

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 THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE October 12, 2022 9:00 A.M.

NOTICE: Public May Attend this Meeting In-Person. Facial coverings are recommended for any person attending, regardless of vaccination status.

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

- Videoconference Link: <https://us02web.zoom.us/j/83558943123>
- Meeting ID: 835 5894 3123
- Telephone: (669) 900-6833

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

This time is provided to the public to speak regarding items not listed on this agenda.

5. Presentations:

A. Presentation regarding the Tuolumne County Neighborhood Radio Watch program.

6. Communications:

A. Letter from Special District Leadership Foundation – Award of District Transparency Certificate of Excellence.

B. Letter from California State Firefighters' Association – Selection of Twain Harte Community Services District Training Facility to Host Regional Fire Training.

7. Consent Agenda:

A. Presentation and approval of financial statements through September 30, 2022.

B. Approval of the minutes of the Regular Meeting held on September 14, 2022.

8. New Business

- A. Presentation of end of year financial report for Fiscal Year 2021-22.
- B. Discussion/action to adopt Resolution #22-32 – Designation of Fiscal Year 2021-22 Year End Balances to Reserves.
- C. Discussion/action to adopt Resolution #22-33 – Declaring Real Property Located on Ridge Road as Surplus, Authorizing the General Manager to Dispose of Said Real Property by Sale in Accordance with State Law, and Approving a Notice of Exemption for Such Action.
- D. Discussion/action to adopt Resolution #22-34 – Approving a Fiscal Year 2022-23 Fire Fund Budget Adjustment for the Backwall Excavation and Sealing Project.
- E. Update on the Twain Harte Meadows Park Project.

9. Reports

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

10. Closed Session

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

11. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN 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](#)

SUBMITTING PUBLIC COMMENT

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

- **Before the Meeting:**

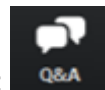
- Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
- Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383

- **During the Meeting:**

- Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* 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.

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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

SDLF



SPECIAL DISTRICT
LEADERSHIP FOUNDATION

September 9, 2022

Twain Harte Community Services District
PO Box 649
Twain Harte, CA 95383

RE: District Transparency Certificate of Excellence Approval

Congratulations! The Twain Harte Community Services District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Twain Harte Community Services District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

Sandy Raffelson
SDLF Board President



PROUDLY SERVING THE ENTIRE CALIFORNIA FIRE SERVICE SINCE 1922

Chief Gamez,

CSFA has been awarded a Staffing for Adequate Fire and Emergency Response (SAFER) grant through the Federal Emergency Management Agency (FEMA) to assist with recruitment, retention and training of volunteer firefighters. There is a recognized shortage of volunteers and adequate training for them throughout the state. This shortage primarily effects rural areas of the state. One portion of our grant program is designed to bring needed live fire training opportunities to different parts of the state. Twain Harte is located in an area that is close to several fire departments that utilize volunteers, and is centrally located in rural Tuolumne County,

Twain Harte was chosen to host a CSFA sponsored training to benefit the volunteer firefighters of the area with improved firefighting skills. These training opportunities not only benefit the local communities, but also help to keep our responders safe.

We look forward to working with Twain Harte Fire Department to schedule a future training event.

Respectfully,

A handwritten signature in black ink that reads "Eddie Sell".

Eddie Sell, *President*
CSFA

CSFA: A STRONG AND UNITED VOICE

PO Box 189187 • Sacramento, CA 95818 • (800) 451-2732 • www.csfa.net • membership@csfa.net

TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 OPERATING EXPENDITURE SUMMARY
As of September 30, 2022

| Fund | TOTAL Budget* | YTD Expended | Budget Balance | % Spent (Target 25%) |
|--------------|----------------------|---------------------|-----------------------|--------------------------------|
| Park | 83,797 | 23,305 | 60,492 | 27.81% |
| Water | 1,426,225 | 367,945 | 1,058,280 | 25.80% |
| Sewer | 917,905 | 156,054 | 761,851 | 17.00% |
| Fire | 1,097,021 | 371,940 | 725,081 | 33.90% |
| Admin | 762,749 | 199,867 | 562,882 | 26.20% |
| TOTAL | \$ 4,287,697 | \$ 1,119,111 | \$ 3,168,586 | 26.10% |

TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 CAPITAL EXPENDITURE SUMMARY
As of September 30, 2022

| Fund | TOTAL Budget* | YTD Expended | Budget Balance | % Spent (Target 25%) |
|--------------|----------------------|---------------------|-----------------------|--------------------------------|
| Park | 1,417,400 | 31,008 | 1,386,392 | 2.19% |
| Water | 2,157,400 | 10,668 | 2,146,732 | 0.49% |
| Sewer | 300,300 | - | 300,300 | 0.00% |
| Fire | 530,500 | 72,760 | 457,740 | 13.72% |
| Admin | | - | - | |
| TOTAL | \$ 4,405,600 | \$ 114,436 | \$ 4,291,164 | 2.60% |

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of September 30, 2022

| Account | Beginning Balance | Receipts | Disbursements | Current Balance |
|----------------------------|--------------------------|-------------------|----------------------|------------------------|
| U.S. Bank Operating | 1,381,942 | 237,939 | (340,274) | 1,279,607 |
| U.S. Bank - D Grunsky #1** | 75,603 | | | 75,603 |
| U.S. Bank - D Grunsky #2** | 77,922 | | | 77,922 |
| LAIF | 2,980,206 | | | 2,980,206 |
| TOTAL | \$ 4,515,673 | \$ 237,939 | \$ (340,274) | \$ 4,413,338 |

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 14, 2022

CALL TO ORDER: President Sipperley called the meeting to order at 9:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Mannix
Director Knudson
Director deGroot

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief - Remotely
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 4 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

*Richard Combs presented information regarding a Neighborhood Radio Watch program.
Chris Trott thanked the District for their excellence and what they provide to the community.*

CORRESPONDENCE:

- A. Letter from State Parks and Recreation: Award of \$1,202,700 Rural Recreation and Tourism Grant for Twain Harte Meadows Park.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2022
- B. Approval of the minutes of the Regular Meeting held on August 10, 2022.
- C. Annual review of Policy #2002 – Discrimination.
- D. Annual review of Policy #3030 – Injury and Illness Prevention Program.

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

SECOND: Director Knudson

AYES: Mannix, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

ABSENT: Bohlman

NEW BUSINESS:

- A. Discussion/action to approve Resolution #22-30 – Awarding a Construction Contract to True Blue Automation Services in the Amount of \$135,000 for the Motor Control Center (MCC) Replacement Project and Approving an \$85,000 Fiscal Year 22-23 Water Fund Budget Adjustment.

MOTION: Director deGroot made a motion to approve Resolution #22-30 with minor grammatical corrections.

SECOND: Director Mannix

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- B. Discussion/action to approve Resolution #22-31 – Approving the Department of Forestry and Fire Protection Agreement #7GF22124 for a \$5,141 Grant through the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

MOTION: Director Mannix made a motion to approve Resolution #22-31– Approving the Department of Forestry and Fire Protection Agreement #7GF22124 for a \$5,141 Grant through the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

SECOND: Director deGroot

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- C. Discussion/action to authorize repurposing of Proposition 68 Per Capita Grant.

MOTION: Director Mannix made a motion to authorize the repurposing of Prop 68 Per Capita Grant as presented.

SECOND: Director deGroot

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- D. Discussion/action to adopt revisions to Policy #2001 – Hiring Policy.

MOTION: Director deGroot made a motion to adopt revisions to Policy #2001 as presented.

SECOND: Director Knudson

AYES: deGroot, Mannix, Sipperley, Knudson

NOES: None

ABSTAIN: None

ABSENT: Bohlman

- E. Discussion/action to adopt revisions to Policy #3100 – Records Retention and Destruction.

MOTION: Director Sipperley made a motion to adopt revisions to Policy #3100 as presented.

SECOND: Director deGroot
AYES: deGroot, Mannix, Sipperley, Knudson
NOES: None
ABSTAIN: None
ABSENT: Bohlman

F. Discussion/action regarding ongoing public outreach efforts.

MOTION: Director Mannix made a motion to continue public outreach efforts on a monthly basis.

SECOND: Director deGroot
AYES: deGroot, Mannix, Sipperley, Knudson
NOES: None
ABSTAIN: None
ABSENT: Bohlman

REPORTS:

President and Board Member Reports

- *President Sipperley summarized his written report and summarized his attendance at the IRWM JPA meeting.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez. Carol Hallet from CERT provided a verbal summary of her report as well.*

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.*

ADJOURNMENT:

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

APPROVED:

Carolyn Higgins, Finance Officer

Gary Sipperley, President

Twain Harte Community Services District
2021/2022 UNAUDITED ACTUALS

| | WATER | | | SEWER | | | FIRE | | | PARK | | | ADMIN | | | TOTAL |
|---------------------------------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|--------------------|-------------------|-------------|-------------------|-------------------|------------|---------------------|
| | Approved | Actuals | % Diff | Approved | Actuals | % Diff | Approved | Actuals | % Diff | Approved | Actuals | % Diff | Approved | Actuals | % Diff | PROJECTED |
| Revenue | | | | | | | | | | | | | | | | |
| Service Charges | \$ 1,487,008 | \$ 1,465,866 | -1% | \$ 1,139,135 | \$ 1,137,823 | 0% | \$ - | \$ - | 0% | \$ - | \$ - | 0% | \$ - | \$ - | 0% | \$ 2,603,689 |
| Fees | 18,180 | 18,837 | 4% | 14,820 | 14,027 | -5% | - | - | 0% | 5,000 | 4,522 | -10% | - | - | 0% | 37,386 |
| Taxes & Assessments | 114,814 | 121,663 | 6% | - | - | 0% | 1,220,450 | 1,224,745 | 0% | 141,017 | 142,247 | 1% | - | - | 0% | 1,488,655 |
| Grants & Donations | 1,500,371 | 119,651 | -92% | 203,892 | 117,236 | -43% | 321,339 | 80,657 | -75% | 570,301 | 171,571 | -70% | 23,998 | 23,998 | 0% | 513,113 |
| Other Revenue | 7,425 | 22,249 | 200% | 5,075 | 8,598 | 69% | 210,990 | 208,943 | -1% | 4,100 | 3,749 | -9% | 1,000 | 1,267 | 27% | 244,806 |
| Total Program Revenue | \$ 3,127,798 | \$ 1,748,266 | -44% | \$ 1,362,922 | \$ 1,277,684 | -6% | \$ 1,752,779 | \$ 1,514,345 | -14% | \$ 720,418 | \$ 322,089 | -55% | \$ 24,998 | \$ 25,265 | 1% | \$ 4,887,649 |
| Admin Revenue Allocation | 11,749 | 11,875 | 1% | 6,250 | 6,316 | 1% | 4,500 | 4,548 | 1% | 2,500 | 2,527 | 1% | (24,998) | (25,265) | 1% | - |
| GRAND TOTAL REVENUE | \$ 3,139,547 | \$ 1,760,141 | -44% | \$ 1,369,172 | \$ 1,284,000 | -6% | \$ 1,757,279 | \$ 1,518,893 | -14% | \$ 722,918 | \$ 324,616 | -55% | \$ - | \$ - | 0% | \$ 4,887,649 |
| Operating Expenses | | | | | | | | | | | | | | | | |
| Salaries | \$ 328,291 | \$ 310,975 | -5% | \$ 180,235 | \$ 173,892 | -4% | \$ 609,558 | \$ 590,979 | -3% | \$ 5,150 | \$ 4,394 | -15% | \$ 365,866 | \$ 367,469 | 0% | \$ 1,447,709 |
| Benefits | 176,937 | 163,784 | -7% | 97,475 | 90,765 | -7% | 244,822 | 239,789 | -2% | 2,916 | 2,237 | -23% | 168,525 | 165,104 | -2% | 661,679 |
| Equip, Auto, Maint, & Repairs | 143,050 | 116,007 | -19% | 76,300 | 66,346 | -13% | 136,050 | 131,030 | -4% | 47,350 | 42,661 | -10% | 17,600 | 9,812 | -44% | 365,856 |
| Materials & Supplies | 45,800 | 36,464 | -20% | 5,900 | 5,131 | -13% | 9,700 | 8,952 | -8% | 1,600 | 1,136 | -29% | 4,750 | 3,722 | -22% | 55,405 |
| Outside Services | 255,800 | 132,983 | -48% | 215,900 | 113,433 | -47% | 50,300 | 43,549 | -13% | 4,400 | 4,240 | -4% | 25,900 | 18,787 | -27% | 312,992 |
| Other (Utilities, Prop/Liab Ins, TUD) | 174,334 | 166,684 | -4% | 516,100 | 506,585 | -2% | 103,600 | 85,460 | -18% | 27,850 | 26,838 | -4% | 67,250 | 57,672 | -14% | 843,239 |
| Debt Service | 188,769 | 188,769 | 0% | 16,994 | 16,994 | 0% | 84,586 | 84,586 | 0% | - | - | 0% | - | - | 0% | 290,349 |
| Total Program Expenses | \$ 1,312,981 | \$ 1,115,666 | -15% | \$ 1,108,904 | \$ 973,146 | -12% | \$ 1,238,616 | \$ 1,184,345 | -4% | \$ 89,266 | \$ 81,506 | -9% | \$ 649,891 | \$ 622,566 | -4% | \$ 3,977,229 |
| Administrative Cost Allocation | 305,449 | 292,606 | -4% | 162,473 | 155,642 | -4% | 116,980 | 112,062 | -4% | 64,989 | 62,257 | -4% | (649,891) | (622,566) | -4% | - |
| GRAND TOTAL OPERATING EXPENSES | \$ 1,618,430 | \$ 1,408,272 | -13% | \$ 1,271,377 | \$ 1,128,788 | -11% | \$ 1,355,596 | \$ 1,296,407 | -4% | \$ 154,255 | \$ 143,763 | -7% | \$ - | \$ - | 0% | \$ 3,977,230 |
| TOTAL OPERATING BALANCE | \$ 1,521,117 | \$ 351,869 | | \$ 97,795 | \$ 155,212 | | \$ 401,683 | \$ 222,486 | | \$ 568,663 | \$ 180,853 | | \$ - | \$ - | | |
| Capital Expenses | | | | | | | | | | | | | | | | |
| Capital Outlay | 1,707,550 | 61,600 | -96% | 454,100 | 252,474 | -44% | 515,100 | 126,273 | -75% | 604,791 | 154,557 | -74% | - | - | 0% | 594,904 |
| Administrative Capital Allocation | - | - | 0% | - | - | 0% | - | - | 0% | - | - | 0% | - | - | 0% | - |
| Total Capital Expenses | \$ 1,707,550 | \$ 61,600 | -96% | \$ 454,100 | \$ 252,474 | -44% | \$ 515,100 | \$ 126,273 | -75% | \$ 604,791 | \$ 154,557 | -74% | \$ - | \$ - | | \$ 594,904 |
| GRAND TOTAL EXPENSES | \$ 3,325,980 | \$ 1,469,872 | -56% | \$ 1,725,477 | \$ 1,381,262 | -20% | \$ 1,870,696 | \$ 1,422,680 | -24% | \$ 759,046 | \$ 298,320 | -61% | \$ - | \$ - | 0% | \$ 4,572,134 |
| Transfer To/(From) Reserve | \$ (186,433) | \$ 290,269 | | \$ (356,305) | \$ (97,263) | | \$ (113,417) | \$ 96,213 | | \$ (36,128) | \$ 26,296 | | \$ - | \$ - | | |

Twain Harte Community Services District
2021-2022 UNAUDITED ACTUALS
WATER - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--------------------------------------|---------------------|---------------------|-----------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Service Charges | | | | | |
| Water Service Charge | \$ 1,487,008 | \$ 1,465,866 | \$ (21,142) | -1% | Customer conservation |
| TOTAL SERVICE CHARGES | \$ 1,487,008 | \$ 1,465,866 | \$ (21,142) | -1% | |
| Fees | | | | | |
| Late Fee | \$ 10,000 | \$ 9,357 | \$ (643) | -6% | |
| Door Notice Fee | 2,700 | 2,880 | 180 | 7% | |
| Hookup Fees | 3,500 | 3,590 | 90 | 3% | |
| Reconnection Fees | 900 | 1,475 | 575 | 64% | |
| Property Transfer Fee | 1,000 | 1,515 | 515 | 52% | |
| Returned Check Fee | 80 | 20 | (60) | -75% | |
| TOTAL FEES | \$ 18,180 | \$ 18,837 | \$ 657 | 4% | |
| Taxes & Assessments | | | | | |
| Secured & Unsecured Taxes | \$ 37,001 | \$ 37,071 | \$ 70 | 0% | |
| Davis Grunsky Assessment | 77,813 | 84,592 | 6,779 | 9% | |
| TOTAL TAXES & ASSESSMENTS | \$ 114,814 | \$ 121,663 | \$ 6,849 | 6% | |
| Grants & Donations | | | | | |
| Grant Revenue - Misc | \$ 1,500,371 | \$ 119,651 | \$ (1,380,720) | -92% | Project associated with grant money to be completed in 22/23 |
| Grant Revenue - Wells | | | \$ - | 0% | |
| TOTAL GRANTS & DONATIONS | \$ 1,500,371 | \$ 119,651 | \$ (1,380,720) | -92% | |
| Other Revenue | | | | | |
| Miscellaneous Revenue | \$ - | \$ 16,059 | \$ 16,059 | 16059% | TUD water purchase and other misc revenue |
| Interest Revenue | 4,500 | 3,265 | (1,235) | -27% | Interest revenue lower than projected |
| Lease Revenue | - | - | - | 0% | |
| Sale of Assets | 2,925 | 2,925 | - | 0% | |
| TOTAL OTHER REVENUE | \$ 7,425 | \$ 22,249 | \$ 14,824 | 200% | |
| GRAND TOTAL REVENUE | \$ 3,127,798 | \$ 1,748,266 | \$ (1,379,532) | -44% | |
| Admin Transfer Out | \$ 11,749 | \$ 11,875 | \$ 126 | | |
| GRAND TOTAL WITH ADMIN | \$ 3,139,547 | \$ 1,760,141 | \$ (1,379,407) | -44% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

WATER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|-------------------|-------------------|--------------------|-------------|---|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Salaries - 51XXX | | | | | |
| Regular Time | \$ 273,427 | \$ 270,843 | (2,584) | -1% | |
| Standby Pay | 17,605 | 17,718 | 113 | 1% | |
| Overtime | 23,000 | 15,872 | (7,128) | -31% | Overtime less than anticipated |
| Sick Leave/Vacation Pay | 7,161 | 1,641 | (5,520) | -77% | Less accumulated sick and vacation time |
| Intern Stipend | 1,560 | 450 | (1,110) | -71% | |
| Uniform Allowance | 4,462 | 3,392 | (1,070) | -24% | Some employees did not fully utilize the allowance |
| Cell Phone Stipend | 1,076 | 1,059 | (17) | -2% | |
| TOTAL SALARIES | \$ 328,291 | \$ 310,975 | \$ (17,316) | -5% | |
| Benefits - 52XXX | | | | | |
| Health & Vision Insurance | \$ 70,615 | \$ 68,525 | (2,090) | -3% | Demographic of new employees differed from budget |
| HRA Reimbursement | 30,514 | 23,073 | (7,441) | -24% | HRA not fully utilized |
| CALPERS Retirement | 42,092 | 41,435 | (657) | -2% | |
| FICA | 20,354 | 19,053 | (1,301) | -6% | Due to salary savings |
| Medicare | 4,761 | 4,456 | (305) | -6% | |
| Workers Comp | 7,150 | 6,449 | (701) | -10% | |
| Unemployment Ins/ETT | 1,451 | 793 | (658) | -45% | |
| TOTAL BENEFITS | \$ 176,937 | \$ 163,784 | \$ (13,153) | -7% | |
| Equipment, Automotive, Maintenance & Repairs | | | | | |
| Equipment Maintenance & Repair | \$ 6,000 | \$ 3,005 | (2,995) | -50% | Utilized lower cost vendors and had minimal emergency repairs |
| Facilities Maintenance & Repair | | | | | |
| Source of Supply | 9,600 | 10,717 | 1,117 | 12% | |
| Pumping | 5,900 | 3,463 | (2,437) | -41% | Minimal maintenance and repairs needed |
| Water Treatment | 21,850 | 9,629 | (12,221) | -56% | Assessment upgrades postponed to 22/23 and utilized lower cost vendors |
| Transmission & Distribution | 35,500 | 32,242 | (3,258) | -9% | |
| General & Administrative | 1,500 | 383 | (1,117) | -74% | |
| Vehicle Maintenance & Repair | 11,800 | 11,527 | (273) | -2% | |
| Janitorial Cleaning Fees | 1,900 | 1,859 | (41) | -2% | |
| Fuel | 18,000 | 17,669 | (331) | -2% | |
| Equipment Under \$5,000 | 28,700 | 23,715 | (4,985) | -17% | Postponed several purchases to 22/23 and prices came in lower than budgeted |
| Personal Protective Equipment | 2,300 | 1,798 | (502) | -22% | |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 143,050 | \$ 116,007 | \$ (27,043) | -19% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

