>\$ 14,820</b>	<b>\$ -</b>	<b>0%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue-Sewer Planning Grant	135,000	197,650	\$ 62,650	46%	Estimated remainder of the grant
Grant Revenue-Misc	-	3,121	\$ 3,121.00	3121%	Covid Relief
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 135,000</b>	<b>\$ 200,771</b>	<b>\$ 65,771</b>	<b>49%</b>	
<b>Other Revenue</b>					
Interest Revenue	5,500	3,500	(2,000)	-36%	Lower than expected earnings
Sale of Assets	-	1,575	1,575	1575%	Sale of Truck #1 to Fire
Other	-	-	-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 5,500</b>	<b>\$ 5,075</b>	<b>\$ (425)</b>	<b>-8%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,293,753</b>	<b>\$ 1,359,801</b>	<b>\$ 66,048</b>	<b>5%</b>	
Admin Transfer Out	\$ 250	\$ 6,250	\$ 6,000		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,294,003</b>	<b>\$ 1,366,051</b>	<b>\$ 72,048</b>		

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 148,648	\$ 144,739	(3,909)	-3%	Due to a few months of vacant positions
Standby Pay	17,605	17,605	0	0%	
Overtime	6,000	6,600	600	10%	
Sick Leave/Vacation Pay	3,500	3,971	471	13%	
Intern Stipend	1,560	1,560	0	0%	
Uniform Allowance	2,385	2,056	(329)	-14%	
Cell Phone Stipend	588	588	0	0%	
<b>TOTAL SALARIES</b>	<b>\$ 180,287</b>	<b>\$ 177,120</b>	<b>\$ (3,167)</b>	<b>-2%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 32,384	\$ 37,289	4,905	15%	Due to differing demographic of new personnel
HRA Reimbursement	12,558	16,184	3,627	29%	Due to differing demographic of new personnel
CALPERS Retirement	22,129	22,380	251	1%	
FICA	11,178	10,981	(196)	-2%	
Medicare	2,614	2,568	(46)	-2%	
Workers Comp	4,900	5,400	500	10%	
Unemployment Ins/ETT	731	814	83	11%	
<b>TOTAL BENEFITS</b>	<b>\$ 86,493</b>	<b>\$ 95,617</b>	<b>\$ 9,123</b>	<b>11%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 7,100	\$ 7,100	0	0%	
Facilities Maintenance & Repair					
Lift Station	7,900	7,900	0	0%	
Collections	30,900	31,900	1,000	3%	
General & Administrative	900	900	0	0%	
Vehicle Maintenance & Repair	7,600	7,600	0	0%	
Janitorial/Cleaning Fees	1,100	1,100	0	0%	
Fuel	7,300	8,700	1,400	19%	Due to increase in fuel costs
Equipment Under \$5,000	7,200	9,100	1,900	26%	Vegetation management tools & jetter nozzles
Personal Protective Equipment	2,500	2,000	(500)	-20%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 72,500</b>	<b>\$ 76,300</b>	<b>\$ 3,800</b>	<b>5%</b>	

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 900	\$ 900	\$ -	0%	
Postage	4,200	4,300	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,800</b>	<b>\$ 5,900</b>	<b>\$ 100</b>	<b>2%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,300	0	0%	
Engineering Services	12,000	12,000	0	0%	
Medical Exams	400	400	0	0%	
Other Professional Services	138,000	200,700	62,700	45%	Estimated remaining grant costs
Other Professional Services-Tree Mortality			0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 153,200</b>	<b>\$ 215,900</b>	<b>\$ 62,700</b>	<b>41%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 5,000	\$ 5,900	\$ 900	18%	
Phone/Communications	3,000	3,000	0	0%	
Computer Licenses & Maintenance	12,500	10,400	(2,100)	-17%	Utilizing a different Online Billing company
Property/Liability Insurance	22,205	19,200	(3,005)	-14%	Costs lower than anticipated for this fund
Property Tax			0	0%	
Dues & Memberships	5,700	5,800	100	2%	
Licenses & Certifications	2,000	2,000	0	0%	
Training, Conferences & Travel	4,300	3,800	(500)	-12%	
Uncollectable accounts	1,500	1,500	0	0%	
Advertising & Public Education	700	2,800	2,100	300%	One time online billing incentive program
Regulatory Fees	500	500	0	0%	
Sewer Service Charge	456,000	456,200	200	0%	
Bank & Credit Card Fees	4,200	5,000	800	19%	
<b>TOTAL OTHER</b>	<b>\$ 517,605</b>	<b>\$ 516,100</b>	<b>\$ (1,505)</b>	<b>0%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 1,853	\$ 1,853	\$ -	0%	
Principal on Long Term Debt	15,141	15,141	0	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,994</b>	<b>\$ 16,994</b>	<b>\$ -</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,032,879</b>	<b>\$ 1,103,930</b>	<b>\$ 71,052</b>	<b>7%</b>	
Admin Transfer Out	\$ 161,879	\$ 162,473	\$ 594	0%	
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,194,758</b>	<b>\$ 1,266,403</b>	<b>\$ 71,646</b>	<b>6%</b>	

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
SCADA Upgrade*	\$ 85,000	\$ 85,000	\$ -	0%	
Vantage Pt. Equip Structure	\$ 40,000	\$ 77,000	\$ 37,000	93%	Increased steel prices
Admin Office Roof Replacement	0	12,500	12,500	12500%	Office roof in need of replacement
TH School Sewer Re-Alignment	15,000	15,850	850	6%	
Training Admin Parking Lot	0	0	0	0%	
Water Sewer Material Bins	0	0	0	0%	
Manhole Smart Covers	10,000	11,400	1,400	14%	More than anticipated
Snow Plow	4,000	4,200	200	5%	
Truck #1 Replacement	3,150	3,150	0	0%	
Truck #3 Replacement	21,000	21,000	0	0%	
Sewer Jetter Replacement	174,000	174,000	0	0%	
I&I Manhole Repair/Replacement	60,000	20,000	(40,000)	-67%	Partial costs included in a grant proposal
Mono Sewer Line Replacement	35,000	30,000	(5,000)	-14%	Less than anticipated
<b>TOTAL CAPITAL OUTLAY*</b>	<b>\$ 447,150</b>	<b>\$ 454,100</b>	<b>\$ 6,950</b>	<b>2%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 1,641,908</b>	<b>\$ 1,720,503</b>	<b>\$ 78,596</b>	<b>5%</b>	

**Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET  
FIRE - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 549,972	\$ 580,000	\$ 30,028	5%	Property values increasing more than anticipated
Property Assessments	640,450	640,450	-	0%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 1,190,422</b>	<b>\$ 1,220,450</b>	<b>\$ 30,028</b>	<b>3%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	251,900	284,250	\$ 32,350	13%	Covid Relief Grant, SAF Grant - AED's
Grant Revenue - CERT		3,500	3,500	3500%	Received unanticipated grant
Donation Revenue - CERT		4,739	4,739	4739%	Received unanticipated donation
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 251,900</b>	<b>\$ 292,489</b>	<b>\$ 40,589</b>	<b>16%</b>	
<b>Other Revenue</b>					
Strike Team	\$ -	\$ 179,090	\$ 179,090	179090%	Strike Team incidents
Training Revenue	15,500	15,500	-	0%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	7,000	3,300	(3,700)	-53%	Lower than expected earnings
Sale of Assets	5,600	5,600	-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 35,600</b>	<b>\$ 210,990</b>	<b>\$ 175,390</b>	<b>493%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,477,922</b>	<b>\$ 1,723,929</b>	<b>\$ 246,007</b>	<b>17%</b>	
<b>Admin Transfer Out</b>	<b>\$ 180</b>	<b>\$ 4,500</b>	<b>\$ 4,320</b>		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,478,102</b>	<b>\$ 1,728,429</b>	<b>\$ 250,327</b>	<b>17%</b>	

## Twain Harte Community Services District

## 2021-2022 MID-YEAR BUDGET

## FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 377,337	\$ 366,027	(11,310)	-3%	Due to vacant positions
Workers Comp Reimb Wages			0	0%	
Standby Pay	500	500	0	0%	
Overtime	34,000	45,118	11,118	33%	Due to vacant positions
Holiday Overtime	16,418	15,094	(1,323)	-8%	Due to vacant positions
FLSA Overtime	38,014	36,108	(1,906)	-5%	Due to vacant positions
Sick Leave/Vacation Pay/ATO	8,800	8,800	0	0%	
Compensated Absence			0	0%	
Temp/Relief Pay	5,500	9,500	4,000	73%	Due to vacant positions
Intern Stipend	28,500	28,500	0	0%	
Reserve Stipends	3,500	3,500	0	0%	
Striketteam Pay		43,795	43,795	43795%	Due to strike team incidents
Striketteam Intern Pay		46,426	46,426	46426%	Due to strike team incidents
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	7,000	4,269	(2,731)	-39%	Engineers not eligible for uniform allowances
Cell Phone Stipend	945	420	(525)	-56%	
<b>TOTAL SALARIES</b>	<b>\$ 522,013</b>	<b>\$ 609,557</b>	<b>\$ 87,544</b>	<b>17%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 70,924	\$ 59,680	(11,245)	-16%	Due to differing demographic of new personnel
HRA Reimbursement	26,875	29,798	2,923	11%	Due to higher utilization of HRA funds
CALPERS Retirement	98,149	95,249	(2,901)	-3%	Due to vacant positions
FICA	32,365	37,793	5,428	17%	Due to strike team incidents
Medicare	7,569	8,839	1,269	17%	Due to strike team incidents
Workers Comp	10,800	11,800	1,000	9%	
Unemployment Ins/ETT	1,666	1,666	0	0%	
<b>TOTAL BENEFITS</b>	<b>\$ 248,349</b>	<b>\$ 244,824</b>	<b>\$ (3,525)</b>	<b>-1%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 6,500	\$ 6,500	0	0%	
Facilities Maintenance & Repair	11,200	6,500	(4,700)	-42%	Postponed some projects
Vehicle Maintenance & Repair	21,000	23,000	2,000	10%	Repair storm damages
Vehicle Maintenance & Repair-CERT	0	0	0	0%	
Janitorial/Cleaning Services			0	0%	
Fuel	15,500	16,500	1,000	6%	
Equipment Under \$5,000	26,800	46,500	19,700	74%	Grant funded AED equipment
Equipment Under \$5,000-CERT	3,200	3,200	0	0%	
Personal Protective Equipment	23,500	23,500	0	0%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 107,700</b>	<b>\$ 125,700</b>	<b>\$ 18,000</b>	<b>17%</b>	

