

# 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 June 8, 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/88079668959>
  - Meeting ID: 880 7966 8959
  - Telephone: (669) 900-6833
- ❖ Teleconference Location (Director deGroot): 5 Sommerset Vale, Monterey, CA 93940

## 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. Consent Agenda:

- A. Presentation and approval of financial statements through May 31, 2022.
- B. Approval of the minutes of the Regular Meeting held on May 11, 2022.
- C. Discussion/action to Adopt Resolution #22-21 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

### 6. Public Hearing

- A. Open public hearing.
- B. Presentation on continuation of assessments for Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.

- C. Receive public comment regarding continuation of assessments.
- D. Presentation of the proposed Fiscal Year 2022-23 budget, salary plan, capital outlay plans and reserve designations.
- E. Receive public comment regarding budget.
- F. Close public hearing.
- G. Discussion/action to adopt Resolution #22-22 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2022-23.
- H. Discussion/action to adopt Resolution #22-23 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2022-23.
- I. Discussion/action to adopt Resolution #22-24 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2022-23.
- J. Discussion/action to adopt Resolution #22-25 – Adoption of the Fiscal Year 2022-23 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

**7. New Business**

- A. Discussion/action to approve revisions to Policy #5070 – Rules of Order for Board and Committee Meetings.
- B. Discussion/action to adopt Resolution #22-26 – Supporting Tuolumne Utilities District’s Acquisition of Pacific Gas and Electric Company’s Water Rights and Water Storage and Conveyance System.
- C. Discussion/action to adopt Resolution #22-27 – Resolution of Appreciation for Fred Eldred.

**8. Reports**

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

**9. Closed Session**

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

**10. Adjourn**

## **HOW TO VIRTUALLY PARTICIPATE IN THIS 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](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to 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:  Raise Hand

Q&A Icon:  Q&A

- 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](http://www.twainhartecsd.com)

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**BANK BALANCES**  
As of May 31, 2022

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Current Balance</b>
U.S. Bank Operating	2,000,581	305,047	(215,817)	2,089,811
U.S. Bank - D Grunsky #1*	73,454			73,454
U.S. Bank - D Grunsky #2*	76,083			76,083
LAIF	2,974,637			2,974,637
<b>TOTAL</b>	<b>\$ 5,124,755</b>	<b>\$ 305,047</b>	<b>\$ (215,817)</b>	<b>\$ 5,213,985</b>

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**21/22 OPERATING EXPENDITURE SUMMARY**  
As of May 31, 2022

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 91.67%)
Park	89,266	63,651	25,615	71.30%
Water	1,312,981	966,747	346,234	73.63%
Sewer	1,108,904	811,446	297,458	73.18%
Fire	1,238,616	1,064,056	174,560	85.91%
Admin	649,891	552,547	97,344	85.02%
<b>TOTAL</b>	<b>\$ 4,399,658</b>	<b>\$ 3,458,447</b>	<b>\$ 941,211</b>	<b>78.61%</b>

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**21/22 CAPITAL EXPENDITURE SUMMARY**  
As of May 31, 2022

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 91.67%)
Park	604,791	20,820	583,971	3.44%
Water	1,707,550	50,086	1,657,464	2.93%
Sewer	454,100	252,475	201,625	55.60%
Fire	515,100	126,273	388,827	24.51%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 3,281,541</b>	<b>\$ 449,654</b>	<b>\$ 2,831,887</b>	<b>13.70%</b>

Reflects Budget Rev #6 - Approved 04/13/22

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**May 11, 2022**

**CALL TO ORDER:** President Sipperley called the meeting to order at 09:00 a.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

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

**STAFF:**

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

**AUDIENCE:** 3 Attendees

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

*No public comment.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through April 30, 2022
- B. Approval of the minutes of the Regular Meeting held on April 13, 2022.
- C. Discussion/action to adopt Resolution #22-15 – Intention to Continue Assessments for Fiscal Year 2022-23, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.
- D. Discussion/action to adopt Resolution #22-16 – Intention to Continue Assessments for Fiscal Year 2022-23, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire and Rescue Assessment District.
- E. Discussion/action to adopt Resolution #22-17 – Intention to Continue Assessments for Fiscal Year 2022-23, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

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

***SECOND: Director Knudson***

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

***NOES: None***

***ABSTAIN: None***

**NEW BUSINESS:**



- A. Discussion/action to approve Resolution #22-18 – Approval of a Collective Bargaining Agreement with the Communication Workers of America, AFL-CIO, Local 9333.  
**MOTION: Director Bohlman made a motion to approve Resolution #22-18 – Approval of a Collective Bargaining Agreement with the Communication Workers of America, AFL-CIO, Local 9333.**  
**SECOND: Director Mannix**  
**AYES: Mannix, deGroot, Bohlman Sipperley, Knudson**  
**NOES: None**  
**ABSTAIN: None**
- B. Discussion/action to approve Resolution #22-19 – Declaring Support of the Formation of the Tuolumne County Chapter of the California Special Districts Association and Authorizing Related Actions.  
**MOTION: Director Mannix made a motion to approve Resolution #22-19 – Declaring Support of the Formation of the Tuolumne County Chapter of the California Special Districts Association and Authorizing Related Actions.**  
**SECOND: Director deGroot**  
**AYES: Mannix, deGroot, Bohlman Sipperley, Knudson**  
**NOES: None**  
**ABSTAIN: None**
- C. Discussion/action to adopt Resolution #22-20 – Authorizing the Transfer of Funds and Assets Raised or Purchased by the Twain Harte Area Community Emergency Response Team from the Fire Fund to the CERT & Fire Association.  
**MOTION: Director deGroot made a motion to adopt Resolution #22-20 – Authorizing the Transfer of Funds and Assets Raised or Purchased by the Twain Harte Area Community Emergency Response Team from the Fire Fund to the CERT & Fire Association.**  
**SECOND: Director Bohlman**  
**AYES: Mannix, deGroot, Bohlman Sipperley, Knudson**  
**NOES: None**  
**ABSTAIN: None**
- D. Discussion/action to consider changing the Fire Division fleet model by replacing the Type 1 Reserve Engine with a Type 6 Engine.  
**MOTION: Director Bohlman made a motion to change the Fire Division fleet model by replacing the Type 1 Reserve Engine with a Type 6 Engine.**  
**SECOND: Director Mannix**  
**AYES: Mannix, deGroot, Bohlman Sipperley, Knudson**  
**NOES: None**  
**ABSTAIN: None**
- E. Discussion/action to adopt the 20-Year Vehicle and Equipment Replacement Plan for Fiscal Year 2022-23.  
**MOTION: Director Mannix made a motion to adopt the 20-Year Vehicle and Equipment Replacement Plan for Fiscal Year 2022-23.**  
**SECOND: Director Bohlman**  
**AYES: Mannix, deGroot, Bohlman Sipperley, Knudson**  
**NOES: None**  
**ABSTAIN: None**

- F. Discussion/action to approve revisions to Policy #5040 – Board Actions and Decisions.  
**MOTION: Director deGroot made a motion to approve revisions to Policy #5040 – Board Actions and Decisions.**  
**SECOND: Director Mannix**  
**AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot**  
**NOES: None**  
**ABSTAIN: None**
- G. Discussion/action to approve revisions to Policy #5060 – Minutes of Board Meetings.  
**MOTION: Director Mannix made a motion to approve revisions to Policy #5060 – Minutes of Board Meetings.**  
**SECOND: Director Bohlman**  
**AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot**  
**NOES: None**  
**ABSTAIN: None**

**REPORTS:**

**President and Board Member Reports.**

- *President Sipperley reported that there was no JPA meeting this month. President Sipperley and Director Mannix attended TUD meetings on 4/12 and 4/26 and reiterated the request to keep our district whole on the new redistricting mapping and TUD agreed.*
- *Director Mannix reported on attending the TUD/Board of Supervisors/City of Sonora meeting regarding the purchase of Pinecrest and noted how it will require rate increase.*
- *President Sipperley requested that GM Trott put a formal resolution of support of the acquisition on the agenda for June 2022.*

**Fire Chief Report by Chief Gamez**

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

**CLOSED SESSION:** *The Board of Directors convened into closed session at 10:51 a.m.*

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

*President Sipperley reconvened the meeting into regular session at 1:37 p.m. with no reportable action.*

**ADJOURNMENT:**

The meeting was adjourned at 1:37 p.m.

Respectfully submitted,

APPROVED:

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Kimberly Silva, Board Secretary

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Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-21**

**APPROVE CONTINUANCE OF THE 1981 SPECIAL TAX FOR FIRE  
PROTECTION AND PREVENTION**

**WHEREAS**, on February 10, 1981, the Twain Harte Fire Protection District, now the Twain Harte Community Services District (District) adopted Ordinance #81-1 to impose a special tax for fire protection and prevention and adopted Resolution #1-81 to hold an election for the proposed special tax; and

**WHEREAS**, On June 9, 1981, the special tax set forth in Ordinance #81-1 passed with a vote of more than two-thirds of District voters; and

**WHEREAS**, Ordinance #81-1 requires the District Board to determine the tax per benefit unit each fiscal year at a rate that achieves the purposes of Ordinance #81-1 and that does not exceed \$4.75 per benefit unit; and

**WHEREAS**, in 2006, due to increasing fire protection and prevention costs, the District levied the maximum tax per benefit unit of \$4.75; and

**WHEREAS**, District fire protection and prevention costs continue to require the District to levy the maximum tax per benefit unit.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of Twain Harte Community Services District that the 1981 Special Tax for Fire Protection and Prevention, established by vote in accordance with Ordinance #81-1, continue to be levied at the rate of \$4.75 per benefit unit.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on June 08, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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

\_\_\_\_\_  
Kimberly Silva, Board Secretary

# Twain Harte Community Services District



## FISCAL YEAR 2022/23 BUDGET, SALARY PLAN, CAPITAL OUTLAY PLAN

APPROVED:  
June 8, 2022

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# 1.0 Introduction

## 1.1 Purpose

In November of 2019 the Twain Harte Community Services District (District) Board of Directors adopted a strategic plan that reinforced the District’s mission to provide quality and efficient services to the community in a professional, reliable and fiscally responsible manner. A crucial part of this mission, providing services in a fiscally responsible manner, is achieved in part through the creation and approval of the yearly budget. The budget process allocates the necessary resources to ensure quality and efficient services and establishes the District’s direction for the near term.

## 1.2 Services

The District currently provides services to 1,594 customers made up of 1,491 residential customers and 104 commercial customers and public entities. It is governed by an elected five-member Board of Directors and is operated by a fourteen member staff. The District’s services are generally described as follows:

- **Water:** The District provides treated water to all of its customers. Raw water stored in Lyons Reservoir is transported to the District via an open ditch system and is purchased from the Tuolumne Utilities District. The water is treated at the District’s water treatment plant (one million gallons per day capacity), pumped through two pump stations, distributed through approximately 27 miles of pipeline and stored in six storage tanks (totaling 2.5 million gallons of storage). The District also owns and operates three groundwater wells capable of producing 150 gallons per minute and Shadybrook Reservoir, which serves as an emergency water supply source.



- **Sewer:** The District owns and operates a wastewater collection system consisting of approximately 18 miles of sewer mains. All wastewater collected by the District is conveyed to Tuolumne Utilities District for treatment. The Sherwood Forest subdivision is the only area within the District that utilizes individual septic systems to treat wastewater.
- **Fire Protection:** The District provides fire protection and rescue services to the District and the greater Twain Harte area through mutual aid contracts with nearby cooperating fire agencies. With full-time staffing, three





engines and a centrally located fire station, the District is able to provide emergency response in less than five minutes.

- **Park and Recreation:** The District operates and maintains several facilities to serve the communities' recreation needs – tennis courts, baseball field, skateboard park, bocce courts, playground, outdoor stage, walking trail and Community Center building.



### 1.3 **Basis of Budgeting**

The District's budget is organized through the utilization of funds, with each fund representing a different service component of the District. Every fund is considered its own separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that are comprised of assets, liabilities, fund net position, revenues, and expenditures or expenses, as appropriate. Financial activities are allocated to and accounted for in the individual funds based upon the purposes for which they are to be spent. The District currently utilizes five funds titled: Water, Sewer, Fire, Park, and Admin. The Admin Fund is later transferred through an allocation methodology to the other four funds.

### 1.4 **General Budget Definitions**

#### 1.4.1 **Revenue**

- **Taxes & Assessments**

- **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all secured property within the Twain Harte Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13.
  - **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property within the District's service area. The term "unsecured" simply refers to property that is not secured real estate such as a house or parcel of land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.
  - **Assessments:** A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.
- **Service Charges:** Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services.

- **Water Service Charge:** Fees collected to recover the cost of providing water service to District customers.
- **Wastewater Service Charge:** Fees collected to recover the cost of wastewater collection services to District customers.
- **Fees:** Miscellaneous set fees such as late fees, door notice fees, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer’s water or wastewater account.
- **Grants & Donations:** Various grants or donations received for specific purposes or areas.
- **Other Revenue:**
  - **Strike Team Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the Fire Fund only.
  - **Training Revenue:** Income received from outside individuals/organizations who attend District sponsored training classes/seminars.
  - **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
  - **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
  - **Interest Revenue:** Interest earned on investment of District funds.

#### 1.4.2 Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll related expenses for District employees. Costs include payroll taxes, retirement contributions, health and vision insurance premiums, health reimbursement arrangement expenses, and workers compensation insurance premiums.
- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Materials & Supplies:** Included in this cost category are costs associated with chemical, office, postage, emergency food and janitorial supplies.
- **Outside Services:** Costs from outside consultants/service providers including auditing, legal, engineering, medical, and IT service providers.

- **Other:** Other costs consist of utilities, phone and communication expenses, property and liability insurance, property taxes, training, conferences, travel, certifications, public education, software licenses and maintenance. In the water fund, other costs include the cost of wholesale water purchased from Tuolumne Utilities District (TUD). In the sewer fund other costs include the contracted amount with TUD for wastewater treatment.
- **Debt Service:** The amount of principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$5,000 or more and a useful life that is longer than one year.

#### 1.4.3 Reserves

Fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. The Board of Directors have established several reserve accounts for each fund described below:

- **Operating Reserve:** These reserves ensure adequate levels of available cash to account for timing differences between revenue collection and payment of expenses. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Revenue Stabilization Reserve:** This reserve is intended to provide a buffer should revenue estimates in any year not meet projections. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Capital Improvement/Asset Replacement Reserve:** The Capital Improvement/Asset Replacement Reserve was established to support the future capital needs of the District with the intent to fund replacement costs of existing facilities or equipment as they reach the end of useful lives, to fund major repairs that extend the useful lives of facilities, or to fund new capital projects. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Water Rights Reserve:** The purpose of this reserve is to cover the cost associated with efforts to secure, protect and preserve the District's water rights, which may include funding projects and other activities that will enhance, protect, secure and preserve water rights for beneficial use. This reserve account is established for the Water Fund only.

## **2.0 2022/2023 ANNUAL BUDGET**

### **2.1 Background**

The District's Fiscal Year 2022/23 (FY 22/23) budget is made up of budgets for five individual funds: Water, Sewer, Fire, Park and Administrative. Except for the Administrative fund, which is shared amongst the other four funds, revenues and expenses for each fund must remain within the fund and cannot be assigned to any other purpose. The overall District FY 22/23 budget is presented in Attachment A.

### **2.2 Budget Assumptions**

The Fiscal Year 2022/23 (FY 22/23) District budget presented has several general budget assumptions applicable to all funds. Many of the budget assumptions are related to inflation, supply chain issues and other economy-related changes. Specific assumption and impacts to the FY 22/23 budget include interest revenue decreases on district investments due to slowing of the economy, union negotiated salary increases, a substantial increase in workers' compensation premiums, increases in property/liability insurance premiums, an increase to the CALPERS employer contribution percentage, and increases in fuel and utility costs. Fund-specific assumptions are described in the individual fund sections of this budget report.

### **2.3 Salary Plan**

During the 2021/2022 fiscal year, the District Board of Directors approved a labor agreement with Communications Workers of America, representing non-exempt water, sewer and administrative employees. The board and above-mentioned employee union agreed to a 3% cost of living increase (COLA) for FY 22/23 and a 2% COLA for each successive year of the contract ending June 30, 2027 (contingent upon CPI not exceeding 2%). During the 2017/2018 fiscal year, the District Board of Directors approved a labor agreement with IAFF, representing non-exempt fire personnel. The agreement granted a 2% COLA for each year of the contract beginning July 1, 2018 and ending June 30, 2023. Consistent with historical practice, both of these wage scenarios also apply to non-represented exempt employees.

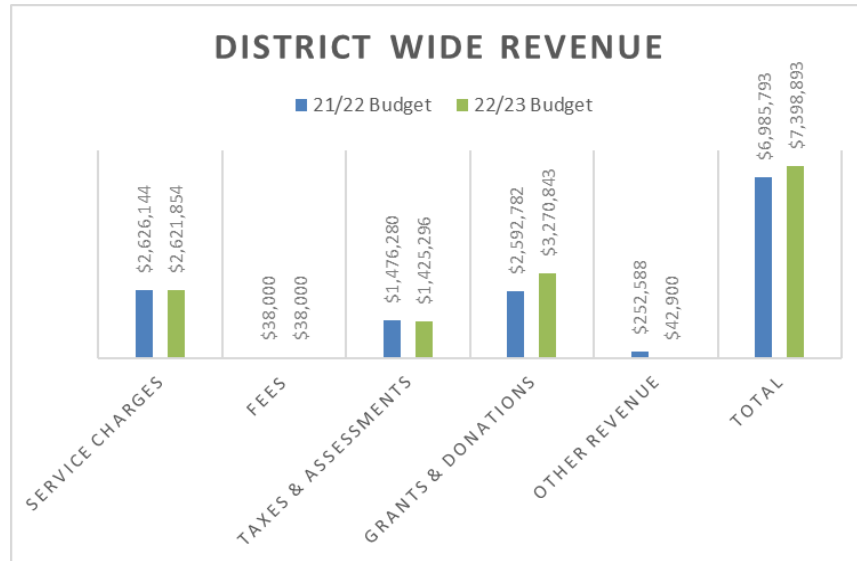
The District also completed a salary compensation study to determine if compensation packages, inclusive of wages and benefits, were competitive with other like organizations. To promote recruitment and retention of highly skilled and qualified employees, the Board of Directors determined that the District's compensation packages for all positions should be at least 6% higher than the average compensation package provided by like organizations. The District's compensation packages for the following positions fell below this criterion: Customer Services Representative; Finance Officer; Operations/Assistant General Manager. In order to comply with the Board's direction, the wages for these positions have been increased in the FY 22/23 Salary Plan to meet the minimum standard.

The FY 22/23 Salary Plan can be found in Appendix B. The Salary Plan reflects specific wage adjustments directed by the District Board and negotiated through labor agreements.

## 2.4 Budget Summary

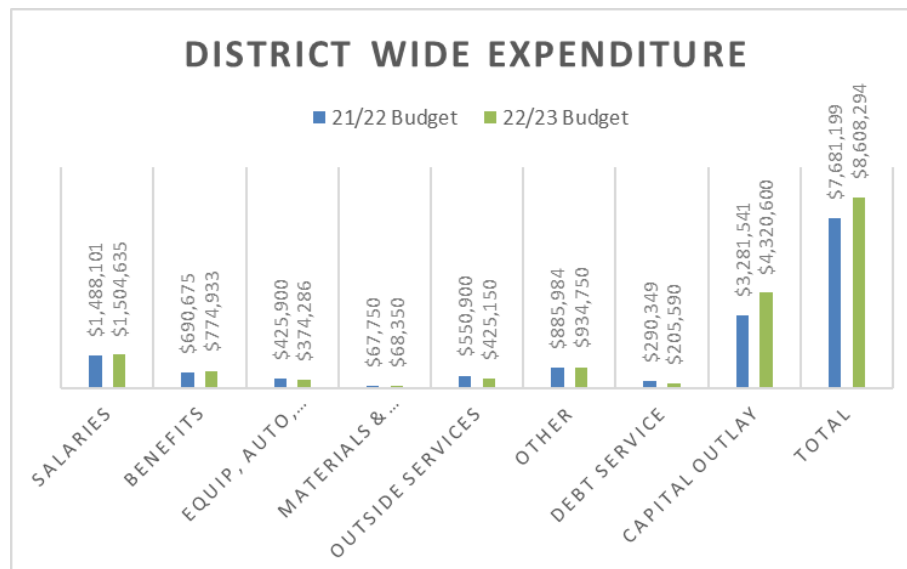
### 2.4.1 District Wide Revenue

The FY 22/23 budgeted total revenue for the District is \$7,398,893 which is approximately \$413,099 more than the budgeted revenue for FY 21/22. This is primarily due to an increase in FY 22/23 one-time grant revenues awarded to the Water and Park Funds.



### 2.4.2 District Wide Expenses/Expenditure

The FY 22/23 budgeted total expense/expenditure for the District is \$8,608,293 which is approximately \$927,094 more than the FY 21/22 Budget. The primary cause of the increase between the FY 22/23 budget and the FY 21/22 budget is due to an increase in one-time grant-related and capital project expenses.



### 2.4.3 District Wide Reserve Levels

Budgeted revenues for each of the District's funds exceed operating expenses (all expenses less capital outlay). However, the cost of planned capital outlay projects exceeds revenues, primarily due to the need to replace degrading infrastructure. The additional revenue to fund these projects is covered by Capital Improvement/Asset Replacement Reserve Accounts (Capital Reserves) in each fund. The total projected District-wide reduction to Capital Reserve levels is \$1,209,401, leaving the combined balance of all Capital Reserve accounts at a new total of \$2,011,280. Projected FY 22/23 Reserve Designations are presented in Attachment C.

## 3.0 Water Budget

### 3.1 Background

The Water Fund captures all financial transactions related to the acquisition, treatment, distribution and administration of providing potable water to District customers. The Water Fund is an enterprise fund and expenses for this service are recovered primarily through user charges. The detailed FY 22/23 Water Fund Budget is presented in Attachment D.

### 3.2 Budget Assumptions

#### 3.2.1 Conservation

The state of California has been plagued by drought in recent years, resulting in monumental conservation efforts by District customers. During the height of the drought, over a two-year period, District customers reduced consumption by 42%. This conservation achievement was accomplished through many avenues, including identification and repair of leaks, temporary lifestyle changes (e.g. minimal outdoor watering etc), and permanent lifestyle changes (e.g. changing out fixtures to low-flow). In FY 21/22, with an improved water situation, customer water consumption continued to increase in comparison to the worst years of the drought. However, consumption levels did not increase to pre-drought levels primarily due to the above-mentioned permanent lifestyle changes. Due to these changes in lifestyle and due to predicted drought, it is assumed that some conservation would continue into the FY 22/23 budget year. Therefore, FY 22/23 consumption revenue is based on continued FY 21/22 levels of consumption.

#### 3.2.2 Conclusion of District Rate Increases

In February of 2016, a Proposition 218 process was conducted in which the Board proposed a 5-year program of incremental rate increases for District customers to evaluate. The proposed rate increase was not protested by District customers and the Board unanimously approved the 5-year rate plan on April 12, 2016. The last year of these approved annual increases was implemented in FY 19/20. Therefore, rate increases are not incorporated into the FY 22/23 Water Service Charge budget line and the revenue is relatively flat in comparison to 21/22.