WATER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--|---------------------|---------------------|---------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Materials & Supplies - 54XXX | | | | | |
| Office Supplies | \$ 1,200 | \$ 1,068 | (132) | -11% | |
| Postage | 4,800 | 4,474 | (326) | -7% | |
| Food Supplies | 400 | 442 | 42 | 11% | |
| Chemical Supplies | 39,000 | 29,733 | (9,267) | -24% | Less supplies needed than anticipated |
| Janitorial Supplies | 400 | 747 | 347 | 87% | |
| TOTAL MATERIALS & SUPPLIES | \$ 45,800 | \$ 36,464 | \$ (9,336) | -20% | |
| Outside Services - 55XXX | | | | | |
| Legal Fees | 1,900 | 76 | (1,824) | -96% | Water Ordinance Project postponed |
| IT Services | 1,900 | 835 | (1,065) | -56% | |
| Engineering Services | 244,000 | 124,209 | (119,791) | -49% | Completed less of the grant funded water system planning project than anticipated - will continue in 23/24 |
| Medical Exams | 800 | 428 | (372) | -47% | |
| Other Professional Services | 7,200 | 7,435 | 235 | 3% | |
| Other Professional Services-Tree Mortality | | | - | 0% | |
| TOTAL OUTSIDE SERVICES | \$ 255,800 | \$ 132,983 | \$ (122,817) | -48% | |
| Other - 56XXX | | | | | |
| Utilities | \$ 44,200 | \$ 44,220 | 20 | 0% | |
| Phone/Communications | 6,400 | 6,377 | (23) | 0% | |
| Computer Licenses & Maintenance | 11,800 | 10,356 | (1,444) | -12% | Part of a subscription moved to 22/23 |
| Property/Liability Insurance | 32,000 | 31,995 | (5) | 0% | |
| Property Tax | 450 | 470 | 20 | 4% | |
| Memberships/Publications/Subscriptions | 11,234 | 11,212 | (22) | 0% | |
| Licenses & Certifications | 1,100 | 591 | (509) | -46% | Postponed Class A training to 22/23 |
| Training, Conferences & Travel | 5,100 | 2,531 | (2,569) | -50% | Attended low-cost virtual trainings |
| Uncollectable accounts | 1,500 | 802 | (698) | -47% | |
| Advertising & Public Education | 2,800 | 1,674 | (1,126) | -40% | Paperless billing incentive will be continued in 22-23 |
| Laboratory Fees | 19,300 | 18,625 | (675) | -3% | |
| Regulatory Fees | 12,550 | 12,423 | (127) | -1% | |
| Purchased Water | 20,000 | 18,956 | (1,044) | -5% | |
| Bank & Credit Card Fees | 5,900 | 6,452 | 552 | 9% | |
| TOTAL OTHER | \$ 174,334 | \$ 166,684 | \$ (7,650) | -4% | |
| Debt Service - 58XXX | | | | | |
| Interest on Long Term Debt | \$ 30,171 | \$ 30,171 | 0 | 0% | |
| Principal on Long Term Debt | 158,598 | 158,598 | 0 | 0% | |
| TOTAL DEBT SERVICE | \$ 188,769 | \$ 188,769 | \$ - | 0% | |
| GRAND TOTAL EXPENSES | \$ 1,312,981 | \$ 1,115,666 | \$ (197,315) | -15% | |
| Admin Transfer Out | \$ 305,449 | \$ 292,606 | \$ (12,843) | | |
| GRAND TOTAL WITH ADMIN | \$ 1,618,430 | \$ 1,408,272 | \$ (210,158) | -13% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

WATER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|-------------|----------------|---------------|--------|---|-------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |

| Capital Outlay - 57XXX | | | | | |
|----------------------------------|---------------------|------------------|-----------------------|-------------|---|
| Well #3 Generator | | \$ 3,620 | \$ 3,620 | 3620% | |
| FH Improvements | 15,000 | | (15,000) | -100% | |
| Admin Office Replacement | 23,500 | 21,780 | (1,720) | -7% | |
| SCADA Upgrade | 285,000 | | (285,000) | -100% | Project postponed to 22/23 |
| Truck #1 Replacement | 5,850 | 5,684 | (166) | -3% | |
| Truck #3 Replacement | 39,000 | 7,060 | (31,940) | -82% | Truck ordered but won't be received until 22/23 |
| Snow Plow | 4,200 | 4,129 | (71) | -2% | |
| WTP Motor Control Center Upgrade | 60,000 | 19,327 | (40,673) | -68% | Project will continue in 22/23 |
| MG Tank #2 Rehab & Recoat | 1,275,000 | | (1,275,000) | -100% | Project will take place in 22/23 |
| TOTAL CAPITAL OUTLAY | \$ 1,707,550 | \$ 61,600 | \$ (1,645,950) | -96% | |

| | | | | | |
|---------------------------------|---------------------|---------------------|-----------------------|-------------|--|
| GRAND TOTAL WITH CAPITAL | \$ 3,325,980 | \$ 1,469,872 | \$ (1,856,108) | -56% | |
|---------------------------------|---------------------|---------------------|-----------------------|-------------|--|

Twain Harte Community Services District
2021-2022 UNAUDITED ACTUALS
SEWER - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|-------------------------------------|---------------------|---------------------|--------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Service Charges | | | | | |
| Sewer Service Charge | 1,139,135 | 1,137,823 | (1,312) | 0% | |
| TOTAL SERVICE CHARGES | \$ 1,139,135 | \$ 1,137,823 | \$ (1,312) | 0% | |
| Fees | | | | | |
| Late Fee | \$ 7,000 | \$ 6,577 | \$ (423) | -6% | |
| Door Notice Fee | 2,700 | 2,880 | 180 | 7% | |
| Hookup Fees | 2,000 | 1,400 | (600) | -30% | |
| Reconnection Fees | 1,800 | 1,475 | (325) | -18% | |
| Inspection Fees | 200 | 160 | (40) | -20% | |
| Property Transfer Fee | 1,000 | 1,515 | 515 | 52% | |
| Returned Check Fee | 120 | 20 | (100) | -83% | |
| TOTAL FEES | \$ 14,820 | \$ 14,027 | \$ (793) | -5% | |
| Grants & Donations | | | | | |
| Grant Revenue-Sewer Planning Grant | 200,771 | 114,115 | \$ (86,656) | -43% | Expenses related to grant are complete |
| Grant Revenue-COVID Relief | 3,121 | 3,121 | \$ - | 0% | |
| Donation Revenue | - | - | - | 0% | |
| TOTAL GRANTS & DONATIONS | \$ 203,892 | \$ 117,236 | \$ (86,656) | -43% | |
| Other Revenue | | | | | |
| Interest Revenue | 3,500 | 2,422 | (1,078) | -31% | |
| Sale of Assets | 1,575 | 1,575 | - | 0% | |
| Other | - | 4,601 | 4,601 | 4601% | Reimbursement for H2O System Analysis |
| TOTAL OTHER REVENUE | \$ 5,075 | \$ 8,598 | \$ 3,523 | 69% | |
| GRAND TOTAL REVENUE | \$ 1,362,922 | \$ 1,277,684 | \$ (85,238) | -6% | |
| Admin Transfer Out | \$ 6,250 | \$ 6,316 | \$ 66 | | |
| GRAND TOTAL WITH ADMIN | \$ 1,369,172 | \$ 1,284,000 | \$ (85,173) | | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

SEWER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|-------------------|-------------------|-------------------|-------------|---|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Salaries - 51XXX | | | | | |
| Regular Time | \$ 147,540 | \$ 146,125 | (1,415) | -1% | |
| Standby Pay | 17,605 | 17,733 | 128 | 1% | |
| Overtime | 6,600 | 6,872 | 272 | 4% | |
| Sick Leave/Vacation Pay | 3,971 | 293 | (3,678) | -93% | Less accumulated sick and vacation time |
| Intern Stipend | 1,560 | 450 | (1,110) | -71% | |
| Uniform Allowance | 2,371 | 1,839 | (532) | -22% | |
| Cell Phone Stipend | 588 | 580 | (8) | -1% | |
| TOTAL SALARIES | \$ 180,235 | \$ 173,892 | \$ (6,343) | -4% | |
| Benefits - 52XXX | | | | | |
| Health & Vision Insurance | \$ 38,223 | \$ 37,079 | (1,144) | -3% | Demographic of new employees differed from budget |
| HRA Reimbursement | 16,550 | 12,349 | (4,201) | -25% | HRA not fully utilized |
| CALPERS Retirement | 22,617 | 22,869 | 252 | 1% | |
| FICA | 11,175 | 10,681 | (494) | -4% | |
| Medicare | 2,613 | 2,498 | (115) | -4% | |
| Workers Comp | 5,400 | 4,827 | (573) | -11% | |
| Unemployment Ins/ETT | 897 | 462 | (435) | -48% | |
| TOTAL BENEFITS | \$ 97,475 | \$ 90,765 | \$ (6,710) | -7% | |
| Equipment, Automotive, Maintenance & Repairs | | | | | |
| Equipment Maintenance & Repair | \$ 8,000 | \$ 7,970 | (30) | 0% | |
| Facilities Maintenance & Repair | | | | | |
| Lift Station | 7,000 | 3,781 | (3,219) | -46% | Lower than anticipated repair costs |
| Collections | 27,000 | 20,788 | (6,212) | -23% | Lower than anticipated repair costs |
| General & Administrative | 900 | 242 | (658) | -73% | |
| Vehicle Maintenance & Repair | 7,600 | 7,351 | (249) | -3% | |
| Janitorial/Cleaning Fees | 1,100 | 1,001 | (99) | -9% | |
| Fuel | 8,700 | 9,497 | 797 | 9% | |
| Equipment Under \$5,000 | 14,000 | 14,351 | 351 | 3% | |
| Personal Protective Equipment | 2,000 | 1,365 | (635) | -32% | |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 76,300 | \$ 66,346 | \$ (9,954) | -13% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

SEWER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--|---------------------|---------------------|---------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Materials & Supplies - 54XXX | | | | | |
| Office Supplies | \$ 900 | \$ 575 | \$ (325) | -36% | |
| Postage | 4,300 | 4,073 | (227) | -5% | |
| Food Supplies | 300 | 205 | (95) | -32% | |
| Janitorial Supplies | 400 | 278 | (122) | -31% | |
| TOTAL MATERIALS & SUPPLIES | \$ 5,900 | \$ 5,131 | \$ (769) | -13% | |
| Outside Services - 55XXX | | | | | |
| Legal Fees | \$ 1,500 | \$ 41 | \$ (1,459) | -97% | No legal needed |
| IT Services | 1,300 | 448 | (852) | -66% | |
| Engineering Services | 12,000 | 2,225 | (9,775) | -81% | Some projects postponed to 22/23 |
| Medical Exams | 400 | 132 | (268) | -67% | |
| Other Professional Services | 200,700 | 110,587 | (90,113) | -45% | Completed the Sewer System planning project below budget |
| Other Professional Services-Tree Mortality | | | 0 | 0% | |
| TOTAL OUTSIDE SERVICES | \$ 215,900 | \$ 113,433 | \$ (102,467) | -47% | |
| Other - 56XXX | | | | | |
| Utilities | \$ 5,900 | \$ 5,587 | \$ (313) | -5% | |
| Phone/Communications | 3,000 | 3,031 | 31 | 1% | |
| Computer Licenses & Maintenance | 10,400 | 7,714 | (2,686) | -26% | Part of a subscription moved to 22/23 |
| Property/Liability Insurance | 19,200 | 19,130 | (70) | 0% | |
| Property Tax | | | 0 | 0% | |
| Dues & Memberships | 5,800 | 5,269 | (531) | -9% | |
| Licenses & Certifications | 2,000 | 602 | (1,398) | -70% | Postponed Class A training to 22/23 |
| Training, Conferences & Travel | 3,800 | 1,656 | (2,144) | -56% | Attended low-cost virtual trainings |
| Uncollectable accounts | 1,500 | 696 | (804) | -54% | |
| Advertising & Public Education | 2,800 | 829 | (1,971) | -70% | Paperless billing incentive will be continued in 22/23 |
| Regulatory Fees | 500 | 283 | (217) | -43% | |
| Sewer Service Charge | 456,200 | 455,832 | (368) | 0% | |
| Bank & Credit Card Fees | 5,000 | 5,956 | 956 | 19% | |
| TOTAL OTHER | \$ 516,100 | \$ 506,585 | \$ (9,515) | -2% | |
| Debt Service - 58XXX | | | | | |
| Interest on Long Term Debt | \$ 1,853 | \$ 1,853 | \$ - | 0% | |
| Principal on Long Term Debt | 15,141 | 15,141 | 0 | 0% | |
| TOTAL DEBT SERVICE | \$ 16,994 | \$ 16,994 | \$ - | 0% | |
| GRAND TOTAL EXPENSES | \$ 1,108,904 | \$ 973,146 | \$ (135,758) | -12% | |
| Admin Transfer Out | \$ 162,473 | \$ 155,642 | \$ (6,831) | -4% | |
| GRAND TOTAL WITH ADMIN | \$ 1,271,377 | \$ 1,128,788 | \$ (142,589) | -11% | |

Twain Harte Community Services District
2021-2022 UNAUDITED ACTUALS

SEWER - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---------------------------------|---------------------|---------------------|---------------------|-------------|---|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Capital Outlay - 57XXX | | | | | |
| SCADA Upgrade | \$ 85,000 | | \$ (85,000) | -100% | Project postponed to 22/23 |
| Vantage Pt. Equip Structure | \$ 77,000 | | \$ (77,000) | -100% | Project postponed to 22/23 |
| Admin Office Roof Replacement | 12,500 | 11,585 | (915) | -7% | |
| TH School Sewer Re-Alignment | 15,850 | 15,850 | 0 | 0% | |
| Manhole Smart Covers | 11,400 | 11,388 | (12) | 0% | |
| Snow Plow | 4,200 | 4,129 | (71) | -2% | |
| Truck #1 Replacement | 3,150 | 3,060 | (90) | -3% | |
| Truck #3 Replacement | 21,000 | 3,336 | (17,664) | -84% | Truck ordered but won't be received until 22/23 |
| Sewer Jetter Replacement | 174,000 | 172,097 | (1,903) | -1% | |
| I&I Manhole Repair/Replacement | 20,000 | 4,529 | (15,471) | -77% | |
| Mono Sewer Line Replacement | 30,000 | 26,500 | (3,500) | -12% | |
| TOTAL CAPITAL OUTLAY* | \$ 454,100 | \$ 252,474 | \$ (201,626) | -44% | |
| GRAND TOTAL WITH CAPITAL | \$ 1,725,477 | \$ 1,381,262 | \$ (344,215) | -20% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

FIRE - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--------------------------------------|---------------------|---------------------|---------------------|-------------|---|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Taxes & Assessments | | | | | |
| Secured & Unsecured Taxes | \$ 580,000 | \$ 569,985 | \$ (10,015) | -2% | |
| Property Assessments | 640,450 | 654,760 | 14,310 | 2% | |
| TOTAL TAXES & ASSESSMENTS | \$ 1,220,450 | \$ 1,224,745 | \$ 4,295 | 0% | |
| Grants & Donations | | | | | |
| Grant Revenue | 284,250 | 52,938 | \$ (231,312) | -81% | Storm Water and PSPS grant to be received/used in 22.23 |
| Grant Revenue - CERT | 32,350 | 22,780 | (9,570) | -30% | |
| Donation Revenue | | 100 | 100 | 100% | |
| Donation Revenue - CERT | 4,739 | 4,839 | 100 | 2% | |
| TOTAL GRANTS & DONATIONS | \$ 321,339 | \$ 80,657 | \$ (240,682) | -75% | |
| Other Revenue | | | | | |
| Strike Team | \$ 179,090 | \$ 180,492 | \$ 1,402 | 1% | |
| Training Revenue | 15,500 | 11,542 | (3,958) | -26% | Completed less trainings than anticipated |
| Miscellaneous Revenue | 7,500 | 7,900 | 400 | 5% | |
| Interest Revenue | 3,300 | 1,969 | (1,331) | -40% | Interest rates fell more than anticipated |
| Sale of Assets | 5,600 | 5,621 | 21 | 0% | |
| Insurance Proceeds | | 1,419 | 1,419 | 1419% | |
| TOTAL OTHER REVENUE | \$ 210,990 | \$ 208,943 | \$ (2,047) | -1% | |
| GRAND TOTAL REVENUE | \$ 1,752,779 | \$ 1,514,345 | \$ (238,434) | -14% | |
| Admin Transfer Out | \$ 4,500 | \$ 4,548 | \$ 48 | | |
| GRAND TOTAL WITH ADMIN | \$ 1,757,279 | \$ 1,518,893 | \$ (238,386) | -14% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

FIRE - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|-------------------|-------------------|--------------------|------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Salaries - 51XXX | | | | | |
| Regular Time | \$ 366,027 | \$ 366,093 | 66 | 0% | |
| Workers Comp Reimb Wages | \$ - | \$ - | 0 | 0% | |
| Standby Pay | 500 | 0 | (500) | -100% | |
| Overtime | 45,118 | 30,374 | (14,744) | -33% | Less overtime needed than anticipated |
| Holiday Overtime | 15,095 | 18,964 | 3,869 | 26% | Temporary F.F.'s worked during high holiday period |
| FLSA Overtime | 36,108 | 27,924 | (8,184) | -23% | Scheduled OT not fully utilized |
| Sick Leave/Vacation Pay/ATO | 8,800 | 8,336 | (464) | -5% | |
| Compensated Absence | | | 0 | 0% | |
| Temp/Relief Pay | 9,500 | 6,884 | (2,616) | -28% | |
| Intern Stipend | 28,500 | 31,750 | 3,250 | 11% | |
| Reserve Stipends | 3,500 | 3,668 | 168 | 5% | |
| Striketteam Pay | 43,795 | 43,795 | 0 | 0% | |
| Striketteam Intern Pay | 46,426 | 48,184 | 1,758 | 4% | |
| Response Incentive Pay | 1,500 | 689 | (811) | -54% | |
| Uniform Allowance | 4,269 | 3,896 | (373) | -9% | |
| Cell Phone Stipend | 420 | 422 | 2 | 0% | |
| TOTAL SALARIES | \$ 609,558 | \$ 590,979 | \$ (18,579) | -3% | |
| Benefits - 52XXX | | | | | |
| Health & Vision Insurance | \$ 59,679 | \$ 58,875 | (804) | -1% | |
| HRA Reimbursement | 29,798 | 26,075 | (3,723) | -12% | HRA not fully utilized |
| CALPERS Retirement | 95,248 | 96,703 | 1,455 | 2% | |
| FICA | 37,793 | 36,947 | (846) | -2% | |
| Medicare | 8,838 | 8,641 | (197) | -2% | |
| Workers Comp | 11,800 | 10,730 | (1,070) | -9% | |
| Unemployment Ins/ETT | 1,666 | 1,818 | 152 | 9% | |
| TOTAL BENEFITS | \$ 244,822 | \$ 239,789 | \$ (5,033) | -2% | |
| Equipment, Automotive, Maintenance & Repairs | | | | | |
| Equipment Maintenance & Repair | \$ 6,500 | \$ 5,724 | (776) | -12% | |
| Facilities Maintenance & Repair | 4,600 | 4,794 | 194 | 4% | |
| Vehicle Maintenance & Repair | 23,000 | 29,039 | 6,039 | 26% | Due to fire engine accident |
| Vehicle Maintenance & Repair-CERT | | 684 | 684 | 684% | |
| Janitorial/Cleaning Services | 0 | 0 | 0 | 0% | |
| Fuel | 16,500 | 16,120 | (380) | -2% | |
| Equipment Under \$5,000 | 46,500 | 47,200 | 700 | 2% | |
| Equipment Under \$5,000-CERT | 13,550 | 1,550 | (12,000) | -89% | |
| Tools & Equipment Under \$500 | 0 | | 0 | 0% | |
| Personal Protective Equipment | 25,400 | 25,919 | 519 | 2% | |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 136,050 | \$ 131,030 | \$ (5,020) | -4% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