## Twain Harte Community Services District

## 2021-2022 MID-YEAR BUDGET

## FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	600	600	0	0%	
Food Supplies	600	600	0	0%	
Janitorial Supplies	3,500	3,500	0	0%	
Medical Supplies	5,150	2,500	(2,650)	-51%	Some items purchased last fiscal year
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 12,350</b>	<b>\$ 9,700</b>	<b>\$ (2,650)</b>	<b>-21%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	\$ 24,000	\$ 24,000	\$ -	0%	
IT Services	2,600	2,600	0	0%	
Engineering Services	8,700	8,700	0	0%	
Medical Exams	2,500	2,500	0	0%	
Background Checks	2,500	2,500	0	0%	
Other Professional Services	5,000	10,000	5,000	100%	Grant writing services for SAFER grant
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 45,300</b>	<b>\$ 50,300</b>	<b>\$ 5,000</b>	<b>11%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 10,600	\$ 12,400	1,800	17%	Storm power outage increased generator use
Phone/Communications	5,800	5,900	100	2%	
Software Licenses & Maintenance	4,500	4,800	300	7%	
Property/Liability Insurance	32,400	30,000	(2,400)	-7%	
Dues & Memberships	3,150	3,300	150	5%	
Licenses & Certifications	2,000	1,500	(500)	-25%	
Training, Conferences & Travel	32,500	36,500	4,000	12%	Additional certification classes for new personnel
Advertising & Public Education	1,700	1,700	0	0%	
<b>TOTAL OTHER</b>	<b>\$ 92,650</b>	<b>\$ 96,100</b>	<b>\$ 3,450</b>	<b>4%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	3,345	3,345	-	0%	
Principal on Long Term Debt	81,241	81,241	-	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 84,586</b>	<b>\$ 84,586</b>	<b>\$ -</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,112,948</b>	<b>\$ 1,220,767</b>	<b>\$ 107,819</b>	<b>10%</b>	
Admin Transfer Out	\$ 116,553	\$ 116,980	\$ 427	0%	
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,229,501</b>	<b>\$ 1,337,747</b>	<b>\$ 108,246</b>		



## Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

## FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
Fuel/SCBA Fill Station Generator	\$ 21,000	\$ 21,000	0	0%	
Emergency Alert Notification Siren	15,000	15,000	0	0%	
New Chief Coverage Vehicle	8,500	8,500	0	0%	
Admin Office Roof Replacement		9,000	9,000	9000%	Office roof in need of replacement
Training/Admin Parking Lot	275,000	275,000	0	0%	
Vantage Pt. Equipment Structure	10,000	38,000	28,000	280%	Increased materials/construction costs
Backwall Excavation & Sealing	35,000	35,000	0	0%	
Fire Apparatus Equip Building			0	0%	
SCBA Bottle/Harness Replacement	105,000	102,600	(2,400)	-2%	Costs lower than budgeted
GM Vehicle Replacement			0	0%	
Training Prop Improvements			0	0%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 469,500</b>	<b>\$ 504,100</b>	<b>\$ 34,600</b>	<b>7%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 1,699,001</b>	<b>\$ 1,841,847</b>	<b>\$ 142,846</b>		

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Fees</b>					
Facility/Ground Usage Fees	3,500	5,000	1,500	43%	Higher than anticipated usage
<b>TOTAL FEES</b>	<b>\$ 3,500</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>43%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 28,349	\$ 30,000	\$ 1,651	6%	
Property Assessments	111,017	111,017	-	0%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 139,366</b>	<b>\$ 141,017</b>	<b>\$ 1,651</b>	<b>1%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	368,000	547,301	\$ 179,301	49%	Per Capita Grant, SDRMA Grant, Covid Relief
Donation Revenue	16,000	23,000	7,000	44%	More donations received than anticipated
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 384,000</b>	<b>\$ 570,301</b>	<b>\$ 186,301</b>	<b>49%</b>	
<b>Other Revenue</b>					
Sale of Assets	3,100	3,100	-	0%	
Interest Revenue	1,600	1,000	(600)	-38%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 4,700</b>	<b>\$ 4,100</b>	<b>\$ (600)</b>	<b>-13%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 531,566</b>	<b>\$ 720,418</b>	<b>\$ 188,852</b>	<b>36%</b>	
Admin Transfer Out	\$ 100	\$ 2,500	\$ 2,400		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 531,666</b>	<b>\$ 722,918</b>	<b>\$ 191,252</b>		

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 4,337	\$ 4,225	\$ (112)	-3%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	513	13	3%	
Intern Stipend			-	0%	
Uniform Allowance	54	57	3	5%	
Cell Phone Stipend	17	17	-	0%	
<b>TOTAL SALARIES</b>	<b>\$ 5,157</b>	<b>\$ 5,062</b>	<b>\$ (95)</b>	<b>-2%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 1,113	\$ 1,083	\$ (30)	-3%	
HRA Reimbursement	365	469	104	28%	
CALPERS Retirement	649	657	8	1%	
FICA	320	314	(6)	-2%	
Medicare	75	73	(1)	-2%	
Workers Comp	200	250	50	25%	
Unemployment Ins/ETT	14	17	2	17%	
<b>TOTAL BENEFITS</b>	<b>\$ 2,736</b>	<b>\$ 2,862</b>	<b>\$ 127</b>	<b>5%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	4,000	-	0%	
Tennis Courts	2,100	2,000	(100)	-5%	
Park	9,600	8,600	(1,000)	-10%	
Community Center	2,000	2,000	-	0%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	8,700	8,600	(100)	-1%	
Janitorial/Cleaning Services	15,550	15,550	-	0%	
Fuel			-	0%	
Equipment Under \$5,000	6,000	6,000	-	0%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 48,450</b>	<b>\$ 47,250</b>	<b>\$ (1,200)</b>	<b>-2%</b>	
<b>Materials &amp; Supplies - 54XXX</b>					
Janitorial Supplies	\$ 1,600	\$ 1,600	\$ -	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</b>	<b>0%</b>	

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

**Outside Services - 55XXX**

Engineering Services	\$ 4,400	\$ 4,400	\$ -	0%	
Other Professional Services			0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 4,400</b>	<b>\$ 4,400</b>	<b>\$ -</b>	<b>0%</b>	

**Other - 56XXX**

Utilities					
Baseball Field	6,700	9,000	2,300	34%	Due to increased utility costs and hot weather
Tennis Courts			-	0%	
Park	7,500	8,900	1,400	19%	Due to increased utility costs and hot weather
Community Center	3,000	3,600	600	20%	Generator use during storms
Property/Liability Insurance	2,500	3,350	850	34%	
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	4,200	3,100	(1,100)	-26%	Less costs associated with Bocce improvements event
<b>TOTAL OTHER</b>	<b>\$ 23,900</b>	<b>\$ 27,950</b>	<b>\$ 4,050</b>	<b>17%</b>	

**Debt Service - 58XXX**

Interest on Long Term Debt			\$ -	0%	
Principal on Long Term Debt			-	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	

<b>GRAND TOTAL EXPENSES</b>	<b>\$ 86,243</b>	<b>\$ 89,124</b>	<b>\$ 2,881</b>	<b>3%</b>	
Admin Transfer Out	\$ 64,752	\$ 64,989	\$ 237		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 150,995</b>	<b>\$ 154,113</b>	<b>\$ 3,118</b>	<b>2%</b>	

Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
TH Meadows Park	\$ 354,000	\$ 577,000	\$ 223,000	63%	
Community Center Generator	\$ 14,000	\$ 12,791	\$ (1,209)	-9%	Cost less than anticipated
Bocce Court Improvements	\$ -	\$ 10,000	\$ 10,000	10000%	Unspent from previous fiscal year
Admin Office Roof Replacement	\$ -	\$ 5,000	\$ 5,000	5000%	Office roof in need of replacement
GM Vehicle Replacement	\$ -	\$ -	\$ -	0%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 368,000</b>	<b>\$ 604,791</b>	<b>\$ 236,791</b>	<b>64%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 518,995</b>	<b>\$ 758,904</b>	<b>\$ 239,909</b>	<b>46%</b>	

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Other Revenue					
Grant Revenue		\$ 23,998	\$ 23,998	23998%	Covid Relief Grant
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 1,000</b>	<b>\$ 24,998</b>	<b>\$ 23,998</b>	<b>2400%</b>	

<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,000</b>	<b>\$ 24,998</b>	<b>\$ 23,998</b>	<b>2400%</b>	
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**Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET  
ADMIN - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

<b>Salaries - 51XXX</b>					
Regular Time	\$ 344,771	\$ 346,949	2,178	1%	
Sick Leave/Vacation Pay	8,800	8,800	0	0%	
Director Stipends	9,000	9,117	117	1%	
<b>TOTAL SALARIES</b>	<b>\$ 362,571</b>	<b>\$ 364,866</b>	<b>\$ 2,295</b>	<b>1%</b>	

<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 50,750	\$ 50,493	\$ (257)	-1%	
HRA Reimbursement	18,988	18,988	0	0%	
Retirement	67,501	67,010	(491)	-1%	
FICA	23,139	23,279	140	1%	
Medicare	5,510	5,543	33	1%	
Workers Comp	1,600	1,700	100	6%	
Unemployment Ins/ETT	1,508	1,512	4	0%	
<b>TOTAL BENEFITS</b>	<b>\$ 168,996</b>	<b>\$ 168,525</b>	<b>\$ (471)</b>	<b>0%</b>	

<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	6,500	(1,500)	-19%	Less repairs needed
Vehicle Maintenance & Repair	0		0	0%	
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	1,300	1,300	0	0%	
Equipment Under \$5,000	3,500	3,000	(500)	-14%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 18,600</b>	<b>\$ 16,600</b>	<b>\$ (2,000)</b>	<b>-11%</b>	

<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 2,800	\$ 2,800	\$ -	0%	
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 4,750</b>	<b>\$ 4,750</b>	<b>\$ -</b>	<b>0%</b>	

**Twain Harte Community Services District  
2021-2022 MID-YEAR BUDGET  
ADMIN - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Outside Services - 55XXX</b>					
Auditing/Accounting Services	\$ 10,900	\$ 10,900	\$ -	0%	
Legal Fees	8,000	8,000	0	0%	
IT Services	4,600	4,600	0	0%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 25,900</b>	<b>\$ 25,900</b>	<b>\$ -</b>	<b>0%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 7,100	\$ 8,000	\$ 900	13%	Rate increases and increased generator use (storms)
Phone/Communications	5,700	6,900	1,200	21%	New VOIP phone system
Software Licenses & Maintenance	11,600	11,000	(600)	-5%	
Property/Liability Insurance	8,000	10,000	2,000	25%	Higher costs than anticipated
Dues & Memberships	5,100	5,100	0	0%	
Licenses & Certifications	600	650	50	8%	
Training, Conferences & Travel	21,500	20,800	(700)	-3%	
Advertising & Public Education	2,100	1,800	(300)	-14%	
Bank/Investment Fees	5,000	5,000	-	0%	
<b>TOTAL OTHER</b>	<b>\$ 66,700</b>	<b>\$ 69,250</b>	<b>\$ 2,550</b>	<b>4%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 647,516</b>	<b>\$ 649,890</b>	<b>\$ 2,374</b>	<b>0%</b>	
Admin Transfer Out	\$ (647,516)	\$ (649,890)	\$ 2,374		
<b>GRAND TOTAL WITH TRANSFER</b>	<b>\$ -</b>	<b>\$ -</b>			



**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

PROPOSED CHANGES - CLEAN

**POLICY TITLE:** Investment Policy  
**POLICY NUMBER:** 3015  
**ADOPTED:** October 10, 2013  
**AMENDED:** 1/9/14, 12/10/15  
**LAST AMENDED:** November 13, 2019

**3015.10 INTRODUCTION**

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

**3015.20 AUTHORITY**

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g. percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

**3015.30 SCOPE**

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

## **3015.40 OBJECTIVES**

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance the three principles are:

**3015.41 Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

**3015.42 Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.

**3015.43 Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

## **3015.50 STANDARDS OF CARE**

**3015.51 Prudence** - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

**3015.52 Conflicts of Interest** - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

## **3015.60 SAFEKEEPING**

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

## **3015.70 DIVERSIFICATION**

Investments will be diversified to avoid losses that may be associated with any one investment.