#### 3.2.3 Million Gallon Tank #2 Rehabilitation Grant

The FY 22/23 Water Fund budget includes \$1,275,000 in both revenue and expense for the purpose of implementing the Urban and Multi-Benefit Drought Relief grant that was awarded to the District in FY 21/22. The grant will fund the refurbishment of the District's Million Gallon Tank #2 as described in the Capital Outlay Plan below.

#### 3.2.4 Water System Evaluation Planning Grant

The FY 22/23 Water Fund budget includes \$320,000 in both revenue and expense for the continued implementation of a water system evaluation planning grant that was awarded in FY 21/22. The purpose of the planning grant is to evaluate the water system's condition, identify areas of water loss

and prioritize capital projects to both reduce water loss and replace the most vulnerable areas of the system.

### **3.2.5 Conclusion of Davis Grunsky Assessments**

During the 1970's, the District applied for two construction loans through the Davis Grunsky Act to fund water system improvements. The loan agreements allowed the District to assess property owner's tax bills in an amount equal to the required annual loan payment. The loan agreement also required the District to maintain a minimum level of restricted reserves for loan re-payment purposes. The last loan payment is due during the 22/23 fiscal year, and the expenses related to this payment are included in the Water Fund Budget. The Davis Grunsky reserves will be released from restriction to fund the last scheduled payment and property owner's fiscal year 22/23 tax bills will not be assessed. Therefore, the revenue associated with the assessments is not included in the FY 22/23 Budget. The last payment will be made from the restricted reserves as noted on the FY 22/23 Reserve Designations (Attachment C).

## **3.3 Revenue**

After incorporating the above budget assumptions, the total Water Fund revenue is projected to be 3,147,924. This represents an increase from the FY 21/22 fiscal year budget of approximately \$8,377 primarily due to an increase in one-time grants.

## **3.4 Expenditures**

The FY 22/23 Water Fund expenses are projected to be \$3,857,115 which is approximately \$531,136 more than FY 21/22. This change is primarily due to higher capital improvement project expenses, grant-related expenses and administrative cost expenses as detailed in the administrative cost section.

## **3.5 Capital Outlay Plan**

The FY 22/23 Water Fund Capital Outlay Plan presented in Attachment D, includes the following capital projects:

### **3.5.1 Truck #3 Replace**

Replace one of the existing Operations Division service trucks (2006 Chevy) with a new service truck that is capable of snow plowing and towing the District's service trailers. The cost of this purchase is shared by the Water and Sewer Funds. The project was anticipated to be complete in FY 21/22, but manufacturing delays are anticipated to delay delivery until FY 22/23.

### **3.5.2 WTP Motor Control Center Upgrade**

Replace and upgrade motor control center at the District's surface water treatment plant (WTP). The existing motor control center has exceeded its useful life and parts no longer exist to service it. The project was initiated in FY 21/22 and is anticipated to be complete in FY 22/23.



### 3.5.3 FH Improvements

Replace one to two substandard fire hydrants within the system to better meet California fire flow requirements.

### 3.5.4 SCADA Upgrade

Upgrade and expand the District's Supervisory Control and Data Acquisition (SCADA) system, which monitors and controls the District's water treatment plant. The current SCADA system technology is outdated and not capable of monitoring and controlling the entire water system. SCADA upgrades will include greater monitoring and control measures, which will improve system operations, increase efficiency, and provide greater safety and reliability. This project will be combined with a project to provide SCADA for the District's sewer system. The project is anticipated to be complete in FY 22/23.

### 3.5.5 Million Gallon Tank #2 Rehabilitation and Recoat

Completely replace the roof and support structure, add safety appurtenances, and recoat the interior and exterior of Million Gallon Tank #2, located at the District's surface water treatment plant. The existing support structure for the tank roof is corroded and is no longer capable of supporting design snow loads. The new roof and support structure will include exterior rafters to greatly increase the life of the tank, reduce corrosion, and prolong the life of the interior coating. This project is entirely funded by a drought resiliency grant from the California Department of Water Resources. The project is anticipated to be complete in FY 22/23.

### 3.5.6 Cedar Pines Pressure Zone Upgrades

Upgrade undersized waterlines and construct new parallel lines near East Avenue to change the pressure zone of Cedar Pines Vista and a portion of the water system. The project will result in the replacement of aging water lines, the elimination of an aging water tank and pump station, improved system pressures, improved water quality, and reduced operations costs. The project is anticipated to be initiated and completed in FY 22/23.

## 3.6 Reserves

The FY 22/23 Water Fund budget projects that operating revenue will exceed operating expenditures by \$1,363,208. This surplus revenue will fund a portion of FY 22/23 water-related capital projects, with the remaining expense balance of \$709,192 funded by the Water Fund Capital and Restricted Reserves. Attachment C details FY 22/23 Reserve Designations for the Water Fund.

## **4.0 Sewer Budget**

### **4.1 Background**

The Sewer Fund captures all financial transactions related to the acquisition, collections, treatment, and administration of providing wastewater collection and treatment services to District customers. The District provides and maintains lines for collection services and contracts with Tuolumne Utilities District for treatment services. The Sewer Fund is an enterprise fund and expenses for this service are recovered primarily through user charges. The detailed FY 22/23 Sewer Fund Budget is presented in Attachment E.

### **4.2 Budget Assumptions**

#### **4.2.1 Conclusion of District Rate Increase**

In February of 2016, a Proposition 218 process was conducted in which the Board proposed a 5-year program of incremental rate increases for District customers to evaluate. The proposed rate increase was not protested by District customers and the Board unanimously approved the 5-year rate plan on April 12, 2016. The last of these approved annual increases was implemented in FY 19/20. Therefore, rate increases are not incorporated into the FY 22/23 Sewer Service Charge budget line and the revenue is relatively flat in comparison to FY 21/22.

#### **4.2.2 Conclusion of the Sewer System Planning Grant**

In June 2019, the District received a \$500,000 Small Community Wastewater Planning Grant from the State Water Resources Control Board. The grant provided for a complete condition and capacity assessment of the District's wastewater collection system with the purpose of identifying system weaknesses and developing a cost-effective, prioritized approach to addressing such weaknesses. The project was completed in FY 21/22 and no revenue or expenses are included in FY 22/23 for the project.

### **4.3 Revenue**

After incorporating the above budget assumptions, the total Sewer Fund revenue is projected to be \$1,155,603. This represents a decrease from the FY 21/22 fiscal year budget of approximately \$210,448 primarily due to the conclusion of the sewer planning grant project.

### **4.4 Expenditures**

The FY 22/23 Sewer Fund expenses are projected to be \$1,408,890, which is approximately \$316,586 lower than FY 21/22. This reduction is primarily due to the conclusion of the sewer planning grant expenses.

### **4.5 Capital Outlay Plan**

The Sewer Fund Capital Outlay Plan presented in Attachment E, includes the following capital projects in FY 22/23:

#### 4.5.1 Truck #3 Replace

Replace one of the existing Operations Division service trucks (2006 Chevy) with a new service truck that is capable of snow plowing and towing the District's service trailers. The cost of this purchase is shared by the Water and Sewer Funds. The project was anticipated to be complete in FY 21/22, but manufacturing delays are anticipated to delay delivery until FY 22/23.

#### 4.5.2 I&I Manhole Repair/Replacement

Repair and replace degraded manholes across the District's sewer system to reduce inflow and infiltration (I&I). The District's recent grant-funded sewer system assessment identified approximately fifteen manholes that are a significant source of I&I due to degradation and damage. Excessive I&I causes sewer lines to flow fuller than designed and increases the risk of sewer overflows. The project was initiated in FY 21/22 and is anticipated to be complete in FY 22/23.

#### 4.5.3 SCADA Upgrade

Upgrade and expand the District's Supervisory Control and Data Acquisition (SCADA) system, which currently monitors and controls the District's water treatment plant. SCADA upgrades will include monitoring and control measures at all of the District's sewer lift stations, which will improve system operations, increase efficiency, and provide greater safety and reliability. This project will be combined with a project to provide SCADA for the District's water system. The project is anticipated to be complete in FY 22/23.

#### 4.5.4 Vantage Pointe Equipment Cover

Construct a metal structure within the existing equipment storage yard on Vantage Pointe. This structure will protect the District's emergency sewer equipment from the elements, which will greatly decrease maintenance needs, extend equipment life, and improve equipment reliability and access. The structure will also be used to house and protect fire equipment and consumable materials utilized in the District's live fire training facility. The cost of this project is shared by the Sewer and Fire Funds, based on benefit provided. It is anticipated to be complete in FY 22/23.

#### 4.5.5 Sewer Main Re-Lining/Replacement

Reline or replace critical, degraded sewer lines to extend life and prevent blockages caused by root intrusion. Location and length to be determined through video inspection and as a result of issues found during routine sewer line cleaning and preventative maintenance. This project is ongoing and is scheduled every year as part of the District's continual sewer capital improvement program.

### 4.6 Reserves

The FY 22/23 Sewer Fund budget projects that operating revenue will exceed operating expenditures by \$47,013. This surplus revenue will fund a portion of FY 22/23 sewer-related capital projects, with the remaining expense balance of \$253,287 funded by Sewer Fund Capital Reserves. Attachment C details FY 22/23 Reserve Designations for the Sewer Fund.

## 5.0 Fire Budget

### 5.1 Background

The Fire Fund captures all financial transactions related to fire protection and rescue services provided to District customers. This includes the cost of full-time (24 hours per day) staffing levels, a fire station, fire engines, training facilities and other equipment and vehicles. The Fire Fund is a governmental fund and expenses are recovered through property taxes and voter-approved assessments. The detailed FY 22/23 Fire Fund Budget is presented in Attachment F.

### 5.2 Budget Assumptions

#### 5.2.1 Property Tax Decrease

Due to a projected decrease in FY 21/22 property tax revenue, the FY 22/23 budget includes a slight decrease in property tax revenue in order to align with the previous year estimated actuals.

#### 5.2.2 Assessment Rates

The Fire Fund currently receives income from three voter-approved assessments. Two of the three assessments are subject to an annual adjustment tied to the Consumer Price Index-U (CPI) for the San Francisco Bay Area as of December of each year. Both assessments contain language that the adjustment may not exceed a certain percentage, one of which is 3% and the other 4%. The change in the CPI from December 2020 to December 2021 was 4.244% which exceeds the maximum CPI allowed adjustment for both assessments. Therefore, revenue calculations include the maximum allowed increases of 3% and 4% only. The third assessment is no longer subject to an annual adjustment calculation and remains at the FY 21/22 level.

#### 5.2.3 Strike Team

The FY 22/23 budget assumes that there will be no strike team activity for the year. The budget will be adjusted at a later date if District personnel and equipment respond to state or federal mutual aid requests to assist in fighting wildfires.

#### 5.2.4 Grant Revenue

In FY 21/22, the Fire Fund received several small one-time grants and was awarded a portion of a Storm Water Grant. The FY 22/23 budget assumes that the Fire Fund will still receive several small grants and also includes the unused portion of Stormwater grant funds awarded in FY 21/22. This grant will partially fund the Training Parking Lot capital project outlined in section 5.5.2 below.

#### 5.2.5 Debt Service

The FY 22/23 budget includes a reduction in expenses related to a loan for Engine 723. The loan was paid off in FY 21/22, eliminating all Fire Fund indebtedness.

### **5.3 Revenue**

After incorporating the above budget assumptions, total FY 22/23 Fire Fund revenue is projected to be \$1,549,584. This represents a decrease from the FY 21/22 fiscal year budget of approximately \$207,695, primarily due to the decrease in strike team and grant revenue.

### **5.4 Expenditures**

The FY 22/23 Fire Fund expenses are projected to be \$1,764,815, which is approximately \$105,883 lower than FY 21/22. This decrease is primarily due to paying off the District's loan for Engine 723, lowered legal fees and a reduction in grant-related and strike team expenses. All other budget assumptions and changes are detailed in Attachment F.

### **5.5 Capital Outlay Plan**

The Fire Fund Capital Outlay Plan in Attachment F, includes the following capital projects in FY 22/23:

#### **5.5.1 Fuel/SCBA Fill Station Generator**

Install a standby generator to provide backup power to the District's Fuel Station and SCBA Fill Station, which is used to fuel District vehicles/equipment and fill air bottles utilized in fighting fires. The generator is funded through a grant through the California Office of Emergency Services and will provide reliability during emergency power outages and Public Safety Power Shutoff events. The project was initiated in FY 21/22 and is anticipated to be complete in FY 22/23.

#### **5.5.2 Training Parking Lot**

Construct an extended permeable parking lot at the administration office and fire training center to accommodate large fire trainings. The project includes innovative stormwater practices, including permeable paving, rainwater capture and bioswales to provide parking, while reducing flooding and improving water quality. The project is mostly grant funded through the State Water Resources Control Board Stormwater Grant Program. The project is anticipated to be complete in FY 22/23.

#### **5.5.3 Vantage Pointe Equipment Cover**

Construct a metal structure within the existing equipment storage yard on Vantage Pointe. This structure will protect the District's emergency sewer and fire equipment from the elements, which will greatly decrease maintenance needs, extend equipment life, and improve equipment reliability and access. The structure will also be used to house and protect consumable materials utilized in the District's live fire training facility. The cost of this project is shared by the Sewer and Fire Funds, based on benefit provided. It is anticipated to be complete in FY 22/23.

#### **5.5.4 Back Wall Excavation & Sealing**

Excavate and seal the back wall/retaining wall of the fire station and install drainage improvements to reduce flooding and water damage in the apparatus bay. This project is anticipated to be complete in FY 22/23.

#### 5.5.5 New Station Roof

The Fire Station roof is beyond its useful life and needs to be replaced. This project is anticipated to be complete in FY 22/23.

#### 5.5.6 Engine 721 Upgrades

Engine 721 was struck by a civilian vehicle in FY 21/22 while providing care to patients in a vehicle accident. While it is being repaired, this project provides upgrades to the Engine's hose bed and other features to greatly improve efficiency when responding to structure fires. This project is anticipated to be complete in FY 22/23.

#### 5.5.7 Engine 722 Replacement

Engine 722 is the District's reserve (backup) Type 1 Engine. It is almost 40 years old and well beyond its useful life. This project will replace the reserve engine with a Cal OES surplus engine that is less than 20 years old. This project is anticipated to be complete in FY 22/23.

### 5.6 Reserves

The FY 22/23 Fire Fund Budget projects that operating revenue will exceed operating expenditures by \$315,270. This surplus revenue will fund a portion of FY 22/23 fire-related capital projects, with the remaining expense balance of \$215,230 funded by Fire Fund Capital Reserves. Attachment C details FY 22/23 Reserve Designations for the Fire Fund.

## 6.0 Park Budget

### 6.1 Background

The Park Fund captures all financial transactions related to park and recreation services provided to District customers. This includes the cost of maintaining the tennis courts, baseball field, skateboard park, playground, bocce courts, bathrooms, outdoor stage and the community center. Costs also include the cost of building new equipment or providing new recreational activities. The Park Fund is a governmental fund and expenses for this service are recovered through property taxes, one voter-approved assessment, donations and usage fees. The detailed FY 22/23 Park Fund Budget is presented in Attachment G.

### 6.2 Budget Assumptions

#### 6.2.1 Property Tax Decrease

Due to a projected decrease in 21/22 property tax revenue, the FY 22/23 budget includes a slight decrease in property tax revenue in order to align with the previous year estimated actuals.

#### 6.2.2 Assessment Increase

The Park Fund currently receives income from one voter-approved assessment. The assessment is subject to an annual adjustment tied to the Consumer Price Index-U (CPI) for the San Francisco Bay Area as of December of each succeeding year with a maximum annual adjustment not to exceed 3%. The change in the CPI from December 2020 to December 2021 was 4.244% which exceeds the maximum CPI allowed adjustment. Therefore, revenue calculations include the maximum allowed 3% increase.

#### 6.2.3 Donation Revenue

Due to the COVID-19 pandemic crisis and possible slowing of the economy, the FY 22/23 budget estimates that donations from the annual Park Fund donation drive will decrease to \$18,000.

#### 6.2.4 Grant Revenue

The District was awarded a large grant from the State Water Resources Control Board's Stormwater Grant Program, as well as a Proposition 68 Per Capita Grant. These grants will fund multi-year projects including part of the Twain Harte Meadows Park project noted below in the capital improvement projects. It is estimated that \$1,417,000 of the Twain Harte Meadows Park project will be completed in the FY 22/23 fiscal year and the \$1,377,475 of corresponding grant revenue is included in the budget for that project.

### 6.3 Revenue

After incorporating the above budget assumptions, total Park Fund revenue is projected to be \$1,545,782. This represents an increase of approximately \$822,864 from the FY 21/22 fiscal year budget primarily due to the receipt of the before mentioned Stormwater and Per Capita Grants.

## **6.4 Expenditures**

The FY 22/23 Park Fund expenditures are projected to be \$1,577,473, which is approximately \$818,426 higher than FY 21/22, primarily due to an increase in grant-related costs. All other budget assumptions and changes are detailed in Attachment G.

## **6.5 Capital Outlay Plan**

The Park Fund Capital Outlay Plan presented in Attachment G, includes the following capital projects in FY 22/23:

### **6.5.1 Twain Harte Meadows Park**

Design and construct the community-developed Twain Harte Meadows Park Project. This phase of the project is funded through the State Water Resources Control Board's Stormwater Grant Program and will include all park improvements except the parking lot and restrooms. The project was initiated in FY 19/20 and is anticipated to be complete in FY 23/24.

## **6.6 Reserves**

The FY 22/23 Park Fund Budget projects that operating revenue will exceed operating expenditures by \$1,385,709. This surplus revenue will fund the majority of FY 22/23 park-related capital projects, with the remaining expense balance of \$31,691 funded by Park Fund Capital Reserves. Attachment C details Reserve Designations for the Park Fund.



## 7.0 Administrative Budget

### 7.1 Background

The Administrative Fund (Admin Fund) captures all financial transactions related to the provision of administrative duties to all service areas of the District. These include costs associated with customer service, accounting, management and other shared administrative activities. All costs are recovered from the various service funds, based on allocation methodologies such as amount of staff time spent on providing each type of service. Total Administrative Fund revenue and expenses are allocated at the end of each month by the following percentages:

- Water Fund: 47%
- Sewer Fund: 25%
- Fire Fund: 18%
- Park Fund: 10%

The detailed FY 22/23 Administration Fund Budget is presented in Attachment H.

### 7.2 Budget Assumptions

#### 7.2.1 Salaries & Benefits

The salary expenses include a 3% cost of living increase as negotiated through union labor contracts, Board-directed equity adjustments as mentioned in Section 2.3, “Salary Plan”, and an increase of administrative personnel hours in lieu of hiring consultants to complete various one-time projects.

### 7.3 Revenue

The Administrative Fund does not represent a specific service area and therefore, does not generate any revenue through service charges, property taxes, or assessments. Revenue is minimal and usually consists of items directly related to administration. FY 22/23 revenue is projected at \$1,000.

### 7.4 Expenditures

The FY 22/23 Administrative Fund expenditures are projected to be \$762,749, which is approximately \$112,859 higher than FY 21/22. This increase is primarily due to salary and benefit budget assumptions detailed above, financial software upgrades, and an increase in training expenses related to Board training required to become certified in the state as a District of Distinction. Administrative Fund expenses are detailed in Attachment H.

**Attachment A: FY 22/23 Budget Summary**

Twain Harte Community Services District  
2022/2023 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,487,008	\$ 1,483,420	0%	\$ 1,139,135	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,621,854
Fees	18,180	18,180	0%	14,820	14,820	0%	-	-	0%	5,000	5,000	0%	-	-	0%	38,000
Taxes & Assessments	114,813	37,153	-68%	-	-	0%	1,220,450	1,243,536	2%	141,017	144,607	3%	-	-	0%	1,425,296
Grants & Donations	1,500,371	1,595,000	6%	200,771	-	-100%	321,339	280,368	-13%	570,301	1,395,475	145%	-	-	0%	3,270,843
Other Revenue	7,425	13,700	85%	5,075	2,100	-59%	210,990	25,500	-88%	4,100	600	-85%	24,998	1,000	-96%	42,900
<b>Total Program Revenue</b>	<b>\$ 3,127,797</b>	<b>\$ 3,147,454</b>	<b>1%</b>	<b>\$ 1,359,801</b>	<b>\$ 1,155,353</b>	<b>-15%</b>	<b>\$ 1,752,779</b>	<b>\$ 1,549,404</b>	<b>-12%</b>	<b>\$ 720,418</b>	<b>\$ 1,545,682</b>	<b>115%</b>	<b>\$ 24,998</b>	<b>\$ 1,000</b>	<b>-96%</b>	<b>\$ 7,398,893</b>
Admin Revenue Allocation	11,749	470	-96%	6,250	250	-96%	4,500	180	-96%	2,500	100	-96%	(24,998)	(1,000)	-96%	-
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,139,546</b>	<b>\$ 3,147,924</b>	<b>0%</b>	<b>\$ 1,366,051</b>	<b>\$ 1,155,603</b>	<b>-15%</b>	<b>\$ 1,757,279</b>	<b>\$ 1,549,584</b>	<b>-12%</b>	<b>\$ 722,918</b>	<b>\$ 1,545,782</b>	<b>114%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 7,398,893</b>
<b>Operating Expenses</b>																
Salaries	\$ 328,291	\$ 324,111	-1%	\$ 180,236	\$ 182,254	1%	\$ 609,557	\$ 571,785	-6%	\$ 5,151	\$ 5,214	1%	\$ 364,866	\$ 421,272	15%	\$ 1,504,635
Benefits	176,937	177,649	0%	97,474	98,474	1%	244,824	279,134	14%	2,915	2,998	3%	168,525	216,677	29%	774,933
Equip, Auto, Maint, & Repairs	149,700	138,400	-8%	76,300	68,600	-10%	136,050	108,700	-20%	47,250	42,386	-10%	16,600	16,200	-2%	374,286
Materials & Supplies	45,800	46,500	2%	5,900	5,900	0%	9,700	10,200	5%	1,600	1,500	-6%	4,750	4,250	-11%	68,350
Outside Services	254,400	348,550	37%	215,900	17,950	-92%	50,300	27,750	-45%	4,400	4,500	2%	25,900	26,400	2%	425,150
Other (Utilities, Prop/Liab Ins, TUD)	169,084	202,400	20%	516,100	527,750	2%	103,600	99,450	-4%	27,950	27,200	-3%	69,250	77,950	13%	934,750
Debt Service	188,769	188,614	0%	16,994	16,976	0%	84,586	-	-100%	-	-	0%	-	-	0%	205,590
<b>Total Program Expenses</b>	<b>\$ 1,312,981</b>	<b>\$ 1,426,223</b>	<b>9%</b>	<b>\$ 1,108,903</b>	<b>\$ 917,903</b>	<b>-17%</b>	<b>\$ 1,238,617</b>	<b>\$ 1,097,020</b>	<b>-11%</b>	<b>\$ 89,267</b>	<b>\$ 83,798</b>	<b>-6%</b>	<b>\$ 649,890</b>	<b>\$ 762,749</b>	<b>17%</b>	<b>\$ 4,287,694</b>
Administrative Cost Allocation	305,448	358,492	17%	162,473	190,687	17%	116,980	137,295	17%	64,989	76,275	17%	(649,890)	(762,749)	17%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,618,429</b>	<b>\$ 1,784,715</b>	<b>10%</b>	<b>\$ 1,271,376</b>	<b>\$ 1,108,590</b>	<b>-13%</b>	<b>\$ 1,355,597</b>	<b>\$ 1,234,315</b>	<b>-9%</b>	<b>\$ 154,256</b>	<b>\$ 160,073</b>	<b>4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,287,693</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 1,521,117</b>	<b>\$ 1,363,208</b>		<b>\$ 94,675</b>	<b>\$ 47,013</b>		<b>\$ 401,682</b>	<b>\$ 315,270</b>		<b>\$ 568,662</b>	<b>\$ 1,385,709</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	1,707,550	2,072,400	21%	454,100	300,300	-34%	515,100	530,500	3%	604,791	1,417,400	134%	-	-	0%	4,320,600
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
<b>Total Capital Expenses</b>	<b>\$ 1,707,550</b>	<b>\$ 2,072,400</b>	<b>21%</b>	<b>\$ 454,100</b>	<b>\$ 300,300</b>	<b>-34%</b>	<b>\$ 515,100</b>	<b>\$ 530,500</b>	<b>3%</b>	<b>\$ 604,791</b>	<b>\$ 1,417,400</b>	<b>134%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 4,320,600</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,325,979</b>	<b>\$ 3,857,115</b>	<b>16%</b>	<b>\$ 1,725,476</b>	<b>\$ 1,408,890</b>	<b>-18%</b>	<b>\$ 1,870,697</b>	<b>\$ 1,764,815</b>	<b>-6%</b>	<b>\$ 759,047</b>	<b>\$ 1,577,473</b>	<b>108%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 8,608,293</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (186,433)</b>	<b>\$ (709,192)</b>		<b>\$ (359,425)</b>	<b>\$ (253,287)</b>		<b>\$ (113,418)</b>	<b>\$ (215,230)</b>		<b>\$ (36,129)</b>	<b>\$ (31,691)</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ (1,209,401)</b>