FIRE - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|---------------------|---------------------|--------------------|-------------|---|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Materials & Supplies - 54XXX | | | | | |
| Office Supplies | \$ 2,500 | \$ 2,152 | (348) | -14% | |
| Postage | 600 | 339 | (261) | -44% | |
| Food Supplies | 600 | 1,031 | 431 | 72% | |
| Janitorial Supplies | 3,343 | 2,579 | (764) | -23% | |
| Medical Supplies | 2,657 | 2,851 | 194 | 7% | |
| TOTAL MATERIALS & SUPPLIES | \$ 9,700 | \$ 8,952 | \$ (748) | -8% | |
| Outside Services - 55XXX | | | | | |
| Legal Fees | \$ 24,000 | \$ 26,967 | \$ 2,967 | 12% | Legal issues more than anticipated |
| IT Services | 2,600 | 1,354 | (1,246) | -48% | IT services less than anticipated |
| Engineering Services | 8,700 | 8,480 | (220) | -3% | |
| Medical Exams | 2,500 | 1,525 | (975) | -39% | |
| Background Checks | 2,500 | 1,978 | (522) | -21% | |
| Other Professional Services | 10,000 | 3,245 | (6,755) | -68% | Grant writing services to be completed in 22/23 |
| TOTAL OUTSIDE SERVICES | \$ 50,300 | \$ 43,549 | \$ (6,751) | -13% | |
| Other - 56XXX | | | | | |
| Utilities | \$ 12,400 | \$ 10,033 | (2,367) | -19% | Propane and contingency costs less than anticipated |
| Phone/Communications | 5,900 | 5,923 | 23 | 0% | |
| Software Licenses & Maintenance | 4,800 | 4,142 | (658) | -14% | |
| Property/Liability Insurance | 30,000 | 30,212 | 212 | 1% | |
| Dues & Memberships | 3,449 | 3,449 | 0 | 0% | |
| Licenses & Certifications | 1,351 | 261 | (1,090) | -81% | |
| Training, Conferences & Travel | 36,500 | 22,737 | (13,763) | -38% | Less training than anticipated |
| Advertising & Public Education-CERT | 7,500 | 6,300 | (1,200) | -16% | |
| Advertising & Public Education | 1,700 | 2,403 | 703 | 41% | |
| TOTAL OTHER | \$ 103,600 | \$ 85,460 | \$ (18,140) | -18% | |
| Debt Service - 58XXX | | | | | |
| Interest on Long Term Debt | 3,345 | 3,345 | - | 0% | |
| Principal on Long Term Debt | 81,241 | 81,241 | - | 0% | |
| TOTAL DEBT SERVICE | \$ 84,586 | \$ 84,586 | \$ - | 0% | |
| GRAND TOTAL EXPENSES | \$ 1,238,616 | \$ 1,184,345 | \$ (54,271) | -4% | |
| Admin Transfer Out | \$ 116,980 | \$ 112,062 | \$ (4,918) | -4% | |
| GRAND TOTAL WITH ADMIN | \$ 1,355,596 | \$ 1,296,407 | \$ (59,189) | | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

FIRE - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--------------------------------------|---------------------|---------------------|---------------------|-------------|------------------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Capital Outlay - 57XXX | | | | | |
| Fuel/SCBA Fill Station Generator | \$ 21,000 | | (21,000) | -100% | Project rolled over to 22/23 |
| Emergency Alert Notification Siren | 15,000 | 7,500 | (7,500) | -50% | |
| New Chief Coverage Vehicle | 8,500 | 7,867 | (633) | -7% | |
| Admin Office Roof Replacement | 9,000 | 8,345 | (655) | -7% | |
| Training/Admin Parking Lot | 275,000 | | (275,000) | -100% | Project rolled over to 22/23 |
| Vantage Pt. Equipment Structure | 38,000 | | (38,000) | -100% | Project rolled over to 22/23 |
| Backwall Excavation & Sealing | 35,000 | | (35,000) | -100% | Project rolled over to 22/23 |
| SCBA Bottle/Harness Replacement | 102,600 | 102,561 | (39) | 0% | |
| Emergency Response Vehicle Equip - C | 11,000 | | (11,000) | -100% | Project rolled over to 22/23 |
| | | | 0 | 0% | |
| TOTAL CAPITAL OUTLAY | \$ 515,100 | \$ 126,273 | \$ (388,827) | -75% | |
| GRAND TOTAL WITH CAPITAL | \$ 1,870,696 | \$ 1,422,680 | \$ (448,016) | | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

PARK - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|--------------------------------------|-------------------|-------------------|---------------------|-------------|---------------------------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Fees | | | | | |
| Facility/Ground Usage Fees | 5,000 | 4,522 | (478) | -10% | |
| TOTAL FEES | \$ 5,000 | \$ 4,522 | \$ (478) | -10% | |
| Taxes & Assessments | | | | | |
| Secured & Unsecured Taxes | \$ 30,000 | \$ 29,613 | \$ (387) | -1% | |
| Property Assessments | 111,017 | 112,634 | 1,617 | 1% | |
| TOTAL TAXES & ASSESSMENTS | \$ 141,017 | \$ 142,247 | \$ 1,230 | 1% | |
| Grants & Donations | | | | | |
| Grant Revenue | 547,301 | 149,086 | \$ (398,215) | -73% | Majority of grant to be used in 22/23 |
| Donation Revenue | 23,000 | 22,485 | (515) | -2% | |
| TOTAL GRANTS & DONATIONS | \$ 570,301 | \$ 171,571 | \$ (398,730) | -70% | |
| Other Revenue | | | | | |
| Interest Revenue | 1,000 | 626 | (374) | -37% | |
| Sale of Assets | 3,100 | 3,123 | 23 | 1% | |
| TOTAL OTHER REVENUE | \$ 4,100 | \$ 3,749 | \$ (351) | -9% | |
| GRAND TOTAL REVENUE | \$ 720,418 | \$ 322,089 | \$ (398,329) | -55% | |
| Admin Transfer Out | \$ 2,500 | \$ 2,527 | \$ 27 | | |
| GRAND TOTAL WITH ADMIN | \$ 722,918 | \$ 324,616 | \$ (398,302) | | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

PARK - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|------------------|------------------|-------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Salaries - 51XXX | | | | | |
| Regular Time | \$ 4,305 | \$ 4,266 | \$ (39) | -1% | |
| Overtime | 250 | 60 | (190) | -76% | |
| Sick Leave/Vacation Pay | 513 | (2) | (515) | -100% | |
| Intern Stipend | | | - | 0% | |
| Uniform Allowance | 66 | 54 | (12) | -18% | |
| Cell Phone Stipend | 16 | 16 | - | 0% | |
| TOTAL SALARIES | \$ 5,150 | \$ 4,394 | \$ (756) | -15% | |
| Benefits - 52XXX | | | | | |
| Health & Vision Insurance | \$ 1,110 | \$ 1,077 | \$ (33) | -3% | |
| HRA Reimbursement | 479 | 0 | (479) | -100% | |
| CALPERS Retirement | 664 | 615 | (49) | -7% | |
| FICA | 320 | 271 | (49) | -15% | |
| Medicare | 75 | 63 | (12) | -16% | |
| Workers Comp | 250 | 200 | (50) | -20% | |
| Unemployment Ins/ETT | 18 | 11 | (7) | -39% | |
| TOTAL BENEFITS | \$ 2,916 | \$ 2,237 | \$ (679) | -23% | |
| Equipment, Automotive, Maintenance & Repairs | | | | | |
| Equipment Maintenance & Repair | \$ - | \$ - | - | 0% | |
| Facilities Maintenance & Repair | | | - | 0% | |
| Baseball Field | 2,500 | 1,977 | (523) | -21% | |
| Tennis Courts | 3,600 | 3,621 | 21 | 1% | |
| Park | 7,030 | 7,186 | 156 | 2% | |
| Community Center | 2,000 | 2,073 | 73 | 4% | |
| Vehicle Maintenance & Repair | | | - | 0% | |
| Landscaping Services | 8,600 | 6,165 | (2,435) | -28% | Landscaping service did not bill during winter |
| Janitorial/Cleaning Services | 15,425 | 13,545 | (1,880) | -12% | Change in cleaning services |
| Fuel | | | - | 0% | |
| Equipment Under \$5,000 | 8,195 | 8,094 | (101) | -1% | |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 47,350 | \$ 42,661 | \$ (4,689) | -10% | |
| Materials & Supplies - 54XXX | | | | | |
| Janitorial Supplies | \$ 1,600 | \$ 1,136 | \$ (464) | -29% | |
| TOTAL MATERIALS & SUPPLIES | \$ 1,600 | \$ 1,136 | \$ (464) | -29% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

PARK - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---------------------------------|-------------------|-------------------|--------------------|------------|-------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Outside Services - 55XXX | | | | | |
| Engineering Services | \$ 4,400 | \$ 4,240 | \$ (160) | -4% | |
| Other Professional Services | | | 0 | 0% | |
| TOTAL OUTSIDE SERVICES | \$ 4,400 | \$ 4,240 | \$ (160) | -4% | |
| Other - 56XXX | | | | | |
| Utilities | | | | | |
| Baseball Field | 9,000 | 9,114 | 114 | 1% | |
| Tennis Courts | | | - | 0% | |
| Park | 8,900 | 8,234 | (666) | -7% | |
| Community Center | 3,600 | 3,175 | (425) | -12% | |
| Property/Liability Insurance | 3,350 | 3,330 | (20) | -1% | |
| Advertising & Public Education | 3,000 | 2,985 | (15) | -1% | |
| TOTAL OTHER | \$ 27,850 | \$ 26,838 | \$ (1,012) | -4% | |
| Debt Service - 58XXX | | | | | |
| Interest on Long Term Debt | | | \$ - | 0% | |
| Principal on Long Term Debt | | | - | 0% | |
| TOTAL DEBT SERVICE | \$ - | \$ - | \$ - | 0% | |
| GRAND TOTAL EXPENSES | \$ 89,266 | \$ 81,506 | \$ (7,760) | -9% | |
| Admin Transfer Out | \$ 64,989 | \$ 62,257 | \$ (2,732) | | |
| GRAND TOTAL WITH ADMIN | \$ 154,255 | \$ 143,763 | \$ (10,492) | -7% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

PARK - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---------------------------------|-------------------|-------------------|---------------------|-------------|------------------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Capital Outlay - 57XXX | | | | | |
| New Park Development* | \$ 577,000 | \$ 136,410 | \$ (440,590) | -76% | Project rolled over to 22/23 |
| Community Center Generator | \$ 12,791 | \$ 12,791 | \$ - | 0% | |
| Bocce Court Improvements | \$ 10,000 | \$ 726 | \$ (9,274) | -93% | |
| Admin Office Roof Replacement | \$ 5,000 | \$ 4,630 | \$ (370) | -7% | |
| TOTAL CAPITAL OUTLAY | \$ 604,791 | \$ 154,557 | \$ (450,234) | -74% | |
| GRAND TOTAL WITH CAPITAL | \$ 759,046 | \$ 298,320 | \$ (460,726) | -61% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

ADMIN - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|----------------------------|------------------|------------------|---------------|-----------|-------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Other Revenue | | | | | |
| Grant Revenue | \$ 23,998 | \$ 23,998 | \$ - | 0% | |
| Miscellaneous Revenue | 1,000 | 1,267 | 267 | 27% | |
| Interest Revenue | | | - | 0% | |
| Lease Revenue | | | - | 0% | |
| Sale of Assets | | | - | 0% | |
| Other | | | - | 0% | |
| TOTAL OTHER REVENUE | \$ 24,998 | \$ 25,265 | \$ 267 | 1% | |
| GRAND TOTAL REVENUE | \$ 24,998 | \$ 25,265 | \$ 267 | 1% | |

Twain Harte Community Services District

2021-2022 UNAUDITED ACTUALS

ADMIN - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|---|-------------------|-------------------|-------------------|-------------|--|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |
| Salaries - 51XXX | | | | | |
| Regular Time | \$ 346,949 | \$ 346,630 | (319) | 0% | |
| Overtime | 0 | 173 | 173 | 173% | |
| Sick Leave/Vacation Pay | 8,800 | 10,215 | 1,415 | 16% | Due to Accumulation of Sick/Vacation Pay |
| Director Stipends | 10,117 | 10,451 | 334 | 3% | |
| TOTAL SALARIES | \$ 365,866 | \$ 367,469 | \$ 1,603 | 0% | |
| Benefits - 52XXX | | | | | |
| Health & Vision Insurance | \$ 50,493 | \$ 50,574 | \$ 81 | 0% | |
| HRA Reimbursement | 18,988 | 16,772 | (2,216) | -12% | |
| Retirement | 67,010 | 67,042 | 32 | 0% | |
| FICA | 23,279 | 22,855 | (424) | -2% | |
| Medicare | 5,543 | 5,399 | (144) | -3% | |
| Workers Comp | 1,700 | 1,566 | (134) | -8% | |
| Unemployment Ins/ETT | 1,512 | 896 | (616) | -41% | |
| TOTAL BENEFITS | \$ 168,525 | \$ 165,104 | \$ (3,421) | -2% | |
| Equipment, Automotive, Maintenance & Repairs | | | | | |
| Equipment Maintenance & Repair | \$ 1,500 | \$ 1,410 | \$ (90) | -6% | |
| Facilities Maintenance & Repair | 6,500 | 1,876 | (4,624) | -71% | Minimal repairs and maintenance needed |
| Vehicle Maintenance & Repair | 0 | 0 | 0 | 0% | |
| Janitorial/Cleaning Services | 4,300 | 3,570 | (730) | -17% | |
| Fuel | 2,300 | 2,090 | (210) | -9% | |
| Equipment Under \$5,000 | 3,000 | 866 | (2,134) | -71% | Minimal equipment needed |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 17,600 | \$ 9,812 | \$ (7,788) | -44% | |
| Materials & Supplies - 54XXX | | | | | |
| Office Supplies | \$ 2,800 | \$ 2,143 | \$ (657) | -23% | |
| Postage | 1,700 | 1,483 | (217) | -13% | |
| Janitorial Supplies | 250 | 96 | (154) | -62% | |
| TOTAL MATERIALS & SUPPLIES | \$ 4,750 | \$ 3,722 | \$ (1,028) | -22% | |

Twain Harte Community Services District
2021-2022 UNAUDITED ACTUALS
ADMIN - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|-------------|----------------|---------------|--------|---|-------------------|
| | 21/22 Approved | 21/22 Actuals | \$ | % | |

| Outside Services - 55XXX | | | | | |
|-------------------------------|------------------|------------------|-------------------|-------------|---|
| Auditing/Accounting Services | \$ 10,900 | \$ 10,875 | \$ (25) | 0% | |
| Legal Fees | 8,000 | 3,924 | (4,076) | -51% | Postponed ordinance codification project and less legal needed for negotiations than anticipated. |
| IT Services | 4,600 | 2,613 | (1,987) | -43% | |
| Other Professional Services | \$ 2,400 | \$ 1,375 | (1,025) | -43% | Less misc prof services needed than anticipated |
| TOTAL OUTSIDE SERVICES | \$ 25,900 | \$ 18,787 | \$ (7,113) | -27% | |

| Other - 56XXX | | | | | |
|---------------------------------|------------------|------------------|-------------------|-------------|-----------------------------------|
| Utilities | \$ 8,000 | \$ 6,481 | \$ (1,519) | -19% | Contingency unused |
| Phone/Communications | 6,900 | 6,870 | (30) | 0% | |
| Software Licenses & Maintenance | 11,000 | 10,958 | (42) | 0% | |
| Property/Liability Insurance | 10,000 | 9,991 | (9) | 0% | |
| Property Tax | | | 0 | 0% | |
| Dues & Memberships | 5,100 | 4,010 | (1,090) | -21% | LAFCO dues lower than anticipated |
| Licenses & Certifications | 650 | 0 | (650) | -100% | |
| Training, Conferences & Travel | 18,800 | 13,900 | (4,900) | -26% | Less travel than anticipated |
| Advertising & Public Education | 1,800 | 733 | (1,067) | -59% | |
| Bank/Investment Fees | 5,000 | 4,729 | (271) | -5% | |
| TOTAL OTHER | \$ 67,250 | \$ 57,672 | \$ (9,578) | -14% | |

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

| | | | | | |
|-----------------------------|-------------------|-------------------|--------------------|------------|--|
| GRAND TOTAL EXPENSES | \$ 649,891 | \$ 622,566 | \$ (27,325) | -4% | |
|-----------------------------|-------------------|-------------------|--------------------|------------|--|

| | | | | | |
|--------------------|--------------|--------------|-------------|--|--|
| Admin Transfer Out | \$ (649,891) | \$ (622,566) | \$ (27,325) | | |
|--------------------|--------------|--------------|-------------|--|--|

| | | | | | |
|----------------------------------|-------------|-------------|-------------|-----------|--|
| GRAND TOTAL WITH TRANSFER | \$ - | \$ - | \$ - | 0% | |
|----------------------------------|-------------|-------------|-------------|-----------|--|

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-32**

**DESIGNATION OF FISCAL YEAR 2021-22 YEAR-END
BALANCES TO RESERVES**

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

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

WHEREAS, Fiscal Year 2021-22 year-end fund balances now need to be allocated to/from the Committed Reserve Accounts established in Policy #3011.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services that Fiscal Year 2021-22 year-end fund balances be allocated to Reserve Accounts established in Policy #3011 as illustrated in the attached Proposed Reserve Summary and described below:

1. The Water Fund year-end balance of \$290,269 be transferred to each of the following Reserve Accounts:
 - \$6,578 to Grunsky Debt Service; and
 - \$3,159 from Inventory; and
 - \$28,006 to Operating Reserve; and
 - \$258,844 to Capital Improvement/Asset Replacement Reserve.
2. The Sewer Fund year-end negative balance of (\$97,263) be transferred from each of the following reserve accounts:
 - \$837 from inventory; and
 - \$96,426 from Capital Improvement/Asset Replacement Reserve.
3. The Fire Fund year-end balance of 96,213 be allocated to each of the following Reserve Accounts:
 - \$18,230 to Restricted CERT Donations; and
 - \$14,308 to Operating Reserve; and
 - \$63,675 to Capital Improvement/Asset Replacement Reserve.
4. The Park Fund year-end balance of \$26,296 be allocated to each of the following Reserve Accounts:

- \$7,040 to Operating Reserve; and
- \$19,256 to Capital Improvement/Asset Replacement Reserve.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on October 12, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board Vice President

