

# 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 November 9, 2022 9:00 A.M.

### **NOTICE: Public May Attend this Meeting In-Person.**

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

- Videoconference Link: <https://us02web.zoom.us/j/84213101274>
- Meeting ID: 842 1310 1274
- Telephone: (669) 900-6833

## AGENDA

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

### **1. Call to Order**

### **2. Pledge of Allegiance & Roll Call**

### **3. Reading of Mission Statement**

### **4. Public Comment**

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

### **5. Presentations:**

- A. Presentation of Special District Governance Awards by the Special District Leadership Foundation.
- B. Presentation of annual employee safety awards.

### **6. Communications:**

- A. Letter to Tuolumne County - Comments on proposed General Plan Amendment GPA21-005, Zone Change RZ21-012, Site Development Permit SDP22-007, and Conditional Use Permit CUP22-011.

### **7. Consent Agenda:**

- A. Presentation and approval of financial statements through October 31, 2022.
- B. Approval of the minutes of the Regular Meeting held on October 12, 2022.

- C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.
- D. Annual review, submittal of annual report and adoption of minor revisions for Policy #1015 – Identity Theft Prevention Program.

## 8. New Business

- A. Discussion/action to authorize the General Manager to enter into a Mutual Assistance Agreement with Tuolumne Utilities District.
- B. Discussion/action to appoint Julie Cowell as a citizen member of the Park and Recreation/Citizens' Oversight Committee.
- C. Discussion/action to adopt revisions to Policy #2011 – On-Call Duty.
- D. Discussion/action to adopt revisions to Policy #2030 – Holidays.
- E. Discussion/action to adopt revisions to Policy #2032 – Management Leave.
- F. Discussion/action to perform annual review and adopt revisions to Policy #2082 – Internet, Email and Social Media Use.

## 9. Reports

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

## 10. Closed Session

- A. Conference with Legal Counsel – Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)  
(1 case)
- B. Conference with Legal Counsel – Existing Litigation:  
Pursuant to Government Code Section 54956.9(a)  
Case Name: Junger v. Twain Harte Community Services District

## 11. Adjourn

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### **HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING**

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

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

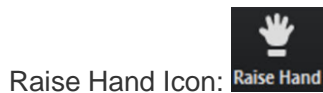
\* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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

### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](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.



- 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)

# Special District Leadership Foundation

In 1999, the Special District Leadership Foundation was formed to provide educational programs to special district elected officials and employees. These programs are dedicated to promoting excellence in special district governance and operations throughout California.



## Certificate in Special District Governance

The Certificate in Special District Governance was designed to honor special district board members and trustees that demonstrate their commitment to continuing education and special districts governance. The certificate covers the essentials of good governance as well as service-specific education.

# Certificate in Special District Governance

In recognition of completion of the required education, the Special District Leadership Foundation presents the Certificate in Special District Governance Award

to

Richard Knudson

This 11th day of October 2022



*Sandy Seifert-Raffelson*

Sandy Seifert Raffelson, SDLF Board President

*Neil C. McCormick*

Neil McCormick, SDLF Chief Executive Officer

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to

## Tom Trott

This 11th day of October 2022



Handwritten signature of Sandy Seifert Raffelson in blue ink.

Sandy Seifert Raffelson, SDLF Board President

Handwritten signature of Neil C. McCormick in blue ink.

Neil McCormick, SDLF Chief Executive Officer



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to

## Kathryn deGroot

This 11th day of October 2022



Handwritten signature of Sandy Seifert Raffelson in blue ink.

Sandy Seifert Raffelson, SDLF Board President

Handwritten signature of Neil C. McCormick in blue ink.

Neil McCormick, SDLF Chief Executive Officer

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to

## Eileen Mannix

This 11th day of October 2022



Handwritten signature of Sandy Seifert Raffelson in blue ink.

Sandy Seifert Raffelson, SDLF Board President

Handwritten signature of Neil C. McCormick in blue ink.

Neil McCormick, SDLF Chief Executive Officer

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to

## Marlene Charlotte Bohlman

This 11th day of October 2022



Handwritten signature of Sandy Seifert Raffelson in blue ink.

Sandy Seifert Raffelson, SDLF Board President

Handwritten signature of Neil C. McCormick in blue ink.