## **3015.80 REPORTING REQUIREMENTS**

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

**3015.90 PERFORMANCE REVIEW**

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented. The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

**3015.100 APPROVAL OF INVESTMENT POLICY**

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

## **.ATTACHMENT A**

### **Investment Consultant/Advisor Role & Responsibilities**

#### **I. AUTHORIZED INVESTMENT CONSULTANT**

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

#### **II. INVESTMENT CONSULTANT RESPONSIBILITIES**

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)<sup>A</sup> APPLICABLE TO ALL LOCAL AGENCIES<sup>B</sup>

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>E</sup>	None	53601(g)
Commercial Paper—Non-Pooled Funds <sup>F</sup> (under \$100,000,000 of investments)	270 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper— Pooled Funds <sup>I</sup>	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>J</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% <sup>K</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% <sup>K</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>L</sup>	20% of the base value of the portfolio	None <sup>M</sup>	53601(j)
Medium-Term Notes <sup>N</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple <sup>O</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>P</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>Q</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>R</sup>	N/A	None	None	16340
Supranational Obligations <sup>S</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

## FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

### TABLE OF NOTES FOR FIGURE 1

- <sup>A</sup> Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- <sup>B</sup> Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- <sup>C</sup> Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- <sup>D</sup> Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- <sup>E</sup> No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- <sup>F</sup> Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- <sup>G</sup> Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- <sup>H</sup> Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- <sup>I</sup> Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- <sup>J</sup> No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- <sup>K</sup> Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- <sup>L</sup> Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- <sup>M</sup> Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- <sup>N</sup> "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- <sup>O</sup> No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- <sup>P</sup> A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- <sup>Q</sup> A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- <sup>R</sup> Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- <sup>S</sup> A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- <sup>T</sup> Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- <sup>U</sup> Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

PROPOSED CHANGES - REDLINES

**POLICY TITLE:** Investment Policy  
**POLICY NUMBER:** 3015  
**ADOPTED:** October 10, 2013  
**AMENDED:** 1/9/14, 12/10/15  
**LAST AMENDED:** November 13, 2019

**3015.10 INTRODUCTION**

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

**3015.20 AUTHORITY**

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g. percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

**3015.30 SCOPE**

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

## **3015.40 OBJECTIVES**

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance the three principles are:

**3015.41 Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

**3015.42 Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.

**3015.43 Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

## **3015.50 STANDARDS OF CARE**

**3015.51 Prudence** - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

**3015.52 Conflicts of Interest** - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

## **3015.60 SAFEKEEPING**

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

## **3015.70 DIVERSIFICATION**

Investments will be diversified to avoid losses that may be associated with any one investment.

## **3015.80 REPORTING REQUIREMENTS**

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.



**3015.90 PERFORMANCE REVIEW**

An annual appraisal of the investment portfolio shall be conducted ~~in the month of November~~ to evaluate the effectiveness of the District's investment program once the program is implemented. The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

**3015.100 APPROVAL OF INVESTMENT POLICY**

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

## **.ATTACHMENT A**

### **Investment Consultant/Advisor Role & Responsibilities**

#### **I. AUTHORIZED INVESTMENT CONSULTANT**

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

#### **II. INVESTMENT CONSULTANT RESPONSIBILITIES**

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

NEED TO CHANGE ONCE NEW ONE IS RELEASED IN JANUARY 2022

**FIGURE 1**

**ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE  
(AS OF JANUARY 1, 2019)<sup>A</sup> APPLICABLE TO ALL LOCAL AGENCIES<sup>B</sup>**

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOVERNMENT CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>E</sup>	None	53601(g)
Commercial Paper: Non-pooled Funds <sup>F</sup>	270 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(C)
Commercial Paper: Pooled Funds <sup>I</sup>	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>J</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>L</sup>	20% of the base value of the portfolio	None <sup>M</sup>	53601(j)
Medium-term Notes <sup>N</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20% <sup>O</sup>	Multiple <sup>P,Q</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>R</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>S</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>T</sup>	N/A	None	None	16340
Supranational Obligations <sup>U</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

<p>A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, and 53635.8.</p>	
<p>B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.</p>	
<p>C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.</p>	<p>M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.</p>
<p>D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.</p>	<p>N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."</p>
<p>E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.</p>	<p>O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.</p>
<p>F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.</p>	<p>P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.</p>
<p>G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.</p>	<p>Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.</p>
<p>H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.</p>	<p>R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.</p>
<p>I Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).</p>	<p>S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).</p>
<p>J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).</p>	<p>T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.</p>
<p>K No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).</p>	<p>U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.</p>
<p>L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or</p>	

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090  
**ADOPTED:** February 21, 2006  
**AMENDED:** 3/10/2011  
**LAST AMENDED:** September 10, 2015

#### **4090.10 PURPOSE**

It is the policy of the District to encourage Board development and excellence by providing educational opportunities to Board members through training, educational seminars and workshops, professional organization meeting attendance, conference attendance, and other educational activities aligned with the interests of the District. The purpose of this policy is to prescribe the manner in which Board members may participate in such educational opportunities.

#### **4090.20 REQUESTED TRAINING**

**4090.21 Approval.** Board member attendance of educational activities shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

**4090.22 Reimbursement.** Directors attending approved educational events shall be eligible to be reimbursed for travel, meals, lodging and other reasonable and necessary expenses for attending, in accordance with Policy #2083, Travel Expense Reimbursement. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

**4090.23 Registration and Reservations.** The District Board Secretary will be available to assist Board members with registration and reservations related to all approved training activities.

**4090.24 Requirements and Restrictions.** The following requirements and restrictions apply to Board attendance of training, education and conference activities:

1. Attendance of educational activities must bring value to the operations of the Board or District to be eligible for reimbursement.

2. There is no limit to the number of training activities a Board member may attend; however, all estimated costs for attending training activities must be included in the approved budget.
3. Junkets (a tour or journey for pleasure at public expense) are not permitted.
4. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.
5. Directors receiving reimbursement for attending educational activities must submit a written report to the Board of Directors at their next meeting, describing their attendance at the function.

#### **4090.30 REQUIRED TRAINING**

**4090.31 Training Required by Law.** In addition to any other training requirements of the law, Board members and Board-designated staff members shall complete at least two hours of training, once every two years (and within 6 months of election or appointment) in the following courses provided by a qualified, authorized instructor:

1. Ethics Training (CA Government Code Sections 53234 - 53235.2)
2. Sexual Harassment Training (CA Government Code Section 12950.1)

**4090.32 Documentation.** Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary. District staff shall maintain records indicating both the dates that directors completed required training and the name of the entity that provided the training. These records shall be maintained in accordance with Policy #3100, Records Retention, and are public records subject to disclosure under the California Public Records Act.

**4090.33 Notice.** The Board Secretary shall inform the Board of available, approved training opportunities with enough advance notice that enables the Board to stay in compliance with the requirements of the law.

## **BOARD TRAINING REQUEST FORM**

**Board Member Name:** \_\_\_\_\_

**Requested Activity:** \_\_\_\_\_

**Dates/Times of Activity:** \_\_\_\_\_

**Purpose/Benefit of Activity:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Activity Cost:**

Event \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

=====

TOTAL \$ \_\_\_\_\_

**Is the estimated cost budgeted?**     Yes     No

**APPROVAL:**

\_\_\_\_\_  
Board President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

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2. There is no limit to the number of training activities a Board member may attend; however, all estimated costs for attending training activities must be included in the approved budget.
3. Junkets (a tour or journey for pleasure at public expense) are not permitted.
4. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.
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~~**4090.11** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.~~

~~**4090.20** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a~~

~~[THCSD 4090 Training, Education and Conferences REV 2021-11-10](#)  
[THCSD 4090 Training, Education and Conferences 2015-09-10](#)~~

result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. All reimbursement of actual and necessary expenses shall be pursuant to District Policy 4025.

~~4090.21~~ The District Finance Officer is responsible for making arrangements for Directors for conference and registration expenses, and for compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

~~4090.22~~ Attendance by Directors of seminars, workshops, courses, professional organization meetings, conferences and District events shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

~~4090.30~~ All District directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

~~4090.31~~ This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

~~4090.32~~ All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.

~~4090.33~~ Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary.

~~4090.33.1~~ District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

~~4090.34~~ District staff shall provide the board of directors with information on available training that meets the ethics training requirements of this policy at least once every year.

~~4090.35~~ Ethics training may consist of either a training course or a set of self study materials with tests, and may be taken at home, in person or online.

~~4090.36~~ Any District director that serves on the board of another agency is only required to take the training once every two years.

~~4090.40~~ A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

~~4090.50~~ Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

**BOARD TRAINING REQUEST FORM**

Board Member Name: \_\_\_\_\_

Requested Activity: \_\_\_\_\_

Dates/Times of Activity: \_\_\_\_\_

Purpose/Benefit of Activity: \_\_\_\_\_

\_\_\_\_\_

**Estimated Activity Cost:**

Event	\$ _____
Travel	\$ _____
Lodging	\$ _____
Food	\$ _____
Other: _____	\$ _____
=====	
TOTAL	\$ _____

Is the estimated cost budgeted?  Yes  No

**APPROVAL:**

\_\_\_\_\_  
Board President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
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**4090.21** The District Finance Officer is responsible for making arrangements for Directors for conference and registration expenses, and for compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

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**4090.31** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

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# **BOARD TRAINING REQUEST FORM**

**Board Member Name:** \_\_\_\_\_

**Requested Activity:** \_\_\_\_\_

**Dates/Times of Activity:** \_\_\_\_\_

**Purpose/Benefit of Activity:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Activity Cost:**

Event \$\_\_\_\_\_

Travel \$\_\_\_\_\_

Lodging \$\_\_\_\_\_

Food \$\_\_\_\_\_

Other: \_\_\_\_\_ \$\_\_\_\_\_

=====

TOTAL \$\_\_\_\_\_

**Is the estimated cost budgeted?**     **Yes**     **No**

**APPROVAL:**

\_\_\_\_\_

Board President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010  
**ADOPTED:** September 20, 2005  
**AMENDED:** 7/14/2007, 2/10/2011, 3/14/2013, 7/9/2015  
**AMENDED:** December 14, 2017

**5010.10 PURPOSE**

The District Board of Directors must hold its meetings in a manner that is in full compliance with the Ralph M. Brown Act (Brown Act). Additionally, the Board desires to conduct its meetings in a way that reasonably maximizes transparency and access to the public.