Kimberly Silva, Board Secretary

PROPOSED RESERVE SUMMARY

As Of June 30, 2021

| | Water | Sewer | Fire | Parks | Total |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|
| Non-Spendable | | | | | |
| Invested in Capital Assets | \$ 1,964,310 | \$ 723,825 | \$ 1,370,670 | \$ 1,315,870 | \$ 5,374,675 |
| Inventory | \$ 6,069 | \$ 1,764 | \$ - | \$ - | \$ 7,833 |
| Total Non-Spendable | \$ 1,970,379 | \$ 725,589 | \$ 1,370,670 | \$ 1,315,870 | \$ 5,382,508 |
| Restricted | | | | | |
| Grunsky Debt Service | \$ 146,946 | \$ - | \$ - | \$ - | \$ 146,946 |
| Restricted Donations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Restricted - CERT | \$ - | \$ - | \$ 4,986 | \$ - | \$ 4,986 |
| Fire Truck Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Restricted | \$ 146,946 | \$ - | \$ 4,986 | \$ - | \$ 151,932 |
| Committed | | | | | |
| Capital Improvement/Asset Replacement Reserve | \$ 1,287,875 | \$ 1,012,633 | \$ 665,780 | \$ 242,516 | \$ 3,208,804 |
| Rate/Revenue Stabilization Reserve | \$ 154,240 | \$ 115,332 | \$ 66,651 | \$ 12,235 | \$ 348,458 |
| Water Rights Reserve | \$ 120,083 | \$ - | \$ - | \$ - | \$ 120,083 |
| Total Committed | \$ 1,562,198 | \$ 1,127,965 | \$ 732,431 | \$ 254,751 | \$ 3,677,344 |
| Assigned | | | | | |
| Operating Reserve | \$ 335,923 | \$ 255,829 | \$ 602,850 | \$ 72,997 | \$ 1,267,598 |
| Pension Liability | \$ (116,067) | \$ (62,500) | \$ (140,435) | \$ - | \$ (319,002) |
| Total Assigned | \$ 219,856 | \$ 193,329 | \$ 462,415 | \$ 72,997 | \$ 948,596 |
| ENDING BALANCE - FY 20/21 | \$ 3,899,378 | \$ 2,046,882 | \$ 2,570,502 | \$ 1,643,618 | \$ 10,160,380 |

| 21/22 Recommended Transfer To/(From) Reserve | | | | | |
|---|-------------------|--------------------|------------------|------------------|-------------------|
| Water Rights Reserve | | | | | \$ - |
| Restricted - Grunsky Debt Service | \$ 6,578 | | | | \$ 6,578 |
| Restricted - CERT | | | \$ 18,230 | | \$ 18,230 |
| Rate/Revenue Stabilization Reserve | | | | | \$ - |
| Operating Reserve | \$ 28,006 | | \$ 14,308 | \$ 7,040 | \$ 49,354 |
| Inventory | \$ (3,159) | \$ (837) | | | |
| Capital Improvement/Asset Replacement Reserve | \$ 258,844 | \$ (96,426) | \$ 63,675 | \$ 19,256 | \$ 245,349 |
| TOTAL TRANSFERS TO/(FROM) RESERVE | \$ 290,269 | \$ (97,263) | \$ 96,213 | \$ 26,296 | \$ 319,511 |

PROPOSED RESERVE SUMMARY

As Of June 30, 2022

| | Water | Sewer | Fire | Parks | Total |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|
| Non-Spendable | | | | | |
| Invested in Capital Assets | \$ 1,986,835 | \$ 924,465 | \$ 1,480,134 | \$ 1,412,656 | \$ 5,804,090 |
| Inventory | \$ 2,910 | \$ 927 | \$ - | \$ - | \$ 3,837 |
| Total Non-Spendable | \$ 1,989,745 | \$ 925,392 | \$ 1,480,134 | \$ 1,412,656 | \$ 5,807,927 |
| Restricted | | | | | |
| Grunsky Debt Service | \$ 153,524 | \$ - | \$ - | \$ - | \$ 153,524 |
| Restricted Donations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Restricted - CERT | \$ - | \$ - | \$ 930 | \$ - | \$ 930 |
| Fire Truck Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Restricted | \$ 153,524 | \$ - | \$ 930 | \$ - | \$ 154,454 |
| Committed | | | | | |
| Capital Improvement/Asset Replacement Reserve | \$ 1,546,719 | \$ 916,207 | \$ 729,455 | \$ 261,772 | \$ 3,454,153 |
| Rate/Revenue Stabilization Reserve | \$ 154,240 | \$ 115,332 | \$ 66,651 | \$ 12,235 | \$ 348,458 |
| Water Rights Reserve | \$ 120,083 | \$ - | \$ - | \$ - | \$ 120,083 |
| Total Committed | \$ 1,821,042 | \$ 1,031,539 | \$ 796,106 | \$ 274,007 | \$ 3,922,694 |
| Assigned | | | | | |
| Operating Reserve | \$ 363,929 | \$ 255,829 | \$ 617,158 | \$ 80,037 | \$ 1,316,952 |
| Pension Liability | \$ (116,067) | \$ (62,500) | \$ (140,435) | \$ - | \$ (319,002) |
| Total Assigned | \$ 247,862 | \$ 193,329 | \$ 476,723 | \$ 80,037 | \$ 997,950 |
| PROPOSED ENDING BALANCE - FY 21/22 | \$ 4,212,172 | \$ 2,150,259 | \$ 2,753,893 | \$ 1,766,700 | \$ 10,883,024 |

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-33**

**DECLARING REAL PROPERTY LOCATED ON RIDGE ROAD AS SURPLUS,
AUTHORIZING THE GENERAL MANAGER TO DISPOSE OF SAID REAL
PROPERTY BY SALE IN ACCORDANCE WITH STATE LAW, AND
APPROVING A NOTICE OF EXEMPTION FOR SUCH ACTION**

WHEREAS, the Twain Harte Community Services District (District) owns real property on Ridge Road, commonly known as Assessor's Parcel Number 050-102-020-000 (Property); and on Ridge Road, is no longer necessary to be retained for the uses and purposes of the Twain Harte Community Services District (District); and

WHEREAS, the Property consists of a 0.31-acre vacant lot that was used in the past as the site of a water storage tank; and

WHEREAS, said tank was demolished more than ten years ago and the District has determined that it is no longer necessary to retain the Property for the uses and purposes of the District; and

WHEREAS, California Government Code Sections 54220 through 54233 governs the disposal of surplus real property, requiring that sale of all such property be offered first to public entities having appropriate jurisdiction for the purposes of low and moderate income housing, parks and recreation, open space, school facilities, enterprise zone and infill opportunity zone developments for a period of 60 days; and

WHEREAS, the sale of this surplus Property is exempt from the Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15312, "Surplus Government Property Sales", because the Property is no longer necessary for District operations and the Property is not located within an area of statewide, regional, or area-wide concern as identified in CEQA Guidelines Section 15206(b)(4); and

WHEREAS, the District has prepared a CEQA Notice of Exemption for the sale or lease of the surplus Property.

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

1. The real Property commonly known as Assessor's Parcel Number 050-102-020-000, is no longer necessary for District uses and purposes and is hereby declared surplus real property.

2. The General Manager is authorized and directed to offer the Property as available for purchase in accordance with Government Code Sections 54220 through 54233.
3. If sale of the Property does not occur within the time frames and requirements set forth in Government Code Sections 54220 through 54233, the General Manager is authorized and directed to dispose of the property by offering it for sale on the open market at its fair market value.
4. Final terms of sale of the Property shall be approved by the District Board of Directors.
5. The Notice of Exemption for sale of this surplus Property is approved and the General Manager is directed to execute and file the notice in accordance with CEQA provisions.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on October 12, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Tuolumne

2 South Green Street

Sonora, CA 95370

From: (Public Agency): Twain Harte CSD

P.O. Box 649

Twain Harte, CA 95383

(Address)

Project Title: Sale of Surplus Real Property - APN 050-102-020-000

Project Applicant: Twain Harte Community Services District

Project Location - Specific:

APN 050-102-020-000, Lilac Terrace Por Blck 1 Lot 1, Ridge Road

Project Location - City: Twain Harte Project Location - County: Tuolumne

Description of Nature, Purpose and Beneficiaries of Project:

The subject property is no longer needed for the purposes or uses of Twain Harte Community Services District and has been declared surplus. The project is to sell the real surplus property.

Name of Public Agency Approving Project: Twain Harte Community Services District

Name of Person or Agency Carrying Out Project: Twain Harte Community Services District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Sect. 15132- Surplus Gov't Property Sales
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Twain Harte CSD is a governmental agency. The subject property has been declared surplus by the Board of Directors. Sale of surplus government property is categorically exempt pursuant to Section 15132, "Surplus Government Property Sales". The subject property is not located within an area of statewide, regional or areawide concern identified in Section 15206(b)(4).

Lead Agency

Contact Person: Tom Trott, General Manager Area Code/Telephone/Extension: 209-586-3172

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: 10/12/22 Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

SURPLUS PROPERTY FACT SHEET



Assessor's Parcel Number: 050-102-020-000

Address: Ridge Road, Twain Harte, CA 95383

Building Size: N/A – Vacant Parcel

Lot Size: 0.31 Acres

Parcel Zoning: R-1:MX– Single Family Residential District, no mobile homes

General Plan Land Use Designation: P- Public

Topography: Mostly Level

Description: The vacant 0.31-acre property is located on Ridge Road between two improved single family residential parcels in a residential neighborhood. Ridge Road is at the highest street in a residential development referred to as Lilac Terrace. Twain Harte Community Services District provides water and sewer services to the neighborhood. The road system serving the neighborhood (including Ridge Road) is not maintained by the County – maintenance and snow plowing is the responsibility of the property owners in the neighborhood.



Twain Harte Community Services District

P. O. Box 649 ▪ Twain Harte, CA 95383
Phone: (209) 586-3172 ▪ Fax: (209) 586-0424
www.twainhartecsd.com

Directors: Gary Sipperley ▪ Eileen Mannix ▪ Richard Knudson ▪ Kathryn deGroot ▪ Charlotte Bohlman

October 12, 2022

Address

**SUBJECT: Notice of Availability/Offer to Sell Surplus Property
Ridge Road, Twain Harte, CA / APN 050-102-020-000**

To All Interested Parties:

As required by Government Code Section 54220 of the State of California, Twain Harte Community Services District (District) is providing notification that it intends to sell the surplus property listed in the accompanying table.

In accordance with Government Code Section 54222, you have sixty (60) days from the date this offer was sent via certified mail or electronic mail to notify the District of your interest in acquiring the property. However, this offer shall not obligate the District to sell the property to you. Instead, the District would enter into at least ninety (90) days of negotiations with you pursuant to Government Code Section 54223. If no agreement is reached on sales price and terms, or lease terms, the District may market the property to the general public.

As required by Government Code Section 54227, if the District receives more than one letter of interest during this 60 day period, it will give first priority to entities proposing to develop housing where at least 25 percent of the units will be affordable to lower income households. If more than one such proposal is received, priority will be given to the proposal with the greatest number of affordable units. If more than one proposal specifies the same number of affordable units, priority will be given to the proposal with the lowest average affordability level.

In the event your agency or company is interested in purchasing the property, you must notify the District in writing within sixty (60) days of the date this notice was sent via certified mail or electronic mail. Notice of your interest in acquiring the property shall be delivered to:

Tom Trott, General Manager
Twain Harte Community Services District
P.O. Box 649
Twain Harte, CA 95383

Entities proposing to submit a letter of interest are advised to review the requirements set forth in the Surplus Land Act (Government Code Section 54220-54234).

Please contact me with questions at (209) 586-3172 or ttrott@twainhartecsd.com.

Sincerely,

TOM C. TROTT, P.E.
General Manager

Notice of Availability of Surplus Land Property Description

| Jurisdiction Name | | | Jurisdiction Type | Minimum Sales Price | Last Appraised Value | Last Appraised Date | |
|---|--|--------------------------------------|--------------------------------------|---------------------------|----------------------|------------------------|--------------------|
| Twain Harte Community Services District | | | Other/special district | \$67,000 | None | N/A | |
| Site Address/Intersection | | | City | Five Digit ZIP Code | County | Assessor Parcel Number | Consolidated Sites |
| 22425 Ridge Road | | | Twain Harte | 95383 | Tuolumne | 050-102-020-000 | N/A |
| General Plan Designation (Current) | Zoning Designation (Current) | Minimum Density Allowed (units/acre) | Maximum Density Allowed (units/acre) | Parcel Size (Gross Acres) | Existing Use/Vacancy | | |
| P - Public | R-1:MX - Single Family Residential, No Mobile Homes | 3 units/acre | 6 units/acre | 0.31 | Vacant | | |
| Optional Information | | | | | | | |
| <p>The vacant property is located between two improved single family residential parcels in a residential neighborhood. Ridge Road is the highest street of the steep residential development referred to as Lilac Terrace. Twain Harte Community Services District provides water and sewer services to the neighborhood. The road system serving the neighborhood (including Ridge Road) is not maintained by the County – maintenance and snow plowing is the responsibility of the property owners in the neighborhood.</p> | | | | | | | |

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-34**

**APPROVING A FISCAL YEAR 2022-23 FIRE FUND BUDGET ADJUSTMENT FOR
THE BACKWALL EXCAVATION AND SEALING PROJECT**

WHEREAS, Twain Harte Community Services District's (District) Fiscal Year (FY) 2022-23 Fire Fund Budget includes a Capital Outlay line item in the amount of \$35,000 for the Backwall Excavation and Sealing Project (Project); and

WHEREAS, the Project is designed to stop storm runoff from seeping through the back wall of the fire station apparatus bay to improve safety and longevity of the station; and

WHEREAS, the Project scope includes excavating along the exterior walls, sealing exterior of the walls, and installing a french drain; and

WHEREAS, the fire station experienced significant rainfall during construction, which produced greater storm flows than anticipated and revealed several other portions of the station that need to be protected from runoff damage; and

WHEREAS, the District and the contractor designed a solution that would permanently protect said areas of the station; and

WHEREAS, the added cost to construct said solution is \$10,000 in excess of the existing budget; and

WHEREAS, in order to complete Project work an adjustment to the FY 2022-23 Fire Fund Budget is required.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the FY 2022-23 Fire Fund Budget be adjusted as follows:

1. Increase the "Backwall Excavation & Sealing" Capital Outlay line item from \$35,000 to \$45,000; and
2. Increase the Transfer from Reserves from \$215,230 to \$225,230.

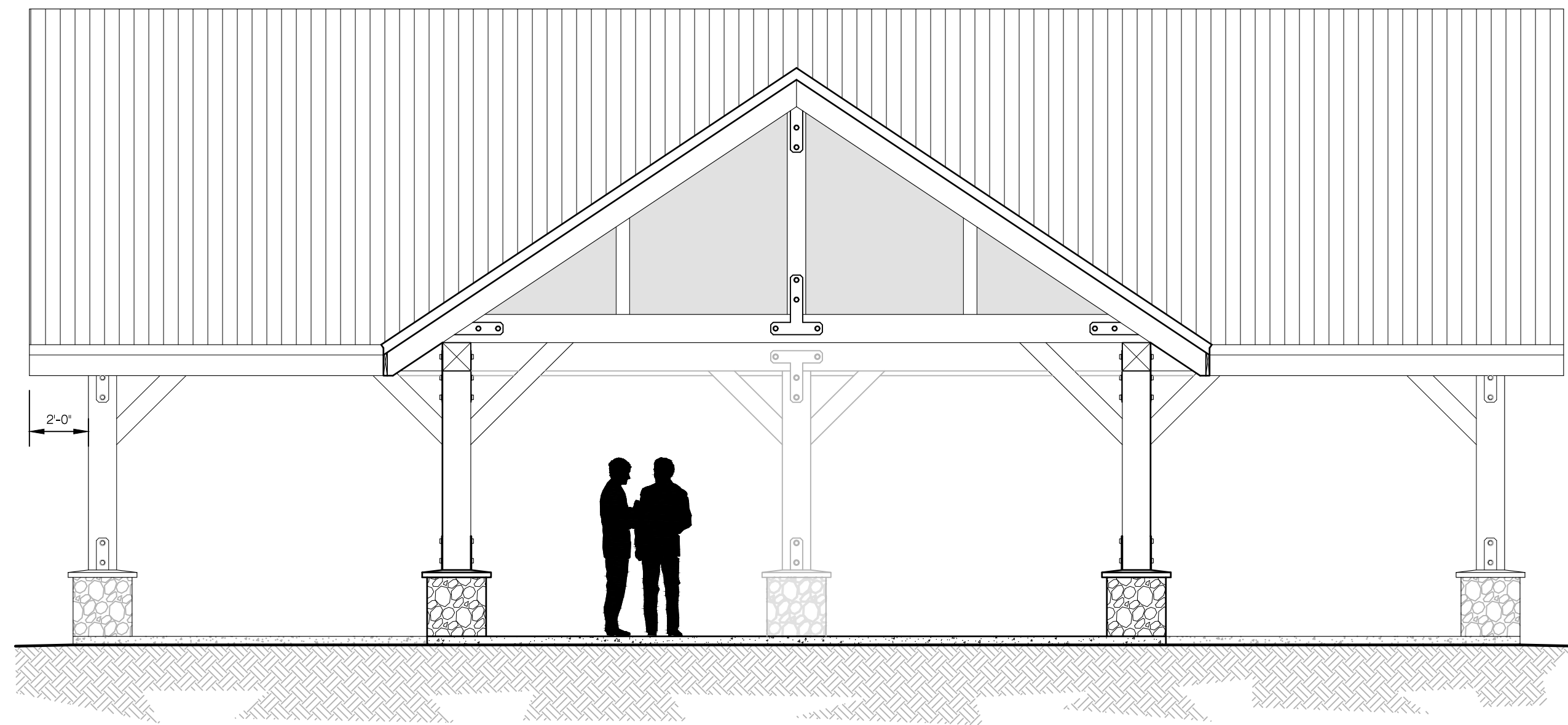
PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 12, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