Neil McCormick, SDLF Chief Executive Officer

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In recognition of completion of the required education, the Special District Leadership Foundation presents the Certificate in Special District Governance Award

to

Gary Sipperley

This 11th day of October 2022



*Sandy Seifert-Raffelson*

Sandy Seifert Raffelson, SDLF Board President

*Neil C. McCormick*

Neil McCormick, SDLF Chief Executive Officer





# Twain Harte Community Services District

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

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

November 2, 2022

TO: Cheydi Gonzales via Email

**SUBJECT: Comments on General Plan Amendment GPA21-005, RZ21-012, SDP22-007 and CUP22-011  
APN 048-680-046**

Dear Cheydi Gonzales:

Thank you for providing Twain Harte Community Services District (THCSD) the opportunity to comment on the subject proposed General Plan Amendment, Ordinance for Zone Change, Site Development Permit and Conditional Use Permit, which proposes to change the subject parcel from General Commercial to Mixed Use zoning and develop 54 residential units, retail building, dog park, playground, water fountain and linear exercise park. We have the following comments that we also ask that you communicate to the Applicant:

1. This project has the potential to significantly impact THCSD's services, especially water, sewer and fire protection. As such, we request to be involved in the project planning and CEQA.
2. As the provider of Water, Sewer, Fire Protection, and Park and Recreation services to the subject parcel, the proposed project or changes will be required to comply with all THCSD ordinances, regulations and policies, including the payment of connection, capacity and impact fees for water and sewer services and development impact fees applicable at the time of project permitting.
3. The proposed development cannot be constructed without the developer constructing significant upgrades to the THCSD's sewer system infrastructure to provide sufficient capacity for the project. At a minimum, the developer will be required to upsize an approximate 335-foot 10" sewer line on Golf Club Drive to a 12" line, among other possible upgrades to accommodate the development.
4. The access and infrastructure at some of the sites may not be adequate to provide for fire safety. Applicant should take note that significant infrastructure and access improvements may be required to provide for fire safety and to meet Fire Ordinances and Codes.

Please feel free to contact me by email ([ttrott@twainhartecsd.com](mailto:ttrott@twainhartecsd.com)) with any questions.

Sincerely,

TOM C. TROTT  
General Manager



# COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP  
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

Date: **October 17, 2022**  
To: Interested Stakeholder  
From: Tuolumne County Community Development Department  
RE: **REVISED APPLICATION**  
General Plan Amendment GPA21-005, RZ21-012, SDP22-007 and CUP22-011  
Assessor's Parcel Number: 048-680-046

48 Yaney Avenue, Sonora  
Mailing: 2 S. Green Street  
Sonora, CA 95370  
(209) 533-5633  
(209) 533-5616 (Fax)  
(209) 533-5909 (Fax – EHD)  
www.tuolumnecounty.ca.gov

The Community Development Department thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process. This process provides information on your requirements and concerns to the applicant early in the review process. Involvement on your part can eliminate or minimize problems that could arise later.

**Applicant:** Howard Schindler and Saul Gevertz  
**Project Manager:** Erik Smith; [erik@arksmithdesign.com](mailto:erik@arksmithdesign.com)

**Project:** The Community Development Department (CDD) has received an application for the following:

1. Resolution for General Plan Amendment GPA21-005 to amend the land use designation of an 8.56± acre parcel from General Commercial (GC) to Mixed Use (MU).
2. Ordinance for Zone Change RZ21-012 to rezone a 8.56± acre parcel from C-1:MX (General Commercial: Mobilehome Exclusion Combining) to M-U (Mixed Use) district under Title 17 of the Tuolumne County Ordinance Code (TCOC).
3. Site Development Permit SDP22-007 to allow the phased development of housing, consisting of 54 apartments, a new retail building, dog park, playground, water fountain, linear exercise park and associated infrastructure on an 8.56 ± acre parcel.
4. Conditional Use Permit CUP22-011 to allow the development of 54 residential units on an 8.56± acre parcel.

**Location:** The project site is located at 18711 Tiffeni Drive in the community of Twain Harte, approximately 290± feet northeast of the intersection of Tiffeni and Twain Harte Drive. The project site is located within a portion of Section 9, Township 2 North, Range 16 East, Mount Diablo Baseline and Meridian and within Supervisorial District 3. Assessor's Parcel Number 048-680-046.

**Access:** Tiffeni Drive / Twain Harte Drive

**Sewage Disposal Method:** Twain Harte Community Services District (THCSD)

**Water Source:** THCSD

**Fire Hazard Rating:** Very High Fire Hazard Severity Zone

**Additional Information:**

1. On September 14, 2022, the CDD received a revised project application. The application

consists of development and conversion of a portion of the existing retail space of the Twain Harte Shopping Center into apartment and townhome-style housing.