This policy sets forth general requirements for Board meetings – any congregation of a majority of the District’s Board members at the same time and location, including teleconference, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the District. Unless otherwise provided by law, all Board meetings shall be open and public and all persons shall be permitted to attend.

**5010.20 REGULAR MEETINGS**

**5010.21 Normal Schedule and Location.** Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room, 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually in December when the Board calendar is adopted.

**5010.22 Schedule Changes.** All regular meetings shall be held according to the regular schedule unless the Board finds that there is significant reason to revise the schedule for one or more regular meetings. Changes to the regular meeting schedule shall be made as follows:

1. In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.
2. The Board may change the date/time of a Regular Meeting by adopting the change in the District’s Board calendar at least two weeks in advance.



3. In the event of an emergency that would make it difficult to hold an effective meeting or for the public to attend, the Board President may authorize the General Manager to change the date to the next reasonable and safe date that the meeting can be held. In such a case, the Board President and General Manager shall make every effort to notify the Board and public 24 hours in advance of the meeting.

**5010.23 Agendas and Notifications.** An agenda shall be prepared for all regular meetings in accordance with Policy #5020, Board Meeting Agendas. The agenda shall be posted a minimum of 72 hours in advance of the meeting in the manner and locations set forth in the Brown Act.

### **5010.30 SPECIAL MEETINGS – NON-EMERGENCY**

**5010.31 Authority.** The Board President and General Manager may call special meetings for any reason by delivering written notice at least 24 hours in advance of the special meeting.

**5010.32 Agendas and Notifications.** The special meeting notification shall include an agenda prepared in accordance with Policy #5020, Board Meeting Agendas. The agenda notification shall clearly specify the date, time, location and business to be discussed. Posting of the notification shall be in accordance with the Brown Act. At a minimum, the written agenda notification shall be provided to the following at least 24 hours in advance of the special meeting:

1. All Board members.
2. Any local newspapers, radio stations, television stations, and other parties who have requested to receive notice of special meetings.

**5010.33 Restrictions.** Special meetings may not be called to discuss the salary, benefits and/or compensation of the General Manager.

### **5010.40 SPECIAL MEETINGS – EMERGENCY**

**5010.41 Authority.** In the event of an emergency situation, as defined in the Brown Act, the Board President, the Board Vice President or the General Manager may call an emergency special meeting without complying with 24-hour notice requirements for special meetings.

**5010.42 Agendas and Notifications.** An agenda is not required for an emergency special meeting. Verbal notification by telephone or other means shall be made in accordance with the Brown Act, at least one hour in advance of the meeting to the below parties, notifying them of the meeting and the purpose of the meeting. If the event is considered a dire emergency, as defined in the Brown Act, notification shall be made as soon as is practicable.

1. All Board members.
2. Any local newspapers, radio stations, and television stations who have requested to receive notice of special meetings.

**5010.43 Restrictions.** The Board may only meet in closed session during an emergency special meeting if agreed to by a two-thirds vote of the Board members present at the meeting.

#### **5010.50 ADJOURNED MEETINGS**

The Board may vote to adjourn any meeting at any place in the agenda to any time and place specified in an order of adjournment. Less than a quorum may also take such action and, if no Board members are present, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of the adjournment to be posted in the same manner as required for Special Meetings notices and posted near the door of the meeting location within 24 hours.

#### **5010.60 MEETING PREPARATIONS**

The Board Secretary and General Manager shall ensure that appropriate materials and information are prepared and made available for the Board and public at Board meetings. They will also ensure that physical meeting facilities are functional and appropriate.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010  
**ADOPTED:** September 20, 2005  
**AMENDED:** 7/14/2007, 2/10/2011, 3/14/2013, 7/9/2015  
**AMENDED:** December 14, 2017

**5010.10 PURPOSE**

The District Board of Directors must hold its meetings in a manner that is in full compliance with the Ralph M. Brown Act (Brown Act). Additionally, the Board desires to conduct its meetings in a way that reasonably maximizes transparency and access to the public.

This policy sets forth general requirements for Board meetings – any congregation of a majority of the District’s Board members at the same time and location, including teleconference, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the District. Unless otherwise provided by law, all Board meetings shall be open and public and all persons shall be permitted to attend.

**5010.20 REGULAR MEETINGS**

**5010.21 Normal Schedule and Location.** ~~5010.10~~ Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room, 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually ~~at the annual organizational meeting of the Board,~~ in December when the Board calendar is adopted.

~~5010.20~~**5010.22 Schedule Changes.** All regular meetings shall be held according to the regular schedule unless the Board finds that there is significant reason to revise the schedule for one or more regular meetings. Changes to the regular meeting schedule shall be made as follows:

1. ~~5010.11~~ In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.

2. The Board may change the date/time of a Regular Meeting by adopting the change in the District's Board calendar at least two weeks in advance.
3. In the event of an emergency that would make it difficult to hold an effective meeting or for the public to attend, the Board President may authorize the General Manager to change the date to the next reasonable and safe date that the meeting can be held. In such a case, the Board President and General Manager shall make every effort to notify the Board and public 24 hours in advance of the meeting.

**5010.23 Agendas and Notifications.** An agenda shall be prepared for all regular meetings in accordance with Policy #5020, Board Meeting Agendas. The agenda shall be posted a minimum of 72 hours in advance of the meeting in the manner and locations set forth in the Brown Act.

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#### **5010.30 SPECIAL MEETINGS – NON-EMERGENCY**

**5010.31 Authority.** The Board President and General Manager may call special meetings for any reason by delivering written notice at least 24 hours in advance of the special meeting.

**5010.32 Agendas and Notifications.** The special meeting notification shall include an agenda prepared in accordance with Policy #5020, Board Meeting Agendas. The agenda notification shall clearly specify the date, time, location and business to be discussed. Posting of the notification shall be in accordance with the Brown Act. At a minimum, the written agenda notification shall be provided to the following at least 24 hours in advance of the special meeting:

1. All Board members.
2. Any local newspapers, radio stations, television stations, and other parties who have requested to receive notice of special meetings.

**5010.33 Restrictions.** Special meetings may not be called to discuss the salary, benefits and/or compensation of the General Manager.

#### **5010.40 SPECIAL MEETINGS – EMERGENCY**

~~**5010.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.~~

**5010.41 Authority.** In the event of an emergency situation, as defined in the Brown Act, the Board President, the Board Vice President or the General Manager may call an emergency special meeting without complying with 24-hour notice requirements for special meetings.

**5010.42 Agendas and Notifications.** An agenda is not required for an emergency special meeting. Verbal notification by telephone or other means shall be made in accordance with the Brown Act, at least one hour in advance of the meeting to the below parties, notifying them of the meeting and the purpose of the meeting. If the event is considered a dire emergency, as defined in the Brown Act, notification shall be made as soon as is practicable.

1. All Board members.
2. Any local newspapers, radio stations, and television stations who have requested to receive notice of special meetings.

**5010.43 Restrictions.** The Board may only meet in closed session during an emergency special meeting if agreed to by a two-thirds vote of the Board members present at the meeting.

~~**5010.30 Special Meetings (emergency).** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.~~

~~**5010.31** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.~~

~~**5010.32** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.~~

#### **5010.50 ADJOURNED MEETINGS**

~~**5010.40 Adjourned Meetings.** A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in an order of adjournment. Less than a quorum may also take such action and, if no Board members are present, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of the~~

~~adjournment to be posted in the same manner as required for Special Meetings notices and posted near the door of the meeting location within 24 hours, specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.~~

### **5010.60 MEETING PREPARATIONS**

~~5010.50 The Board of Directors shall, at its regular meeting in December, elect a President and Vice President from among its members to serve during the coming calendar year. The newly elected President will appoint committee members prior to the first committee meetings of the new calendar year.~~

~~5010.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. Agenda items shall normally be considered in the order in which they appear on the agenda unless special circumstances exist.~~

~~5010.70 The Chairperson and the Board Secretary and General Manager shall ensure that appropriate materials and information is are prepared and made available for the Board and publicthe audience at Board meetings. They will also ensure of the Board of Directors and that physical meeting facilities for said meetings are functional and appropriate.~~

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**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010  
**ADOPTED:** September 20, 2005  
**AMENDED:** June 14, 2007  
**AMENDED:** February 10, 2011  
**AMENDED:** March 14, 2013  
**AMENDED:** July 9, 2015  
**AMENDED:** December 14, 2017

**5010.10** Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room,. 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**5010.11** In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.

**5010.20** Special meetings (non-emergency) of the Board of Directors may be called by the Board President and/or the General Manager.

**5010.21** All Directors and the General Manager shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

**5010.22** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

**5010.23** An agenda shall be prepared as specified for regular Board meetings in Policy 5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**5010.30** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

**5010.31** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.32** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.40** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

**5010.50** The Board of Directors shall, at its regular meeting in December, elect a President and Vice President from among its members to serve during the coming calendar year. The newly elected President will appoint committee members prior to the first committee meetings of the new calendar year.

**5010.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. Agenda items shall normally be considered in the order in which they appear on the agenda unless special circumstances exist.

**5010.70** The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors and that physical facilities for said meetings are functional and appropriate.



**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-03**

**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 JANUARY 12, 2022 TO  
FEBRUARY 11, 2022**

---

**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 #22-01 on January 5, 2022, 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 Omicron Variant.; and

**WHEREAS**, the Board of Directors hereby finds that the rise in SARS-CoV-2 Omicron 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 January 12, 2022 and shall be effective until the earlier of (i) February 11, 2022, 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 January 12, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Gary Sipperley, Board President

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Kimberly Silva, Board Secretary

## ASSESSING GOVERNING BOARD EFFECTIVENESS

This survey was developed by Len Wood & Associates to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is very true.

"1" if you feel the statement is somewhat true.

"2" if you feel the statement is somewhat untrue.