**Attachment B: FY 22/23 Salary Plan**

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
2022/2023 HOURLY SALARY SCHEDULE - Effective July 1, 2022**

TITLE	Competence Salary Steps					Expertise Salary Steps**				
	1	2	3	4	5	6	7	8	9	
<b>UNION POSITIONS</b>										
Accounting/Administrative Assistant*	\$ 23.661	\$ 24.844	\$ 26.088	\$ 27.391	\$ 28.761	\$ 30.199	\$ 31.709	\$ 33.295	\$ 34.958	
Customer Services Representative#*	\$ 26.045	\$ 27.347	\$ 28.712	\$ 30.149	\$ 31.658	\$ 33.239	\$ 34.899	\$ 36.646	\$ 38.478	
Fire Captain^	\$ 24.038	\$ 25.242	\$ 26.503	\$ 27.829	\$ 29.218	\$ 30.680	\$ 32.215	\$ 33.827	\$ 35.518	
Seasonal Fire Engineer	\$ 17.000									
Fire Relief Captain^	\$ 18.333									
Utility Operator I*	\$ 23.688	\$ 24.871	\$ 26.115	\$ 27.419	\$ 28.791	\$ 30.230	\$ 31.742	\$ 33.328	\$ 34.994	
Utility Operator II*	\$ 26.989	\$ 28.339	\$ 29.755	\$ 31.243	\$ 32.806	\$ 34.444	\$ 36.170	\$ 37.976	\$ 39.875	
Utility Operator III*	\$ 33.744	\$ 35.432	\$ 37.202	\$ 39.062	\$ 41.014	\$ 43.066	\$ 45.220	\$ 47.479	\$ 49.853	
<b>MANAGEMENT POSITIONS (Exempt)</b>										
Administrative Coordinator/Board Secretary*	\$ 31.521	\$ 33.097	\$ 34.752	\$ 36.490	\$ 38.314	\$ 40.230	\$ 42.241	\$ 44.353	\$ 46.571	
Finance Officer~*	\$ 44.638	\$ 46.870	\$ 49.213	\$ 51.674	\$ 54.259	\$ 56.973	\$ 59.820	\$ 62.810	\$ 65.951	
Fire Chief^	\$ 43.461	\$ 45.635	\$ 47.916	\$ 50.313	\$ 52.826	\$ 55.469	\$ 58.244	\$ 61.156	\$ 64.212	
Operations Manager/Assistant General Manager^^*	\$ 47.603	\$ 49.983	\$ 52.482	\$ 55.105	\$ 57.860	\$ 60.753	\$ 63.791	\$ 66.980	\$ 70.329	
General Manager (By Contract)*	2021/2022 Negotiated Contract Amount: \$69.33/hour									

Union Negotiated Percentage Increases Effective July 1, 2022: \*3%; ^2%

Board Directed Equity Increases Effective July 1, 2022: #2%; ^^7%; ~14%

\*\*Succession to the next step requires a minimum of five years at the previous step.

Revised - November 24, 2014

Revised - July 1, 2015

Revised - July 1, 2016

Revised - July 1, 2017

Revised - July 1, 2018

Revised - July 1, 2019

Revised - February 12, 2020

Revised - July 1, 2020

Revised - January 8, 2021

Revised - February 10, 2021

Revised - July 1, 2021

Revised - July 1, 2022

**Attachment C: FY 22/23 Reserve Designations**

## PROPOSED RESERVE SUMMARY

As Of June 30, 2022

	Water	Sewer	Fire	Parks	Total
<b>Non-Spendable</b>					
Invested in Capital Assets	\$ 1,964,310	\$ 723,822	\$ 1,386,131	\$ 1,315,870	\$ 5,390,133
Inventory	\$ 6,069	\$ 1,764	\$ -	\$ -	\$ 7,833
<b>Total Non-Spendable</b>	<b>\$ 1,970,379</b>	<b>\$ 725,586</b>	<b>\$ 1,386,131</b>	<b>\$ 1,315,870</b>	<b>\$ 5,397,966</b>
<b>Restricted</b>					
Grunsky Debt Service	\$ 146,946	\$ -	\$ -	\$ -	\$ 146,946
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - CERT	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Truck Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Restricted</b>	<b>\$ 146,946</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,946</b>
<b>Committed</b>					
Capital Improvement/Asset Replacement Reserve	\$ 1,372,155	\$ 829,318	\$ 630,494	\$ 241,768	\$ 3,073,735
Rate/Revenue Stabilization Reserve	\$ 148,342	\$ 113,843	\$ 56,385	\$ 5,530	\$ 324,100
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
<b>Total Committed</b>	<b>\$ 1,640,580</b>	<b>\$ 943,161</b>	<b>\$ 686,879</b>	<b>\$ 247,298</b>	<b>\$ 3,517,918</b>
<b>Assigned</b>					
Operating Reserve	\$ 412,824	\$ 274,474	\$ 667,273	\$ 77,128	\$ 1,431,699
Pension Liability	\$ (141,916)	\$ (79,828)	\$ (131,740)	\$ -	\$ (353,484)
<b>Total Assigned</b>	<b>\$ 270,908</b>	<b>\$ 194,646</b>	<b>\$ 535,533</b>	<b>\$ 77,128</b>	<b>\$ 1,078,215</b>
<b>ESTIMATED ENDING BALANCE - FY 21/22</b>	<b>\$ 4,028,813</b>	<b>\$ 1,863,392</b>	<b>\$ 2,608,543</b>	<b>\$ 1,640,296</b>	<b>\$ 10,141,044</b>

22/23 Projected Transfer To/(From) Reserve					
Grunsky Debt Service	\$ (146,946)				\$ (146,946)
Capital Improvement/Asset Replacement Reserve	\$ (562,246)	\$ (253,287)	\$ (215,230)	\$ (31,691)	\$ (1,062,455)
<b>TOTAL TRANSFERS TO/(FROM) RESERVE</b>	<b>\$ (709,192)</b>	<b>\$ (253,287)</b>	<b>\$ (215,230)</b>	<b>\$ (31,691)</b>	<b>\$ (1,209,401)</b>

Projected Capital Reserve as of 6/30/23	\$ 809,909	\$ 576,031	\$ 415,264	\$ 210,077	\$ 2,011,280
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**Attachment D: FY 22/23 Water Fund Budget & Capital Outlay Plan**



Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET  
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Service Charges</b>					
Water Service Charge	\$ 1,487,008	\$ 1,483,420	\$ (3,588)	0%	Due to reduced consumption
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,487,008</b>	<b>\$ 1,483,420</b>	<b>\$ (3,588)</b>	<b>0%</b>	
<b>Fees</b>					
Late Fee	\$ 10,000	\$ 10,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	3,500	3,500	-	0%	
Reconnection Fees	900	900	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	80	80	-	0%	
<b>TOTAL FEES</b>	<b>\$ 18,180</b>	<b>\$ 18,180</b>	<b>\$ -</b>	<b>0%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 37,000	\$ 37,153	\$ 153	0%	
Davis Grunsky Assessment	77,813		(77,813)	-100%	22.23 Loan Pmt will be from restricted reserve
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 114,813</b>	<b>\$ 37,153</b>	<b>\$ (77,660)</b>	<b>-68%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue - Misc	\$ 1,500,371	\$ 1,595,000	\$ 94,629	6%	More Planning grant to be completed
Grant Revenue - Wells			\$ -	0%	
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 1,500,371</b>	<b>\$ 1,595,000</b>	<b>\$ 94,629</b>	<b>6%</b>	
<b>Other Revenue</b>					
Miscellaneous Revenue	\$ -	\$ 11,000	\$ 11,000	11000%	TUD Water Purchase
Interest Revenue	4,500	2,700	(1,800)	-40%	Lower than expected earnings
Lease Revenue			-	0%	
Sale of Assets	2,925	-	(2,925)	-100%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 7,425</b>	<b>\$ 13,700</b>	<b>\$ 6,275</b>	<b>85%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,127,797</b>	<b>\$ 3,147,454</b>	<b>\$ 19,656</b>	<b>1%</b>	
Admin Transfer Out	\$ 11,749	\$ 470	\$ (11,279)		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 3,139,546</b>	<b>\$ 3,147,924</b>	<b>\$ 8,377</b>	<b>0%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 273,427	\$ 278,579	5,152	2%	Due to union negotiated increase
Standby Pay	17,605	18,785	1,180	7%	Due to union negotiated increase
Overtime	23,000	15,000	(8,000)	-35%	Anticipating less overtime in 22.23
Sick Leave/Vacation Pay	7,161	6,300	(861)	-12%	
Intern Stipend	1,560	780	(780)	-50%	
Uniform Allowance	4,462	3,438	(1,024)	-23%	Due to positions being filled twice in 21.22
Cell Phone Stipend	1,076	1,229	153	14%	
<b>TOTAL SALARIES</b>	<b>\$ 328,291</b>	<b>\$ 324,111</b>	<b>\$ (4,180)</b>	<b>-1%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 70,615	\$ 71,437	822	1%	
HRA Reimbursement	30,514	25,775	(4,739)	-16%	Due to positions being filled twice in 21.22
CALPERS Retirement	42,092	41,550	(542)	-1%	
FICA	20,354	20,095	(259)	-1%	
Medicare	4,760	4,700	(61)	-1%	
Workers Comp	7,150	12,946	5,796	81%	Premium increase
Unemployment Ins/ETT	1,452	1,147	(305)	-21%	
<b>TOTAL BENEFITS</b>	<b>\$ 176,937</b>	<b>\$ 177,649</b>	<b>\$ 712</b>	<b>0%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 6,000	\$ 7,950	1,950	33%	Generator servicing
Facilities Maintenance & Repair					
Source of Supply	14,500	10,500	(4,000)	-28%	21.22 included storm damage expenses
Pumping	5,900	6,150	250	4%	
Water Treatment	25,400	26,500	1,100	4%	
Transmission & Distribution	35,500	37,500	2,000	6%	
General & Administrative	1,500	1,300	(200)	-13%	
Vehicle Maintenance & Repair	10,000	7,500	(2,500)	-25%	One time repairs/maintenance in 21.22
Janitorial Cleaning Fees	1,900	1,900	-	0%	
Fuel	18,000	19,600	1,600	9%	
Equipment Under \$5,000	28,700	17,500	(11,200)	-39%	One purchases in 21.22
Personal Protective Equipment	2,300	2,000	(300)	-13%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 149,700</b>	<b>\$ 138,400</b>	<b>\$ (11,300)</b>	<b>-8%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	4,800	4,900	100	2%	
Food Supplies	400	400	-	0%	
Chemical Supplies	39,000	39,700	700	2%	
Janitorial Supplies	400	300	(100)	-25%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 45,800</b>	<b>\$ 46,500</b>	<b>\$ 700</b>	<b>2%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	4,000	4,000	-	0%	
IT Services	1,900	1,700	(200)	-11%	
Engineering Services	244,000	339,000	95,000	39%	Estimated remaining planning grant
Medical Exams	800	550	(250)	-31%	
Other Professional Services	3,700	3,300	(400)	-11%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 254,400</b>	<b>\$ 348,550</b>	<b>\$ 94,150</b>	<b>37%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 42,100	\$ 43,400	1,300	3%	
Phone/Communications	6,400	6,500	100	2%	
Computer Licenses & Maintenance	11,800	27,750	15,950	135%	Need to upgrade meter reading and billing software
Property/Liability Insurance	32,000	32,600	600	2%	
Property Tax	450	450	-	0%	
Memberships/Publications/Subscriptions	11,234	12,000	766	7%	
Licenses & Certifications	1,100	1,400	300	27%	
Training, Conferences & Travel	5,100	10,100	5,000	98%	State mandated Class A driver's license training
Uncollectable accounts	1,500	500	(1,000)	-67%	
Advertising & Public Education	2,800	1,400	(1,400)	-50%	Reduction in paperless billing incentives
Laboratory Fees	19,300	20,300	1,000	5%	
Regulatory Fees	9,400	9,900	500	5%	
Purchased Water	20,000	30,000	10,000	50%	Proposed rate increase + 21/22 Accounting Error
Bank & Credit Card Fees	5,900	6,100	200	3%	
<b>TOTAL OTHER</b>	<b>\$ 169,084</b>	<b>\$ 202,400</b>	<b>\$ 33,316</b>	<b>20%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 30,171	\$ 24,889	(5,282)	-18%	
Principal on Long Term Debt	158,598	163,725	5,126	3%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 188,769</b>	<b>\$ 188,614</b>	<b>\$ (156)</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,312,981</b>	<b>\$ 1,426,223</b>	<b>\$ 113,242</b>	<b>9%</b>	
Admin Transfer Out	\$ 305,448	\$ 358,492	\$ 53,044		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,618,429</b>	<b>\$ 1,784,715</b>	<b>\$ 166,286</b>	<b>10%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
FH Improvements	15,000	15,000	-	0%	
Admin Office Roof Replacement	23,500		(23,500)	-100%	
SCADA Upgrade	285,000	300,000	15,000	5%	Rollover into new FY + Increases
Vantage Pt. Equipment Structure			-	0%	
Cedar Pines Pressure Zone Upgrades	0	350,000	350,000	350000%	
Truck #1 Replacement	5,850		(5,850)	-100%	
Truck #3 Replacement	39,000	32,400	(6,600)	-17%	Rollover into New FY
Snow Plow	4,200		(4,200)	-100%	
WTP Motor Control Center Upgrade	60,000	100,000	40,000	67%	Rollover into new FY + Increases
MG Tank #2 Rehabilitation & Recoat	1,275,000	1,275,000	-	0%	Rollover into New FY
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,707,550</b>	<b>\$ 2,072,400</b>	<b>\$ 364,850</b>	<b>21%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 3,325,979</b>	<b>\$ 3,857,115</b>	<b>\$ 531,136</b>	<b>16%</b>	

**5-YEAR CAPITAL OUTLAY PLAN**

**Water Fund - FY 22/23**

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	TOTAL
Well #3 - Sherwood Forest <sup>3</sup>	\$ 335,700	\$ 3,568							\$ 339,268
Truck #1 Replace (35% Sewer) <sup>3</sup>		\$ 5,839							\$ 5,839
Snow Plow (50/50 Sewer) <sup>3</sup>		\$ 4,129							\$ 4,129
Admin Office Roof Replacement <sup>3,5</sup>		\$ 21,780							\$ 21,780
Truck #3 Replace (35% Sewer) <sup>3</sup>		\$ 6,518	\$ 32,400						\$ 38,918
WTP Motor Control Center Upgrade <sup>4</sup>		\$ 49,000	\$ 100,000						\$ 149,000
FH Improvements		\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 150,000
SCADA Upgrade <sup>4</sup>		\$ -	\$ 300,000						\$ 300,000
Million Gallon Tank #2 Rehab/Recoat <sup>4,6</sup>		\$ -	\$ 1,275,000						\$ 1,275,000
Cedar Pines Pressure Zone Upgrades			\$ 350,000						\$ 350,000
Manzanita Ct Waterline Upgrade				\$ 160,000					\$ 160,000
Golf Club Dr. Line Extension				\$ 75,000					\$ 75,000
Cedar Drive Main Extension				\$ 35,000					\$ 35,000
Truck #4 Replace (35% Sewer)				\$ 37,700					\$ 37,700
Emergency Response Trailer (50% S)				\$ 5,000					\$ 5,000
Sherwood Forest Water System Upgrade <sup>7</sup>				\$ 400,000	\$ 3,000,000				\$ 3,400,000
Rehab/Recoat Black Oak Tanks					\$ 200,000				\$ 200,000
Rebed Treatment Filters					\$ 85,000				\$ 85,000
Shadybrook Dredging/Bypass						\$ 50,000	\$ 300,000		\$ 350,000
High Pressure Pipe/Lateral Replacement						\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 1,400,000
Recoat Sherwood Tank								\$ 75,000	\$ 75,000
Vehicle/Equipment Replacement								\$ 68,330	\$ 68,330
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 335,700</b>	<b>\$ 90,834</b>	<b>\$ 2,072,400</b>	<b>\$ 727,700</b>	<b>\$ 3,300,000</b>	<b>\$ 265,000</b>	<b>\$ 515,000</b>	<b>\$ 1,218,330</b>	<b>\$ 8,524,964</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Water fund portion of shared \$50,000 project
- 6 Project costs 100% covered by DWR grant
- 7 Project anticipated to be 100% grant funded

**Attachment E: FY 22/23 Sewer Fund Budget & Capital Outlay Plan**

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET  
**SEWER - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Service Charges</b>					
Sewer Service Charge	1,139,135	1,138,433	(702)	0%	
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,139,135</b>	<b>\$ 1,138,433</b>	<b>\$ (702)</b>	<b>0%</b>	
<b>Fees</b>					
Late Fee	\$ 7,000	\$ 7,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	1,800	1,800	-	0%	
Inspection Fees	200	200	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	120	120	-	0%	
<b>TOTAL FEES</b>	<b>\$ 14,820</b>	<b>\$ 14,820</b>	<b>\$ -</b>	<b>0%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue-Sewer Planning Grant	197,650		\$ (197,650)	-100%	Grant fully received and expended in 21.22
Grant Revenue-Misc	3,121		\$ (3,121.00)	-100%	Grant fully received and expended in 21.22
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 200,771</b>	<b>\$ -</b>	<b>\$ (200,771)</b>	<b>-100%</b>	
<b>Other Revenue</b>					
Interest Revenue	3,500	2,100	(1,400)	-40%	Lower than expected earnings
Sale of Assets	1,575		(1,575)	-100%	
Other	-	-	-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 5,075</b>	<b>\$ 2,100</b>	<b>\$ (2,975)</b>	<b>-59%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,359,801</b>	<b>\$ 1,155,353</b>	<b>\$ (204,448)</b>	<b>-15%</b>	
Admin Transfer Out	\$ 6,250	\$ 250	\$ (6,000)		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,366,051</b>	<b>\$ 1,155,603</b>	<b>\$ (210,448)</b>		

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 147,541	\$ 150,054	2,513	2%	Due to union negotiated increase
Standby Pay	17,605	18,785	1,180	7%	Due to union negotiated increase
Overtime	6,600	6,600	0	0%	
Sick Leave/Vacation Pay	3,971	3,500	(471)	-12%	
Intern Stipend	1,560	780	(780)	-50%	
Uniform Allowance	2,371	1,863	(508)	-21%	
Cell Phone Stipend	588	672	84	14%	
<b>TOTAL SALARIES</b>	<b>\$ 180,236</b>	<b>\$ 182,254</b>	<b>\$ 2,018</b>	<b>1%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 38,223	\$ 38,670	447	1%	
HRA Reimbursement	16,549	13,958	(2,592)	-16%	Due to positions being filled twice in 21.22
CALPERS Retirement	22,616	22,252	(364)	-2%	
FICA	11,175	11,300	125	1%	
Medicare	2,613	2,643	29	1%	
Workers Comp	5,400	8,921	3,521	65%	Premium increase
Unemployment Ins/ETT	897	731	(167)	-19%	
<b>TOTAL BENEFITS</b>	<b>\$ 97,474</b>	<b>\$ 98,474</b>	<b>\$ 1,000</b>	<b>1%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 7,100	\$ 8,000	900	13%	
Facilities Maintenance & Repair					
Lift Station	7,900	6,900	(1,000)	-13%	
Collections	31,900	23,200	(8,700)	-27%	21.22 included spill response expenses
General & Administrative	900	800	(100)	-11%	
Vehicle Maintenance & Repair	7,600	5,600	(2,000)	-26%	
Janitorial/Cleaning Fees	1,100	1,100	0	0%	
Fuel	8,700	10,800	2,100	24%	One time repairs/maintenance in 21.22
Equipment Under \$5,000	9,100	10,600	1,500	16%	One time purchases in 21.22
Personal Protective Equipment	2,000	1,600	(400)	-20%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 76,300</b>	<b>\$ 68,600</b>	<b>\$ (7,700)</b>	<b>-10%</b>	



Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 900	\$ 800	\$ (100)	-11%	
Postage	4,300	4,400	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,900</b>	<b>\$ 5,900</b>	<b>\$ -</b>	<b>0%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,200	(100)	-8%	
Engineering Services	12,000	12,000	0	0%	
Medical Exams	400	350	(50)	-13%	
Other Professional Services	200,700	2,900	(197,800)	-99%	Sewer System Planning Grant completed in 21.22
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 215,900</b>	<b>\$ 17,950</b>	<b>\$ (197,950)</b>	<b>-92%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 5,900	\$ 5,900	\$ -	0%	
Phone/Communications	3,000	2,500	(500)	-17%	
Computer Licenses & Maintenance	10,400	17,050	6,650	64%	Billing software upgrade
Property/Liability Insurance	19,200	23,600	4,400	23%	Rate increase and new equipment
Property Tax			0	0%	
Dues & Memberships	5,800	5,400	(400)	-7%	
Licenses & Certifications	2,000	1,100	(900)	-45%	
Training, Conferences & Travel	3,800	8,000	4,200	111%	Class A License Training
Uncollectable accounts	1,500	500	(1,000)	-67%	
Advertising & Public Education	2,800	1,400	(1,400)	-50%	Reduction in paperless billing incentives
Regulatory Fees	500	500	0	0%	
Sewer Service Charge	456,200	456,200	0	0%	
Bank & Credit Card Fees	5,000	5,600	600	12%	
<b>TOTAL OTHER</b>	<b>\$ 516,100</b>	<b>\$ 527,750</b>	<b>\$ 11,650</b>	<b>2%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 1,853	\$ 1,282	\$ (571)	-31%	
Principal on Long Term Debt	15,141	15,694	553	4%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,994</b>	<b>\$ 16,976</b>	<b>\$ (18)</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,108,903</b>	<b>\$ 917,903</b>	<b>\$ (191,000)</b>	<b>-17%</b>	
Admin Transfer Out	\$ 162,473	\$ 190,687	\$ 28,214	17%	
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,271,376</b>	<b>\$ 1,108,590</b>	<b>\$ (162,786)</b>	<b>-13%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
SCADA Upgrade	\$ 85,000	\$ 100,000	\$ 15,000	18%	Rollover into new FY + Increases
Vantage Pt. Equip Structure	\$ 77,000		\$ (77,000)	-100%	
Admin Office Roof Replacement	12,500		(12,500)	-100%	
Sewer Main Re-Lining/Replacement	0	75,000	75,000	75000%	
TH School Sewer Re-Alignment	15,850		(15,850)	-100%	
Vantage Pointe Equipment Cover	0	83,000	83,000	83000%	
Manhole Smart Covers	11,400		(11,400)	-100%	
Snow Plow	4,200		(4,200)	-100%	
Truck #1 Replacement	3,150		(3,150)	-100%	
Truck #3 Replacement	21,000	17,300	(3,700)	-18%	Rollover into new FY
Sewer Jetter Replacement	174,000		(174,000)	-100%	
I&I Manhole Repair/Replacement	20,000	25,000	5,000	25%	Rollover into new FY
Mono Sewer Line Replacement	30,000		(30,000)	-100%	
<b>TOTAL CAPITAL OUTLAY*</b>	<b>\$ 454,100</b>	<b>\$ 300,300</b>	<b>\$ (153,800)</b>	<b>-34%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 1,725,476</b>	<b>\$ 1,408,890</b>	<b>\$ (316,586)</b>	<b>-18%</b>	

**5-YEAR CAPITAL OUTLAY PLAN**

**Sewer Fund - FY 22/23**

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	TOTAL
Mono Sewer Line Replacement <sup>3</sup>		\$ 26,500							\$ 26,500
Manhole Smart Covers <sup>3</sup>		\$ 11,388							\$ 11,388
TH School Sewer Re-alignment <sup>3</sup>		\$ 15,850							\$ 15,850
Truck #1 Replace (65% W) <sup>3</sup>		\$ 3,145							\$ 3,145
Snow Plow (50/50 split w/water) <sup>3</sup>		\$ 4,129							\$ 4,129
New Sewer Jetter <sup>3</sup>		\$ 172,097							\$ 172,097
Admin Office Roof Replacement <sup>3,5</sup>		\$ 11,585							\$ 11,585
Truck #3 Replace (65% W) <sup>4</sup>		\$ 3,638	\$ 17,300						\$ 20,938
I&I Manhole Repair/Replacement <sup>4</sup>		\$ 12,500	\$ 25,000						\$ 37,500
SCADA Upgrade <sup>4</sup>		\$ -	\$ 100,000						\$ 100,000
Vantage Pointe Equipment Cover <sup>4,6</sup>		\$ -	\$ 83,000						\$ 83,000
Sewer Main Re-Lining/Replacement		\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000	\$ 750,000
Emergency Response Trailer				\$ 5,000					\$ 5,000
Truck #4 Replace (65% W)				\$ 20,300					\$ 20,300
Sequoia Dr - 6" Replacement				\$ 60,000					\$ 60,000
TH Pipeline Replacement Project <sup>7</sup>				\$ 490,000	\$ 4,000,000				\$ 4,490,000
East Ave/Cedar Pines - 8" Replacement						\$ 70,000	\$ 330,000		\$ 400,000
Cresta/Oakview - 6" Replacement							\$ 80,000	\$ 500,000	\$ 580,000
Little Fuller/Virgina - 6" Replacement								\$ 80,000	\$ 80,000
Big Pine - 6" Replacement								\$ 40,000	\$ 40,000
Sherwood Forest Sewer <sup>8</sup>								\$ 3,575,000	\$ 3,575,000
Vehicle/Equipment Replace								\$ 44,870	\$ 44,870
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 260,832</b>	<b>\$ 300,300</b>	<b>\$ 650,300</b>	<b>\$ 4,075,000</b>	<b>\$ 145,000</b>	<b>\$ 485,000</b>	<b>\$ 4,614,870</b>	<b>\$ 10,531,302</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Sewer fund portion of shared \$50,000 project
- 6 Sewer fund portion of shared \$124,000 project
- 7 This project is anticipated to be 100% SWRCB grant funded
- 8 This project is a new sewer system that will require a special assessment and property owner vote

**Attachment F: FY 22/23 Fire Fund Budget & Capital Outlay Plan**

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 580,000	\$ 574,727	\$ (5,273)	-1%	
Property Assessments	640,450	668,809	28,359	4%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 1,220,450</b>	<b>\$ 1,243,536</b>	<b>\$ 23,086</b>	<b>2%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	284,250	280,368	\$ (3,882)	-1%	
Grant Revenue - CERT	32,350		(32,350)	-100%	CERT merging with Volunteer Fire Association
Donation Revenue - CERT	4,739		(4,739)	-100%	CERT merging with Volunteer Fire Association
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 321,339</b>	<b>\$ 280,368</b>	<b>\$ (40,971)</b>	<b>-13%</b>	
<b>Other Revenue</b>					
Strike Team	\$ 179,090		\$ (179,090)	-100%	
Training Revenue	15,500	16,000	500	3%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	3,300	2,000	(1,300)	-39%	Lower than expected earnings
Sale of Assets	5,600		(5,600)	-100%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 210,990</b>	<b>\$ 25,500</b>	<b>\$ (185,490)</b>	<b>-88%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,752,779</b>	<b>\$ 1,549,404</b>	<b>\$ (203,375)</b>	<b>-12%</b>	
Admin Transfer Out	\$ 4,500	\$ 180	\$ (4,320)		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,757,279</b>	<b>\$ 1,549,584</b>	<b>\$ (207,695)</b>	<b>-12%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**FIRE - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 366,027	\$ 397,740	31,713	9%	Step increases, filled vacant position
Workers Comp Reimb Wages			0	0%	
Standby Pay	500	500	0	0%	
Overtime	45,118	34,000	(11,118)	-25%	No vacant positions
Holiday Overtime	15,094	18,770	3,675	24%	Addition of one holiday and no vacant positions
FLSA Overtime	36,108	40,556	4,448	12%	No vacant positions
Sick Leave/Vacation Pay/ATO	8,800	8,800	0	0%	
Compensated Absence			0	0%	
Temp/Relief Pay	9,500	8,000	(1,500)	-16%	Less anticipated due to no vacant positions
Intern Stipend	28,500	54,000	25,500	89%	Shortage of interns in 21.22
Reserve Stipends	3,500	3,500	0	0%	
Striketteam Pay	43,795	0	(43,795)	-100%	
Striketteam Intern Pay	46,426	0	(46,426)	-100%	
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,269	4,000	(269)	-6%	
Cell Phone Stipend	420	420	0	0%	
<b>TOTAL SALARIES</b>	<b>\$ 609,557</b>	<b>\$ 571,785</b>	<b>\$ (37,772)</b>	<b>-6%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 59,680	\$ 60,348	668	1%	Anticipated increase in premiums
HRA Reimbursement	29,798	23,875	(5,923)	-20%	Due to positions being filled twice in 21.22
CALPERS Retirement	95,249	100,526	5,277	6%	Unfunded liability payment increase
FICA	37,793	35,451	(2,342)	-6%	No Strike Team budgeted
Medicare	8,839	8,291	(548)	-6%	
Workers Comp	11,800	48,978	37,178	315%	Premium increase
Unemployment Ins/ETT	1,666	1,666	0	0%	
<b>TOTAL BENEFITS</b>	<b>\$ 244,824</b>	<b>\$ 279,134</b>	<b>\$ 34,310</b>	<b>14%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 6,500	\$ 7,500	1,000	15%	
Facilities Maintenance & Repair	6,500	7,500	1,000	15%	
Vehicle Maintenance & Repair	23,000	23,700	700	3%	
Fuel	16,500	19,000	2,500	15%	Increased price per gallon
Equipment Under \$5,000	46,500	31,000	(15,500)	-33%	Reduction in grant related equipment purchases
Equipment Under \$5,000-CERT	13,550		(13,550)	-100%	CERT merging with Volunteer Fire Association
Personal Protective Equipment	23,500	20,000	(3,500)	-15%	Reduction in grant related purchases
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 136,050</b>	<b>\$ 108,700</b>	<b>\$ (27,350)</b>	<b>-20%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**FIRE - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	600	600	0	0%	
Food Supplies	600	600	0	0%	
Janitorial Supplies	3,500	3,500	0	0%	
Medical Supplies	2,500	3,000	500	20%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 9,700</b>	<b>\$ 10,200</b>	<b>\$ 500</b>	<b>5%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	\$ 24,000	\$ 4,000	\$ (20,000)	-83%	
IT Services	2,600	2,500	(100)	-4%	
Engineering Services	8,700	8,750	50	1%	
Medical Exams	2,500	2,500	0	0%	
Background Checks	2,500	1,500	(1,000)	-40%	
Other Professional Services	10,000	8,500	(1,500)	-15%	Reduction in grant writing services
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 50,300</b>	<b>\$ 27,750</b>	<b>\$ (22,550)</b>	<b>-45%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 12,400	\$ 11,500	(900)	-7%	
Phone/Communications	5,900	6,050	150	3%	
Software Licenses & Maintenance	4,800	7,400	2,600	54%	Increased GIS Software license costs
Property/Liability Insurance	30,000	30,500	500	2%	
Dues & Memberships	3,300	4,300	1,000	30%	
Licenses & Certifications	1,500	1,500	0	0%	
Training, Conferences & Travel	36,500	36,500	0	0%	
Advertising & Public Education-CERT	7,500		(7,500)	-100%	CERT merging with Volunteer Fire Association
Advertising & Public Education	1,700	1,700	0	0%	
<b>TOTAL OTHER</b>	<b>\$ 103,600</b>	<b>\$ 99,450</b>	<b>\$ (4,150)</b>	<b>-4%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	3,345	-	(3,345)	-100%	Paid off loan in 21.22
Principal on Long Term Debt	81,241	-	(81,241)	-100%	Paid off loan in 21.22
<b>TOTAL DEBT SERVICE</b>	<b>\$ 84,586</b>	<b>\$ -</b>	<b>\$ (84,586)</b>	<b>-100%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,238,617</b>	<b>\$ 1,097,020</b>	<b>\$ (141,598)</b>	<b>-11%</b>	
Admin Transfer Out	\$ 116,980	\$ 137,295	\$ 20,315	17%	
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,355,597</b>	<b>\$ 1,234,315</b>	<b>\$ (121,283)</b>		

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**FIRE - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
Fuel/SCBA Fill Station Generator	\$ 21,000	\$ 1,500	(19,500)	-93%	Anticipated rollover
Emergency Alert Notification Siren	15,000		(15,000)	-100%	
New Chief Coverage Vehicle	8,500		(8,500)	-100%	
Admin Office Roof Replacement	9,000		(9,000)	-100%	
Training/Admin Parking Lot	275,000	331,000	56,000	20%	Anticipated rollover of entire project
Vantage Pt. Equipment Structure	38,000	41,000	3,000	8%	Anticipated rollover of entire project
Backwall Excavation & Sealing	35,000	35,000	0	0%	Anticipated rollover of entire project
New Station Roof		40,000	40,000	40000%	
SCBA Bottle/Harness Replacement	102,600		(102,600)	-100%	
Emergency Response Vehicle Equip - CERT	11,000		(11,000)	-100%	
Engine 721 Upgrades		27,000	27,000	27000%	
Engine 722 Replacement (OES)		55,000	55,000	55000%	Significantly Discounted Reserve Engine
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 515,100</b>	<b>\$ 530,500</b>	<b>\$ 15,400</b>	<b>3%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 1,870,697</b>	<b>\$ 1,764,815</b>	<b>\$ (105,883)</b>		



**5-YEAR CAPITAL OUTLAY PLAN**

**Fire Fund - FY 22/23**

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	Total
SCBA Bottle/Harness Replacement <sup>3</sup>		\$ 102,561							\$ 102,561
Emergency Alert Siren <sup>3</sup>		\$ 15,000							\$ 15,000
C720A Chief Coverage Vehicle <sup>3</sup>		\$ 7,867							\$ 7,867
Admin Office Roof Replacement <sup>3,5</sup>		\$ 8,345							\$ 8,345
Fuel/SCBA Fill Station Generator <sup>4</sup>		\$ 19,500	\$ 1,500						\$ 21,000
Training Parking Lot <sup>4,6</sup>		\$ -	\$ 331,000						\$ 331,000
Vantage Pointe Equipment Cover <sup>4,7</sup>		\$ -	\$ 41,000						\$ 41,000
Back Wall Excavation & Sealing <sup>4</sup>		\$ -	\$ 35,000						\$ 35,000
New Station Roof			\$ 40,000						\$ 40,000
Engine 721 Upgrades			\$ 27,000						\$ 27,000
Engine 722 Replacement (OES)			\$ 55,000						\$ 55,000
Type 6 Engine				\$ 200,000					\$ 200,000
E-Hydraulic Ram				\$ 15,000					\$ 15,000
Burn Prop Expansion					\$ 50,000				\$ 50,000
Vehicle/Equipment Replacement								\$ 835,000	\$ 835,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 153,273</b>	<b>\$ 530,500</b>	<b>\$ 215,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 835,000</b>	<b>\$ 1,783,773</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Fire fund portion of shared \$50,000 project
- 6 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$263,775 Grant / \$67,125 Match
- 7 Fire fund portion of shared \$124,000 project

**Attachment G: FY 22/23 Park Fund Budget & Capital Outlay Plan**

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Fees</b>					
Facility/Ground Usage Fees	5,000	5,000	-	0%	
<b>TOTAL FEES</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 30,000	\$ 29,831	\$ (169)	-1%	
Property Assessments	111,017	114,776	3,759	3%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 141,017</b>	<b>\$ 144,607</b>	<b>\$ 3,590</b>	<b>3%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	547,301	1,377,475	\$ 830,174	152%	Stormwater Grant
Donation Revenue	23,000	18,000	(5,000)	-22%	Anticipated reduction due to economy
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 570,301</b>	<b>\$ 1,395,475</b>	<b>\$ 825,174</b>	<b>145%</b>	
<b>Other Revenue</b>					
Sale of Assets	3,100		(3,100)	-100%	
Interest Revenue	1,000	600	(400)	-40%	Lower than expected earnings
<b>TOTAL OTHER REVENUE</b>	<b>\$ 4,100</b>	<b>\$ 600</b>	<b>\$ (3,500)</b>	<b>-85%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 720,418</b>	<b>\$ 1,545,682</b>	<b>\$ 825,264</b>	<b>115%</b>	
Admin Transfer Out	\$ 2,500	\$ 100	\$ (2,400)		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 722,918</b>	<b>\$ 1,545,782</b>	<b>\$ 822,864</b>		

## Twain Harte Community Services District

## 2022-2023 ANNUAL BUDGET

## PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 4,305	\$ 4,390	\$ 85	2%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	513	500	(13)	-3%	
Intern Stipend			-	0%	
Uniform Allowance	66	54	(12)	-18%	
Cell Phone Stipend	17	19	2	14%	
<b>TOTAL SALARIES</b>	<b>\$ 5,151</b>	<b>\$ 5,214</b>	<b>\$ 63</b>	<b>1%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 1,110	\$ 1,123	\$ 13	1%	
HRA Reimbursement	479	405	(74)	-15%	
CALPERS Retirement	663	657	(6)	-1%	
FICA	319	323	4	1%	
Medicare	75	76	1	1%	
Workers Comp	250	400	150	60%	
Unemployment Ins/ETT	19	14	(5)	-25%	
<b>TOTAL BENEFITS</b>	<b>\$ 2,915</b>	<b>\$ 2,998</b>	<b>\$ 83</b>	<b>3%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	4,000	-	0%	
Tennis Courts	2,000	2,000	-	0%	
Park	8,600	6,700	(1,900)	-22%	One time projects in 21.22
Community Center	2,000	2,300	300	15%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	8,600	10,280	1,680	20%	Contractor projected increase
Janitorial/Cleaning Services	15,550	15,606	56	0%	
Fuel			-	0%	
Equipment Under \$5,000	6,000	1,000	(5,000)	-83%	One time security camera purchase in 21.22
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 47,250</b>	<b>\$ 42,386</b>	<b>\$ (4,864)</b>	<b>-10%</b>	
<b>Materials &amp; Supplies - 54XXX</b>					
Janitorial Supplies	\$ 1,600	\$ 1,500	\$ (100)	-6%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,600</b>	<b>\$ 1,500</b>	<b>\$ (100)</b>	<b>-6%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

**PARK - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

**Outside Services - 55XXX**

Engineering Services	\$ 4,400	\$ 4,500	\$ 100	2%	
Other Professional Services			0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 4,400</b>	<b>\$ 4,500</b>	<b>\$ 100</b>	<b>2%</b>	

**Other - 56XXX**

Utilities					
Baseball Field	9,000	9,000	-	0%	
Tennis Courts			-	0%	
Park	8,900	8,200	(700)	-8%	
Community Center	3,600	3,600	-	0%	
Property/Liability Insurance	3,350	3,400	50	1%	
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	3,100	3,000	(100)	-3%	
<b>TOTAL OTHER</b>	<b>\$ 27,950</b>	<b>\$ 27,200</b>	<b>\$ (750)</b>	<b>-3%</b>	

**Debt Service - 58XXX**

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

<b>GRAND TOTAL EXPENSES</b>	<b>\$ 89,267</b>	<b>\$ 83,798</b>	<b>\$ (5,469)</b>	<b>-6%</b>	
Admin Transfer Out	\$ 64,989	\$ 76,275	\$ 11,286		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 154,256</b>	<b>\$ 160,073</b>	<b>\$ 5,817</b>	<b>4%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Capital Outlay - 57XXX					
TH Meadows Park	\$ 577,000	\$ 1,417,400	\$ 840,400	146%	
Community Center Generator	\$ 12,791		\$ (12,791)	-100%	
Bocce Court Improvements	\$ 10,000		\$ (10,000)	-100%	
Admin Office Roof Replacement	\$ 5,000		\$ (5,000)	-100%	
GM Vehicle Replacement	\$ -	\$ -	\$ -	0%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 604,791</b>	<b>\$ 1,417,400</b>	<b>\$ 812,609</b>	<b>134%</b>	

<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 759,047</b>	<b>\$ 1,577,473</b>	<b>\$ 818,426</b>	<b>108%</b>	
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**5-YEAR CAPITAL OUTLAY PLAN**

**Park Fund - FY 22/23**

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	Total
Bocce Court Improvements	\$ 123,831	\$ 2,612							\$ 126,443
Community Center Generator		\$ 12,791							\$ 12,791
Admin Office Roof Replacement		\$ 4,630							\$ 4,630
T.H. Meadows Park <sup>5</sup>		\$ 215,000	\$ 1,417,400						\$ 1,632,400
Ballfield Light Replacement				\$ 20,000					\$ 20,000
Stage Lawn Extension				\$ 10,000					\$ 10,000
Community Center Upgrades					\$ 30,000				\$ 30,000
Bleacher Replacement						\$ 25,000			\$ 25,000
Reseal Park Parking Lot						\$ 12,000		\$ 15,000	\$ 27,000
Resurface Tennis Courts							\$ 30,000		\$ 30,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 123,831</b>	<b>\$ 235,033</b>	<b>\$ 1,417,400</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 37,000</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>	<b>\$ 1,918,264</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 A portion of the project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$1,572,475 Grant / \$59,888 Match

**Attachment H: FY 22/23 Administrative Budget**



Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Other Revenue					
Grant Revenue	\$ 23,998		\$ (23,998)	-100%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 24,998</b>	<b>\$ 1,000</b>	<b>\$ (23,998)</b>	<b>-96%</b>	

<b>GRAND TOTAL REVENUE</b>	<b>\$ 24,998</b>	<b>\$ 1,000</b>	<b>\$ (23,998)</b>	<b>-96%</b>	
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Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET  
ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 346,949	\$ 403,467	56,519	16%	Due to Union Negotiated Increases & FO return to full-time
Overtime			0	0%	
Uniform Allowance		45	45	45%	
Sick Leave/Vacation Pay	8,800	8,880	80	1%	
Compensated Absence			0	0%	
Temp/Relief Pay			0	0%	
Reserve Stipends			0	0%	
Director Stipends	9,117	8,880	(237)	-3%	
Striketteam Pay			0	0%	
Striketteam Intern Pay			0	0%	
<b>TOTAL SALARIES</b>	<b>\$ 364,866</b>	<b>\$ 421,272</b>	<b>\$ 56,407</b>	<b>15%</b>	

Benefits - 52XXX					
Health & Vision Insurance	\$ 50,493	\$ 71,737	\$ 21,243	42%	FO return to full-time
HRA Reimbursement	18,988	26,238	7,250	38%	FO return to full-time
Retirement	67,010	80,760	13,750	21%	Unfunded liability, union Increases & FO return to full-time
FICA	23,279	26,780	3,501	15%	Union Increases & FO return to full-time
Medicare	5,543	6,365	822	15%	Union Increases & FO return to full-time
Workers Comp	1,700	3,294	1,594	94%	Premium increase
Unemployment Ins/ETT	1,512	1,504	(8)	-1%	
<b>TOTAL BENEFITS</b>	<b>\$ 168,525</b>	<b>\$ 216,677</b>	<b>\$ 48,152</b>	<b>29%</b>	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,800	\$ 300	20%	
Facilities Maintenance & Repair	6,500	6,000	(500)	-8%	
Vehicle Maintenance & Repair			0	0%	
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	1,300	2,600	1,300	100%	Increased price per gallon
Equipment Under \$5,000	3,000	1,500	(1,500)	-50%	21.22 one time purchases
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 16,600</b>	<b>\$ 16,200</b>	<b>\$ (400)</b>	<b>-2%</b>	

Twain Harte Community Services District  
2022-2023 ANNUAL BUDGET  
ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 2,800	\$ 2,500	\$ (300)	-11%	
Postage	1,700	1,500	(200)	-12%	
Janitorial Supplies	250	250	0	0%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 4,750</b>	<b>\$ 4,250</b>	<b>\$ (500)</b>	<b>-11%</b>	

Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,900	\$ 10,900	\$ -	0%	
Legal Fees	8,000	6,700	(1,300)	-16%	Union negotiation legal fees complete
IT Services	4,600	6,400	1,800	39%	Additional work for cloud based upgrades
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 25,900</b>	<b>\$ 26,400</b>	<b>\$ 500</b>	<b>2%</b>	

Other - 56XXX					
Utilities	\$ 8,000	\$ 8,000	\$ -	0%	
Phone/Communications	6,900	7,200	300	4%	
Software Licenses & Maintenance	11,000	16,700	5,700	52%	Upgrade Accounting Software
Property/Liability Insurance	10,000	10,200	200	2%	
Dues & Memberships	5,100	4,800	(300)	-6%	
Licenses & Certifications	650	750	100	15%	
Training, Conferences & Travel	20,800	24,300	3,500	17%	All board attendance @ Leadership Academy
Advertising & Public Education	1,800	1,000	(800)	-44%	
Bank/Investment Fees	5,000	5,000	-	0%	
<b>TOTAL OTHER</b>	<b>\$ 69,250</b>	<b>\$ 77,950</b>	<b>\$ 8,700</b>	<b>13%</b>	

Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	

<b>GRAND TOTAL EXPENSES</b>	<b>\$ 649,890</b>	<b>\$ 762,749</b>	<b>\$ 112,859</b>	<b>17%</b>	
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Admin Transfer Out                   \$ (649,890)   \$ (762,749)   \$ 112,859

<b>GRAND TOTAL WITH TRANSFER</b>	<b>\$ -</b>	<b>\$ -</b>			
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**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-22**

**APPROVAL OF THE ENGINEER'S REPORT, DIAGRAM OF ASSESSMENTS AND ORDER TO CONTINUE  
ASSESSMENTS FOR THE FIRE AND RESCUE ASSESSMENT DISTRICT FOR FISCAL YEAR 2022-23**

**WHEREAS**, the first Engineer's Report for Fiscal Year 2002-03 described how the Twain Harte Fire and Rescue Assessment District (the "Assessment District"), would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

**WHEREAS**, by its Resolution No. 22-16, the Twain Harte Community Services District Board (the "Board"), designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the California Codes Government Code Sections 50078 et. seq. and Article XIII D of the California Constitution; and

**WHEREAS**, the purpose of the Assessment District shall be fund facilities and operations, fire suppression, protection and emergency service and firefighting personnel, as described in the annual Engineer's Report; and

**WHEREAS**, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

**WHEREAS**, the report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 8, 2022, at the hour of 9:00 a.m. at the Twain Harte Community Services District offices located at 22912 Vantage Pointe Drive, Twain Harte, California, were appointed as the time and place for a hearing by this Board on the question of the continuation of the proposed assessment, notice of which hearing was given as required by law; and

**WHEREAS**, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the assessments were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the continuation of the assessments and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof;

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

1. The public interest, convenience and necessity require that the continuation be made.

2. The assessment is levied without regard to property valuation.
3. The Engineer's Report as a whole and each part thereof, to wit:
  - (a) The Engineer's estimate of the itemized and total costs and expenses of providing the services and improvements and of the incidental expenses in connection therewith;
  - (b) the diagram showing the assessment district, plans and specifications for the services and improvements to be provided and the boundaries and dimensions of the respective lots and parcels of land within the District; and
  - (c) the assessments for fiscal year 2022-23 shall be continued at the rate of NINETY-SIX DOLLARS AND ZERO CENTS (\$96.00) per single family equivalent benefit unit, which is less than the maximum authorized rate, as specified in the final Engineer's Report for fiscal year 2022-23 with estimated total annual assessment revenues as set forth in the Engineer's Report; and
  - (d) the assessment of the total amount of the cost and expenses of the proposed services and improvements upon the several lots and parcels of land in the District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the services and improvements, and of the expenses incidental thereto;

are finally approved and confirmed.

4. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
5. The assessment to pay the costs and expenses of the services and improvements for fiscal year 2022-23 is hereby continued. For further particulars pursuant to the provisions of the California Codes Government Code Sections 50078 et. seq., reference is hereby made to the Resolution Directing Preparation of the Engineer's Report.
6. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the services and improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
7. Funds collected from the Twain Harte Fire and Rescue Assessment District shall be expended only for the special benefit of parcels within the Twain Harte Community Services District Boundaries as defined by the assessment diagram included with the Engineer's Report. Any unexpended funds raised by the Assessment remaining at the end of any fiscal year shall be carried over to be utilized for the same purposes in the next fiscal year.

8. The Twain Harte Fire and Rescue Assessment District assessments shall be collected in the same manner, and subject to the same penalties as property taxes in Tuolumne County.

**PASSES AND ADOPTED** by the Board of Directors of the Twain Harte Community Services District at their regular meeting held on June 8, 2022 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Gary Sipperley, Board President

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Kimberley Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-23**

**APPROVAL OF ENGINEER'S REPORT, DIAGRAM OF ASSESSMENT AND ORDER TO CONTINUE  
ASSESSMENTS FOR THE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES  
ASSESSMENT DISTRICT FOR FISCAL YEAR 2022-23**

**WHEREAS**, the Twain Harte Community Services District ("District") is authorized, pursuant to the authority provided in California Government Code Section 50078 et seq. and Article XIID of the California Constitution, to levy assessments for fire suppression services, equipment and apparatus; and

**WHEREAS**, the Assessment was authorized by an assessment ballot proceeding conducted in 2011 and approved by 54.85% of the weighted ballots returned by property owners, and such assessments were levied by the Board of Directors of the Twain Harte Community Services District by Resolution No. 11-18 passed on July 14, 2011; and

**WHEREAS**, an assessment for fire protection and emergency response services has been given the distinctive designation of the "Fire Protection and Emergency Response Assessment District" ("Assessment"), and is primarily described as encompassing the District jurisdictional boundaries, which covers the Twain Harte Community Services District; and

**WHEREAS**, the first Engineer's Report for Fiscal Year 2011-12 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

**WHEREAS**, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

**WHEREAS**, the purpose of the Assessment District shall be fund facilities and operations, fire suppression, protection and emergency service and firefighting personnel, as described in the annual Engineer's Report; and

**WHEREAS**, this Board adopted Resolution No. 22-17 to continue to collect Assessments for fiscal year 2022-23, preliminarily approving the Engineer's Report, and providing for notice of hearing on June 8, 2022, at the hour of nine (9:00) a.m. at the Twain Harte Community Services District located at 22912 Vantage Pointe Drive, Twain Harte, CA 95383; and

**WHEREAS**, At the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of Assessment were fully heard and considered by this Board, and all oral

statements and all written protests or communications were duly heard, considered and overruled, and this Board there by acquired jurisdiction to order the continuation of assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

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

1. The public interest, convenience and necessity require that the continuation be made.
2. The assessment is levied without regard to property valuation.
3. The Engineer's Report for the Assessment together with the proposed assessment roll for fiscal year 2022-23 is hereby confirmed and approved.
4. That based on the oral and documentary evidence, including the Engineer's Report offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land subject to the Assessment will be specially benefited by the equipment and apparatus to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; (b) that the Assessment is continued without regard to property valuation; and (c) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property from the fire suppression and protection equipment and apparatus to be financed with assessment proceeds.
5. That assessments for fiscal year 2022-23 shall be continued at the rate of TWO HUNDRED SEVEN AND FIFTY CENTS (\$207.50) per single-family equivalent benefit unit, which is the same as the maximum authorized rate, as specified in the Engineer's Report for fiscal year 2022-23 with estimated total annual assessment revenues as set forth in the Engineer's Report.
6. That the fire suppression and protection equipment and apparatus to be financed with assessment proceeds described in the Engineer's Report are hereby ordered.
7. No later than August 10<sup>th</sup> following such adoption, the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Tuolumne ("County Auditor"). Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Fire Protection and Emergency Response Services Assessment.
8. All revenues from Assessments shall be deposited in a separate fund established under the distinctive designation of the Twain Harte Community Services, Fire Protection and Emergency Response Services Assessment.



9. The Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the General Manager of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

**DULY AND REGULARLY ADOPTED** by the Governing Board of the Twain Harte Community Services District this 8<sup>th</sup> day of June 2022 by the following roll call vote:

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

ATTEST:

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Gary Sipperley, Board President

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Kimberly Silva, Board Secretary

**THE TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-24**

**APPROVAL OF ENGINEER'S REPORT, DIAGRAM OF ASSESSMENT AND ORDER TO CONTINUE  
ASSESSMENT FOR THE PARKS AND RECREATION MAINTENANCE DISTRICT FOR FISCAL YEAR 2022-23**

**WHEREAS**, on April 18, 2006, by its Resolution No. 06-07, after receiving a weighted majority of ballots in support of the proposed assessment, this Board ordered the formation of and continuation of the assessments within the Twain Harte Community Services District Parks and Recreation Maintenance District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

**WHEREAS**, the first Engineer's Report for Fiscal Year 2006-07 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

**WHEREAS**, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

**WHEREAS**, the purpose of the Assessment District shall be to acquire, install, maintain and service those improvements as, as described in the annual Engineer's Report; and

**WHEREAS**, by Resolution No. 22-04, the Board of Directors ordered the preparation of an Engineer's Report for the Parks and Recreation Maintenance District (the "District") for fiscal year 2022-23; and

**WHEREAS**, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with Section 22565, et. seq., of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; and

**WHEREAS**, by Resolution No. 22-15, the Board of Directors preliminarily approved the Engineer's Report for said District and set a date for a Public Hearing; and

**WHEREAS**, said report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 8, 2022, at the hour of 9:00 a.m. at the Twain Harte Services District offices, located at 22912 Twain Harte Drive, Twain Harte, California, were appointed as the time and place for a hearing by this Board on the question of the continuation of the levy of the proposed assessment, notice of which hearing was given as required by law; and

**WHEREAS**, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to

the continuation of the levy were fully heard and considered by the Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this board thereby acquired jurisdiction to order the continuation of the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

**NOW, THEREFORE, BE IT RESOLVED**, the board of directors of the Twain Harte Community Services District, that:

1. The public interest, convenience and necessity require that the continuation be made.
2. The Assessment District benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Report as a whole and each part thereof, to wit:
  - (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
  - (b) the diagram showing the assessment district, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and
  - (b) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto;are finally approved and confirmed.
5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
6. The assessments for fiscal year 2022-23 shall be continued at the rate of SEVENTY-FOUR AND SEVENTY-TWO CENTS (\$74.72) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2022-23 with estimated total annual assessment revenues as set forth in the Engineer's Report; and
7. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2022-23 is hereby continued. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing

Preparation of Engineer's Report.

8. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
9. Immediately upon the adoption of this resolution, but in no event later than the third Monday in August following such adoption, the Clerk of the Board shall file a copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Tuolumne. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Twain Harte Community Services District Parks and Recreation Maintenance District.
10. Upon receipt of the moneys representing assessments collected by the County, the County shall deposit the moneys in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.
11. The Clerk of the Board shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

**PASSED AND ADOPTED** by the Board of Directors of the Twain Harte Community Services District at their regular meeting held on June 8, 2022, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

---

Gary Sipperley, Board President

---

Kimberley Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-25**

**ADOPTION OF THE FISCAL YEAR 2022-2023 BUDGET, SALARY PLAN,  
CAPITAL OUTLAY PLANS AND RESERVE DESIGNATIONS**

**WHEREAS**, it is estimated that the minimum amount of money required to provide District services for the fiscal year ending June 30, 2023 is the sum of \$8,608,293 as detailed in the Fiscal Year 2022-2023 Budget (Budget) proposal contained herein; and

**WHEREAS**, the said Budget expenses include payment of District salaries in accordance with the attached Salary Scale; and

**WHEREAS**, the said Budget expenses also include payment of capital project and equipment purchases as outlined in the attached Capital Outlay Plan; and

**WHEREAS**, the proposed Budget anticipates receipt of \$7,398,893 in service charges, taxes, assessments, and other sources of revenue during fiscal year 2022-2023; and

**WHEREAS**, an additional \$1,209,401 will need to be transferred from reserve accounts to cover Budget expenses; and

**WHEREAS**, the attached Reserve Designation Summary proposes amounts from each reserve account from which said additional money should be transferred; and

**WHEREAS**, each of the Board's committees reviewed and commented on draft Budget proposals at their May and June public meetings.

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

1. The attached 2022-2023 Fiscal Year Budget, Salary Scale, Capital Outlay Plan and Reserve Designation Summary be adopted and implemented and staff be authorized to make expenditures within said budget pursuant to law and current Board Policy effective July 1, 2022; and
2. The District Secretary is hereby directed to furnish a certified copy of this resolution and the approved Budget to the Tuolumne County Board of Supervisors and Tuolumne County Auditor.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on June 08, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Gary Sipperley, Board President

---

Kimberly Silva, Board Secretary



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## Legal Notices

### NOTICE OF PUBLIC HEARING

The Board of Directors for the Twain Harte Community Services District (District) will conduct a Public Hearing to consider final adoption of the District's 2022/2023 annual budget, salary plan and capital outlay plan. The public hearing will be held at the District office on Wednesday, June 08, 2022 at 9:00 a.m. located at 22912 Vantage Pointe Dr, Twain Harte, CA. Members of the public are invited to attend in person or remotely and provide comment regarding any item in the budget or regarding the addition of other items. Remote access will be made available through a link in the hearing agenda. A copy of the proposed budget may be requested through e-mail [info@twainhartecsd.com](mailto:info@twainhartecsd.com) or by phoning the District office at (209) 588-3172. Publication: 5/25/22 The Union Democrat, Sonora, CA

consistent with reliable and safe service levels. For more information about the Public Advocates Office, please call 1-415-703-1584, email [PublicAdvocatesOffice@cpuc.ca.gov](mailto:PublicAdvocatesOffice@cpuc.ca.gov), or visit [PublicAdvocates.cpuc.ca.gov](http://PublicAdvocates.cpuc.ca.gov).

Where can I get more information?

Contact SCE:

- Mail: Southern California Edison Company  
Attention: Douglas Snow, Director, General Rate Case  
A.19-08-013 – SCE's 2021 GRC  
P.O. Box 800, Rosemead, CA 91770
- Email: [scegrc@sce.com](mailto:scegrc@sce.com)
- View SCE's Track 4 request, accompanying testimony, and related documents at [www.sce.com/applications](http://www.sce.com/applications)

Contact CPUC:

Please visit <https://bit.ly/A1908013> to submit a comment about this proceeding on the CPUC Docket Card. Here you can also view documents and other public comments related to this proceeding. Your participation, by providing your thoughts on SCE's request, can help the CPUC make an informed decision.

If you have questions about CPUC processes, you may contact the CPUC's Public Advisor's Office at:

- Phone: 1-866-849-8390 (toll-free) or 1-415-703-2074
- Email: [Public.Advisor@cpuc.ca.gov](mailto:Public.Advisor@cpuc.ca.gov)
- Mail: CPUC Public Advisor's Office  
505 Van Ness Avenue  
San Francisco, CA 94102

Please reference **Application A.19-08-013, Track 4**, in any communications you have with the CPUC regarding this matter.

Publication Date: May 25, 2022, The Union Democrat, Sonora CA

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

**POLICY TITLE:** Rules of Order for Board Meetings

**POLICY NUMBER:** 5070

**ADOPTED:** September 20, 2005

**AMENDED:** 7/9/2015

**LAST AMENDED:** July 9, 2015

**5070.10 PURPOSE**

The purpose of this policy is to establish rules of order for all District Board meetings. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.20 RESPONSIBILITY FOR ORDER**

All Board members shall be responsible for knowing these rules of order and ensuring that they are followed during Board meetings.

1. Chairperson Responsibility. The Chairperson shall have primary responsibility for keeping order during Board meetings and shall take whatever actions are necessary and appropriate to preserve order and decorum. The Chairperson shall also be responsible for maintaining overall conduct of the meeting in accordance with District Policy #5030, "Board Meeting Conduct".
2. Responsibility of all Directors. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the entire Board for a vote. A majority vote of the Board will govern and determine the point of order.

**5070.30 OBTAINING THE FLOOR**

Any Director desiring to speak should address the Chairperson and upon recognition by the chairperson, may address the subject under discussion.

**5070.40 MAKING MOTIONS**

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:



1. A Director makes a motion.
2. Another Director seconds the motion.
3. The Chairperson restates the motion and opens the motion for discussion and comment.
4. After both the public and Board have had an opportunity to discuss or comment on the motion, the Chairpersons will call for the vote.
5. The Board Secretary will then restate the motion, the name of the Director who made the motion, the name of the Director who seconded the motion, and take a roll call vote by name.
6. The Chairperson will announce whether the motion passes or fails.

### **5070.50 SECONDARY MOTIONS**

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. However, a secondary motion concerning the main motion may be made and considered before voting on the main motion under the following exceptions:

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded the main motion or by a new motion and second.
2. Motion to Table. Any Director may make a motion to indefinitely table a main motion before it is voted on. To become effective, the motion to table must be seconded and approved by a majority vote of the Board.
3. Motion to Postpone. Any Director may make a motion to postpone a main motion to a certain time before it is voted on. To become effective, the motion to postpone must be seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. Any Director may make a motion to refer a main motion to a Board Committee for further study and recommendation before it is voted on. To become effective, the motion to refer to committee must be seconded and approved by a majority vote of the Board.
5. Motion to Close Discussion and Vote Immediately. If the public in attendance has had an opportunity to comment on the main motion, any Director may make a motion to close discussion immediately and bring the main motion to a vote. To become effective, the motion to close discussion and vote immediately must be seconded and approved by a majority vote of the Board.
6. Motion to Adjourn. Any director may make a motion to adjourn the meeting at any time, in accordance with Policy #5010, "Board Meetings".

#### **5070.50 RECESS**

The Chairperson may declare a short recess at any time during a meeting, if he/she believes it is important for the effective continuance of the meeting.

#### **5070.60 TEMPORARY AMENDMENT OF RULES OF ORDER**

The Board, at its discretion and at any meeting, may: (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both. Any Director may make a motion to temporarily amend the rules of order. To become effective, the motion must be seconded and approved by a majority vote of the Board. The rules of order in this Policy may only be permanently amended by taking action in accordance with Policy #1010, "Adoption/Amendment of Policies".

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

**POLICY TITLE:** Rules of Order for Board ~~and Committee~~ Meetings

**POLICY NUMBER:** 5070

**ADOPTED:** September 20, 2005

**AMENDED:** 7/9/2015

**LAST AMENDED:** July 9, 2015

**5070.10 PURPOSE**

~~5070.10 General~~ Action items shall be brought before and considered by the Board by motion in accordance with this policy. The purpose of this policy is to establish rules of order for all District Board meetings. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.20 RESPONSIBILITY FOR ORDER**

All Board members shall be responsible for knowing these rules of order and ensuring that they are followed during Board meetings.

1. Chairperson Responsibility. The Chairperson shall have primary responsibility for keeping order during Board meetings and shall take whatever actions are necessary and appropriate to preserve order and decorum. The Chairperson shall also be responsible for maintaining overall conduct of the meeting in accordance with District Policy #5030, "Board Meeting Conduct".

~~1.2.~~ Responsibility of all Directors. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the ~~chairperson~~ Chairperson. If the ruling of the ~~chairperson~~ Chairperson is not satisfactory to the Director, then it may be appealed to the entire Board for a vote. A majority vote of the Board will govern and determine the point of order.

**5070.30 OBTAINING THE FLOOR**

~~5070.20 Obtaining the Floor.~~ Any Director desiring to speak should address the ~~Chairperson~~ Chairperson and upon recognition by the chairperson, may address the subject under discussion.

## **5070.40 MAKING MOTIONS**

**5070.30 Motions.** Any Director, including the eChairperson, may make or second a motion. A motion shall be brought and considered as follows:

1. A Director makes a motion.
2. Another Director seconds the motion.
3. The Chairperson restates the motion and opens the motion for discussion and comment.
4. After both the public and Board have had an opportunity to discuss or comment on the motion, the Chairpersons will call for the vote.
5. The Board Secretary will then restate the motion, the name of the Director who made the motion, the name of the Director who seconded the motion, and take a roll call vote by name.
6. The Chairperson will announce whether the motion passes or fails.

~~5070.31 A Director makes a motion; another Director seconds the motion and the chairperson states the motion.~~

~~5070.32 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.~~

## **5070.50 SECONDARY MOTIONS**

**5070.40 Secondary Motions.** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. ~~There are a few exceptions to this general rule, though~~ However, where a secondary motion concerning the main motion may be made and considered before voting on the main motion under the following exceptions:-

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded the main motion or by a new motion and second.
2. Motion to Table. Any Director may make a motion to indefinitely table a main motion before it is voted on. To become effective, the motion to table must be seconded and approved by a majority vote of the Board.
3. Motion to Postpone. Any Director may make a motion to postpone a main motion to a certain time before it is voted on. To become effective, the motion to postpone must be seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. Any Director may make a motion to refer a main motion to a Board Committee for further study and recommendation before it is

voted on. To become effective, the motion to refer to committee must be seconded and approved by a majority vote of the Board.

5. Motion to Close Discussion and Vote Immediately. If the public in attendance has had an opportunity to comment on the main motion, any Director may make a motion to close discussion immediately and bring the main motion to a vote. To become effective, the motion to close discussion and vote immediately must be seconded and approved by a majority vote of the Board.

6. Motion to Adjourn. Any director may make a motion to adjourn the meeting at any time, in accordance with Policy #5010, "Board Meetings".

~~5070.41 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.~~

~~5070.42 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.~~

~~5070.43 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.~~

~~5070.44 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.~~

~~5070.45 Motion to Close Debate and Vote Immediately. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.~~

~~5070.46 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.~~

### **5070.50 RECESS**

The Chairperson may declare a short recess at any time during a meeting, if he/she believes it is important for the effective continuance of the meeting.

~~5070.50 Decorum. The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.~~

~~5070.52 The chairperson may also declare a short recess during any meeting.~~

## 5070.60 TEMPORARY AMENDMENT OF RULES OF ORDER

5070.60 Amendment of Rules of Order. ~~By motion made, seconded and approved by a majority vote, the Board may,~~ at its discretion and at any meeting, may: (a) :- (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both. Any Director may make a motion to temporarily amend the rules of order. To become effective, the motion must be seconded and approved by a majority vote of the Board. The rules of order in this Policy may only be permanently amended by taking action in accordance with Policy #1010, "Adoption/Amendment of Policies".

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

**POLICY TITLE:** Rules of Order for Board and Committee Meetings

**POLICY NUMBER:** 5070

**ADOPTED:** September 20, 2005

**AMENDED:** July 9, 2015

**5070.10** General Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.11** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

**5070.20** Obtaining the Floor. Any Director desiring to speak should address the chairperson and upon recognition by the chairperson, may address the subject under discussion.