2. Below is a link to Stakeholder Notification webpage where project information may be found. The full set of proposed site renderings and development plans for the Twain Harte Shopping Center can be found via the project link on the Planning Stakeholder Notification webpage.

Planning Stakeholder Notification webpage:

<https://www.tuolumnecounty.ca.gov/1512/Planning-Stakeholder-Notifications>

Please return your comments to the CDD by **October 31, 2022**. Comments may be emailed to Cheydi Gonzales, [cgonzales@co.tuolumne.ca.us](mailto:cgonzales@co.tuolumne.ca.us) Comments may also be mailed to: 2 South Green Street, Sonora, CA 95370 or brought to the Community Development Department.

**Staff Contact:** Cheydi Gonzales

Phone: (209) 533-6641

Email: [cgonzales@co.tuolumne.ca.us](mailto:cgonzales@co.tuolumne.ca.us)

AGENCY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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Per Tuolumne County Ordinance Code, the CDD will only be notifying property owners within 500 feet via mail of future public hearings and will not notify individuals or agencies via email. The notification link below is the only way to request and receive email notifications.

To ensure future public hearing notifications are received, please utilize the link below to sign up in the Tuolumne County Notify Me Page to receive notices via email:

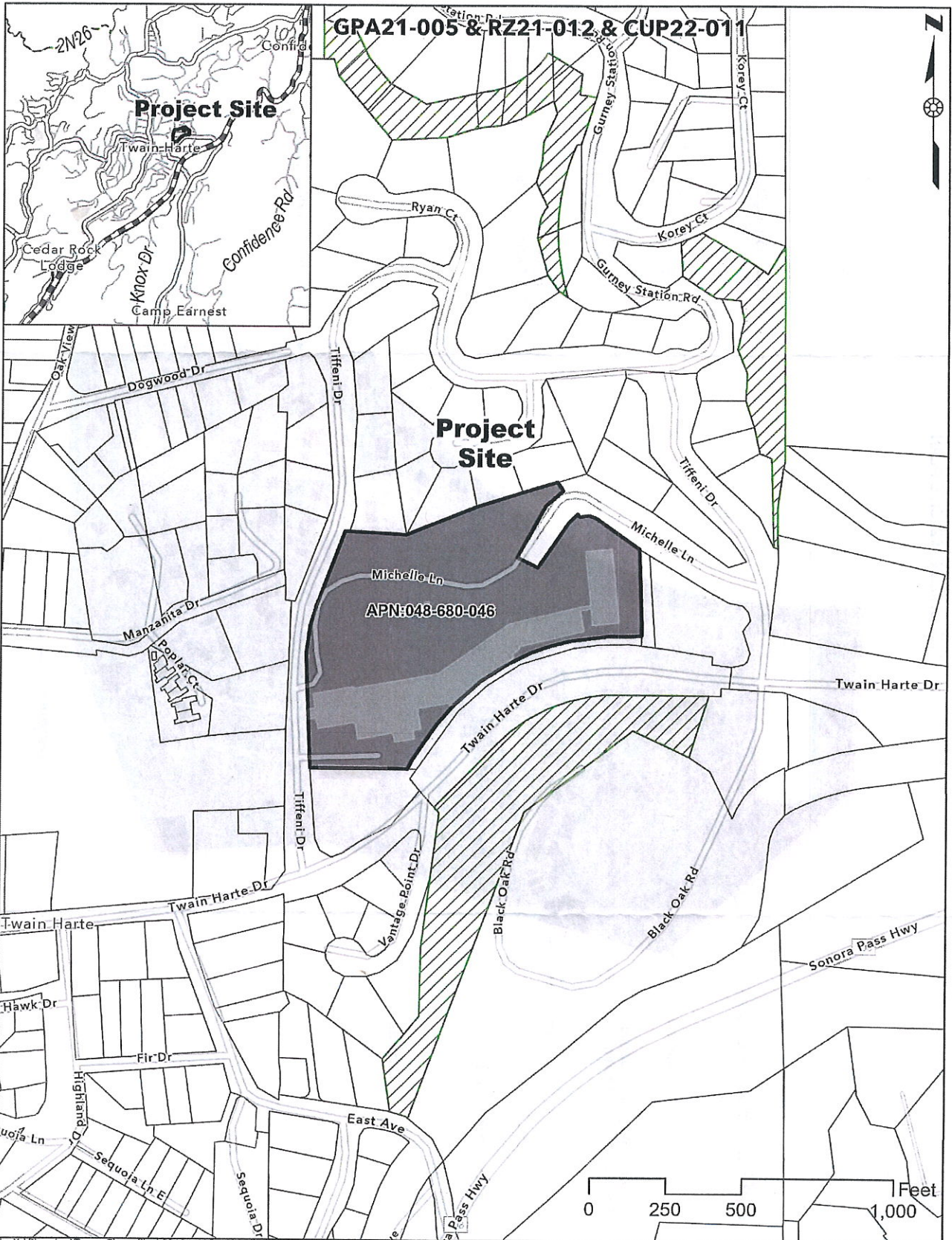
<https://www.tuolumnecounty.ca.gov/list.aspx>