"3" if you feel the statement is very untrue.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

ISSUE	POINTS
1. Board meetings start on time.	<input type="checkbox"/>
2. All board members feel free to express their opinions.	<input type="checkbox"/>
3. All members are contributing members of the board team.	<input type="checkbox"/>
4. The elected body does not attempt to micro-manage.	<input type="checkbox"/>
5. While they may not like some of the decisions, people perceive the board as fair.	<input type="checkbox"/>
6. Staff provides a recommendation on every issue no matter how controversial.	<input type="checkbox"/>
7. The board has an overall vision for the community.	<input type="checkbox"/>
8. The chair keeps audience members informed of board issues and actions	<input type="checkbox"/>
9. Our board gets things done.	<input type="checkbox"/>

**ISSUE****POINTS**

- |     |  |                          |
|-----|--|--------------------------|
| 10. | There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda. | <input type="checkbox"/> |
| 11. | Members feel free to critique each other's positions on issues.  | <input type="checkbox"/> |
| 12. | The board works well as a team.  | <input type="checkbox"/> |
| 13. | Our board does not engage in solution "reengineering" at meetings.   | <input type="checkbox"/> |
| 14. | Board members avoid berating members of the audience; even if provoked.  | <input type="checkbox"/> |
| 15. | The board conducts timely and meaningful evaluations of the manager's performance.                             | <input type="checkbox"/> |
| 16. | The board has developed its own mission or goal statement.   | <input type="checkbox"/> |
| 17. | The chairperson prevents dominating board members from having a disproportionate influence.                    | <input type="checkbox"/> |
| 18. | The board does not get stalemated over the process or procedures.  | <input type="checkbox"/> |
| 19. | The board does not spend too much time modifying or correcting the minutes at meetings.                        | <input type="checkbox"/> |
| 20. | Civilized disagreement is a board strength.  | <input type="checkbox"/> |
| 21. | Team members actively listen to each other.  | <input type="checkbox"/> |
| 22. | Staff does not get overly involved in policy decisions.  | <input type="checkbox"/> |
| 23. | Meaningful public participation is encouraged.   | <input type="checkbox"/> |
| 24. | Staff does not filter the information it passes on to the board.   | <input type="checkbox"/> |
| 25. | Members know what the board's top five goals are.  | <input type="checkbox"/> |

ISSUE

POINTS

- 26. The chairperson protects board members from audience or colleague attacks.
- 27. The board made significant progress on its top goals last year.
- 28. Operating rules and procedures are known by all board members.
- 29. "Baggage" from one argument is not carried to the next.
- 30. While board members may have positions, minds are not made up before meetings.
- 31. Individual board members do not try to influence personnel decisions.
- 32. Board members keep the audience informed of each item, the issue, the background and possible decisions.
- 33. Staff follows through as promised.
- 34. Day-to-day decisions are consistent with the board's overall goals.
- 35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
- 36. Board members do their homework before meetings.
- 37. The agenda packet is "user friendly."
- 38. Decisions are usually made only after each member has has hes/her say.
- 39. Members are open with each other.

ISSUE

POINTS

- 40. Board members adequately communicate goals and philosophies to staff.
- 41. Members of the audience do not feel intimidated when appearing before the board.
- 42. Openness and trust exists between the board and staff.
- 43. The board develops an annual work program with clear objectives.
- 44. The chairperson does not unfairly use the powers of the position to win a point or argument.
- 45. The board is not reluctant to make an important, yet controversial decision.
- 46. Staff provides all the significant alternatives in their staff reports.
- 47. Members know how to keep conflict from becoming destructive.
- 48. The board does not operate as an exclusive country club.
- 49. The board is not complacent about its oversight responsibilities.
- 50. Board members take care to observe the appearance as well as the principle of impartiality.
- 51. The board and staff do not surprise each other at meetings.
- 52. Our priorities do not change too often.
- 53. In our meetings, the discussion rarely drifts off the subject.
- 54. The board is adept at identifying and exploiting opportunities.

# ASSESSING GOVERNING BOARD EFFECTIVENESS

Record your answers here.

	A	B	C	D	E	F	G	H	I
1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>
10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	14	<input type="text"/>
19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>
28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>	32	<input type="text"/>
37	<input type="text"/>	38	<input type="text"/>	39	<input type="text"/>	40	<input type="text"/>	41	<input type="text"/>
46	<input type="text"/>	47	<input type="text"/>	48	<input type="text"/>	49	<input type="text"/>	50	<input type="text"/>

TOTALS

A	<input type="text"/>	B	<input type="text"/>	C	<input type="text"/>	D	<input type="text"/>	E	<input type="text"/>	F	<input type="text"/>	G	<input type="text"/>	H	<input type="text"/>	I	<input type="text"/>
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Total Points:



# ASSESSING GOVERNING BOARD EFFECTIVENESS

	<u>Points</u>	<u>Rank</u>
A. A Supportive Framework	<input type="text"/>	<input type="text"/>
B. Conflict Management Process	<input type="text"/>	<input type="text"/>
C. Teamwork	<input type="text"/>	<input type="text"/>
D. Roles	<input type="text"/>	<input type="text"/>
E. Community Rapport	<input type="text"/>	<input type="text"/>
F. Staff Relationships	<input type="text"/>	<input type="text"/>
G. Clear Sense of Purpose	<input type="text"/>	<input type="text"/>
H. Chairperson Leadership	<input type="text"/>	<input type="text"/>
I. Productivity	<input type="text"/>	<input type="text"/>

December 2021

# Operations Report Fire Division



# STAFFING

E-723

Full-Time Captains-3

Relief Captains-6

Seasonal Engineers-2

Intern Operator-1

Intern Firefighter-1

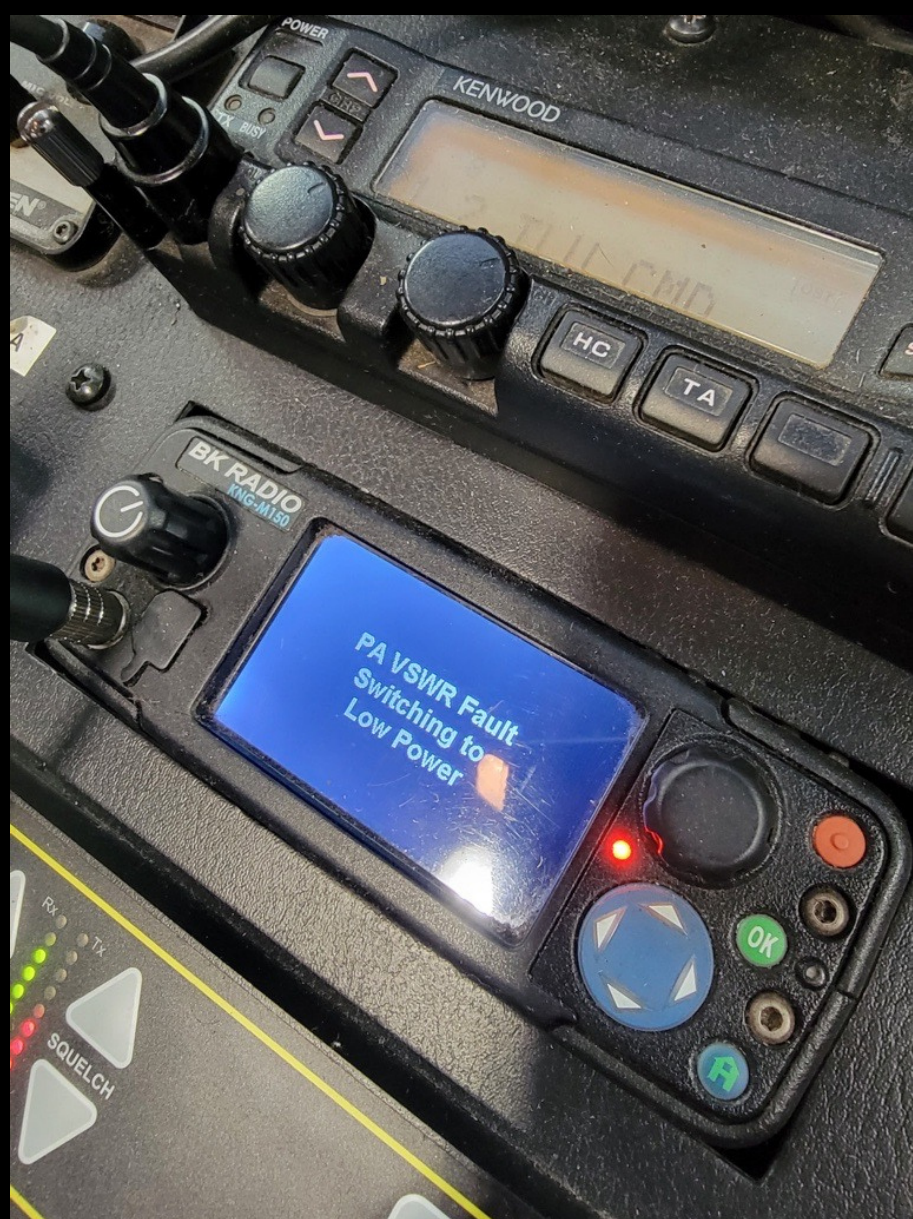
Relief Firefighter-2



# FLEET/FACILITIES



E-721 front driver side windshield sustained significant damage while returning from a Medical Aid on Ridge road. E-721 was involved in an uncontrolled slide (while chained up) coming down Hillcrest street and slid into a down tree. No one was injured during the incident.



E-723 sustained damage to its radio antennas while responding to multiple incidents in the district. The antennas were taken out by a tree limb falling while the Engine was driving by.



THFD has received and placed in service our new SCOTT 3M Self Contained Breathing Apparatuses (SCBA'S)