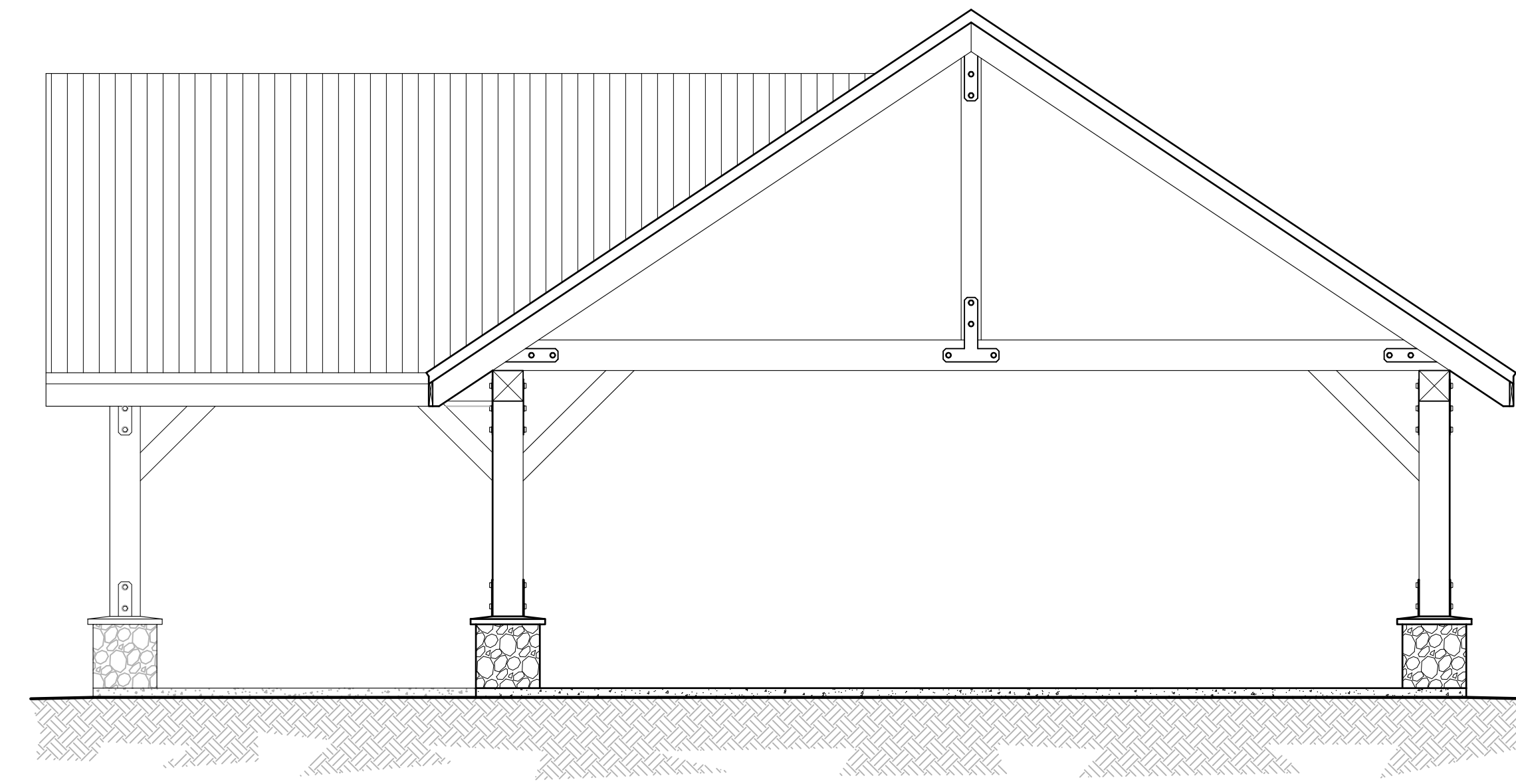
Gary Sipperley, Board President

Kimberly Silva, Board Secretary

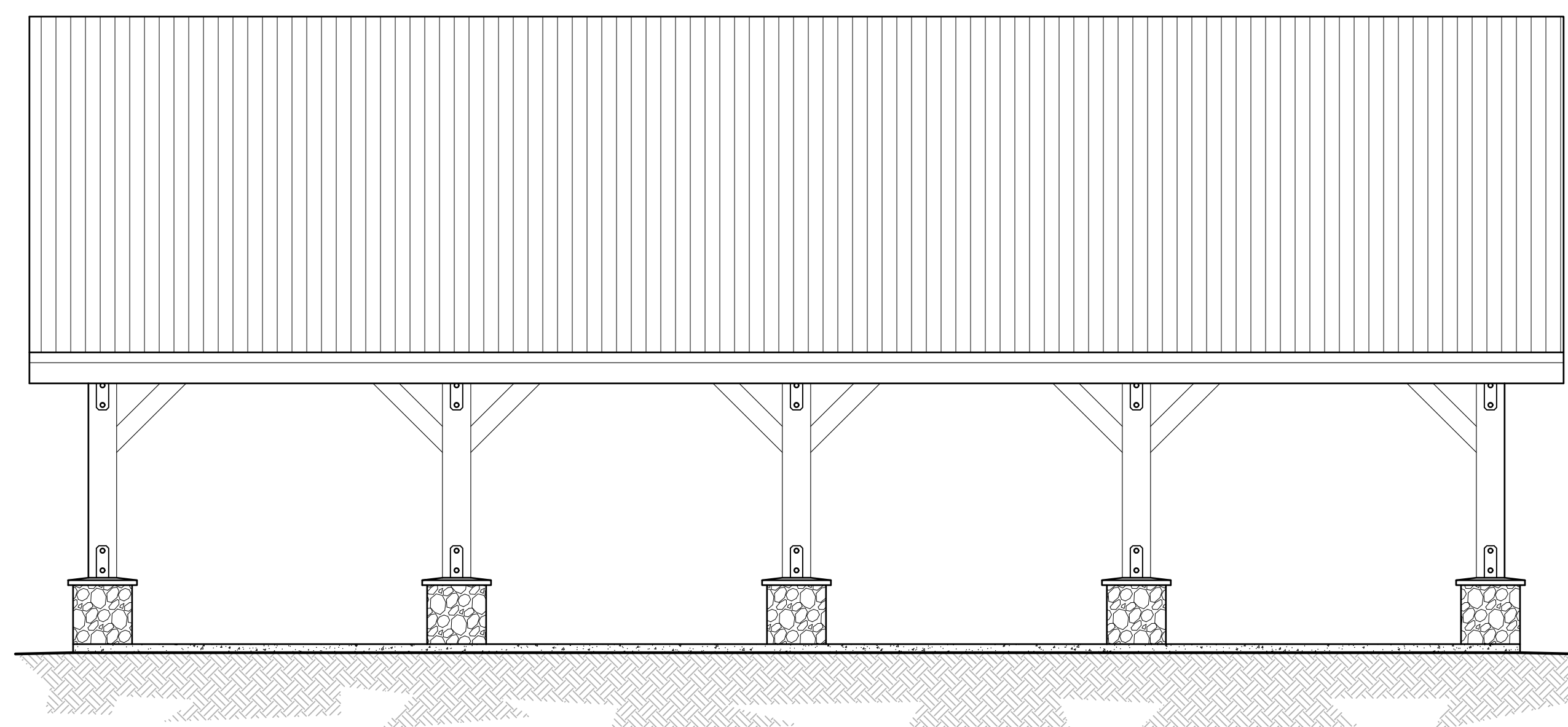


SCALE: 1/4"=1'-0"

FRONT ELEVATION VIEW

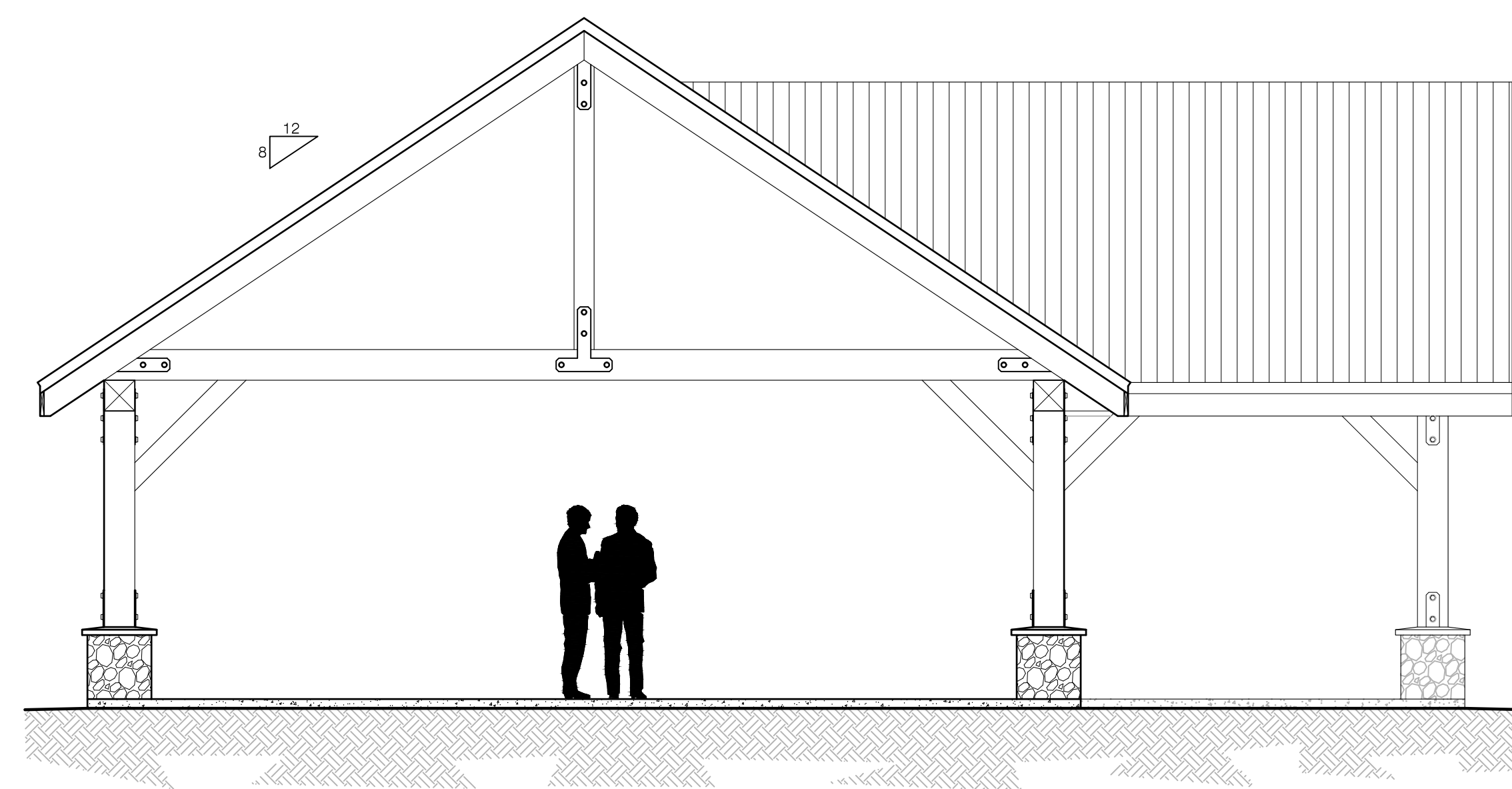


RIGHT ELEVATION VIEW



SCALE: 1/4"=1'-0"

REAR ELEVATION VIEW



LEFT ELEVATION VIEW

REVISIONS:

| rev | date | description |
|-----|------|-------------|
| | | |
| | | |

OWNER INFORMATION:

T.H.C.S.D.
P.O.Box 649
Twain Harte CA 95383
Tom Trott G.M.
(209) 586-3172

SITE INFORMATION:

22919 Meadow Drive
Twain Harte CA 95383
APN# 049-170-011

PROJECT INFORMATION:

A Pavilion and Gazebo Plan for
Twain Harte Comm. Serv. Dist.
22919 Meadow Drive
Twain Harte CA 95383

ENGINEER OF RECORD:

PRELIMINARY

These drawings and specifications are the property of the engineer and shall not be used on any other work except by agreement with the engineer. Written dimensions shall take precedence over scaled dimensions and shall be verified on site. Any discrepancies shall be brought to the notice of the engineer prior to commencement of any work.

ISSUE DATE: 5-18-20

DRAWN BY: KTQ

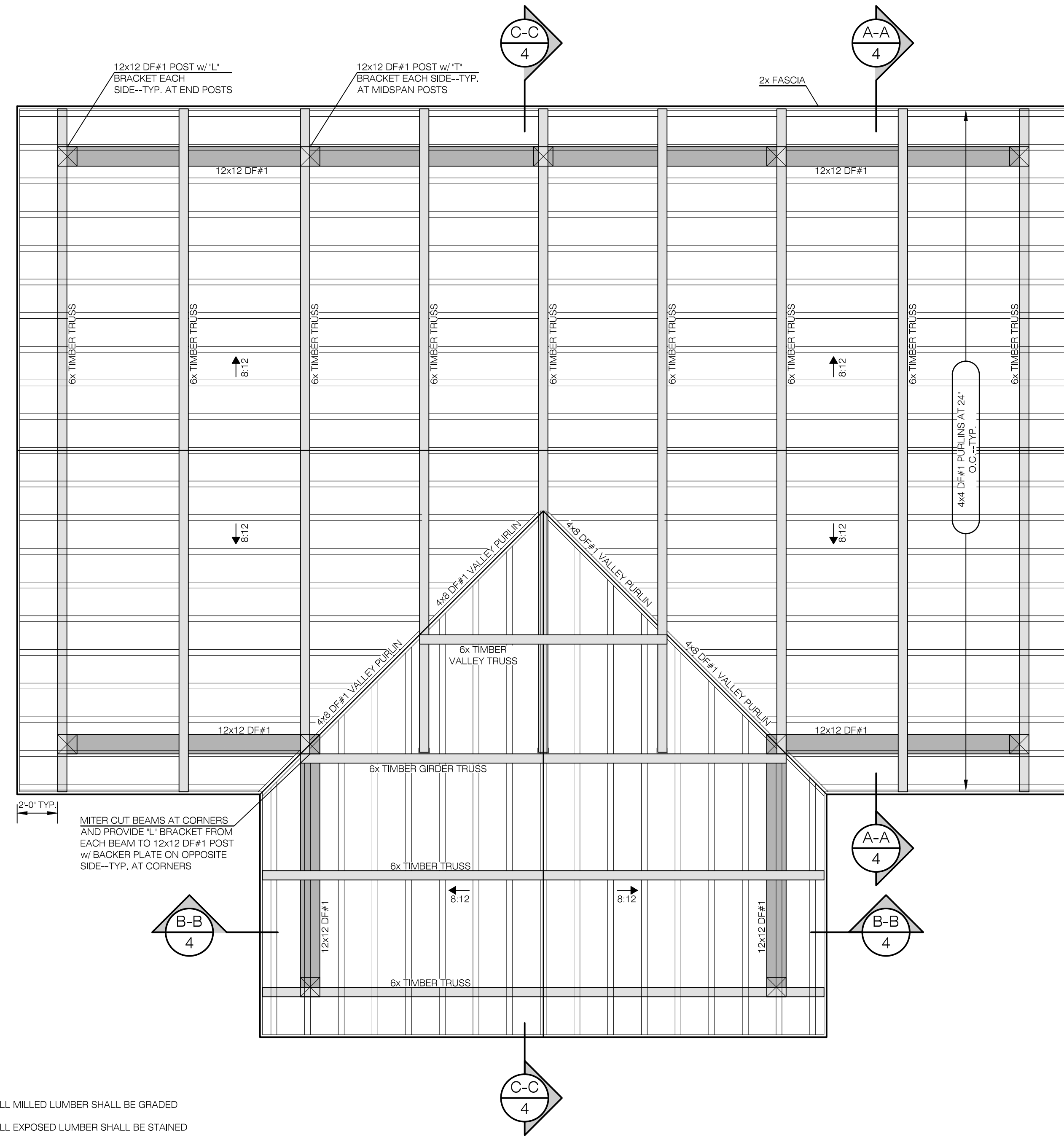
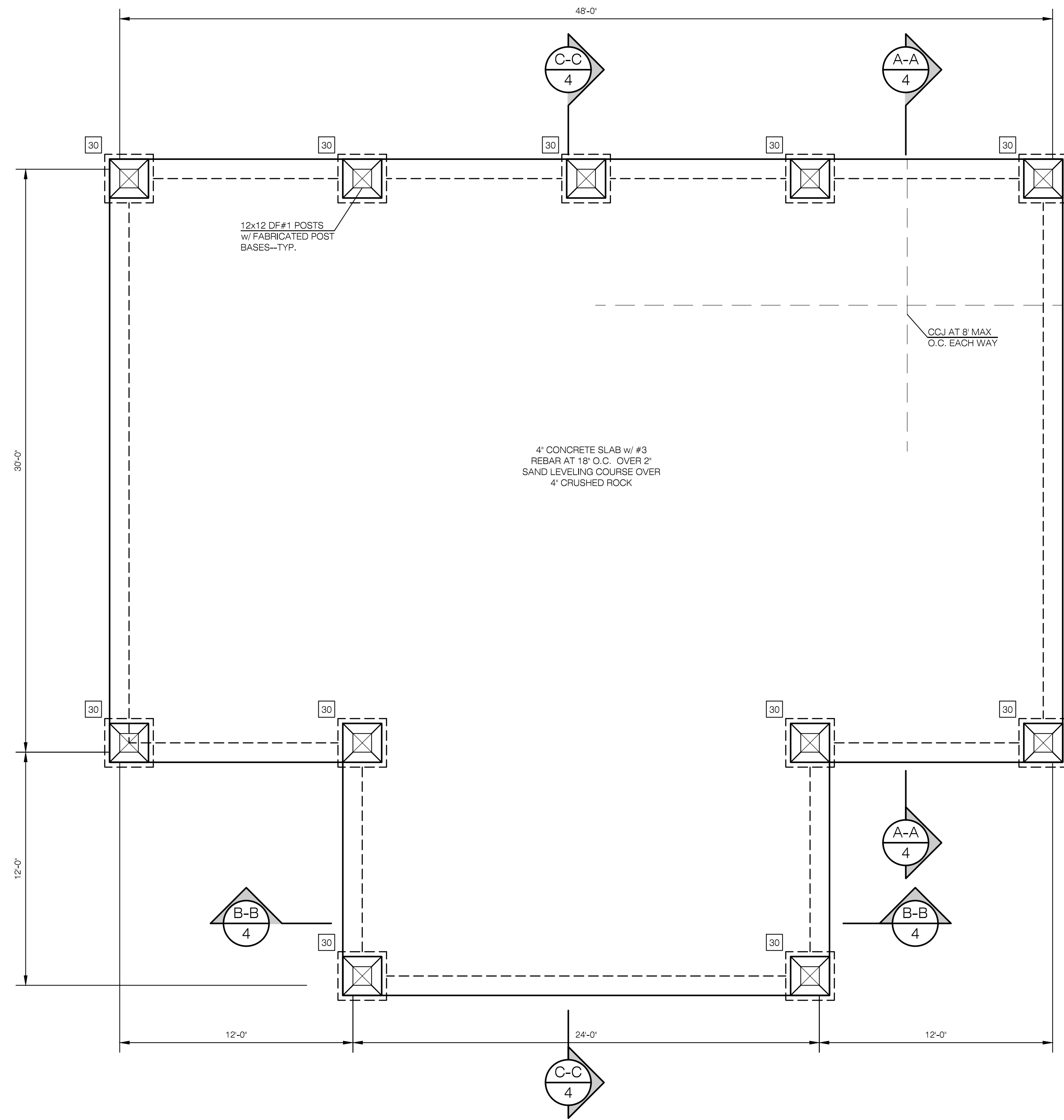
CHECKED BY: ZPG

SCALE: 1/4"=1'-0"

DRAWING: pergola & pavilion

PROJECT NO: 20-04.10

SHEET: 2 OF 5



FOUNDATION PLAN

ROOF FRAMING PLAN

FOOTING SCHEDULE

⑬ 1'-0" WIDE x 1'-0" DEEP THICKENED EDGE WITH #4 CONTINUOUS AT BOTTOM

PIER PAD SCHEDULE

③ 2'-6" SQUARE x 1'-6" DEEP PIER PAD WITH (3)#4 EACH WAY AT TOP AND BOTTOM

REVISIONS:

| rev | date | description |
|-----|------|-------------|
| | | |

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APN# 049-170-011

PROJECT INFORMATION:

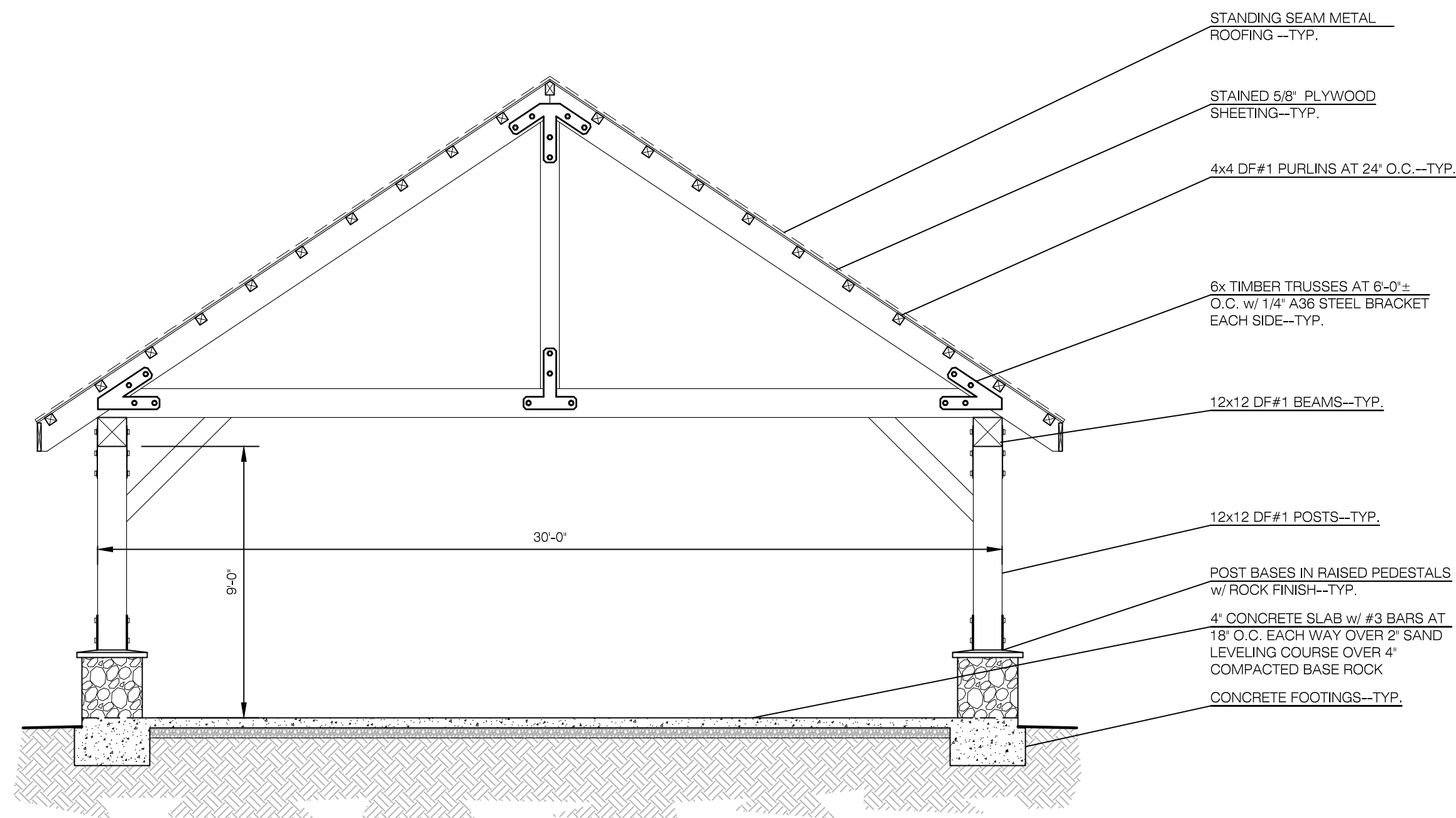
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PRELIMINARY

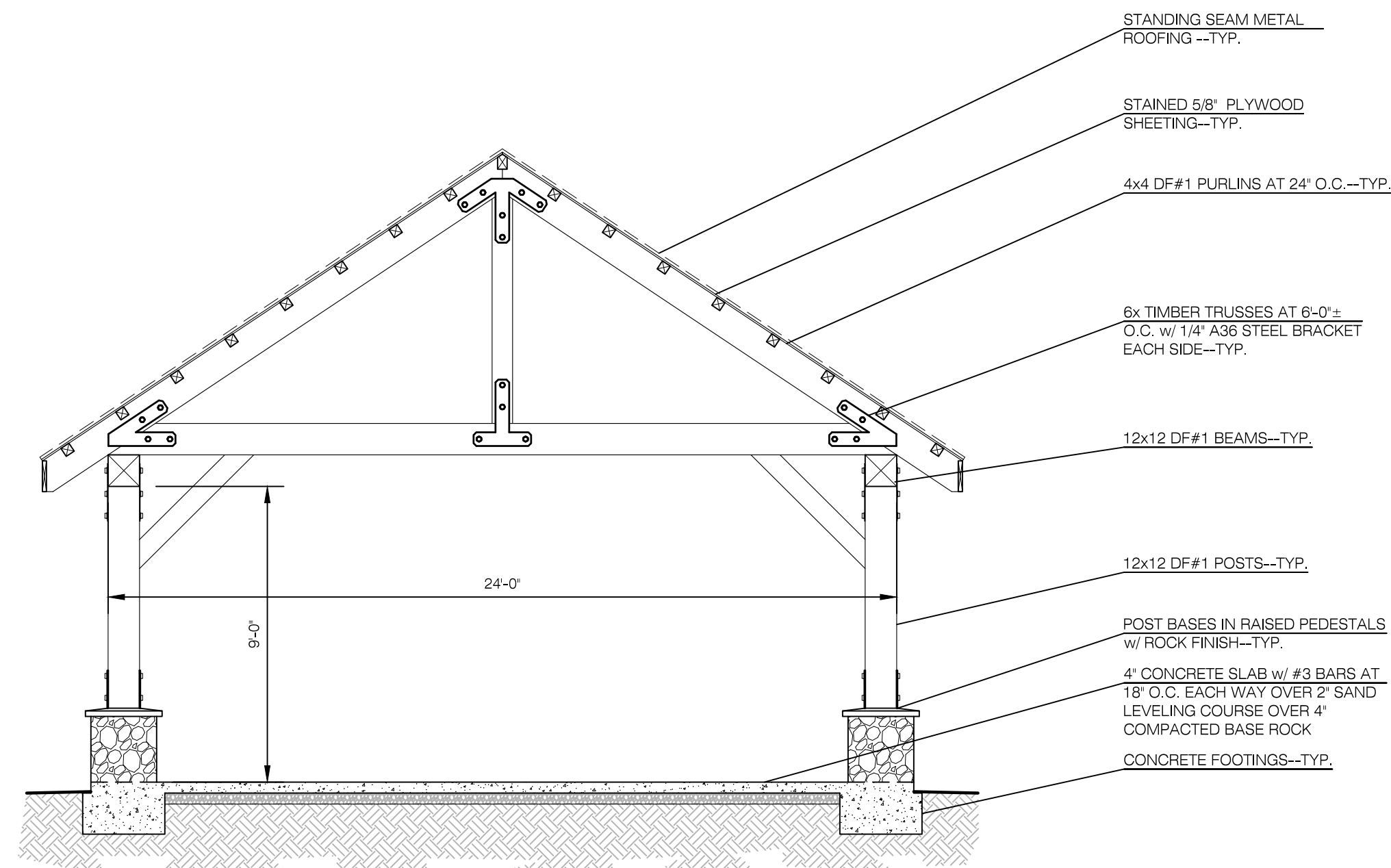
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| |
|-----------------------------|
| ISSUE DATE: 5-18-20 |
| DRAWN BY: KTQ |
| CHECKED BY: ZPG |
| SCALE: 1/4"=1'-0" |
| DRAWING: pergola & pavilion |
| PROJECT NO: 20-04.10 |
| SHEET: 3 OF 5 |



SCALE: 1/4"=1'-0"

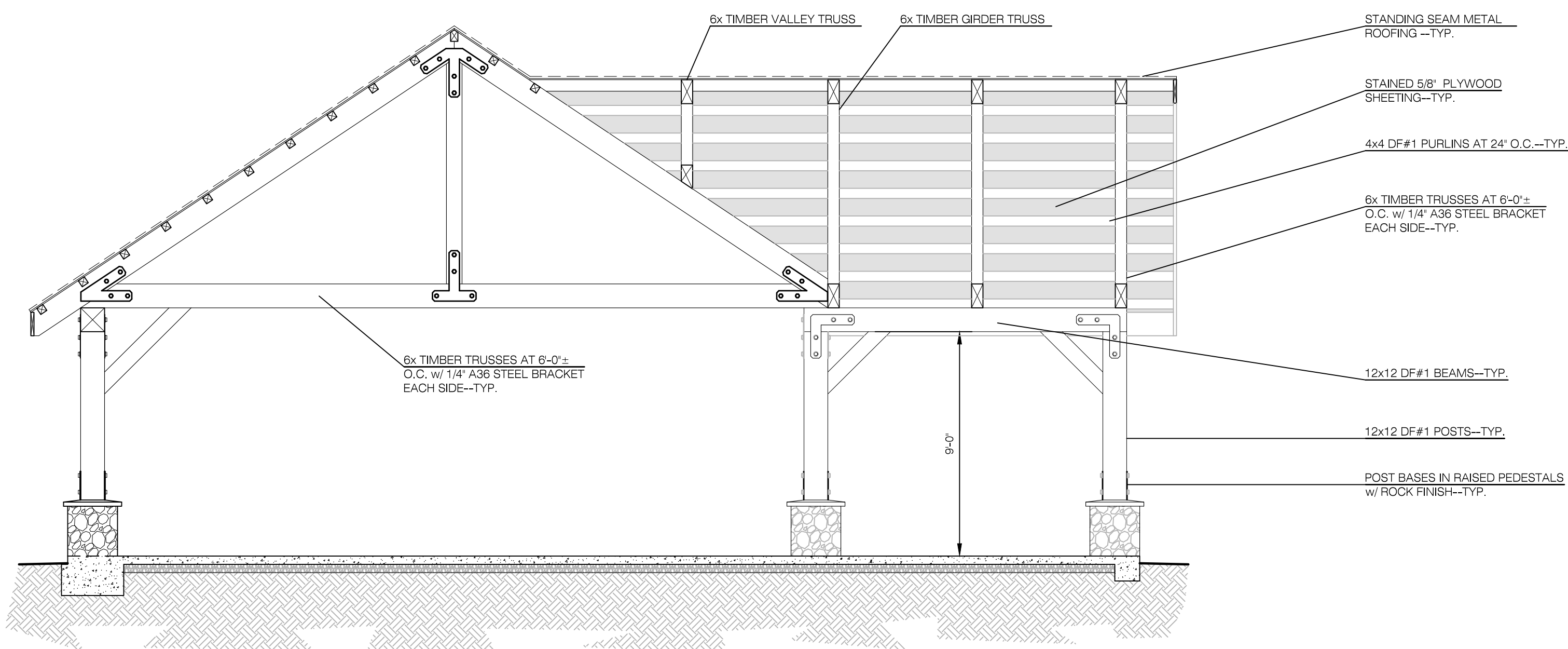
CROSS SECTION A-A



SCALE: 1/4"=1'-0"

CROSS SECTION B-B

**NOTE: ALL FABRICATED STEEL CONNECTORS AND BOLTS TO BE POWDER COATED BLACK
 NOTE: ALL STEEL BRACKETS TO BE A36
 NOTE: ALL MILLED LUMBER SHALL BE GRADED
 NOTE: ALL EXPOSED LUMBER SHALL BE STAINED



SCALE: 1/4"=1'-0"

CROSS SECTION C-C

REVISIONS:

| rev | date | description |
|-----|------|-------------|
| | | |
| | | |

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ISSUE DATE: 5-18-20

DRAWN BY: KTQ

CHECKED BY: ZPG

SCALE: 1/4"=1'-0"

DRAWING: pergola & pavilion

PROJECT NO: 20-04.10

SHEET: 4 OF 5



Twain Harte Community Services District MEMORANDUM

DATE: September 22, 2022
TO: GM Tom Trott, CSD Board Members
FROM: Gary Sipperley
SUBJECT: Training Attendance

Pursuant to state law, on behalf of all attendees I am reporting on the 2022 Special District Leadership Academy that was held in Napa from September 18 – 21. Attendance at this event will bring us closer to earning the SCLA “District of Distinction” Award which, we feel, is well deserved. Since all board members and GM Trott were in attendance, this report will be very brief.

We spent 2½ days in sessions designed to give us a better understanding of the roles and duties of board members. In addition, and more importantly, attendees had an opportunity to build on our already-strong teamwork and come together as a board even more closely while strictly following restrictions in the Brown Act. The experience was, in remarks from all attendees, an incredibly worthwhile experience.

September 2022

Operations Report Fire Division



STAFFING

Full-Time Captains-3

Seasonal Engineers-3

Intern Firefighters-2

Relief Captains-5

Reserve Firefighters-4



New Interns



C-Shift Intern FireFighter Vincent Lee



B-Shift Intern FireFighter Jessie Hart McNeal



FLEET

WT-721 received its annual fluid change

The Vertical Ventilation trailer received a service for it's wheel bearings and brakes



Facilities



The back wall project at the fire station was completed. Peterson excavation did identify a water runoff issue. We are currently working with Peterson to find helpful solutions to manage this run-off.



Captain Slater and Engineer Grant removed hazard trees from the Vantage Point property.



September Responses-33



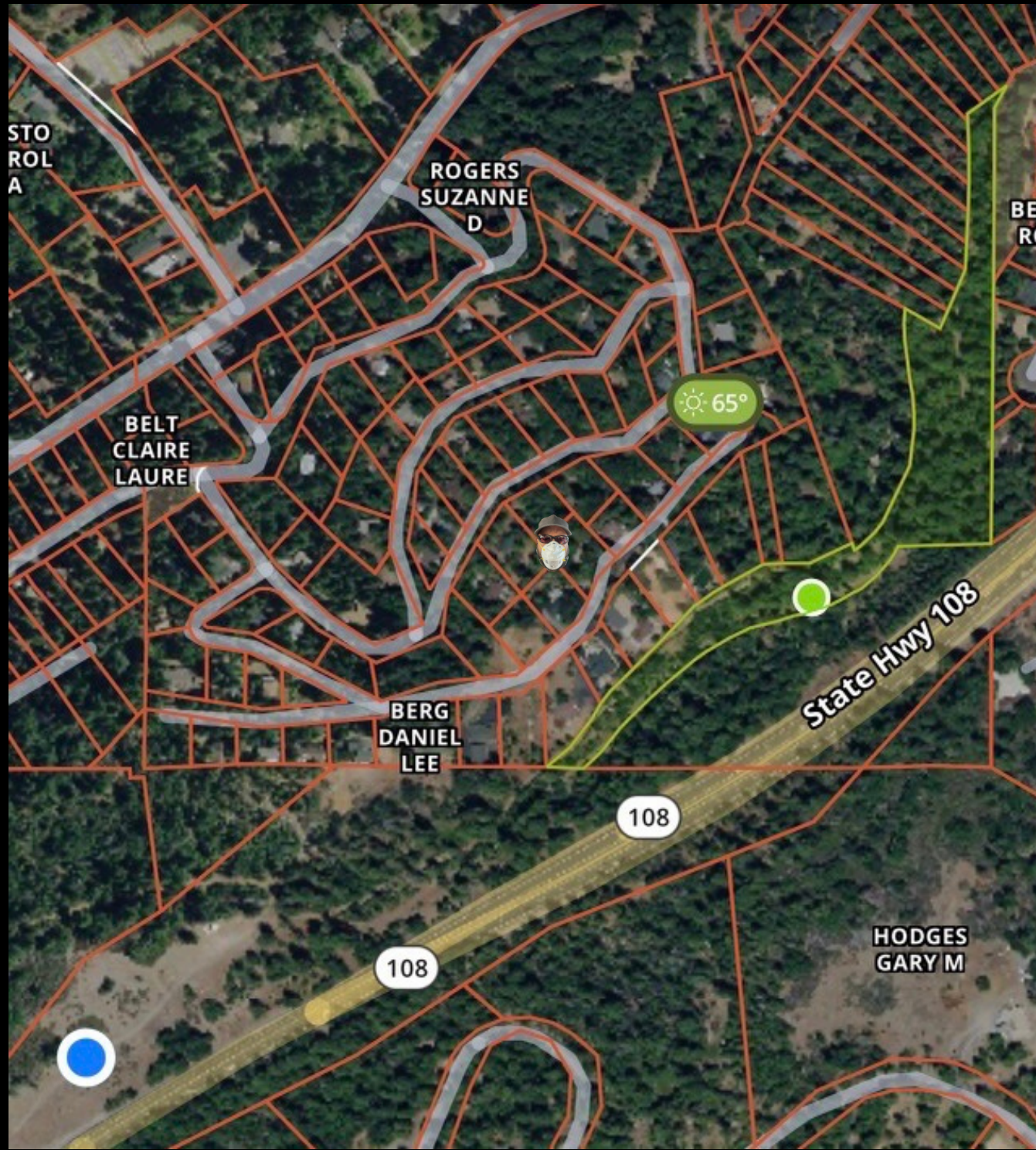
On September 6th; Engine 723 responded to a residential Structure Fire in the Mono Vista area. Engine 723 arrived on scene first and initiated fire attacked.



On September 10th; Engine 723 responded to a roadside vegetation fire on Highway 108 near Oman drive.



Vacant Lot Inspections



Work on the 4.5-acre vacant lot will begin in mid-October. This property is located on the TUD ditch trail located near Cedar Pines Vista.



September training Hours-275



All shifts have been working with the new Interns and assisting them with much-needed Firefighter 1 skills.



Community Meetings

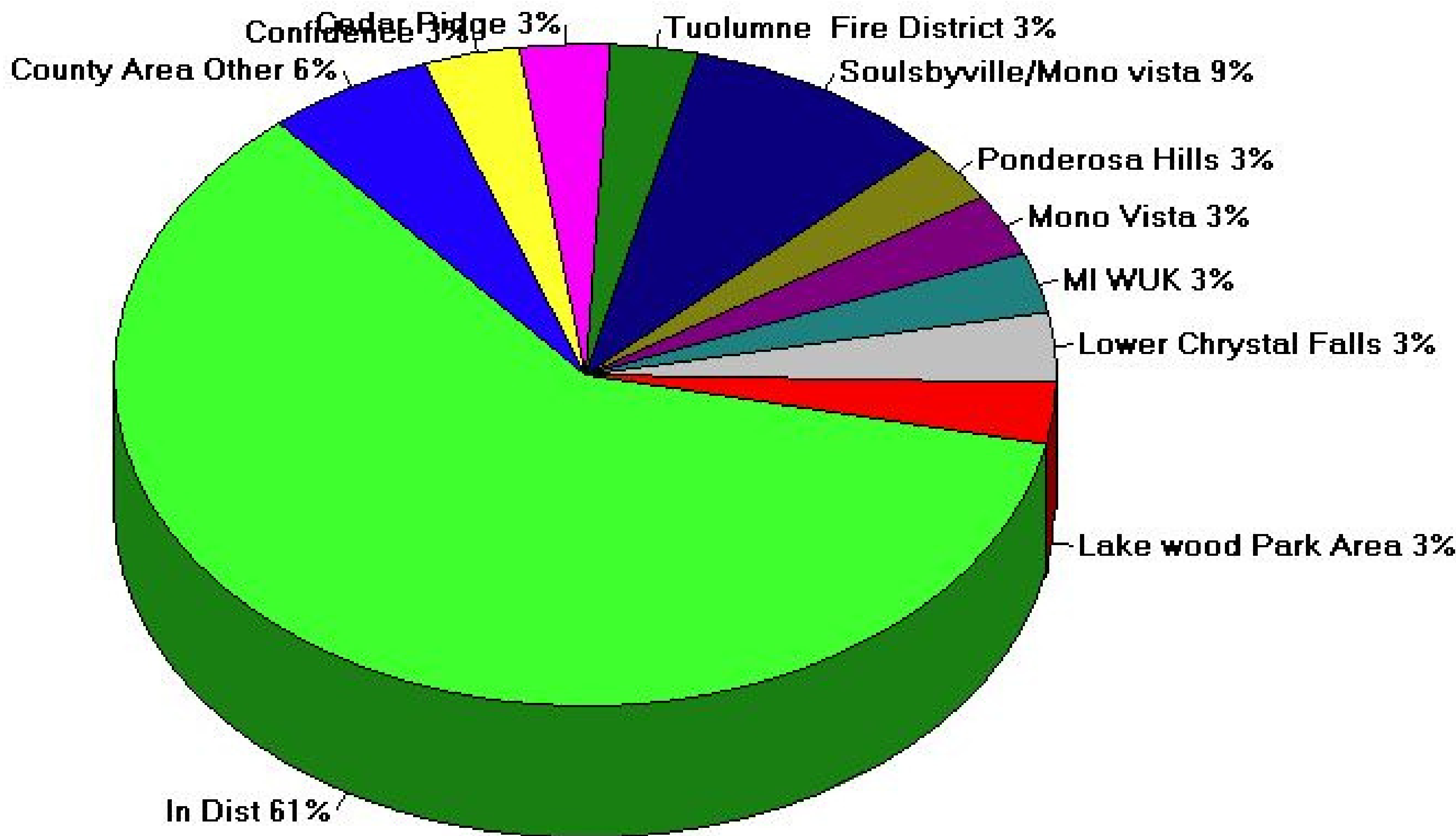


Chief Gamez was invited to speak at two Fire Wise community meetings. The first meeting was on September 5th for the Shaddy Brook Fire Wise community. Chief Gamez and CERT Program Manager Carol Hallett spoke at the Black Oak FireWise community meeting on September 29th. I am very proud of these two community groups for all they have accomplished.