Signed by: \_\_\_\_\_

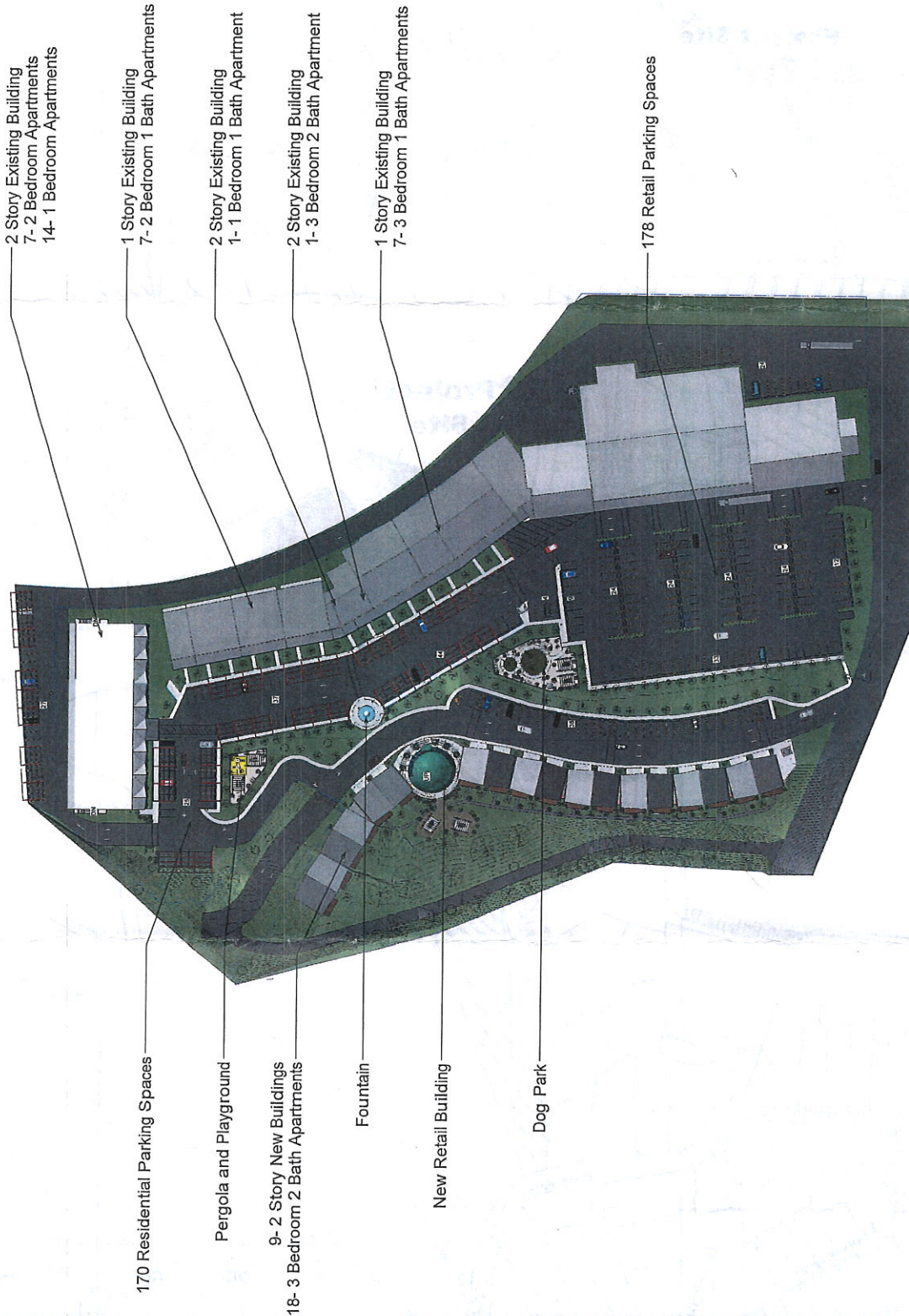
Agency: \_\_\_\_\_

Date: \_\_\_\_\_

# Vicinity Map



ATTACHMENT #2: SITE PLAN



① Site Plan Overview  
1" = 50'-0"