# December Responses-83

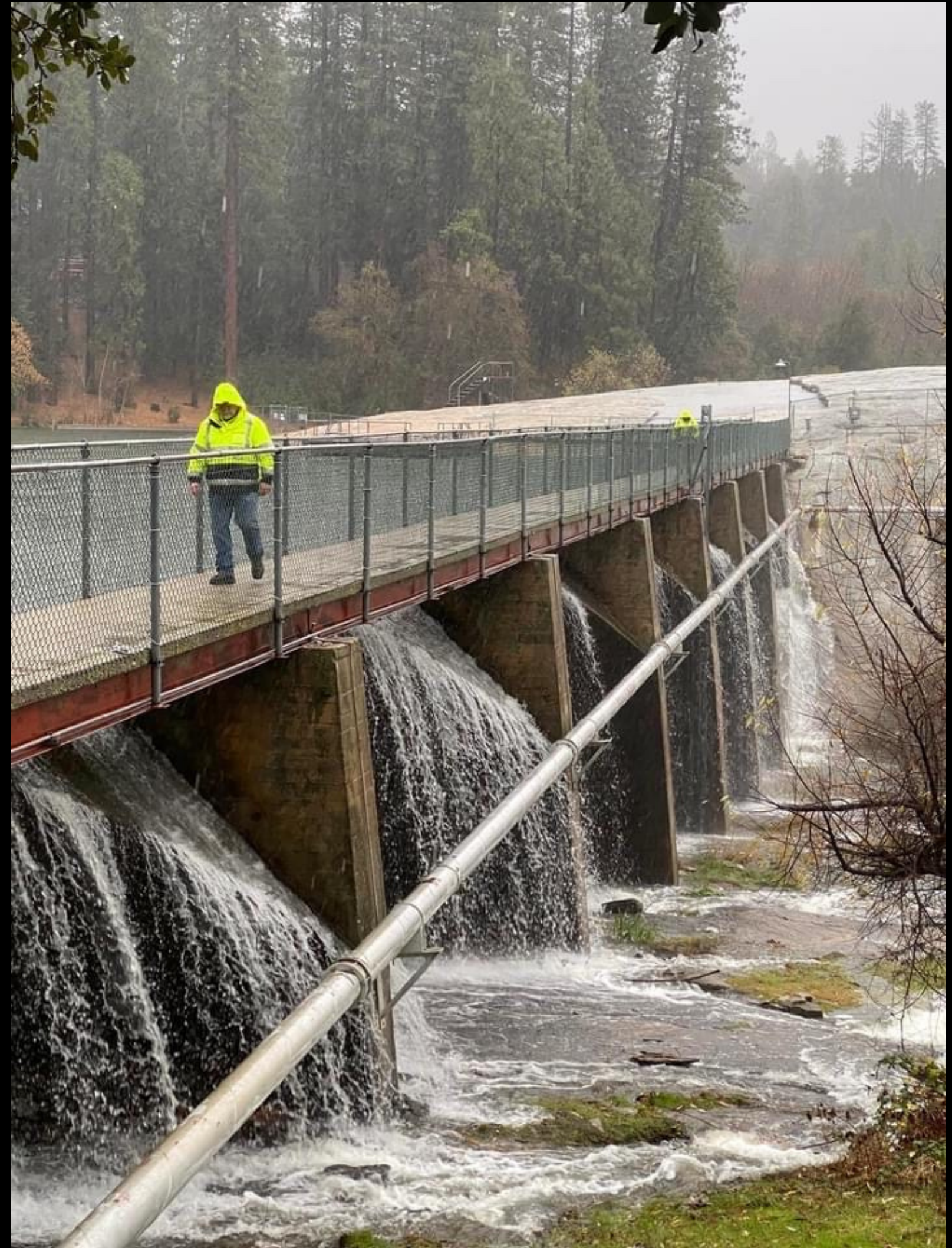
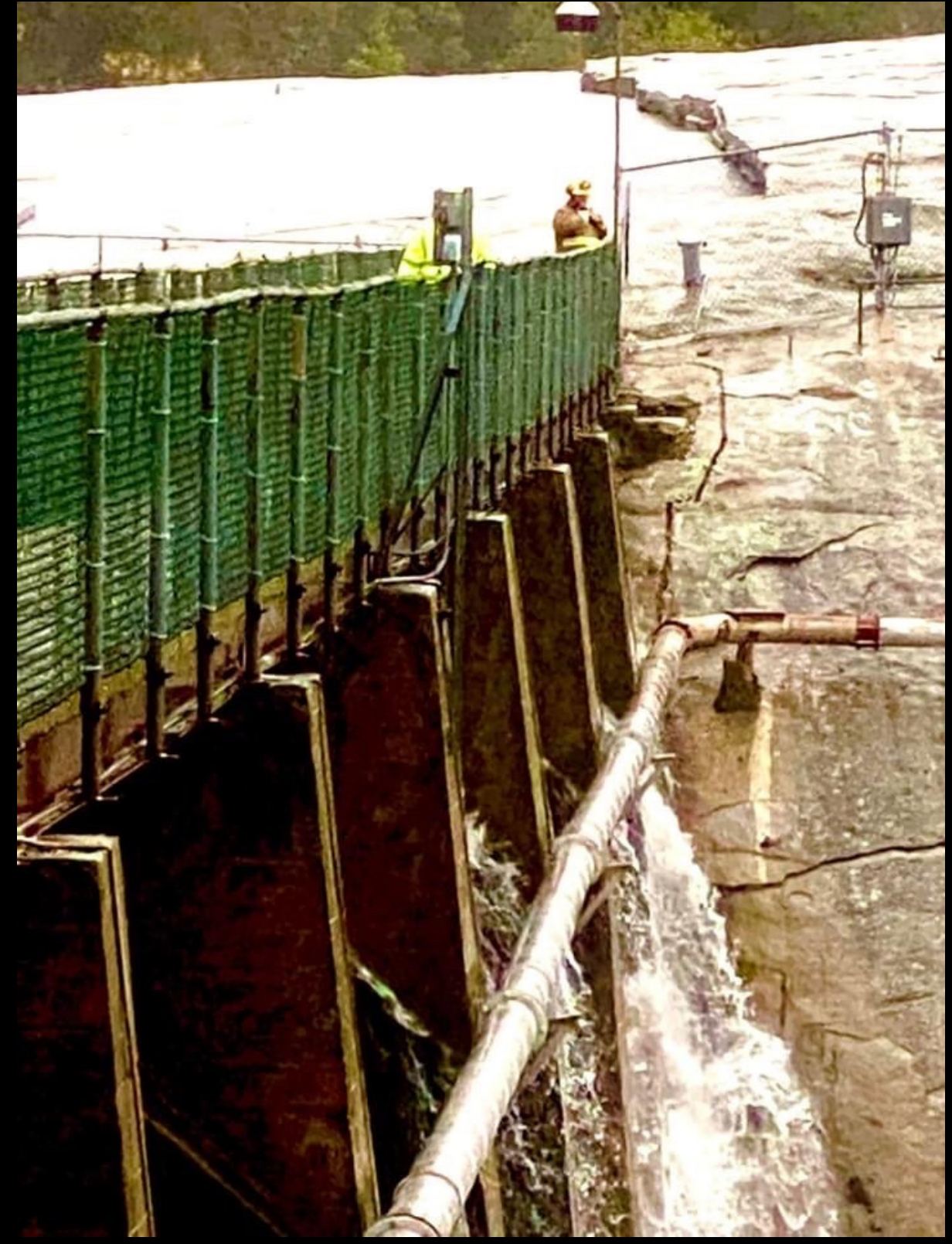


# Twain Harte Lake Incident



On December 23rd, Twain Harte Fire was dispatched to the area of Twain Harte Lake for a possible dam failure. When THFD units arrived at the scene, they located what appeared to be water leaking near the 2014 damaged area on the rock when Chief Gamez arrived at the scene and took over command of the incident. Chief Gamez worked with Tuolumne County Sherriffs department to set up Unified Command between TCSO, THFD, Cal Fire, PG&E, T.U.D, THCSD, Tuolumne County Ambulance Service, Fish and Game, and Twain Harte Lake Association.

# Twain Harte Lake Incident

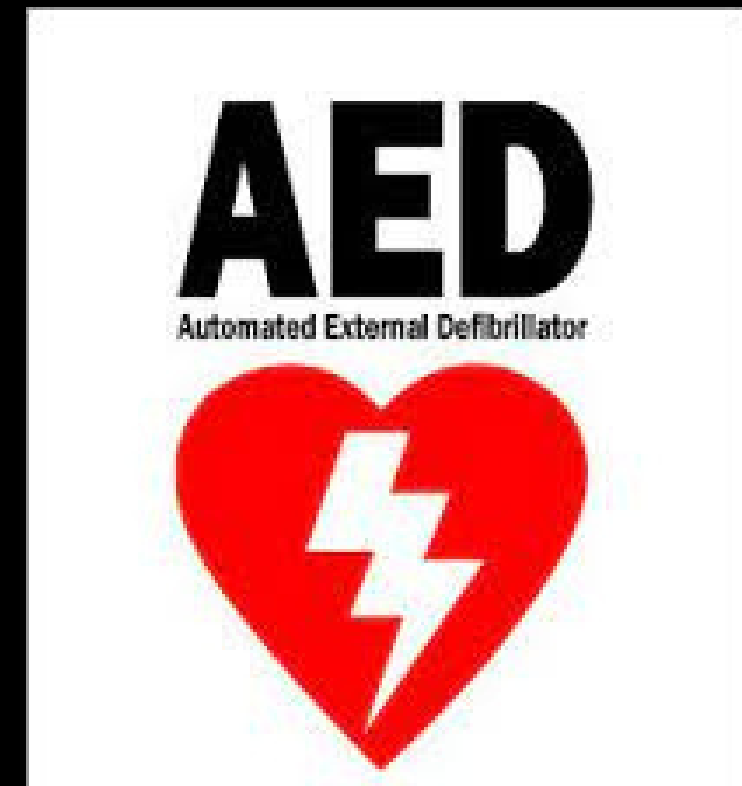


# December Training Hours-262





# Financial/Grants



Twain Harte Fire Department received a local grant from the Sonora Area Foundation for the Community CPR/AED program. This program will fund strategically placed Automatic External Defibrulators (AED's) throughout the district. The purpose is to have life-saving equipment less than one mile of foot travel. This grant will also provide free CPR/AED training to all district businesses.