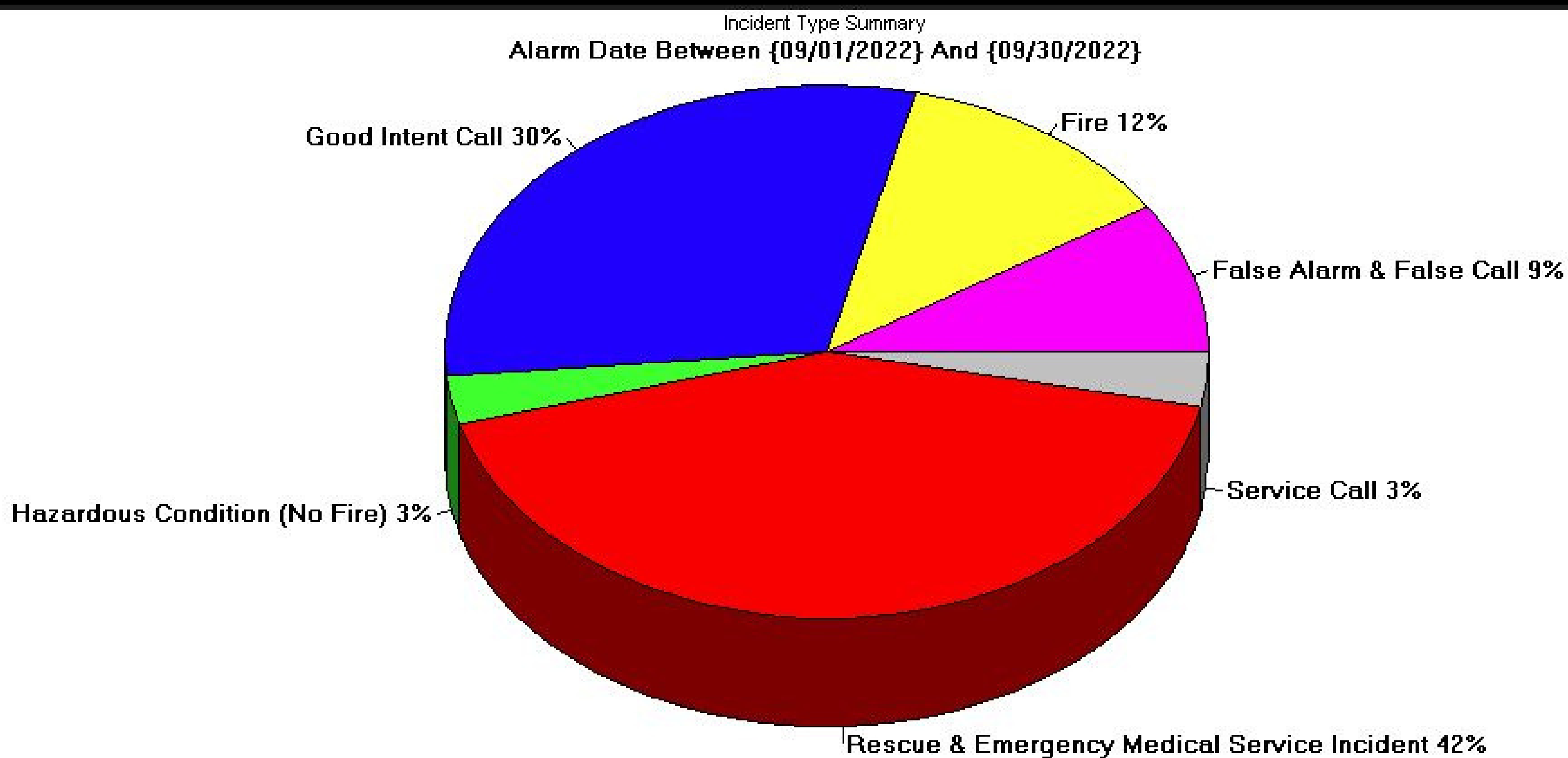


September incidents by district

Incidents by District
Alarm Date Between {09/01/2022} And {09/30/2022}

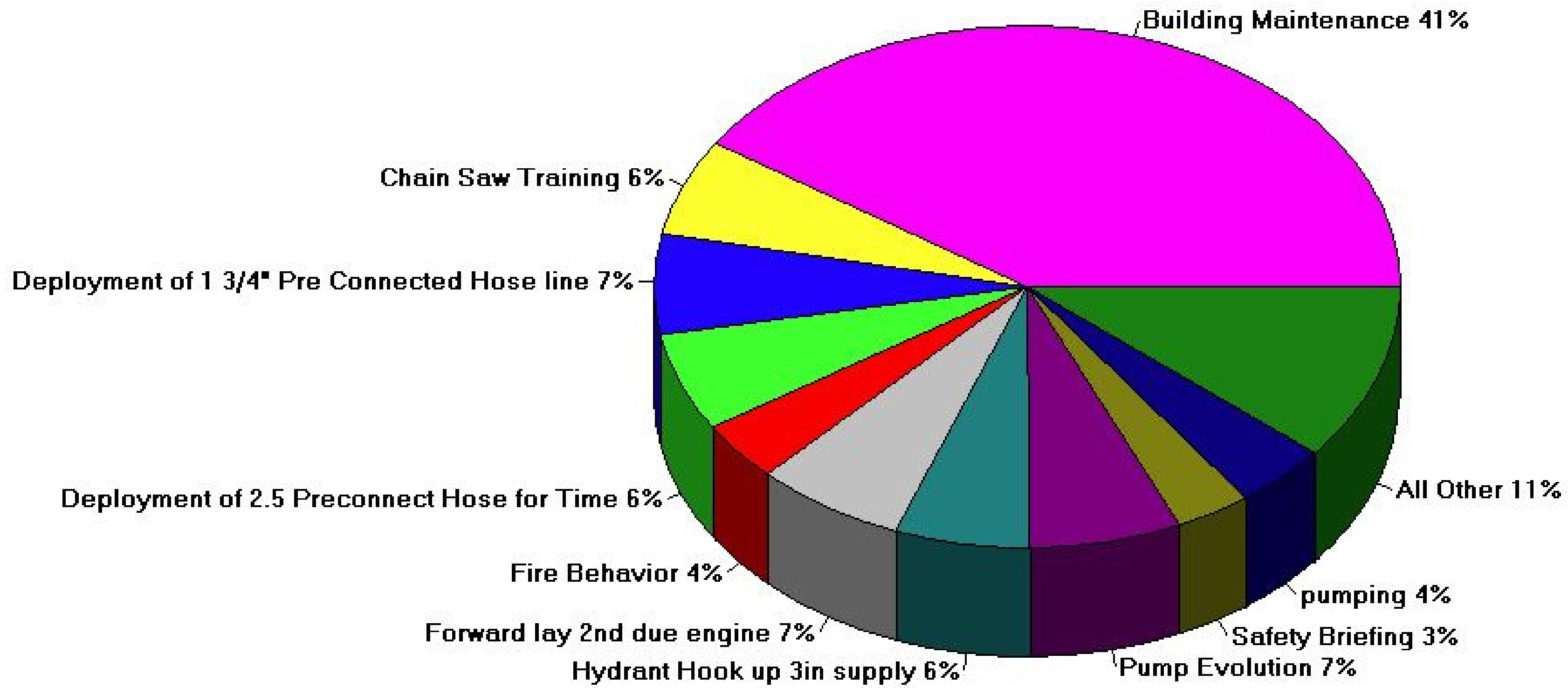


September Incidents by type



September Training by type

Total Staff Hours by Training Category
Date Between {09/01/2022} And {09/30/2022}



TWAIN HARTE AREA



MONTHLY UPDATE

September 2022

Mary Schreiner, Editor & PIO, THA-CERT
twainhartecert@gmail.com

Contents:

| | |
|--------------------------------|-------------|
| Notes From The Program Manager | Page 1 |
| Pancakes are Great | Page 2 |
| Morning visit to College | Page 3 |
| Update on Power Wagon | Page 4 |
| Red Cross Training | Page 4 |
| Deploy: Traffic Control | Pages 4 & 5 |
| Search & Rescue Drill | Pages 5 & 6 |
| Fire Prevention Month | Pages 6 & 7 |
| Support our Fire Assoc | Page 7 |
| Where Does the Time Go? | Page 8 |
| What's Next? | Page 8 |

NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



September was a busy month, the heat almost took the life out of us all and certainly made it more challenging to get things done but as you will read in this newsletter our team got things accomplished. And then it rained...you just gotta love Mother Nature...she is definitely in control.

It was busy from the very start with the re-establishing the pancake breakfast, appreciating the Columbia College Academy Students, refurbishing the Power Wagon, attending Red Cross Training, Traffic Control deployment, to hosting a training at the end of the month. We had several of our volunteers go on vacation this month, I can't wait to hear the vacation stories. I am really not sure what a vacation is...the reality is that I live on vacation everyday.

We are so blessed to live in this beautiful community.



We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on safety and health.

If you have a suggestion for future articles, please contact twainhartecert@gmail.com for consideration of the topic by the board.



PANCAKE'S ARE GREAT

by Carol Hallett, Program Manager, THA-CERT



It was wonderful to see that the Firemen's Pancake breakfast returned to Twain Harte over Labor Day weekend; the tradition has been missed and it came back with enthusiasm. After weeks of planning, shopping, cleaning, and collecting items to pull off the breakfast (over 300 volunteer hours), the day of the event arrived and went off without a hitch.



Ellen, Mike Mandell, John Bagnal, Ben Wagner, Margaret Lawrence

When we assigned a task to a volunteer, they took that job seriously. Ellen made sure that everyone was served milk, juice, butter and other condiments, she did it with a smile. Margaret Lawrence made sure we never ran out of hot delicious coffee donated to us by Motherlode Coffee.

We had CERT volunteers, Columbia College Academy Students, citizen volunteers as well as the firefighters helping to ensure our neighbors enjoyed their Sunday morning breakfast.



Lee Smith

Lee Smith made sure that the pancakes were made just right; they were delicious. Thank you to Sportsmen Cafe for donating the batter.



Mike Mandell, John Bagnal

The Columbia College Academy Students came in force (seven volunteers) to support this event. They were a breath of fresh air and a tremendous help. The young men were helpful, respectful, courteous and fun! It was a pleasure to have them around. This group are going to make wonderful firefighters.

This is a family event and a way to reconnect with community.

People came to visit, eat and spend time together. We even had people playing cards.

It was a comfortable environment to spend time with neighbors.



Academy Students, Steven, Dale & Luis serving Lee Smith with a watchful eye of Mike Mandell

We sure hope you can join us next year.

Donations were made by: 7-11, El Dorado Septic, Twain Harte Market, Business First, Sportsman Cafe, Motherlode Coffee. I would like to send out a special thanks to Lise Lemonnier for all the planning that went into this event. Without her, this event would not have been pulled off.

It's all about community helping community!

MORNING VISIT TO COLUMBIA COLLEGE

by Mike Mandell, Team Leader, THA-CERT



We were so thankful for the volunteers that came from Columbia College to help us make our Pancake Breakfast such a success that we paid a visit to their classroom to thank them. Carol Hallett and I took a trip to the campus for an early morning visit.

Carol gave a talk about how small the world is and that the firefighting world is even smaller. She gave examples of how connected even this class was to people in our community. She talked about CERT and the relationship between Fire and the CERT volunteers. She spoke about the different ways that CERT contributes to the community as well as ways the students can add to their skill set through CERT if they are inclined.



Carol Hallett

Carol created Certificates of Appreciations (signed by her and Twain Harte Fire Chief Gamez) that the students can use to help build their resumes. She explained that the classes they take, trainings they engage with, and volunteering that they do all together will help them stand out from other candidates when they apply for jobs.

Academy Student Volunteers



Chase Dubnerke, Vince Lee, Jesse Hart-McNeal, Steven Sherzline, Blake Greener, Luis Stancec, Dale Stancec III

with Mike Mandell & Carol Hallett from THA-CERT



Columbia College

POWER WAGON IS RUNNING GREAT

by Carol Hallett, Program Manager, THA-CERT



The 1951 Power Wagon has come a long way, it still has a bit to go before we call it a project completed but this was a real mile stone month for the Power Wagon.

Dave Hallett changed the points and timed the engine so that it runs down the road smoothly, slow but smooth. He also changed the master cylinder and bled the brakes. Now the truck stops without putting your foot through the floor board.

We were taking the truck on a test drive and our neighbor saw us and took this picture. When this vehicle goes down the road people stop and stare, wave and yell out how cool it is! It certainly attracts attention.

We were able to return the truck to its storage spot until we can accomplish the next step.



Carol & Dave Hallett, test driving the 1951 Power Wagon

RED CROSS CALL DISPATCH TRAINING

by Matt Kain, Operations Section Chief, THA-CERT



Have you ever wondered how Red Cross keeps track of all their calls? We had a few people ask about that and so Carol Hallett, our Program Manager, called Red Cross to find out. She not only found out, she set up a meeting so that we could see the answer as well.

Debbie Calcote, Disaster Program Manager for Red Cross (Amador, Calaveras & Tuolumne County), hosted a presentation. They use Sales Force, which is a relational database with a custom interface so that the program is easy to use, easy to follow and has a powerful reporting system.



**American
Red Cross**

Debbie did an awesome job going through how calls come into the system, how they are assigned and how easy it is to set up follows up etc. It was very educational.

TRAFFIC CONTROL FOR LIBRARY FUNDRAISER

by Margaret Lawrence,
Traffic Control Unit Leader, THA-CERT



A deployment request came in through our Program Manager and we responded. It was not an emergency but it was for a good cause.

The Friends of the Library for Tuolumne County had a fundraiser at Inner Sanctum Basecamp in Columbia and we oversaw traffic control and parking. We had three volunteers, Ron Kessler, Carol Hallett, and myself.



TRAFFIC CONTROL FOR LIBRARY FUNDRAISER, cont'd

To our surprise, Bill-Schiavo (Founding Member of THA-CERT) was there to help also.

It was a two hour gig and then we joined the festivities. Rod Harris & the Columbia Big



From Left: Margaret Lawrence, John Buckingham, Carol Hallett, Ron Kessler

Band played some great music, appetizers were delicious, and the beer and wine was thirst-quenching and topped the evening off just perfectly. They had approx. 100 people in attendance. The fundraiser benefits Twain Harte and Sonora Libraries.

As Unit Leader for Traffic Control I could not have been prouder of the job that was done. It went very smoothly...the training has paid off!

Editor's Note: the next day, all volunteers received a nice email from Friends of the Library VP, and Safety officer for THA-CERT, John Buckingham, that said "Thank you for volunteering at our Library event last night at Inner Sanctum!!! You all did a terrific job that was greatly appreciated! You provided a fun and safe environment for all! Have a terrific week. And a million thanks for your efforts!"

SEARCH & RESCUE DEPLOYMENT DRILL

by Michelle Wagner, UAV Unit Leader, THA-CERT

We had a very successful team training this month! We had a total of 15 CERT members from both Groveland and Twain Harte Area CERT including 3 trainers from THA-CERT and two Columbia College Fire Academy Students.

We started the morning off at Vantage Point with some refresher training provided by Carol Hallett on Chain of Command, Radio Operations, GPS, and working in groups. The group then carpoled to Carol's place where we put all that knowledge to work in a search and rescue scenario.

Carol played the role of Incident Commander, Michelle Wagner acted as Team Leader, and Randie Revilla helped out as a floater/observer.



We divided the group into two teams and after a team briefing, we deployed to different areas of the property to search for two groups of missing hikers. Fire Academy Students, Dale and Luis Stanec, acted as our patient transport team.

Britne Gose and Jeff Bagge, both from Groveland, got to practice as group leaders and did a wonderful job.



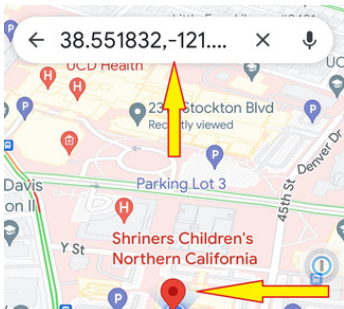
SEARCH AND RESCUE DEPLOYMENT DRILL, cont'd

The rest of the group acted as “ground pounders” and everyone got practice using radios, reading maps, searching, and locating coordinates using their cell phone GPS.



The training was extremely successful with the entire group exhibiting their new skills professionally and to good effect.

Articles of clothing, remnants of campfires, and other “clues” were located along with their GPS coordinates. Several simulated patients were located and safely returned to the treatment area. And, perhaps more importantly, people learned new skills and had fun doing it.



It was extremely gratifying to see how well everyone performed and I am looking forward to the next group training.

OCTOBER IS FIRE PREVENTION MONTH

by John Buckingham, Safety Officer, THA-CERT



Do you know what steps to take to keep your family safe during a fire emergency? Here are some things you can do to prepare:

Create a family escape plan. The entire family should know exactly what to do and where to go in the event of a fire.

Fire extinguishers. Please check/test the status of your fire extinguishers. Review locations and how to use the extinguishers with family members

OCTOBER IS FIRE PREVENTION MONTH, cont'd

Smoke alarms, this month is the month to test and change batteries

Fireplace safety, Make sure your fireplace and chimneys are clean and you use a spark screen on front of your fire on the fireplace

Halloween decorations, should be kept clear of burning candles and heat-induced appliances

Gas, check for leaks and open valves.

Kitchen dangers, Never leave your kitchen unattended when using a cooking surface

Fire Safety, Know how and when to call for safety when confronted with a fire. Review protocols with family members.



SUPPORT YOUR FIREFIGHTERS

THA-CERT & Fire Association are putting together a fund to help support Twain Harte Fire Department so that they can support and respond to our needs. There are two items that we are working toward:



A Lucas Chest Compression System, which is an automatic CPR machine...which would be invaluable if a person needed to be transported while having heart issues.

An AED with infant/child reduced defibrillation electrode as well as a stair chair pro. The Fire Chief is always looking at the ahead at what the community might need in the future, the future is now!

There are several ways to support this effort.

One way is to shop at the 2 local stores in Twain Harte that carry our memorabilia. The Fire Association created new

swag to sell this year. We have t-shirts, hats, mugs, and pint glasses for sale at The Harte of the Kitchen and Earthly Essentials. Look for the posters in the windows.

Another way is to make a donation to THA-CERT & Fire Assoc.

Thank you in advance for your consideration.

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief, THA-CERT



busy, busy, busy! The total THA-CERT volunteer hours for September were:

| | |
|----------------------|------------|
| Administration = | 144 |
| Training = | 62 |
| Deployment = | 231 |
| Total hours = | 437 |



Events



Twain Harte Outdoor Christmas Market

Day: Saturday & Sunday
 Date: October 15 & 16, 2022
 Location: Downtown Twain Harte
 Time: 10:00 am -5:00 PM

CERT & Fire will have fundraising booths:
 Beer, Wine, Margaritas
 Shirts, Hats, Mugs & Glasses
 Stop by to support THA-CERT & Twain Harte Fire Association.

Visit Tuolumne County:
<https://www.visittuolumne.com/events>

Twain Harte Chamber of Commerce:
<https://www.twainhartecc.com/events>

The Firefighters Benefit Dinner has been postponed until Spring, due to multiple scheduling conflicts. We hope you join us when we hold this fun event next year!