City of Tustin  
Department of Public Works  
Engineering Division  
17771 Tustin Blvd.  
Tustin, CA 92680  
APR 15 2022

REVISIONS	
NO.	DESCRIPTION

Project Address:  
17771 Tustin Blvd.  
Tustin, CA 92680

17771 Tustin Blvd.  
Tustin, CA 92680  
APR 15 2022

Site Plan Overview  
Conditional Use  
Permit

C1

Scale:  
1" = 50'-0"  
Submitted:  
07-15-2022

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
22/23 OPERATING EXPENDITURE SUMMARY  
As of October 31, 2022**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 33.33%)
Park	83,797	33,320	50,477	39.76%
Water	1,426,225	459,985	966,240	32.25%
Sewer	917,905	304,222	613,683	33.14%
Fire	1,097,021	478,514	618,507	43.62%
Admin	762,749	268,052	494,697	35.14%
<b>TOTAL</b>	<b>\$ 4,287,697</b>	<b>\$ 1,544,093</b>	<b>\$ 2,743,604</b>	<b>36.01%</b>

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
22/23 CAPITAL EXPENDITURE SUMMARY  
As of October 31, 2022**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent (Target 33.33%)</b>
Park	1,417,400	54,595	1,362,805	3.85%
Water	2,157,400	10,668	2,146,732	0.49%
Sewer	300,300	-	300,300	0.00%
Fire	540,500	97,610	442,890	18.06%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 4,415,600</b>	<b>\$ 162,873</b>	<b>\$ 4,252,727</b>	<b>3.69%</b>

Reflects Budget Rev #2 - Approved 10/12/22

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

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Current Balance</b>
U.S. Bank Operating	1,279,607	305,742	(422,360)	1,162,989
U.S. Bank - D Grunsky #1**	75,603	196		75,799
U.S. Bank - D Grunsky #2**	77,922			77,922
LAIF	2,980,206	10,141		2,990,347
<b>TOTAL</b>	<b>\$ 4,413,338</b>	<b>\$ 316,079</b>	<b>\$ (422,360)</b>	<b>\$ 4,307,057</b>

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



**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**October 12, 2022**

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

**DIRECTORS:**

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

**STAFF:**

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

**AUDIENCE:** 2 Attendees

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

*No public comment.*

**PRESENTATIONS:**

A. Presentation regarding the Tuolumne County Neighborhood Radio Watch program. *Richard Combs presented information about the Neighborhood Radio Watch program including the primary purpose being self help when all other communications are down. Mr. Combs provided various options for two-way communications such as Family Radio Service (FRS). THCS D can support this program by providing information to our customers on where they can sign up for the program on the TCARES website.*

**COMMUNICATIONS:**

- A. Letter from Special District Leadership Foundation – Award of District Transparency Certificate of Excellence.
- B. Letter from California State Firefighters' Association – Selection of Twain Harte Community Services District Training Facility to Host Regional Fire Training.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through September 30, 2022
- B. Approval of the minutes of the Regular Meeting held on September 14, 2022.

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

***SECOND: Director Mannix***

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

***NOES: None***

**ABSTAIN: None**

**NEW BUSINESS:**

- A. Presentation of end of year financial report for Fiscal Year 2021-22.
- B. Discussion/action to approve Resolution #22-32 – Designation of Fiscal Year 2021-22 Year End Balances to Reserves.

***MOTION: Director Mannix made a motion to approve Resolution #22-32– Designation of Fiscal Year 2021-22 Year End Balances to Reserves.***

***SECOND: Director Knudson***

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

***NOES: None***

***ABSTAIN: None***

- C. Discussion/action to adopt Resolution #22-33 – Declaring Real Property Located on Ridge Road as Surplus, Authorizing the General Manager to Dispose of Said Real Property by Sale in Accordance with State Law, and Approving a Notice of Exemption for Such Action.