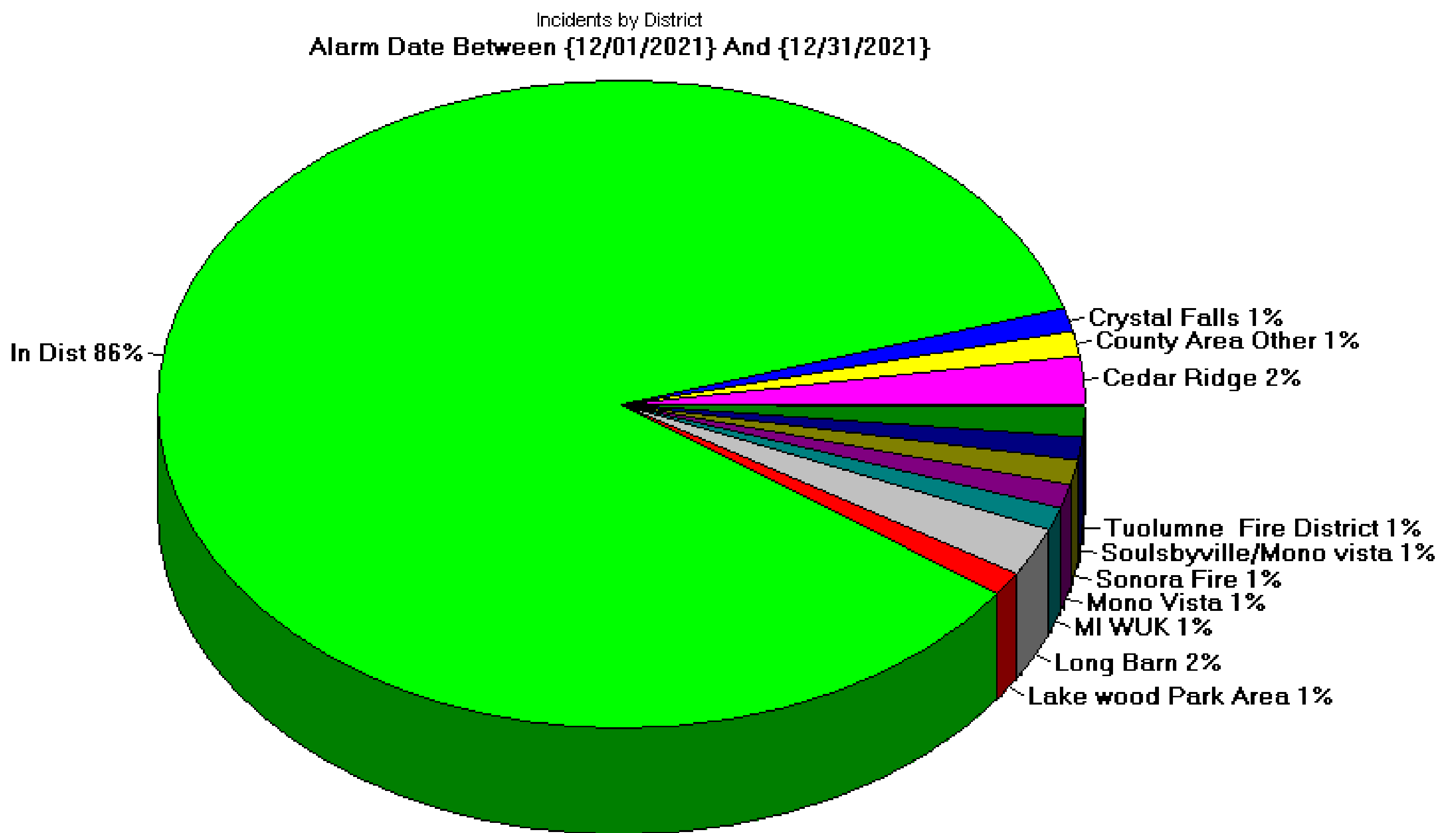




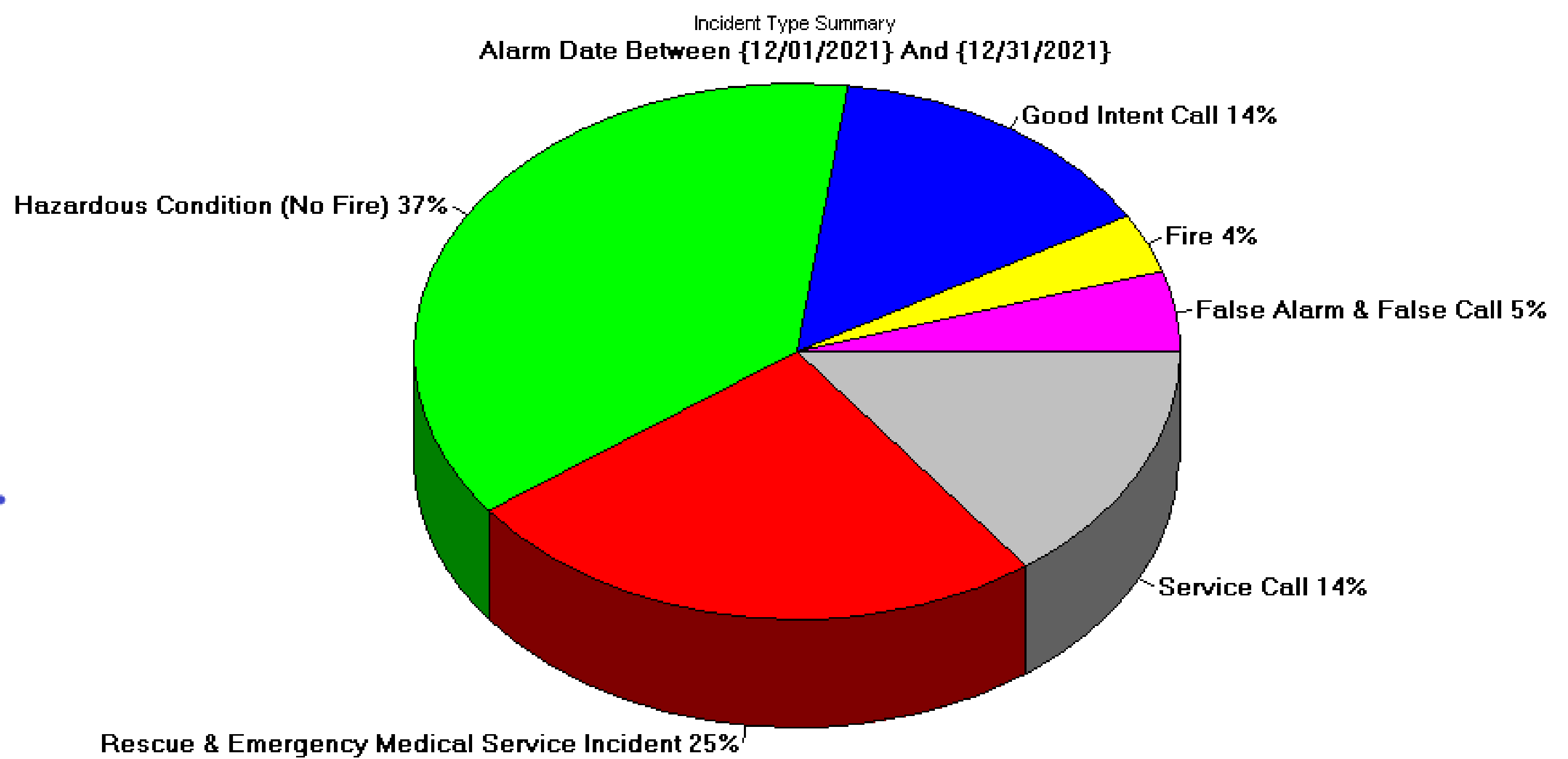
**CERF**

**COMMUNITY EMERGENCY  
RESPONSE TEAM**

# December Incidents by district

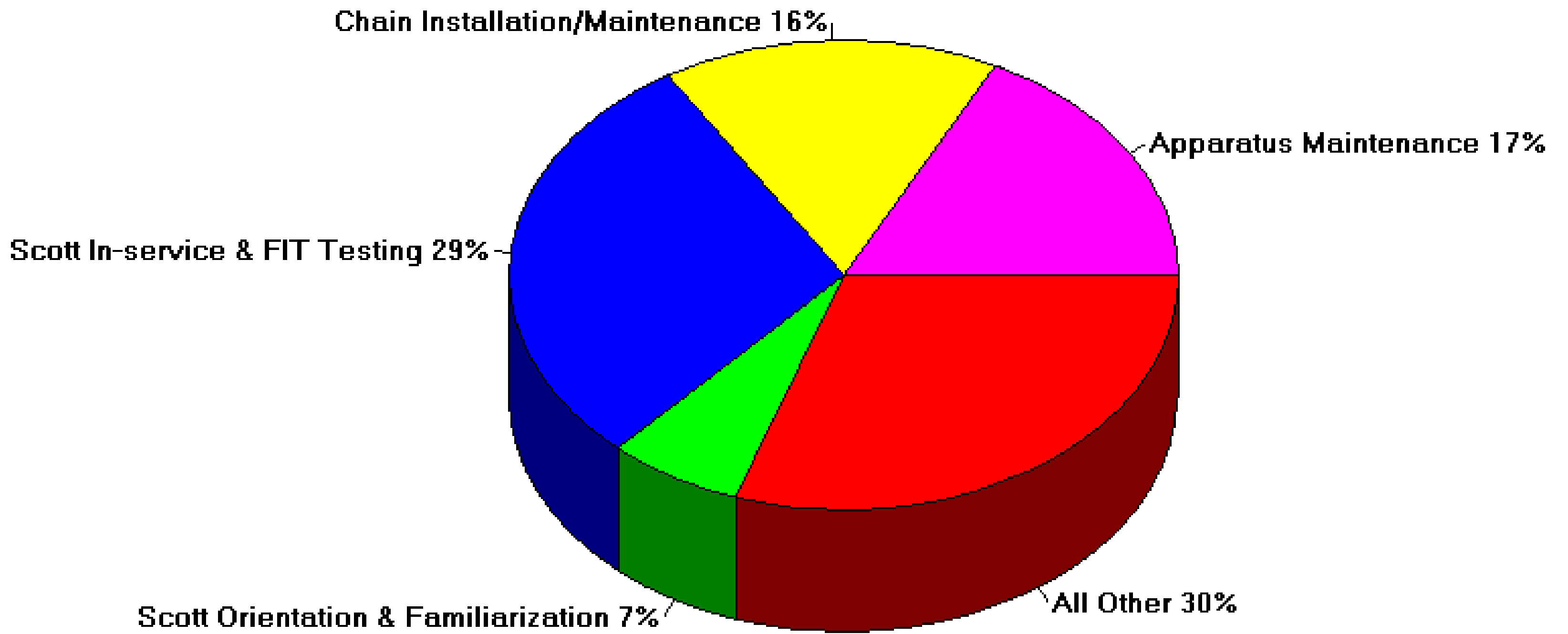


# December Incidents by type



# December Training by type

Copy of Total Staff Hours by Training Category  
Date Between {12/01/2021} And {12/31/2021}





# TWAIN HARTE CSD OPERATIONS REPORT

## What's New

- We are very excited to welcome Michael Royce and Miguel Hernandez to THCS D's Water, Sewer and Park crew.
- Twain Harte Lake Rock Exfoliation Event (see Sewer section) 12/23/21
- Christmas Snowstorm 12/25/21-12/29/21
  - Several power outages at all our facilities.
  - Provided approximately 1,415,000 gallons to TUD after the Main Tuolumne Canal was damaged by a fallen tree.
  - Our operators and Intern performed superbly under extreme and exhausting conditions.