**5070.30** Motions. Any Director, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

**5070.31** A Director makes a motion; another Director seconds the motion and the chairperson states the motion.

**5070.32** Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

**5070.40** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.41** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

**5070.42** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.43** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.44** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.45** Motion to Close Debate and Vote Immediately. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.46** Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.50** Decorum. The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

**5070.52** The chairperson may also declare a short recess during any meeting.

**5070.60** Amendment of Rules of Order. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part or (c) both.



**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-26**

**SUPPORTING TUOLUMNE UTILITIES DISTRICT'S ACQUISITION OF PACIFIC GAS  
AND ELECTRIC COMPANY'S WATER RIGHTS AND WATER STORAGE AND  
CONVEYANCE SYSTEM**

---

**WHEREAS**, Twain Harte Community Services District's (District) ability to reliably provide water to its customers depends on the ability of Tuolumne Utilities District (TUD) to obtain, store and convey raw water to the District from the South Fork of the Stanislaus River; and

**WHEREAS**, TUD currently obtains said raw water through a contract with Pacific Gas and Electric Company (PG&E) who owns and controls the water rights and water storage and conveyance system (Water Rights and System) that is necessary to store and deliver raw water to TUD; and

**WHEREAS**, PG&E's Water Rights and System generally includes the following:

- Pinecrest Lake
- Lyons Reservoir
- Tuolumne Main Canal
- Phoenix Hydropower Plan
- Pre-1914 Water Rights; and

**WHEREAS**, PG&E is divesting itself of said Water Rights and System and would like to transfer ownership of both to TUD; and

**WHEREAS**, without ownership of the Water Rights and System, TUD cannot effectively manage water supply in a way that ensures the future health of Tuolumne County's communities and environment, mitigates severe drought and wildfires, and provides the operational flexibility necessary to reduce water supply risks; and

**WHEREAS**, the PG&E water rights that would be transferred to TUD are considered senior water rights, which significantly reduces the risk of potential impacts on water supply by downstream uses; and

**WHEREAS**, TUD's ownership and control of PG&E's Water Rights and System would greatly improve the District's water supply reliability, which aligns with the District's mission to provide reliable services.

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

1. The District finds that TUD's acquisition of PG&E's Water Rights and System would improve the District's water supply reliability; and

2. The District strongly supports TUD's acquisition of PG&E's Water Rights and System.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on June 8, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

---

Gary Sipperley, Board President

---

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION #22-27**

**A Resolution of Appreciation for  
*FRED ELDRED***

**WHEREAS**, Fred Eldred has wholeheartedly served the Twain Harte community for twelve years as an operator for the Twain Harte Community Services District (District); and

**WHEREAS**, throughout his years of service, Mr. Eldred consistently modeled a strong, unwavering work ethic. He never hesitated to jump in the hole to help his coworkers fix a water line break and when the backhoe was not an option, he was the first to grab a shovel; and

**WHEREAS**, Mr. Eldred frequently combined his hard work with a creative, solution-oriented attitude that helped the District accomplish tasks more effectively and inexpensively. Whether installing new lines, repairing leaky manholes, precisely setting bioswale boulders, or constructing industrial pipe stair handrails, Mr. Eldred knew how to do the job well; and

**WHEREAS**, Mr. Eldred was likely most known for the friendship, personal care, and dedication he gave to others by offering first-class customer service to all without bias. Treating all customers as his personal neighbors, he knew most of their names and most customers had a story to tell about a time where Mr. Eldred went above and beyond to help them out of a jam. Many even told stories of how he stopped by to help them on his own time; and

**WHEREAS**, Mr. Eldred's passionate, service-focused personality has certainly left a long-lasting, positive mark on the District's culture and community; and

**WHEREAS**, although Mr. Eldred has chosen to retire and trade relaxing in the beautiful mountains for chasing down San Diego Padres' homerun balls and exploring the Arizona wilderness, the District Board, staff and customers will always be thankful for the deep level of care and passionate dedication he gave to all of us in Twain Harte.

**NOW, THEREFORE, BE IT RESOLVED** that the Twain Harte Community Services District Board of Directors, on behalf of the District and its customers,

**SINCERELY THANKS AND HONORS**

***Fred Eldred***

**FOR HIS YEARS OF SERVICE TO THIS DISTRICT AND COMMUNITY.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Gary Sipperley, Board of Directors President  
TWAIN HARTE COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Kimberly Silva, Board of Directors Secretary  
TWAIN HARTE COMMUNITY SERVICES DISTRICT



May 2022



# Operations Report Fire Division



# STAFFING

Full-Time Captains-3

Relief Captains-6

Intern Operator-2

Intern Firefighter-2

Relief Firefighter-2



# FLEET/FACILITIES



We have received correspondence from Farmers Insurance. We are still awaiting a final decision regarding E-721.



On May 13th, Chief Gamez and our mechanic, George Danicourt, toured and inspected the Cal Oes decommissioned fleet in Sacramento. We selected an engine that is mechanically sound and will meet the district's needs.



The new generator doors at the firehouse were installed on May 30. These new doors will allow for proper airflow during power outages.



# May Responses-28



May 5th, E-723, C-720  
responded to a solo vehicle  
rollover on Twain Harte Drive.

No injuries



May 16th E-723, C-720  
responded to a solo vehicle  
rollover on Highway 108 near the  
middle of the Twain Harte grade.

No injuries



May 20th, E-723 responded to the  
Cedar Ridge area for a vehicle  
accident with possible entrapment.



# Projects



C-Shift worked on the district sewer bench off Cedar Pines drive. Crews removed old log decks and removed downed trees from the winter storms.



All shifts have completed their annual business inspections. Captain Slater has completed hand drawing and uploaded all Pre-Plans to our Active 911 tablet app.





# Training Hours-300



The Livermore Pleasanton Recruit Fire Academy utilized our live-fire prop on May 5th.



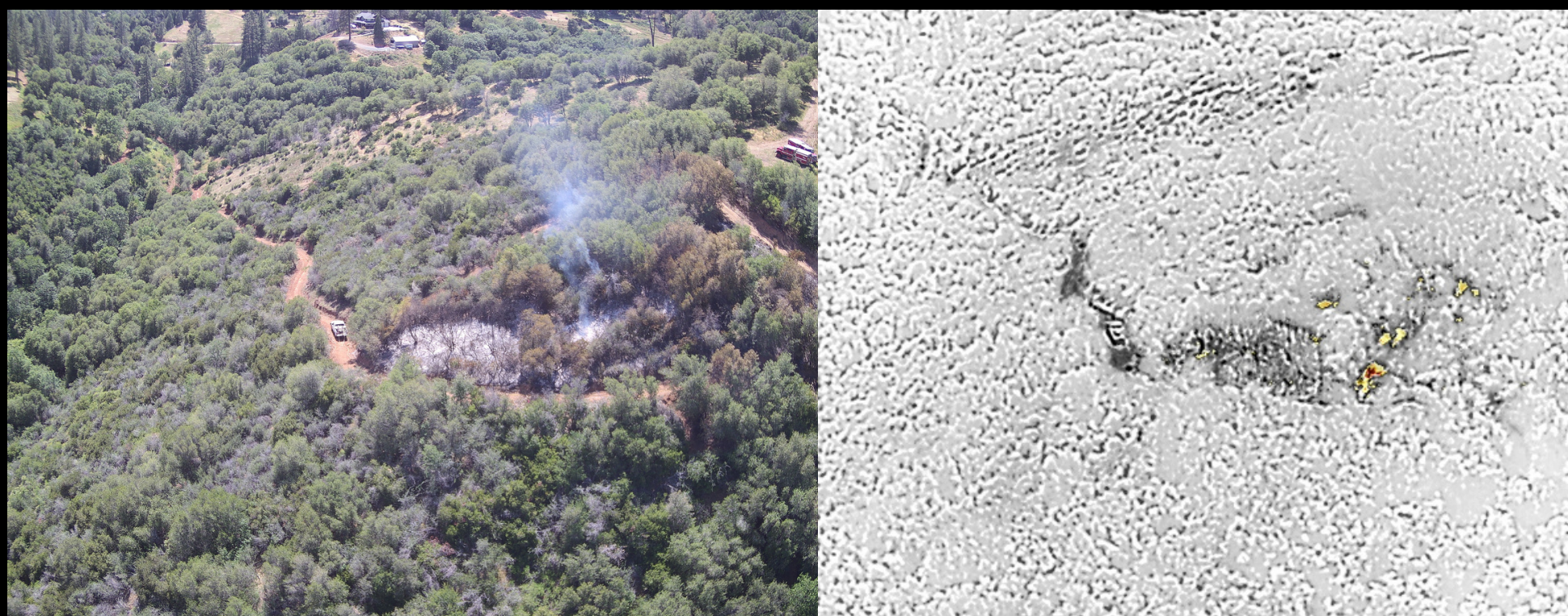
A-Shift members attended a hands-on forcible entry class in Sacramento



# May Training continued



A-Shift members attended Landing Zone training with PHI MED-42 and CERT at the Twain Harte L.Z, located at Twain Harte Bible Church.



C-720 and TH CERT UAS team deployed to assist Cal Fire with a prescribed fire training. We assisted with our Thermal Camera to scan for hot spots near their containment lines.





# County Fire Chiefs

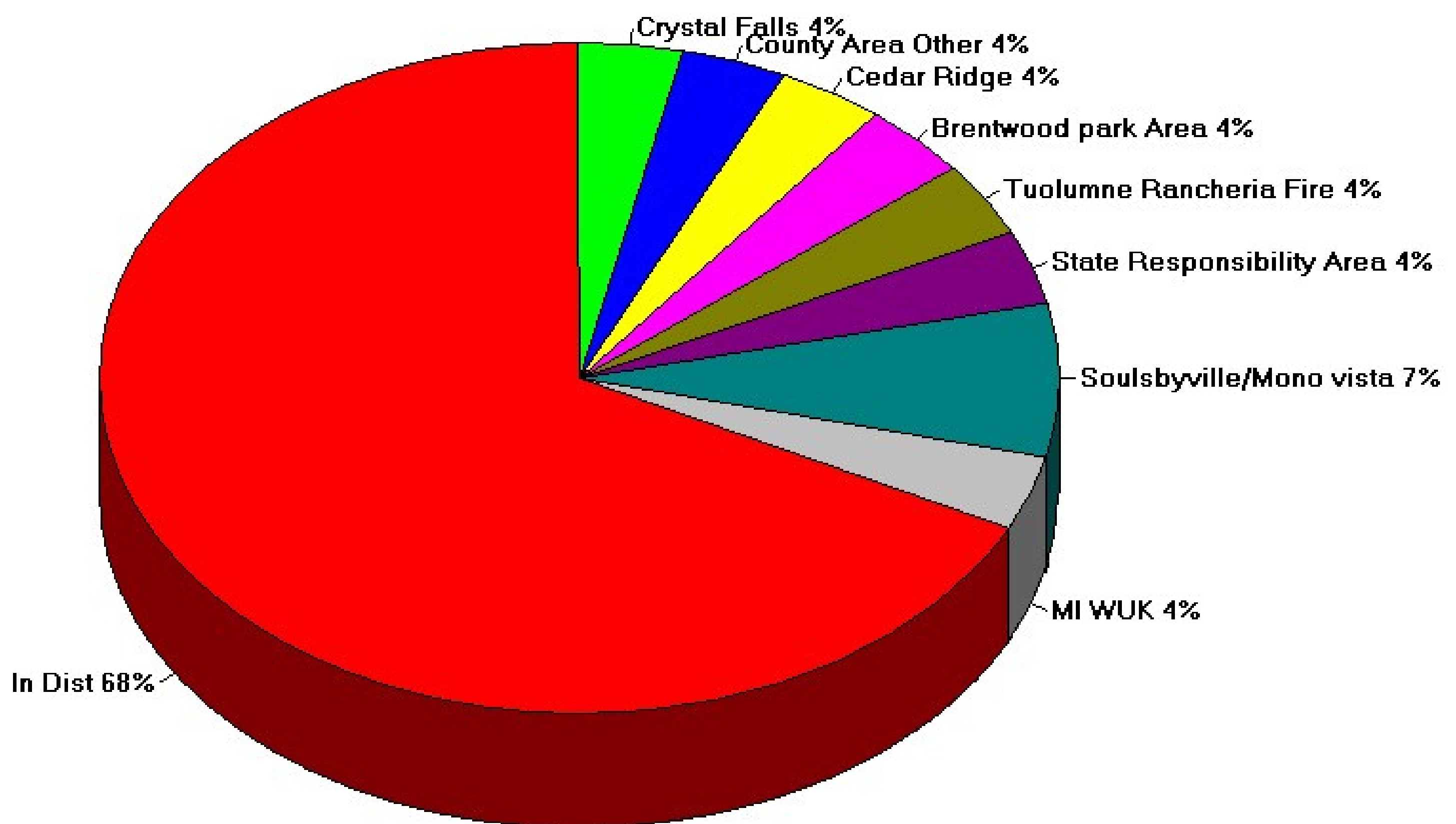
- County Fire Chiefs are working on approving expanded scope EMT and Basic Life Support Airways.
- County Fire Chiefs are working on a move-up and cover plan.
- County Fire Chiefs are working plan for Wildland Fire responses locally.



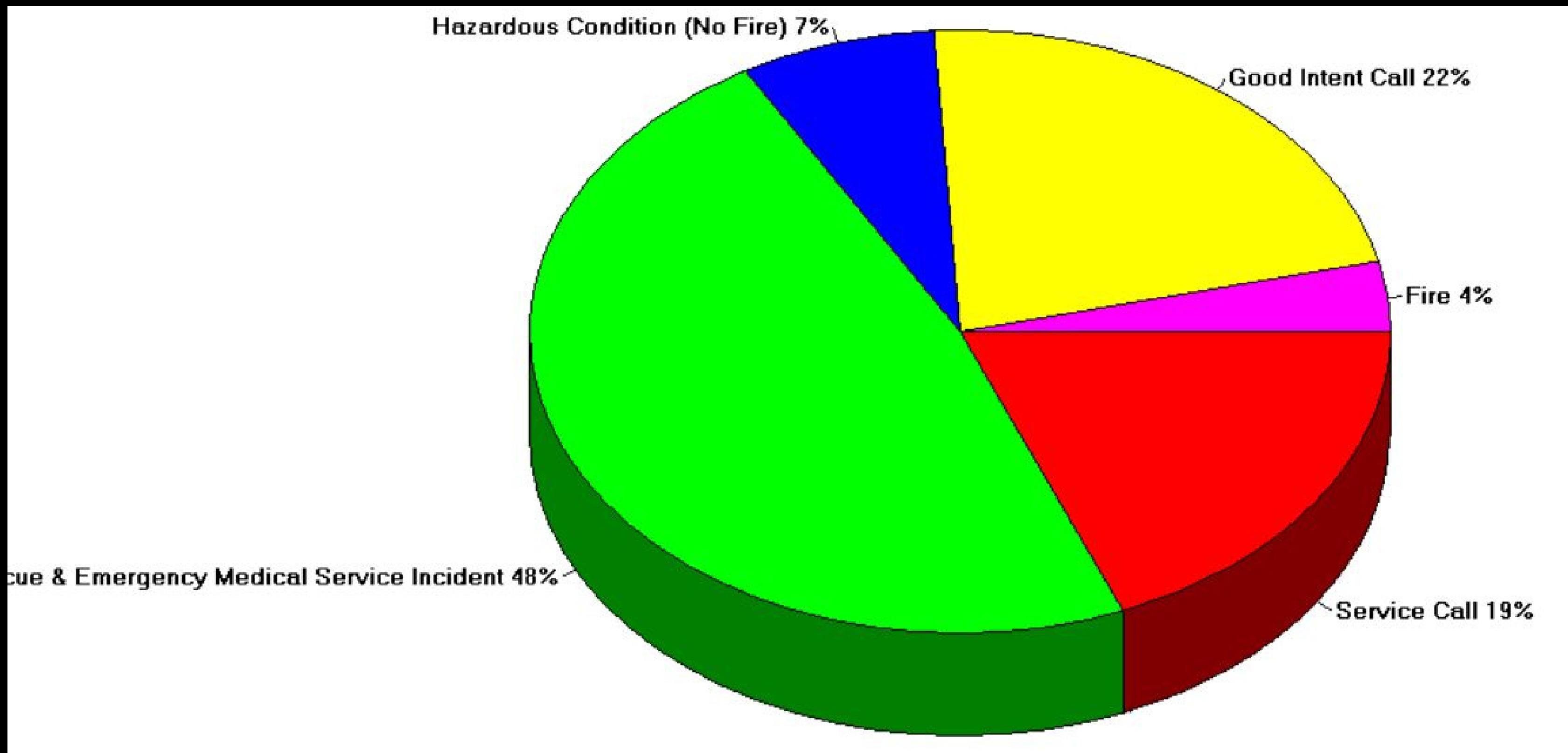
# May CERT Report



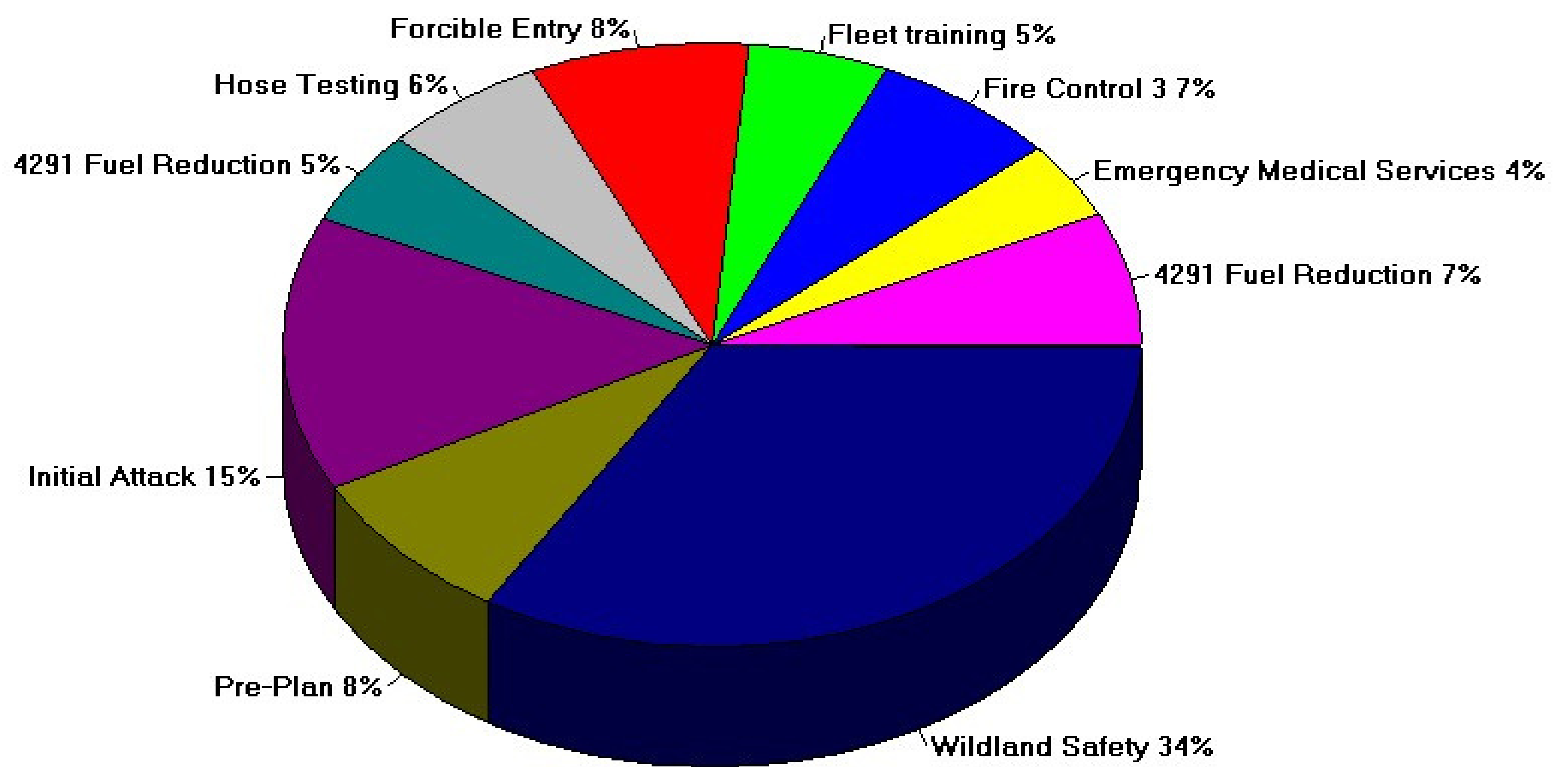
# May incidents by district



# May Incidents by type



# December Training by type





**SERVING TUOLUMNE COUNTY**

# MONTHLY UPDATE

May 2022

Mary Schreiner, Editor  
Michelle Wagner & Carol Hallett co-editors  
twainhartecert@gmail.com

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## NOTES FROM THE PROGRAM MANAGER

**Carol Hallett**



May started out looking like we would have a slow wonderful month and then look what the wind blew in. We had board meetings, deployments, trainings, planning meetings and bank meetings which were all very fruitful. It is amazing how many hours we can put into our volunteer jobs. I am grateful for all the staff and all the hours they give to our community.



*Beautiful Twain Harte*

The weather was amazing all month long with the blue skies, cool breezes and warming sun. It is a perfect time to get projects accomplished before the impending hot weather comes along.

We worked on projects ...inside, outside and sideways! Can you work sideways? It feels like we tried.

You will read more about the projects in the rest of the newsletter. I just want to say that I am honored to be a part of this great team!



# COLD AS ICE

by Carol Hallett, Program Manager, THA-CERT



Our morning CERT training was over and I had just gotten home and was enjoying a sandwich lunch with my husband when I received a call to deploy the UAV unit...lunch would have to wait.

CalFire had completed a prescribed burn on Mount Havela and they wanted to ensure that all the embers were out. Chief Gamez had flown his UAV over the site and made the suggestion to deploy the CERT UAV team to fly the Matrice which has thermal capability and could show any hot spots that might still be out there. They thought it was a good idea and so the call was made.



CalFire Team, Doug Simons, & Chief Gamez

I reached out to Michelle Wagner the UAV Unit Leader, she was teaching a class and unable to run the event. I decided to lead this one. I made a call out to one of our pilots, Doug Simons to see if he was available. He was and we made a plan. I went to load all the equipment in our truck trying to remember to load everything, including back up items just in case. I picked up Doug at his house on the way to meeting up with the Chief and we loaded his stash so that we were prepared for almost everything.



Matrice UAV

We met the Chief and followed him to the site...scoped out the best place to launch the bird and within a few minutes were over the burn site. Doug did a superb job flying and taking pictures to give the CalFire crew confidence that the

burn pile was cold as ice and that the surrounding area was also inspected for possible flare ups. The mission was a great success measured by the confidence we all felt that the underbrush was removed, the coals from the fire were out and our community is a little safer. Everyone involved felt good about the work that was done by all the teams...CalFire, Twain Harte Fire Department, and the UAV Unit of THA-CERT.



# FIREWISE CEDARVIEW CLEAN UP

by Lise Lemonnier, Planning Section Chief, THA-CERT



Firewise Cedarview came together on May 7th, the NFPA Preparedness Day.

Starting our work at 8:30, we all appreciated the cool morning. We were ready to accomplish our day's goal, to clear the corner of Littler Fuller and Gina. Many members of our group as well as friends and neighbors who saw the ongoing work pitched in. I started by putting out safety cones, as Randie and Carol (a neighbor) helped to mark the spot with Firewise signage.



Then, the work truly began. Dave (a neighbor) brought his tractor, along with chainsaws and assorted tools, and Tom (another neighbor) brought his truck to pull the dump trailer I had rented from Sonora Rentals. Randie and Michelle (friends) brought knowledge and a willingness for hard work, as they cut and carried branches and brambles, and did anything that was needed.

Paulette (a neighbor) attacked the blackberries with a vengeance, intent on getting the berries untangled from the cedar tree nearby. And by golly, with help from Ellen (a friend), success was had at last, as the two carried blackberry brambles into the tractor. Jim (a neighbor) clipped and clipped and loaded into the tractor.