Meetings

THCSD Board Meeting

<https://www.twainhartecsd.com/board-meetings>

Day: Wednesday
 Date: October, 12, 2022
 Time: 9:00 am
 Location: Vantage Point Mtg Room



CERT & Fire Association Board Meeting

Day: Thursday
 Date: October 13, 2022
 Time: 9:30 am
 Location: Vantage Point Basement Office

Training

Columbia College Academy Live Fire Training

Day: Monday-Wednesday
 Date: October 17-19, 2022
 Location: Vantage Point Training Center
 CERT will be supporting this training with Firefighter Rehab & Tank refill

Tuolumne County Public Health Department

will be offering a FREE flu vaccination clinic for ages 2 and up

Day: Wednesday
 Date: October 12, 2022
 Time: 9-4 pm
 Location: Mother Lode Fairgrounds, Manzanita Building.

In-house clinic will be offering flu shots every Tuesday from 8:30-11:30 am by appointment only (call 533-7401), starting October 18th.

GM REPORT

OCTOBER 12, 2022



ADMIN ACTIVITIES

- FY 21-22 Budget Closeout
- TH Meadows Park Design & Funding Agreement
- Per Capita Grant Repurposing
- Financial Software Upgrade
- Online Banking Transitioning
- Quarterly Evaluations
- Records Retention Organization & Destruction

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$185,000

A contract has been awarded to True Blue Automation to replace the MCC at the water treatment plant. A Notice to Proceed is expected this month. Due to long lead times, work is anticipated to take place in November 2023 during low water demand months.

Twain Harte Meadows Park

Budget: \$2,600,000

A grant-funded project to build a new, community-designed park adjacent to Eproson Park. 60% design is complete. Coordination in process to ensure proper phasing of work performed under two different grants. Construction anticipated in spring 2023.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Design has begun on the grant-funded project to replace tank roof, reinforce support structure and recoat interior and exterior of the tank. Construction is anticipated in summer 2023.

Fire Station Backwall Excavation & Sealing

Budget: \$35,000

The main construction work has been completed. An addition of a concrete swale to provide improved drainage is underway.

SCADA Upgrade Project

Budget: \$300,000 Water / \$100,000 Sewer

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

MEETINGS OF INTEREST

- 9/21** Special District Leadership Academy
- 9/27** Cedar Pines Consolidation Meeting
- 9/30** Water Shortage Contingency Plan
- 10/7** Little League MLB Grant Opportunity
- 10/13** Rural Rec & Tourism Grant Kickoff

PLANNING PROJECTS

Water and Sewer Rate Study

Budget: IN-HOUSE STAFF

Staff initiated a new water and sewer rate study to evaluate if rate increases are needed over the next five years. Anticipated spring 2023 completion.

Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model, water loss analysis and risk assessment and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is underway.

FUNDING OPPORTUNITIES

STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Awards: Spring 2023

FEMA SAFER GRANT - \$1M

Engineer Staffing / Due: Fall 2022

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED



Twain Harte Download 9/16/22: GM Trott discusses the details of Twain Harte Meadows Park with interested residents.



Water Treatment Plant Tour 9/17/22: Operations Manager Giamb Bruno and GM Trott provide a tour of the District's water treatment plant to residents interested in knowing where their water comes from and how it is treated.



Special District Leadership Academy 9/18-21 – GM Trott, President Sipperley, Vice President Mannix, Director deGroot, Director Knudson, and Director Bohlman graduate from the Special District Leadership Academy conducted by the California Special Districts Association.



TWAIN HARTE CSD OPERATIONS REPORT

What's New

- Operator II Mike Royce has obtained his Collections I license from CWEA.
- Attended Tuolumne-Stanislaus Integrated Water Management Authority Watershed Advisory Committee on 9/21/22.
- Attended an LCW Human Resources Academy class on 9/28/22 in Ripon.
- WSP Crew participated in flow estimating benchmark training put on by Operator II Mike Royce.



Water/Sewer/Park Division

For September 2022

Board Meeting 10/12/22

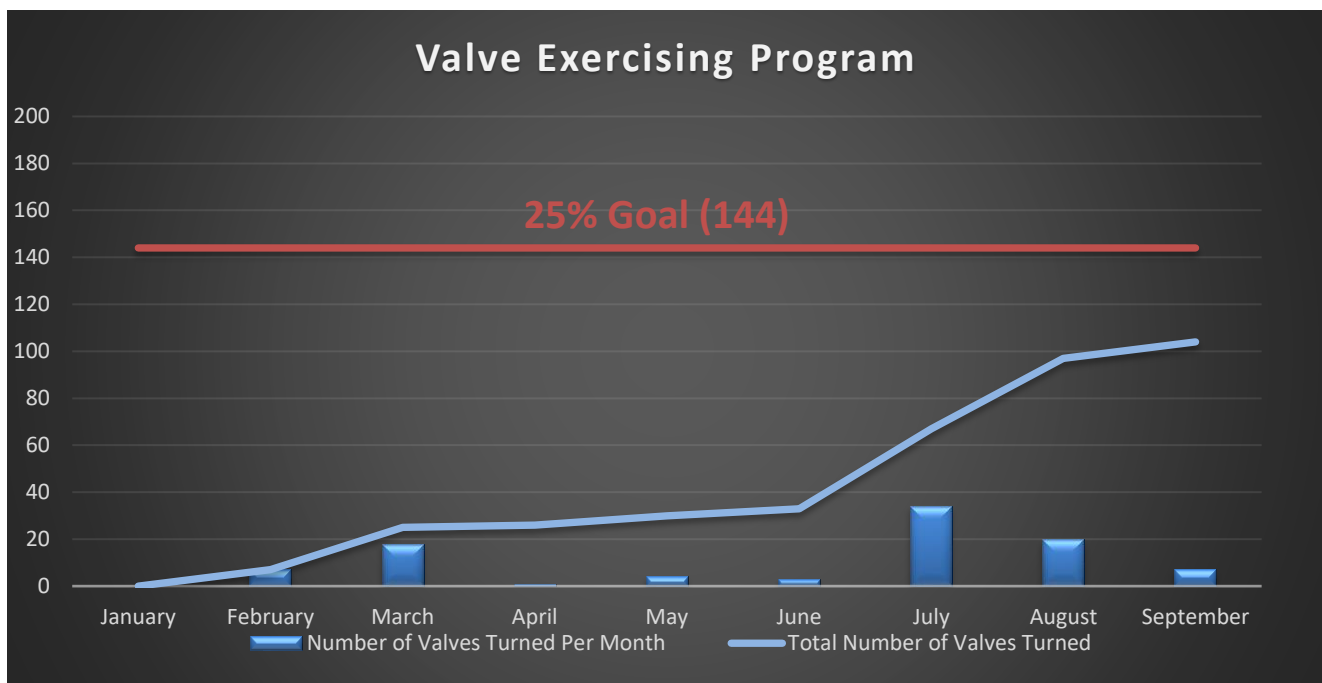


Highlights



Water

- Number of customer service calls were below average for this time of year (25-40) for a total of 23.
- 9 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 104 or 18.1%.
(Context: 92 were inspected and maintained by this time last year)



- Busy fall leak season continued with 7 leaks repaired. Several were in Sherwood Forest including replacing a failed valve assembly.



- Shadybrook fence was repaired.

- We provided the public a tour of the SWTP with 4 attending.



- Crew underwent training put on by Operator II Steve Wise for the upcoming annual ditch outage.

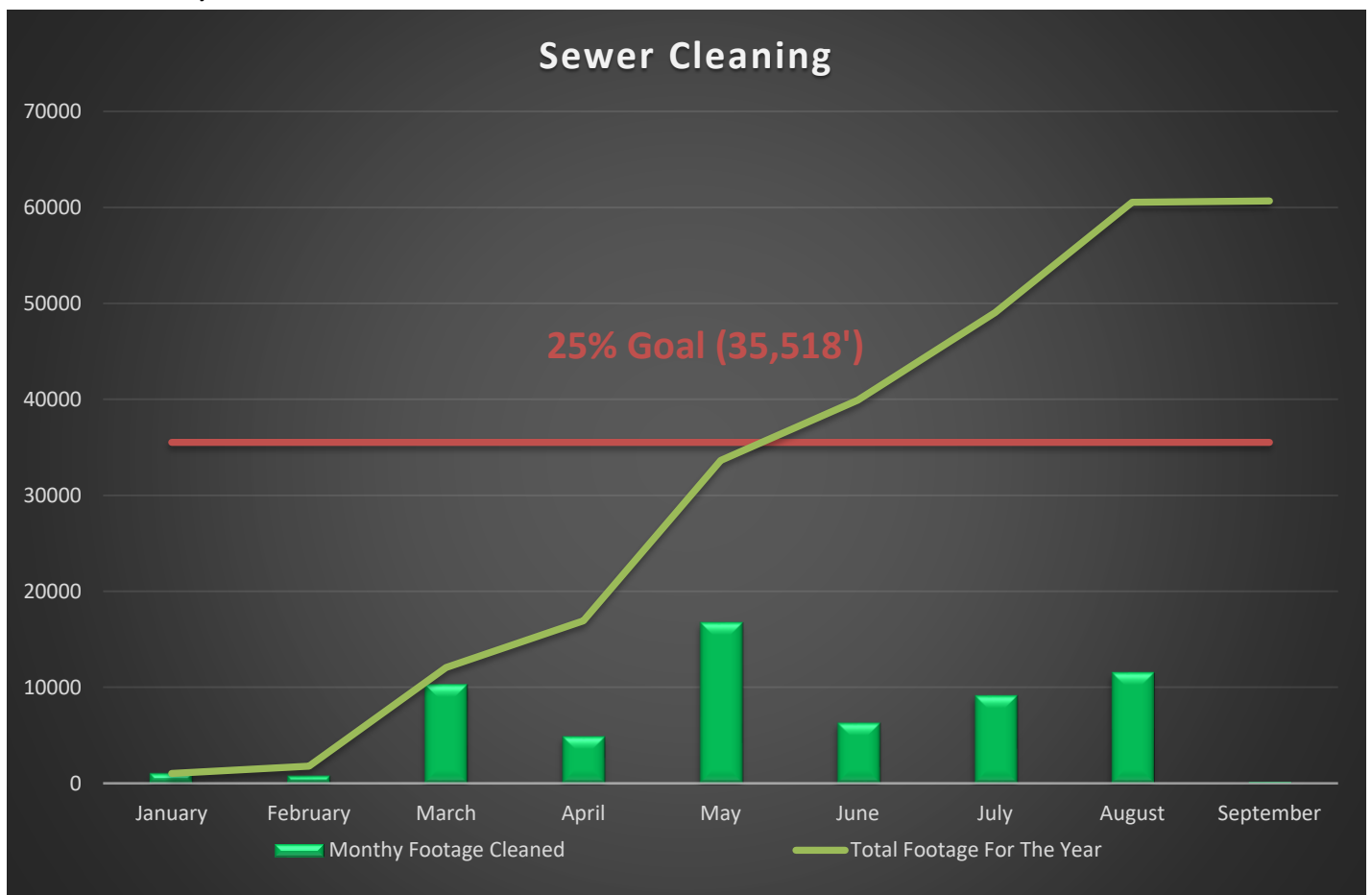


- Crew performed biannual clarifier cleaning ahead of ditch outage.



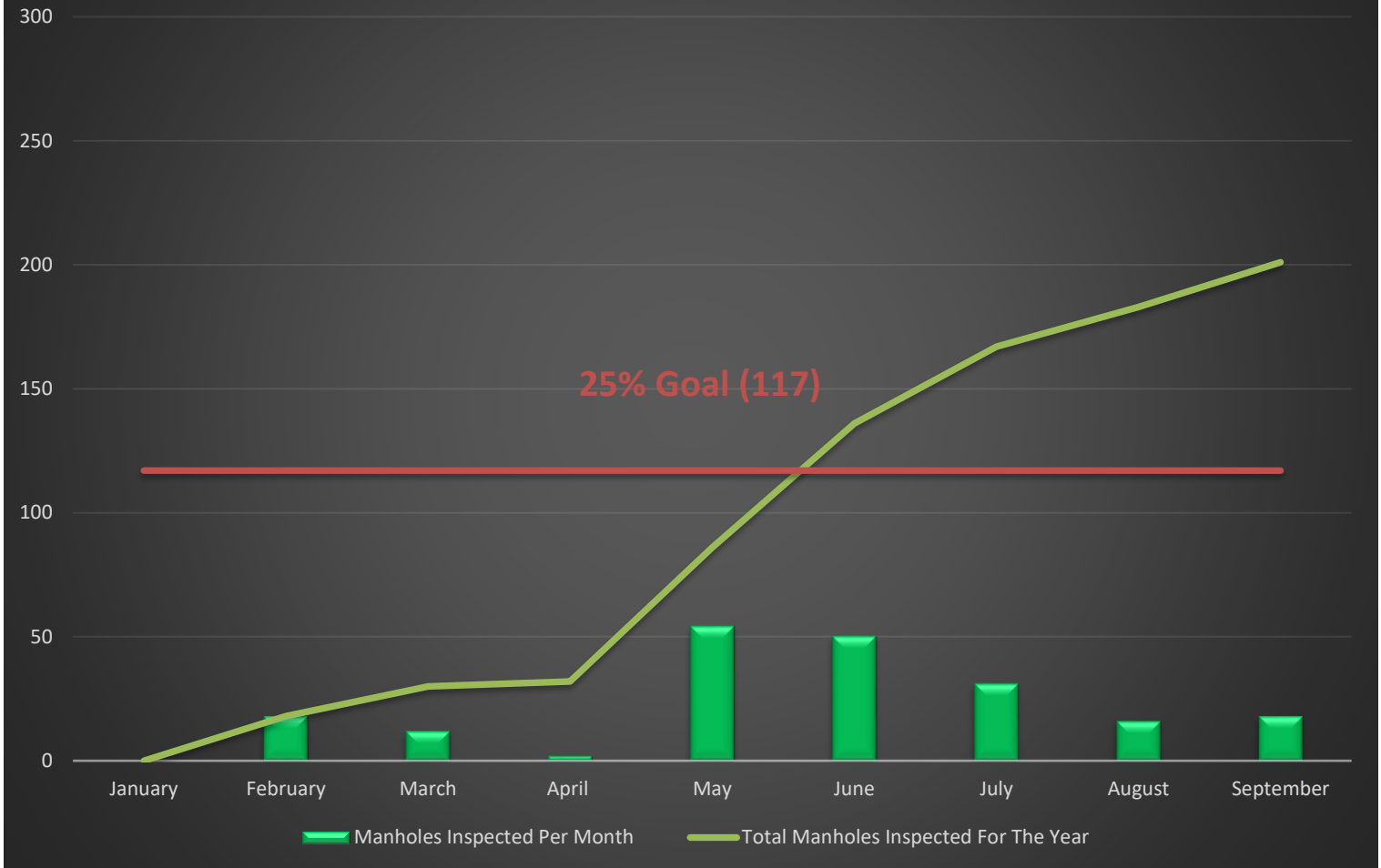


- Number of customer service calls were average for this time of year (0-5) for a total of 1.
- Sewer main footage cleaned out of 142,072': 60,671' or 42.7%. (Context: 40,853' were cleaned by this time last year with an annual goal of 25% cleaned).



- Manholes inspected and maintained out of 468: 201 or 42.9%. (Context: 103 were cleaned by this time last year with an annual goal of 25%).

Manhole Inspections



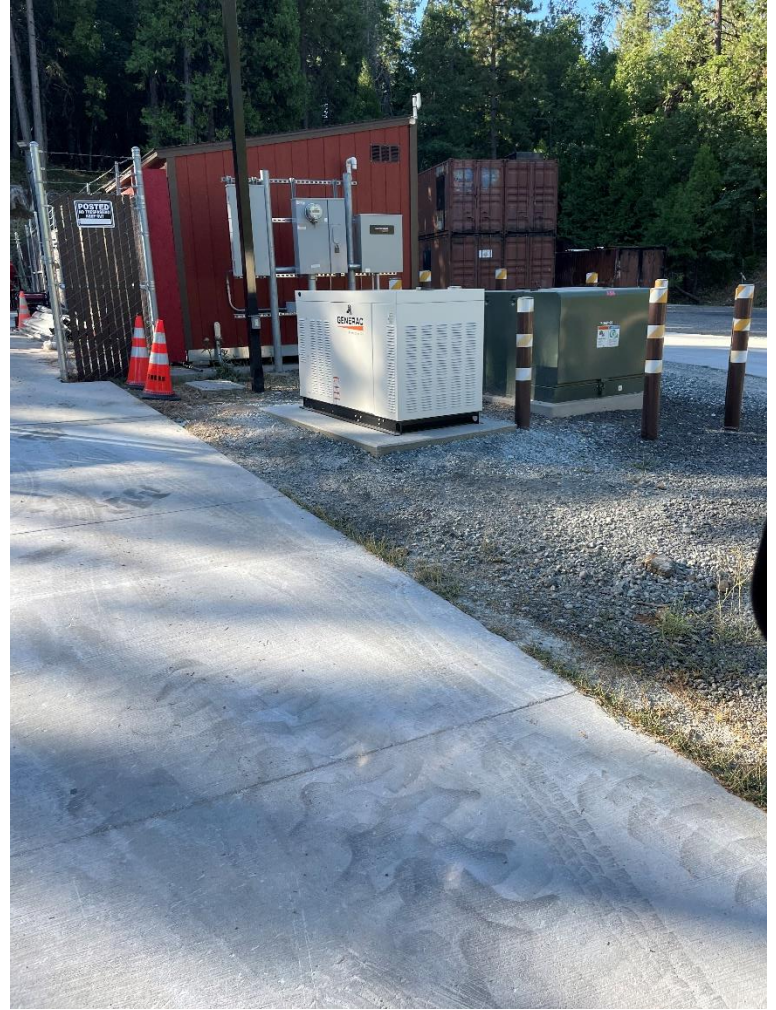


Parks and Recreation

- QR code survey signs were installed at multiple locations around our various Parks and Recreation sites. We've received 6 park QR Surveys. Avg Rating = 3.5 (Yelp rating is 4.5).
 - 3 of the surveys alerted us to a few issues (trash, minor maintenance)
 - 3 of the surveys were from very pleased community members
- The Eproson Park woman's restroom door was repaired and reinforced.
- Pickleball Court Fence was repaired.

Vehicles and Equipment

- Vantage Pointe fill station generator project is complete.



Year: 2022

| 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 | 2,615,579 | 1,154,015 | 1,991,891 | 204,178 | 243,611 | 5,965,663 | 8,304,262 | 28.16% | 0.15 | 0 |
| Feb | 2,020,580 | 980,732 | 1,821,746 | 0 | 157,417 | 4,823,058 | 5,836,362 | 17.36% | 0 | 2 |
| Mar | 2,634,940 | 1,059,070 | 2,080,661 | 0 | 172,648 | 5,774,671 | 5,776,198 | 0.03% | 1.39 | 4 |
| Apr | 2,354,273 | 996,645 | 2,046,546 | 0 | 155,127 | 5,397,464 | 6,737,931 | 19.89% | 2.22 | 0.5 |
| May | 4,375,366 | 1,006,241 | 2,125,140 | 0 | 210,770 | 7,506,747 | 9,624,851 | 22.01% | 0.08 | 0 |
| Jun | 6,039,675 | 935,880 | 2,066,959 | 0 | 286,358 | 9,042,514 | 11,912,958 | 24.10% | 0.016 | 0 |
| Jul | 8,086,915 | 989,609 | 2,135,014 | 0 | 433,644 | 11,211,538 | 14,740,484 | 23.94% | 0.01 | 0 |
| Aug | 8,431,585 | 596,078 | 1,594,637 | 0 | 415,689 | 10,622,300 | 14,605,710 | 27.27% | 0.1 | 0 |
| Sep | 9,022,957 | 0 | 0 | 0 | 542,552 | 9,022,957 | 10,891,827 | 17.16% | 2.33 | 0 |
| Oct | | | | | | 0 | | | | |
| Nov | | | | | | 0 | | | | |
| Dec | | | | | | 0 | | | | |
| Total | 45,581,870 | 7,718,270 | 15,862,594 | 204,178 | 2,617,816 | 69,366,912 | 88,430,583 | 21.56% | 6.296 | 6.5 |