### Water/Sewer/Park Division

For December 2021

Committee Meeting 1/5/22

Board Meeting 1/12/22

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# *Highlights*

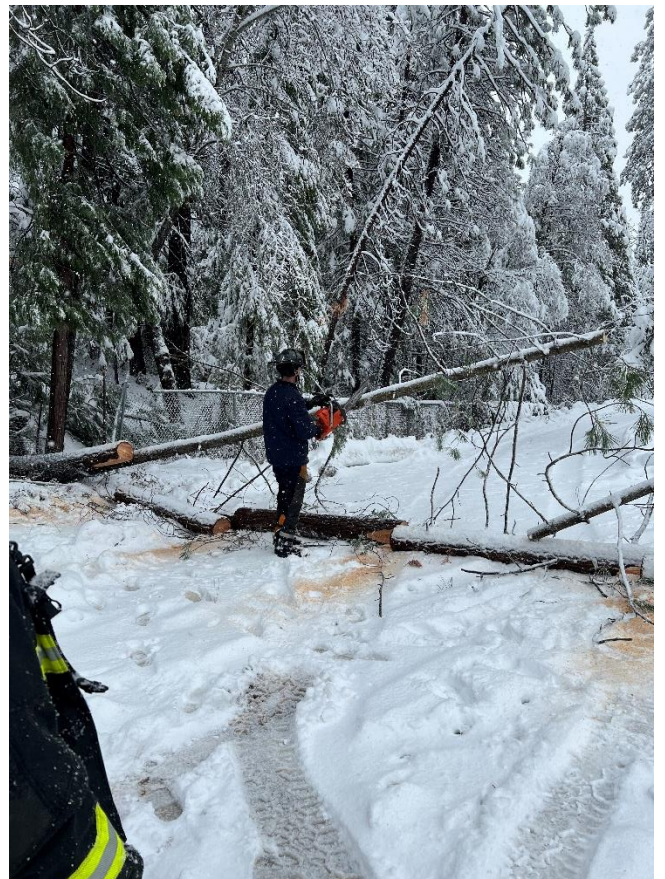
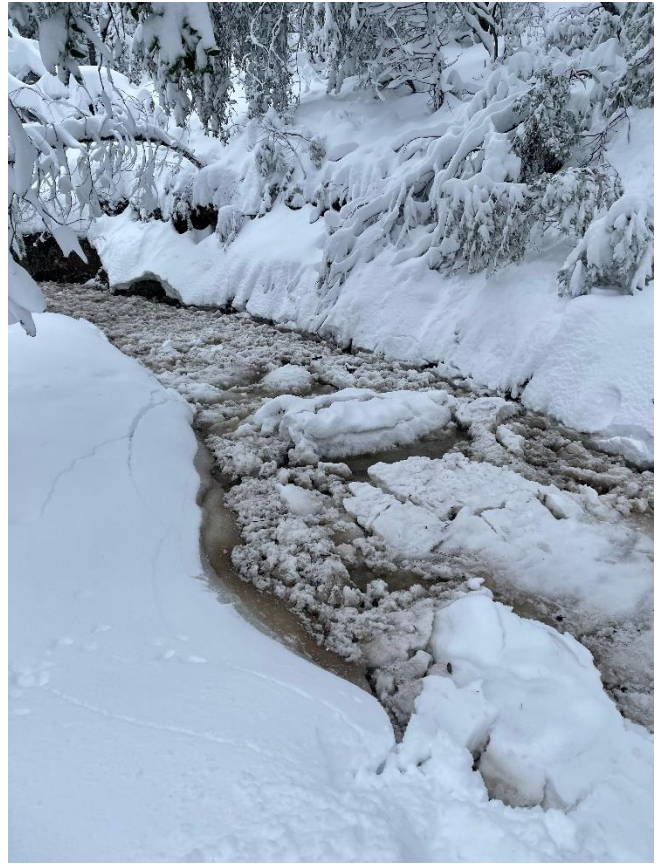
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## Water

- Number of customer service calls were average for this time of year (25-30) for a total of 26.
- Valves inspected and maintained out of 575: 169 or 29.4%.  
(Context: 125 were inspected and maintained by this time last year with an annual goal of 25%)

- Christmas Snowstorm:



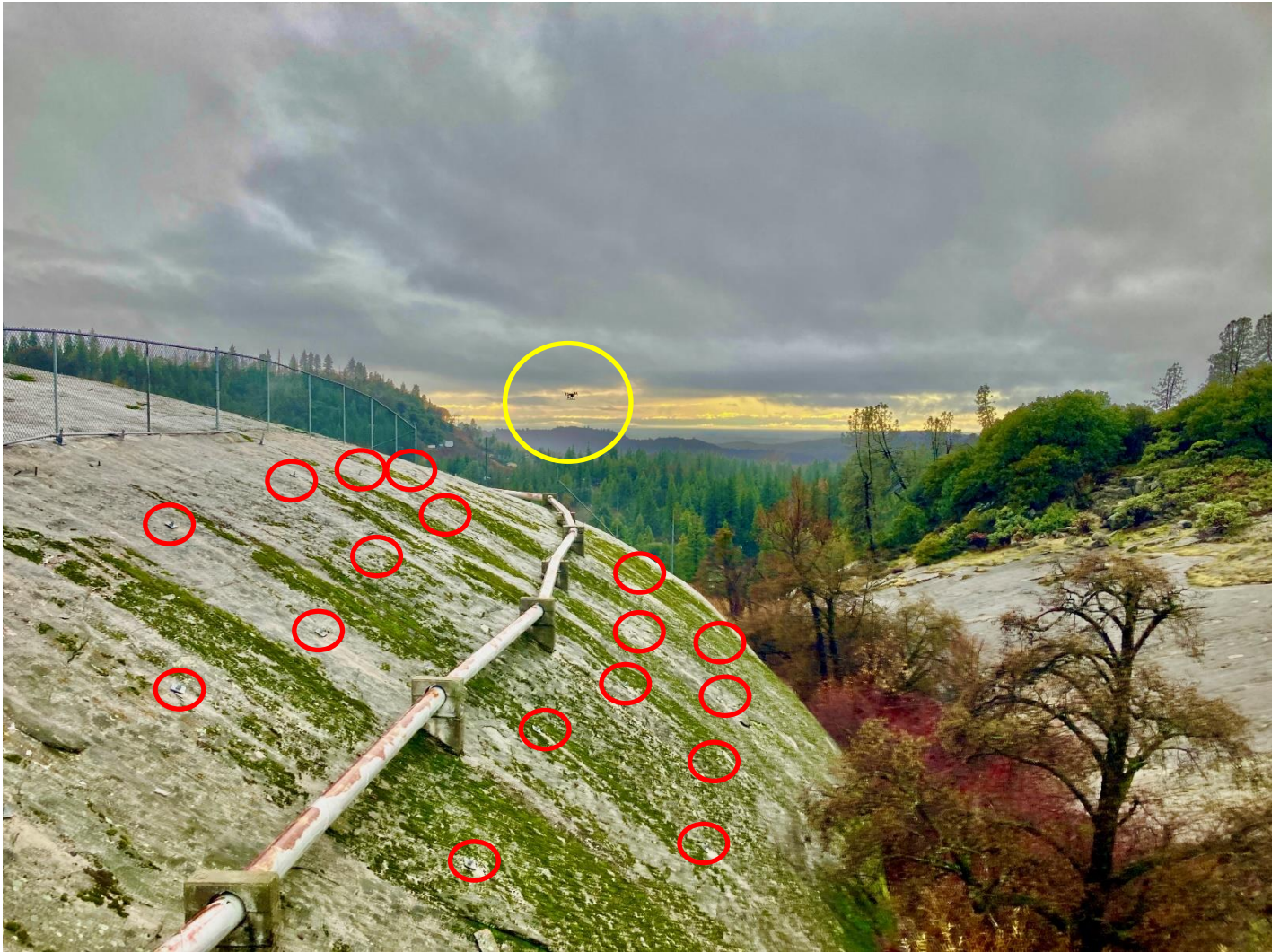




# Sewer

- Number of customer service calls were average for this time of year (1-5) for a total of 2.
- Sewer main footage cleaned out of 142,072': 52,611' or 37.0%. (Context: 6,203' were cleaned by this time last year with an annual goal of 25% cleaned).
- Manholes inspected and maintained out of 468: 122 or 26.1%. (Context: 7 were cleaned by this time last year with an annual goal of 25%).
- Mono Project Update: TBD as weather permits
- Manhole Rehab Project: Have received 3 new waterproof manholes and will replace old manholes as weather permits

- Twain Harte Lake Dam Granite Rock Exfoliation Event





- Currently looking at long term options to avoid a major breakage from this continued geological process as well as acquiring the length of hose instead of borrowing hose from TUD that may not always be available.

# Parks and Recreation



- Community Center Updates
  - Construction on the inside begins this month
  - We are looking at options to help keep out cars during major snow events so that we can keep the parking area clear of snow in case we need to open it as a warming center

# Special Thanks

Due to all the events that went on in the month of December I would like to personally thank the following people/entities for the extraordinary jobs and assistance given to us and myself:

- Intern, Eric Kile
- Water/Sewer/Park Crew
- Twain Harte Fire Department
- General Manager, Tom Trott
- Tuolumne Utilities District
- Pacific Gas and Electric

# 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	6,281,541	1,021,765	1,228,618	319,170	529,279	8,851,094	9,867,000	10.30%	5.39	0
Nov	2,380,730	993,324	1,176,856	0	413,940	4,550,910	6,638,895	31.45%	1.18	0
Dec	3,083,575	985,976	1,892,010	154,157	283,189	6,115,718	7,410,084	17.47%	11.05	72
<b>Total</b>	<b>41,149,157</b>	<b>12,601,506</b>	<b>22,135,821</b>	<b>8,962,873</b>	<b>4,311,305</b>	<b>84,849,357</b>	<b>112,346,562</b>	<b>24.48%</b>	<b>30.18</b>	<b>118.5</b>

# GM REPORT

JANUARY 12, 2022



## ADMIN ACTIVITIES

- Park Donations ~ \$20,000
- FY 2021-22 Mid-Year Budget Adjustment
- Grant Applications and Grant Closeout
- Lake and Storm Emergency Coordination
- Records Retention Organization & Destruction
- Paperless Billing & Emergency Contact Outreach
- Stormwater Grant Consultant & Funding Agreements

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$120,000

Condition assessment revealed complete MCC replacement is necessary instead of upgrade, which may cost more than original upgrade budget. Design is anticipated to begin in January, followed by 6-month procurement, and installation in winter 2022.

### Mono Sewer Bench Replacement

Budget: \$35,000

Replacement of 200-ft section of deteriorated sewer line delayed due to material shortages and weather. Completion date TBD.

### Vantage Pointe Equipment Structure

Budget: \$115,000

Design anticipated in spring 2022 and completion in summer 2022.

### SCBA Fill Station/Fuel Station Generator

Budget: \$21,000

Generator ordered. Delivery anticipated in March 2022.

### Fire Station Backwall Excavation & Sealing

Budget: \$35,000

Design initiated to keep drainage from seeping through apparatus bay walls. Completion anticipated by Spring 2022.

### SCADA Upgrade Project

Budget: \$285,000 Water / \$85,000 Sewer

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in spring 2022.

## MEETINGS OF INTEREST

- 12/16** Statewide Park Grant Program Feedback
- 12/17** Drought Task Force Committee
- 12/28** County OES Emergency Coordination
- 12/29** County OES Emergency Coordination
- 12/30** County OES Emergency Coordination

## PLANNING PROJECTS

### Sewer System Evaluation/Analysis

Budget: \$500,000

Condition assessment, analysis and engineering report complete. Design and development of a construction grant application for a project to replace deteriorated and leaking sewer lines is anticipated to be complete in late Spring 2022.

### Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model and leak detection is complete. Water loss analysis is being performed this month.

## FUNDING OPPORTUNITIES

**PROP 68 STATEWIDE PARK PROGRAM - \$1.25M**  
TH Meadows Park / UNSUCCESSFUL

**MULTI-BENEFIT DROUGHT GRANT - \$1.275M**  
MG Tank #2 Rehab / AWARDED

**PROP 68 PER CAPITA GRANT - \$177,953**  
New Park Improvements / AWARDED

**PROP 68 RURAL RECREATION - \$1.25M**  
TH Meadows Park / Due: January 20, 2022

**FEMA SAFER GRANT - \$1M**  
Engineer Staffing / Due: February 4, 2022