Barry and his wife Darlene (neighbors) brought chainsaws, clippers, and other assorted tools, all of which were put to use. Barry cut down the big trees and bushes that had to go, including a beautiful big oak that had split half way down and needed to come down. It had become hung up in another tree's branches, so that presented quite the challenge. Jerry (TUCARE) helped with all that brush clearing and cutting.



While one group of volunteers were starting at one end, Cory and Robert were at the other end, cutting down dead trees, piling up brush, carrying the dead vegetation to the roadside, clipping and cutting and stacking.

I was doing a little bit of everything, all except the cutting. Chainsaws scare me. I've decided I'm too old to play with that toy.

## ***FIREWISE CEDARVIEW CLEANUP, cont'd***

We worked until noon, then took a lunch break. Some, who had worked hard all morning, needed to leave, but many remained for the afternoon. The afternoon went just as well as the morning, considering the weather which was perfect for outside work. Tom delivered three loads to the slash pile, and Dave went the next day with one more load. We removed 20 yards of slash from that little corner. Although I can see there is a little bit more to do, I know it will get done, Tom, Dave and Randie have already volunteered to help finish the job.



The day's work reminded me that this is the greatest community I could imagine, with neighbor helping neighbor. I may live alone, but I know my neighbors are here to support me. I hope they all know I would run to help them if they needed it. Thanks to everyone that made this happen. As you drive by Little Fuller and Gina Ave, take a look at our handy work. In my eyes, it looks great and is now much more FIREWISE.

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## ***SAFETY TIPS***

**by John Buckingham, Safety Officer, THA-CERT**



**Safety Tips when confronted with windy weather, 25 mph plus!!**

- 1) Take shelter in a safe location. Move to the middle of the structure away from windows and glass doors.
- 2) Avoid elevated areas and roofs outside. Use hand rails and watch for flying debris. Try to avoid being outside during wind events.
- 3) Avoid using lawnmowers and other power tools. No campfires or target shooting. Also avoid smoking at this time, especially cigarettes.
- 4) Do my seek shelter in manufactured structures or houses
- 5) Take your family disaster kit wherever you seek shelter.
- 6) in advance of a wind event, secure outside furniture or place indoors, along with anything else that could take flight from your outdoor spaces.



# ***FIREWISE TWAIN HARTE HEIGHTS CLEAN UP***



by Anne McInerney, President, TH Heights

Prior to the Wildfire Prep day, my neighbors Sue, Joseph (resident fireman), and I walked through our neighborhood to determine the areas that were a high priority in terms of vegetation reduction. We identified the lower part of Timberwood Trail where it hits Joaquin Gully Road as an area that needed attention.

Part of that area was beyond the boundary of our FireWise neighborhood, so we talked to the neighbor about doing a bit of thinning on her property and received her go ahead.



At 9am, May 7, the neighbors gathered in front of my house and we walked over. We started on thinning out the spindly pine trees and limbing up the trees that remained. We then broke out into two groups and each group went to work on opposite sides of the street. We thinned out more anemic pine trees, removed a large tree that was overhanging a driveway, limbed up other trees, removed ladder fuel and raked up pine needles. When we were satisfied with what we had done in that, we moved onto the next one. This one was on Mountain Drive in an area between two houses.

We limbed up trees, removed ladder fuel and thinned out the larger pines. A couple of neighbors made quick work of that with their chainsaws! We also raked down pine needles. Finally, we moved to the last project and that was to help a neighbor bring down the trimmings he had done earlier to the curb for pick up.



We were a finely tuned machine – some of us did the sawing/cutting while others piled up the debris along the curb. Others of us raked. It was a day of high spirits and hard work! After we were done with all our hard work, we gathered for a barbecue at Sue and Jim's and had a great time! It was a good day.

I want to extend my heartfelt thanks and gratitude to all my neighbors who rocked that day – Sue and Jim, Les, Mike, Blair, Paul, Linda and Bill.

**You are what makes Twain Harte Heights the best!!**

# CAN YOU HEAR ME NOW?

by Carol Hallett, Program Manager, THA-CERT



Communication is one of the most important skills we learn in our lifetime and when an emergency happens it is the thing we depend upon the most. It is also the most vulnerable and the first thing that seems to go down during a disaster. This month we had a hands on radio training class that was extremely valuable.

Chief Gamez presented an interactive training on the Bendix King radios, it was one of the best we have ever been to. There were 24 people in attendance, which included THA-CERT, Groveland CERT, THCSO and Radio Neighborhood Watch volunteers. The Chief's presentation was not your typical death by power point. He had slides with pictures clearly depicting the information we needed to learn.



*Chief Gamez instructs on the operation and use of the Bendix King radio*

He spoke about it and then had us try it on our radios that were handed out. We used all our senses to learn...we heard it, saw it, we touched it and we did it! We learned not only how to turn it on but how to create groups. It did not always go smoothly, there was some trouble shooting that went along with that many people trying something new at one time but that trouble shooting was an amazing learning experience.



*(Left) CERT FRS radio*

Richard Combs then went through radio etiquette, which utilized a paper that Michelle Wagner had created, followed this up. Again, we listened, learned and then it was followed up with a net drill. Basically each person that had a radio was given a number and Rich read a scenario. He had each person respond using proper radio technique. He had 2 different drills for us to run through which gave us time to practice.

We learned more during this 3-hour training period than we have in a while. We plan on scheduling practice drills and a Neighborhood Radio Watch drill/presentation in the near future. This upcoming event is one you will want to attend. Rich goes through the net drill, breaks people up into groups and then we go to different locations throughout town to test the radios. Look for these upcoming events, remember it may be the lifeline to understanding what is happening during an emergency.



*(Right) CERT Bendix King radio*

Special thanks to Chief Neil Gamez for this entertaining, interactive and informative training.

# SLOW DOWN, YOU MOVE TOO FAST

by Mike Mandell, Team Leader, THA-CERT



Mike Mandell, Team Leader

We received a request from THCSO to help with traffic control so that the workers could fix a water leak on Twain Harte Drive. I called and was able to get two teams of volunteers to help. Each team (which consisted of 3 people) was to work a 3 hour shift.

The first shift (Lise Lemonnier, Ed Proctor and myself) were to start at 1500 (3:00 pm). I gathered all the items we needed ahead of time, signs, portable lights, vests, helmets, radios etc. I greeted the volunteers and gave them their assignments. It was pretty easy because the way THCSO set it up we did not have to stop traffic just slow them down for safety.

Besides the safety cones along the street we set up our trucks with flashing lights so that it

was clear to people that an incident was happening. THCSO had set out 3 caution signs denoting that road work was happening ahead. With all the flashing lights, signs and cones we still had people that seemed to be in a real hurry.

Carol Hallett was on the second shift but came early to give people a break. The sun was warm that day and so finding shade to stand in was helpful. The THCSO crew worked hard and were able to get down to the leak quickly. They could not turn off the water until after 1730 (5:30 pm) because it would effect the local businesses.



Lise Lemonnier, Planning Section Chief

As soon as they could turn the water off they had everything in place to fix the pipes. We had planned that we might be there into the night, you just never know what you might find when you dig a hole. The rest of the second shift (Wes Jordan) showed up but only needed to stay for an hour and a half. The project was done quickly.

I would like to remind people that when you see us on the road in our high visibility vests holding a slow sign and a smile, remember that we are volunteers supporting our community.



Ed Proctor, CERT Volunteer



"It says here you have a tendency to buckle under pressure."

# MERGER HAPPENED

by Carol Hallett, Program Manager, THA-CERT



It has been happening behind the scene at the same time it was right up front with lots of additional work but the results are exactly what was needed. What are we talking about? The merger of THA-CERT and the Twain Harte Volunteer Fire Department, some how it just made good sense.

Twain Harte Volunteer Fire Department Association has been in existence since the '40s'. It has a long history and has had lots of leaders and board members along the way. It has gone lots of different directions and most importantly it has supported the Twain Harte Fire Department. The main goal of the Fire Association has been to be in charge of fund raising events for specific items or projects that the Fire department needed.

THA-CERT was established in April 2014 as volunteers to Twain Harte Fire Department with a little different focus. Our focus has been to help train the community to be more prepared for emergencies. We also focus on being trained ourselves and keeping those skills honed in so we can be support to first responders should they need help. We have also redefined ourselves along the way and have found a real need for our volunteer group in the community.

In a discussion with Tom Trott, General Manager of THCSO and Neil Gamez, Fire Chief for Twain Harte Fire it was proposed that we merge these two groups. There are many different reasons for this merger; one being that CERT & the Fire Association will both have a 501c3 status. We will have one board instead of two. We will focus on fundraisers for both groups and our accounting will be a bit easier. The CERT group will continue with their training for emergencies and ensuring we are better prepared as a community.

That all said, it took a lot of effort to rewrite the By-laws, establish the board, change names of the accounts, pay taxes, establish a process for accounting (still working on this) and ensuring security of the funds. It has been a lot of work but the results will be great for our teams and the community.

One decision that we made along the way was that we wanted to have at least one fire intern on the board so that we can share knowledge, leadership skills and mentor them. We are so pleased to have established our first board. Carol Hallett is the President, Jake Noonan (Intern at TH Fire) is Vice President, Bob Wagner is Treasurer, Lise Lemonnier is Secretary and Mike Mandell is a Director.

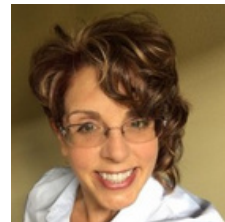


**We have so many ideas for the future and for the growth of this organization.**

# FATHER'S DAY FLY-IN

by Traci Williams-O'Neill

Administrative Assistant, Tuolumne County Airports



We are excited to announce:

There is something in the air this year at Columbia Airport, and it's the 54th Annual Father's Day Fly-In! That's right, after being away for two years due to the COVID-19 pandemic, the fly-in is back and will be soaring to new heights this June 18th and 19th. The gates will be open from 8 am until 4:00 pm on Saturday, and 8:00 am until 3:30 pm on Sunday.

Admission for this year will be FREE! Yup, we said it, FREE.

While the event will be hosted on a smaller scale than in years past, we think you'll like the changes.

From drag cars, airplane/car races, and bounce houses for the kids, to free hot air balloon rides in the morning and evenings, airplane rides for sale, and a Saturday night movie held on the grass runway showing *Planes: Fire and Rescue*, we think there will be enough for a fun-filled family event!



"You said we could bring a friend!"

So bring your shade tents, chairs, and blankets, and head on out to enjoy a day out in the sun at Columbia Airport! There will be food vendors available at the event, but you're more than welcome to bring your blankets and picnic lunches and enjoy a day out in the sun at the Columbia Airport!





# THE BIRD HAS LANDED

by Carol Hallett, Program Manager, THA-CERT



We had one of my favorite trainings this month, LZ (Landing Zone) training. We coordinated with PHI Cares and Twain Harte Fire Department (THFD) to make this training happen. It was well worth every minute.

There were a total of 27 people including THFD, CalFire, PHI, Groveland CERT, THA-CERT, and residents from the area gathered at Twain Harte Bible Church. The bright, clear morning started out with safety tips from Captain Neff (THFD). He explained everything very clearly and concisely. We made a line, arms distance apart from each other and walked the area for trash, sticks & rocks. We collected it all and deposited the trash into a bag that was supplied by one of our CERT members, Lise Lemonnier.

THFD watered down the area to keep some of the dirt from creating a cloud which can (if too big or too thick) affect the pilot from landing. Once the LZ was secure we just waited for the bird to arrive.



*Captain Neff & Landon Bryant prepping the LZ*



We had radios tuned to the correct frequency and were able to hear PHI announce their coming. Landon Bryant (an intern at THFD) did a very professional job speaking on the radio to the pilot. He informed him about the location, hazards, winds etc. It was a great follow-up from our radio training class earlier in the week. We were able to listen in on a real radio transmission.



# THE BIRD HAS LANDED, cont'd

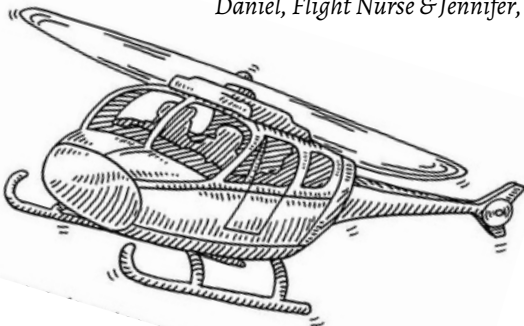
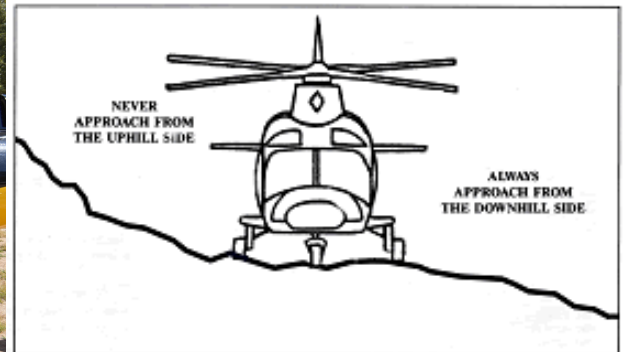
The bird circled and then announce that it was coming around to land. It was spectacular. Once the rotors stopped the team emerged from the helicopter. There were three of them Ross (pilot), Jennifer (med tech) and Daniel (flight nurse). They had big smiles on their faces and were ready to work with us.

“The PHI helicopter is like a flying ER room”  
-- Bob Wagner

We broke into 2 different groups and went on either side of the helicopter for training. One side was from the Pilots perspective and focused on the helicopter (size, weight configuration), flights, training to be a pilot, experience, and, the most important, shut off knob. The other side was presented from a medical perspective. Medical experience, background, training, medicines on board, capability. The phrase of the day was, "the PHI helicopter is like a flying ER room". Pretty darn amazing.



Daniel, Flight Nurse & Jennifer, Med Tech



The next time we schedule this training you might want to attend. It is amazing to see what is available in this county. PHI insurance is the best deal. If you don't have it you should look into it.



Ross, PHI Cares Pilot

# EVACUATION DRILL

by Carol Hallett, Program Manager, THA-CERT



## Multi-agency Drill

We met at the old Hospital, now known as the Enrichment Center. Red Cross and OES spearheaded the drill. In attendance were people from Public Health, Sonora Fire, THA-CERT, and of course Red Cross.

Debbie Calcota (Red Cross) gave an introduction of how the afternoon would go, followed by a few words from Dore Beitz (OES) thanking all the agencies for participating. The goal was to walk through each aspect of setting up and running an evacuation center.



*Red Cross Team, Dore Beitz & Debbie Calcota*

Debbie took us to the trailer to explain how things were packed and should be repacked in the same manner. We all helped to take the items out of the trailer and put them into the center. We broke off into

4 groups (there were 4 stations for us to learn). Each station had a Red Cross representative to teach the basics of the station. After hearing about the work that needed to be done we took turns doing the job. When we had accomplished the task we rotated to the next station.

We learned about registration, how to set up cots, we made lunch (and got to eat) and learned about the Medical paperwork. After the rotations were done we loaded up all the supplies and repacked the trailer.



*Bob Schreiner*

*Once a boy scout always a boy scout*

It was a great afternoon of learning. It went fast but at just the right pace. We learned a lot because it was hands-on and interactive.



*Making sandwiches*



*Larry (Red Cross) reviewing Medical paperwork with Dan Valenzuela (PH), Charli Freeman & Mike Mandell*

I want to thank our team for attending: Mike Mandell, Bob Schreiner, Margaret Lawrence, Charli Freeman. This is a skill that we will be using and practice makes perfect!

# NEW TRAFFIC CONTROL LEADER

by Mike Mandell, Team Leader, THA-CERT



Margaret Lawrence & Mike Mandell

We are excited to announce that Margaret Lawrence is our new Traffic Control Unit Leader. Lee Smith stepped down due to the fact that he is focusing on his health. He will still be volunteering but did not want to added responsibility of leading the group.

Margaret is one of our newer members and has been part of our team even before she finished her training.

Margaret brings with her a calm, steadfast leadership quality plus her smile, which she easily shares with all.



# FLAGS WERE HUNG BY THE BUILDINGS WITH CARE

by Lise Lemonnier, Planning Section Chief, THA-CERT

On Wednesday, May 25th, a group of THA-CERT members, along with a couple of volunteers from the neighborhood, gathered at The Heart of The Kitchen in Twain Harte to put up flags, and replace a couple of brackets, for the upcoming Memorial Day holiday.



Memorial Day, originally called "Decoration Day", was officially started in 1868 as a way to honor those who had died fighting in the Civil War, although groups around the county had been honoring the day since the end of the war. The holiday has evolved to honor all those who have died while serving in the United States Armed Forces.

From 1868 to 1970, Memorial Day was celebrated on May 30th. Since becoming a Federal holiday in 1971, it is celebrated on the last Monday in May; this year it happens to fall on the traditional date for the holiday.



Flags fly along Joaquin Gully

In recent years, the care and hanging of the flags has become a tradition for our THA-CERT members.

In addition to making sure the town is well decorated, we ensure that the flags are cleaned and stored carefully between uses to ensure that they will be fit to hang for many years to come. Thank you to all who helped with the flags. I think the town looks great and we're ready to commemorate Memorial Day in style.



Lise Lemonnier and a neighbor-volunteer hang flags



It pays to be tall!



Unfurling the flags

# MEMORIAL DAY FLAG DEDICATION

by Carol Hallett, Program Manager, THA-CERT



It was a crisp, clear day to dedicate the flag that will fly over our town for the year. The community gathered to watch the festivities. The veterans honored us by marching

up the street in uniform carrying our flag. We were privileged to have several military vehicles drive up as well, one driven by our very own Lee Smith.



*Veterans honor us*



*Jill Main-Paterson SSG, USA, RET our MC*

Jill Main-Paterson gave the keynote address honoring Richard DeCausemaker, a Twain Harte Veteran, who was a Mighty Midget on one of the JC Naval Ships during WWII; with his outfit they rescued 43 fellow soldiers from a sinking ship and successfully gunned down 4 enemy fighter planes.

Summerville High School Choir, Jazz at Eight filled the air with their beautiful voices singing "God Bless America".



*Jazz at 8*



The Flag coming down that has been flown for Doug Halvorsen this past year under the Arch was folded by VVA Post 391, and handed to Mr. Richard DeCausemaker's daughter Cheryl. The new Flag going up will be in Honor of Kenny Overstreet, Vietnam Veteran and a Twain Harte Native, until a new local family receives it next year.

The VFW Post 4748 of Tuolumne, Honored all fallen Comrades with a 21 Gun Salute. Ken played Bugle Tapps to conclude. Chaplain Danny opened and closed with a Military Prayer.



*Boy Scout Troup watching the folding of the flag*



*Lee Smith Korea 1972*

The Boy Scouts handed out small flags at the beginning of the event and cookies (handmade by the Harte of the Kitchen) at the end. It was a sweet way to end a lovely flag dedication in Twain Harte.



*Lee Smith Twain Harte 2022*

# SPOA MEETING, WOW!

by Carol Hallett, Program Manager, THA-CERT



I am thinking we are doing a community meeting during Memorial Day weekend, really? Who is going to show up...well there were over 120 people who showed up...it was an amazing informative meeting. The Strawberry Property Owners Association (SPOA) is active. It was made evident on this lovely Saturday in Strawberry.



*Don Barton, SPOA Board President*

Dee Martin (Strawberry Fire Protection President) worked hard to bring lots of different speakers. In the line up was:

- o THFD Chief Neil Gamez, Strawberry Volunteer Fire Department
- o Andy Welsh, U.S. Forest Service
- o Karen Caldwell, Tuolumne County Coordinator, FireWise
- o Carol Hallett, Program Manager, Community Emergency Response Team (CERT)
- o Don Barton—Update from Del Oro Water Company
- o Rich Combs—Update on Internet Service and Neighborhood Radio Watch
- o Dee Jackson-Martin—Special presentation in recognition of Lee Dempsey



As you can see from the line up there was a lot of valuable fire related, defensible space, forest clean up and preparedness information shared at this meeting but it was more than that...it was a community coming together.

I was in my element. I always say give me a crowded room, close the door and hand me a microphone and I am a happy camper. Add the fact that they wanted me to speak on a subject that I absolutely love to talk about, CERT...it was a happy day!



*Neil Gamez, Chief for THFD & Strawberry Volunteer Fire*

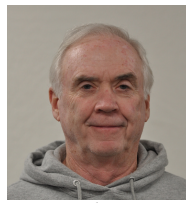


*Carol Hallett, Program Manager THA-CERT*

Thanks to Mike Mandell, Team Leader for being my partner at this event and my driver. It always pleasantly surprises me the connection Mike has with people and especially fire personnel.

# NEIGHBORHOOD RADIO WATCH

by Richard Combs, Volunteer, THA-CERT



On Saturday April 30 ten volunteers gathered at the Strawberry Fire Station to learn more about the Tuolumne County Neighborhood Radio Watch Program, and take part in radio testing to evaluate the range of various radios in the rural, forested communities of Strawberry and Pinecrest. Introductions showed we had representatives from TCARES, Tuolumne's amateur radio group, Twain Harte CERT, residents from Strawberry and Pinecrest, and members of the Pinecrest and Strawberry fire departments. Useful discussions about the purpose and organization of a NRW continued for about an hour, as two dozen bakery cookies slowly evaporated. We next conducted a "directed net" using the radios on hand, with the help of the



WE LOOK OUT FOR EACH OTHER™

with the help of the TCARES members, to provide an example of the structure needed for successful use of the radios. Then it was time to evaluate radio propagation.

We had a variety of FRS, Family Radio Service radios, GMRS, General Radio Service Radios, along with a portable GMRS repeater station, and a portable mobile station with a high gain antenna. To the surprise of a few of us, even though some of the FRS radios were the cheaper ½ watt style, but most being the more powerful 2 watt version, we found that with the operators mostly outdoors, reliable communication was achieved over most all of Strawberry. The exception was the

Summerhill area at the edge of Strawberry which proved to be beyond the range of the FRS radios. The Strawberry fire house was the central location, but communication was reasonably clear between all the locations that operators were dispersed to. Even though Strawberry is a densely forested, hilly, rural area, we were pleasantly encouraged by the results.

We next used some 5 watt GMRS radios, which we expected to be even better, but the improvement was marginal in general. The portable GMRS repeater station was then set up at the Pinecrest transfer station with the hope that we could then relay messages through the repeater between Strawberry and Pinecrest, but this proved unsuccessful.



Another surprise however was that while all the tests so far were simple handi-talkie to handi-talkie, when the 25 watt mobile station was used with a high gain portable antenna sitting in the back of TCARES president George Overturf's truck, we were able to clearly communicate from the Strawberry Fire Station to the end of the road on the south shore of Pinecrest lake, where the hiking trail starts.

## ***NEIGHBORHOOD RADIO WATCH, cont'd***

In summary, we were pleased to find that the low cost FRS radios performed better than anticipated, and would be a good choice for the initial phase of a NRW in Strawberry. The FRS radios are low cost, do not require a license, many residents may already have them, and they can be used for a variety of other recreational uses. We do caution that all FRS radios are not created equal and the very inexpensive units may not be suitable. We currently recommend the RETEVIS RT49P which is about \$80 for a pair of radios, available online. Other radios will work and a follow on document will provide some recommendations when shopping for a FRS radio, and how to evaluate the suitability of a radio you may already have. This exercise also made clear that the conditions in each community need to be tested

before buying radios and expecting that everyone will be able to connect. One size likely does not fit all. There are a variety of solutions that can be brought in to play as the conditions dictate. The evaluation process is actually a fun opportunity for some local community adventure, and we look forward to coordinating similar evaluation events in communities throughout the County.

We plan to ramp up the NRW in Strawberry just after the Strawberry Property Owners Association's General Meeting on Memorial Day weekend, where we will have an informational booth, and hope to bring a number of Strawberrians on board.

NRW is all about a local community coming together to be able to support its residents in time of need, be it a car with a dead battery, or a major communication blackout. We will be reaching out to those of you have expressed interest in forming a NRW in areas around the County, and always welcome volunteers willing to take action. Volunteers with TC NRW are always willing to be of assistance.

Comments always welcome. Keep an eye on TCARES.net for late breaking news. Special thanks to all those who attended and worked so hard at the April 30 get together.

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### ***LINK TO EMERGENCY KIT VIDEO***

***by Mary Schreiner, PIO, THA-CERT***



As we told you last month, THA-CERT Program Manager Carol Hallett was invited by Tuolumne County Public Health's Kristina Herrera to join them in making a video on emergency preparedness. The video is now available for viewing on our Facebook page at: <https://www.facebook.com/TwainHarteCERT/videos/564053051993349>

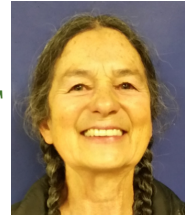
You can also view the video on the Tuolumne County Public Health Facebook page at: <https://www.facebook.com/tuolumnecountypublichealth/videos/3603692156523798>

We are working on getting the video posted to our web page. Look for it soon at: <https://www.twainhartecsd.com/twain-harte-area-cert>



# WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief, THA-CERT



The total THA-CERT volunteer hours for May are:

Administration =	188.5
Training =	200
Deployment =	54
Total May hours =	442.5



## WHAT'S NEXT?

# June

### Events

Visit Tuolumne County:

<https://www.visittuolumne.com/events>

Twain Harte Chamber of Commerce:

<https://www.twainhartecc.com/events>

Father's Day Fly-in

Location: Columbia Airport

Date & Time: June 18 & 19, 2022 gates open at 0800

### Training

Tuolumne County Wildland Fire Townhall

Location: Motherlode Fairgrounds, Sierra Building

Date, Day & Time: Saturday, June 4, 2022 10:00 - 1:00

Traffic Control Training - Twain Harte

Subject: Training & Drill on Traffic Control

Trainer: California Highway Patrol (CHP)

Location: 22912 Vantage Point Dr, Twain Harte, CA

Date, Day & Time: Saturday, June 30, 2022 0900-noon

### Save The Date!

Summer Outdoor Market & Car Show - Gearhead Revival

Location: Downtown Twain Harte

Date, Day & Time: Saturday, July 23 & Sunday July 24, 2022  
10:00-5:00

### Green Waste

Free Green Waste Drop off

Location: SMCI Slash Site Hwy 108/Plainview Dr, TH, CA

Date, Day & Time: Thursday, June 9 & Saturday June 18  
0800-4:00 pm

### Holidays

Flag Day, Tuesday, June 14, 2022

Father's Day, Sunday, June 19, 2022

### Meeting

THCSD Board Meeting

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

Wednesday, June 8, 2022, 9:00 am

CERT & Fire Association Board Meeting

Thursday, June 9, 2022, 9:30 am



Date: June 3rd

Time: 7am - 9am

Location: Local Press

We love this community and we know you do too. Come to the "Twain Harte Download" to meet with General Manager, Tom Trott and Fire Chief, Neil Gamez. Get the download on the current happenings with Twain Harte's Fire Department and the Services District. Want to know more about the upcoming Twain Harte Meadows Park Project? Have other questions or ideas? Come stop by the Local Press, chat over a cup of coffee.

Local Press: 23063 Fuller Dr, TH, CA



# TWAIN HARTE CSD OPERATIONS REPORT

## What's New

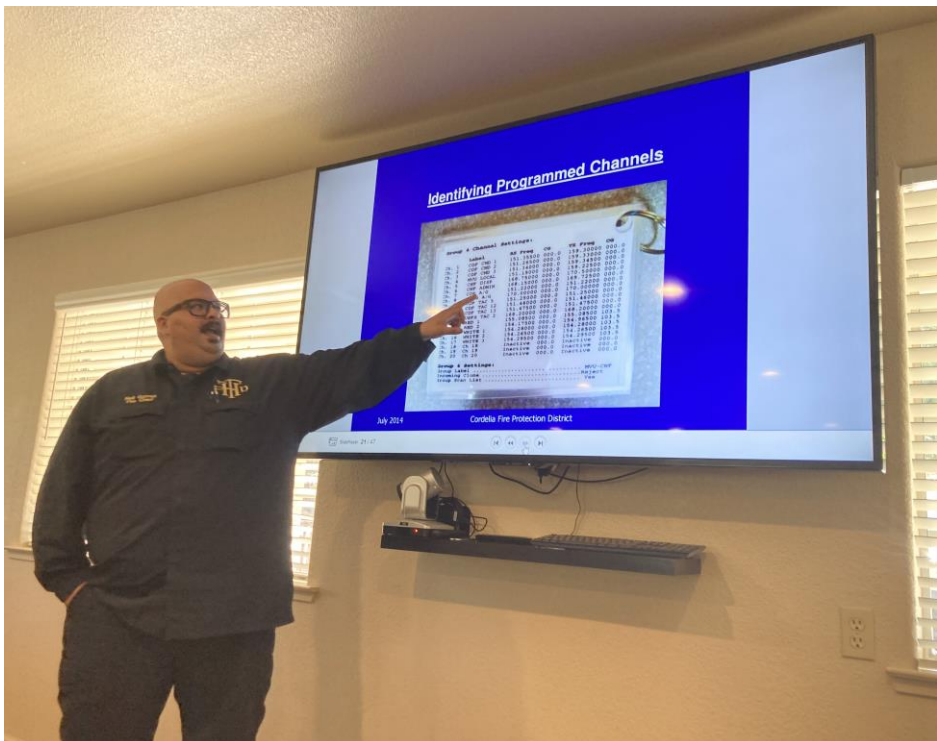
- Radio training provided by Chief Gamez. Thank you, THFD and THA CERT for inviting WSP Department. This will play a critical role in our combined emergency responses.



Water/Sewer/Park  
Division

For May 2022

Board Meeting 6/8/22



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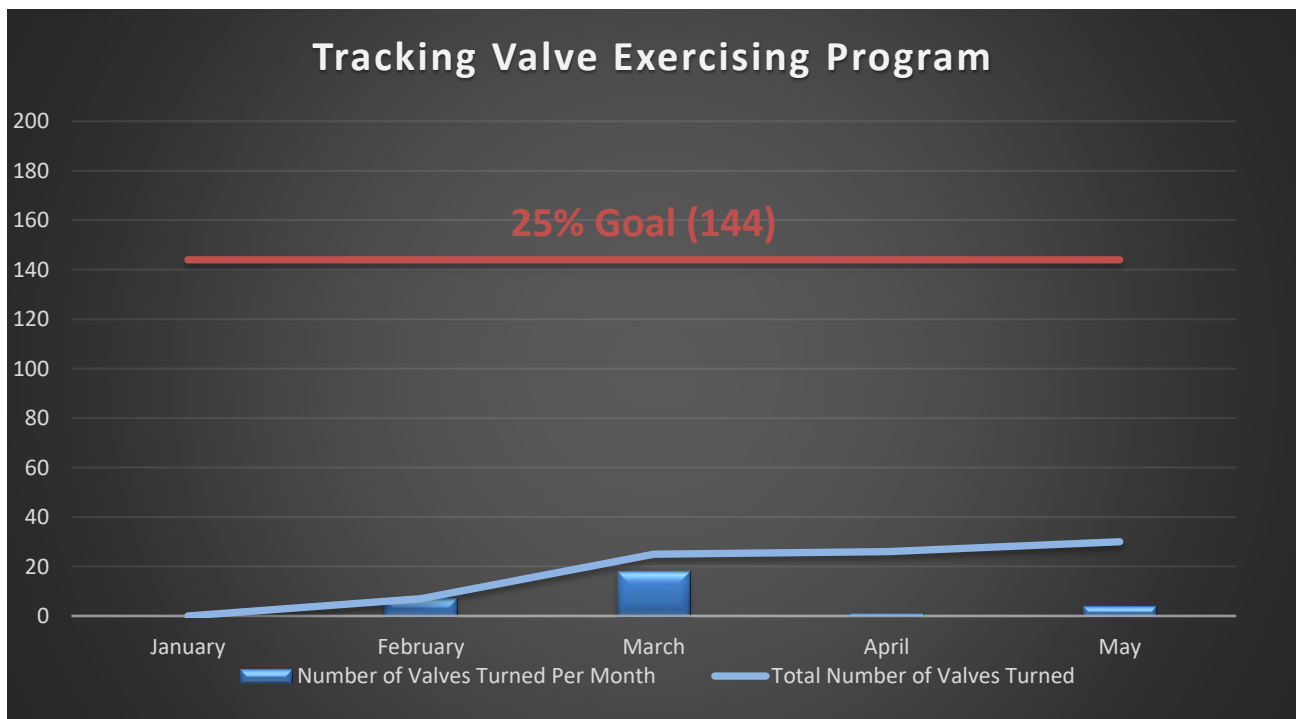
# Highlights

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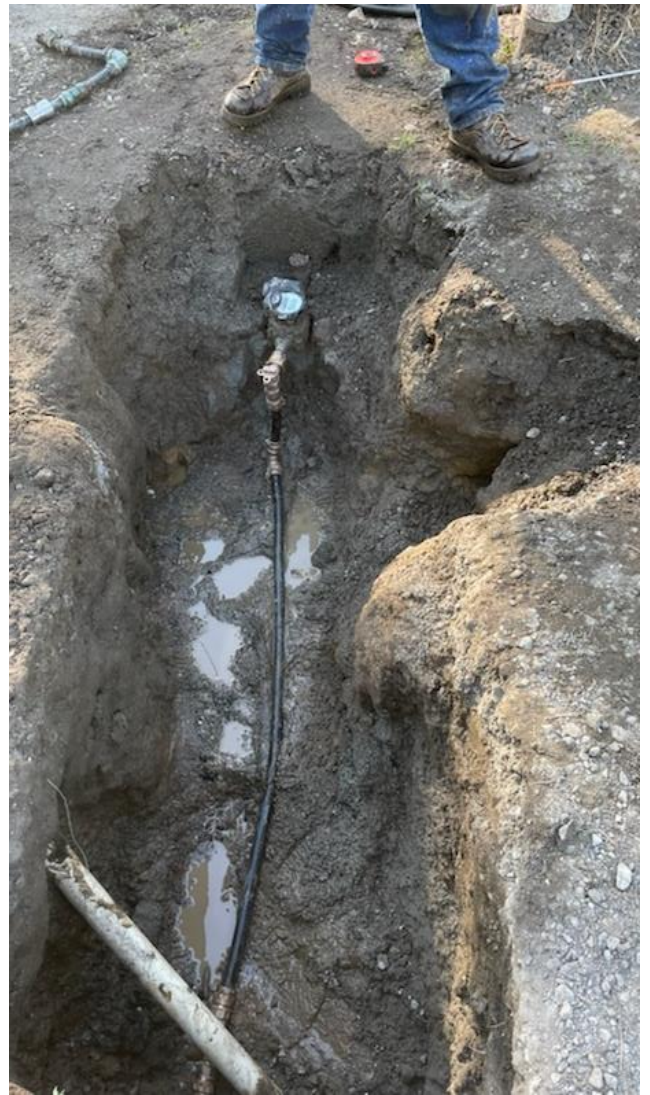


## Water

- Number of customer service calls were average for this time of year (20-40) for a total of 25.
- Valves inspected and maintained out of 575: 30 or 5.2%.  
(Context: 0 were inspected and maintained by this time last year with an annual goal of 25%)

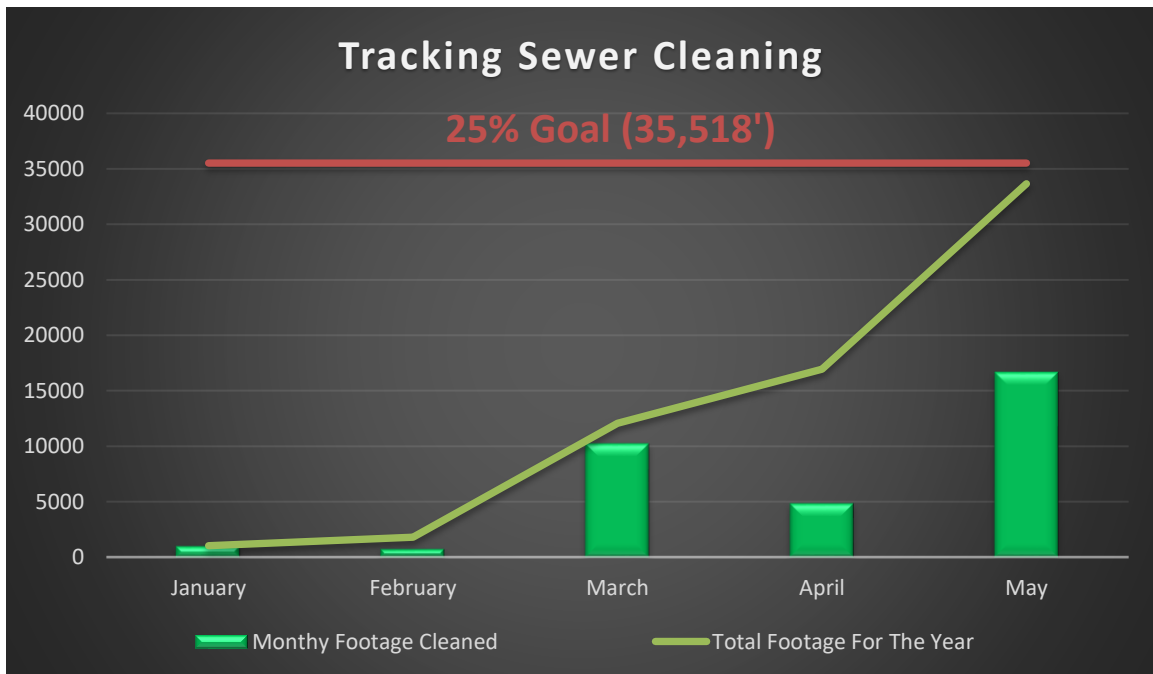


- Replaced service line on Twain Harte Dr. The line was repaired several times. This repair was a part of our longterm replacement program. THA CERT assisted with flagging, <https://youtube.com/shorts/DV6HEPmwJ7o?feature=share>

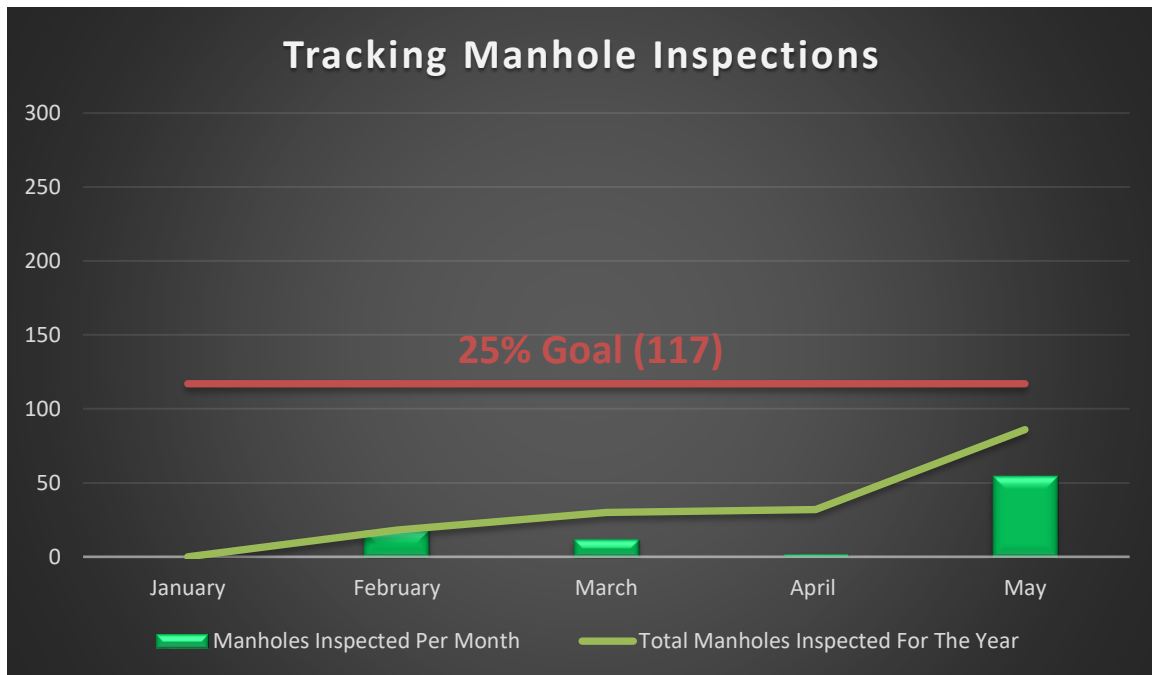




- Number of customer service calls were slightly above average for this time of year (1-10) for a total of 12.
- Sewer main footage cleaned out of 142,072': 33655' or 23.7%. (Context: 5622' were cleaned by this time last year with an annual goal of 25% cleaned).



- Manholes inspected and maintained out of 468: 86 or 18.3%. (Context: 84 were cleaned by this time last year with an annual goal of 25%).



- Educational social media post of Toilet Dye Video with special guest Star appearance by Mick Grimes



- Cedar Pines Sewer Bench Storm Damage Cleanup – Done in large part by THFD. CCC's to finish cleanup week of June 6<sup>th</sup>.

# Parks and Recreation

- Park Bark Refreshing. Mike Royce was able to get the bark donated.

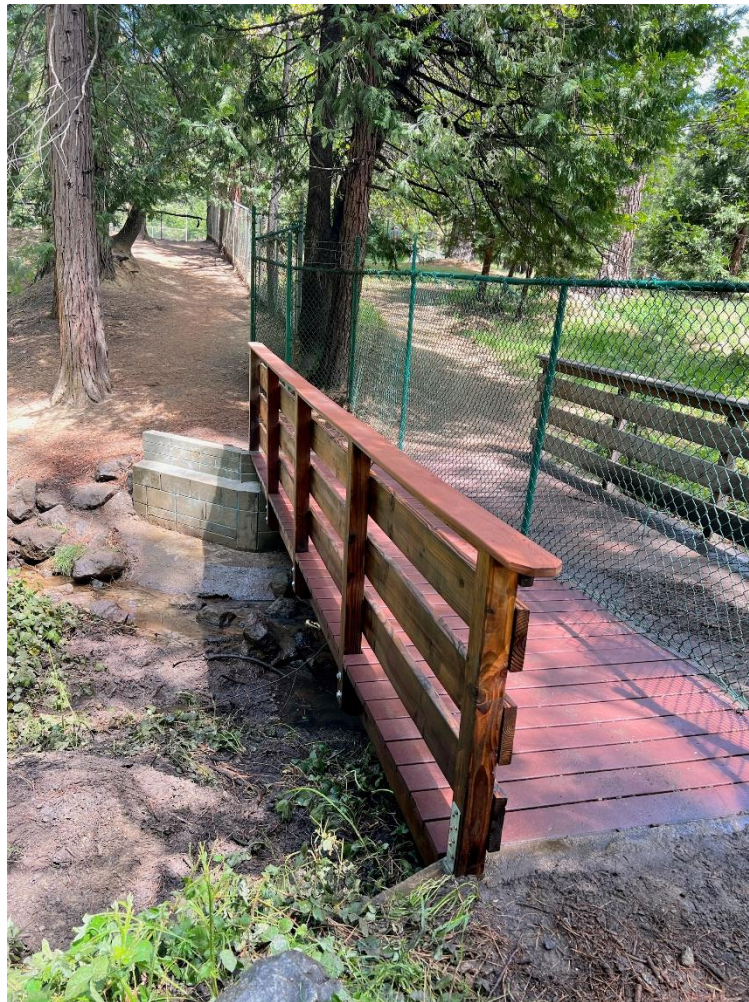




- THCS D received verbal compliments from San Andreas Coach who said that “We love playing in Twain Harte. Its probably the best field we play on.”
- Snack Shack painting before and after. **Special thanks to TH HOA for partnering with us to help this job get completed!**



- Bridge at creek cleaned by Jason and Eric after we were presented with an opportunity to remove some “colorful art”



- THCS D received a Thank You Note from BSA Troop 407 and their Twain Harte Facilitator, Mike Lamasney



**THANK YOU!**





# Vehicles and Equipment

Nothing to report

# 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						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
<b>Total</b>	<b>14,000,738</b>	<b>5,196,703</b>	<b>10,065,984</b>	<b>204,178</b>	<b>939,573</b>	<b>29,467,603</b>	<b>36,279,604</b>	<b>18.78%</b>	<b>3.84</b>	<b>6.5</b>

# GM REPORT

JUNE 8, 2022



## ADMIN ACTIVITIES

- FY 2022-23 Budget and CIP
- CSDA Legislative Days
- TH Meadows Park Design
- Administration Staffing Needs and Planning
- Annual Slash Voucher Program
- Ongoing Lawsuits
- Records Retention Organization & Destruction

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$150,000

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

### Mono Sewer Bench Replacement - COMPLETE

Final Cost: \$26,500

### Vantage Pointe Equipment Cover

Budget: \$124,000

Preliminary design initiated. Anticipated completion in fall.

### Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Grant-funded project to replace tank roof, reinforce support structure and recoat interior and exterior of tank. Anticipated design in fall 2022 and construction in summer 2023.

### Fire Station Backwall Excavation & Sealing

Budget: \$35,000

Currently getting construction bids to keep drainage from seeping through apparatus bay walls. Completion anticipated this summer.

### 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 summer 2022.

## MEETINGS OF INTEREST

- 5/17 CSDA Legislative Days
- 5/20 Countywide Drought Task Force
- 6/1 Annual Park Walk-Through
- 6/2 Rural Recreation Park Grant Meeting
- 6/3 Twain Harte Download

## PLANNING PROJECTS

### Sewer System Evaluation/Analysis

Budget: \$500,000

Sewer system assessment and analysis project complete, including submittal of a construction grant application for a \$4,490,662 project to replace deteriorated sewer lines.

### Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model and water loss analysis complete. Risk assessment workshop completed to identify highest priority assets to replace.

## FUNDING OPPORTUNITIES

### PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / Awards: August 2022

### FEMA SAFER GRANT - \$1M

Engineer Staffing / Due: Fall 2022

### 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** – GM Trott, Chief Gamez and Director Sipperley gathered at the Local Press to discuss pertinent District issues with local residents and business owners.