***MOTION: Director Knudson made a motion to adopt Resolution #22-33 – Declaring Real Property Located on Ridge Road as Surplus, Authorizing the General Manager to Dispose of Said Real Property by Sale in Accordance with State Law, and Approving a Notice of Exemption for Such Action.***

***SECOND: Director Bohlman***

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

***NOES: None***

***ABSTAIN: None***

- D. Discussion/action to adopt Resolution #22-34 – Approving a Fiscal Year 2022-23 Fire Fund Budget Adjustment for the Backwall Excavation and Sealing Project.

***MOTION: Director Mannix made a motion to adopt Resolution #22-34 – Approving a Fiscal Year 2022-23 Fire Fund Budget Adjustment for the Backwall Excavation and Sealing Project.***

***SECOND: Director deGroot***

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

***NOES: None***

***ABSTAIN: None***

- E. Update on the Twain Harte Meadows Park Project.

*GM Trott provided an updated regarding the TH Meadows Park Project stating that he is working with the Grant agency for a seamless start in Spring 2023. GM Trott stated that while the timing likely won't allow for this project to be able to start during this project year, in the meantime our crews will be working to clean up the area and put up a large sign that displays a rendering of the park and what is to come.*

**REPORTS:**

**President and Board Member Reports**

- *President Sipperley summarized his written report and summarized his attendance at SDLA 2022 in Napa.*
- *President Sipperley and Director Mannix attended the TUD candidate forum hosted by the League of Women Voters.*

**Fire Chief Report by Chief Gamez**

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

**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 10:47 a.m.*

- A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)  
Case Name: Junger v. Twain Harte Community Services District

*President Sipperley reconvened the meeting into regular session at 11:03 a.m. with no reportable action.*

**ADJOURNMENT:**

The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

Kimberly Silva, Board Secretary

Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**

**CAPACITY CHARGES REPORT**

**FOR FISCAL YEAR ENDING JUNE 30, 2022**

**Purpose**

California Government Code 66013 stipulates that connection fees or capacity charges shall not exceed the estimated reasonable cost for which the fee or charge is imposed when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges. In addition, the government code goes on to further stipulate that when capacity charges are imposed, the local agency must complete a publicly available report detailing the amount of capacity charges collected during the fiscal year, each public improvement on which the charges were expended and additional information as detailed in the attached Government Code.

**Capacity Charges Defined**

California Government Code 66013 defines capacity charges as a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities.

**Charges Collected During FY 2021/2022**

Twain Harte Community Services District collects two capacity related charges at the time of new connection. They are called Connection Fees and Impact Charges. A detailed description of the charges can be found in the District Schedule of Charges adopted 4/12/2016.

**Activity for FY 2021/2022**

	<b>BEGINNING</b>		<b>21/22</b>				<b>ENDING</b>
	<b>BALANCE</b>		<b>COLLECTED</b>	<b>INTEREST</b>	<b>SPENT</b>		<b>BALANCE</b>
<b>Water</b>							
Connection Charges	\$	-	\$ 2,090	\$	-		\$ 2,090
Impact Charges		-	1,500		-		1,500
<b>Sewer</b>							
Connection Charges	\$	-	\$ 1,400	\$	-		\$ 1,400
Impact Charges							-
	<u>\$</u>	<u>-</u>	<u>\$ 4,990</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>4,990</u>

**Connection/Impact Charge Expenses for FY 2021/2022**

Capital Project Expenses	21/22 Expense	% Funded by Impact Charges	% Funded by Other Revenue	Total Impact Charges Expended	Total Other Revenue Expended
<b>Water</b>					
New Truck/Truck Bed	\$ 7,060	5.83%	94.17%	\$ 411	\$ 6,649
Snow Plow	4,129	5.83%	94.17%	\$ 241	\$ 3,888
Admin Building Roof	21,780	5.83%	94.17%	\$ 1,269	\$ 20,511
Well #3 Generator	3,620	5.83%	94.17%	\$ 211	\$ 3,409
Op Manager Vehicle	5,684	5.83%	94.17%	\$ 331	\$ 5,353
Motor Control Center	19,327	5.83%	94.17%	\$ 1,126	\$ 18,201
<b>Sewer</b>					
Admin Building Roof	\$ 11,585	0.56%	99.44%	\$ 65	\$ 11,520
New Truck/Truck Bed	3,336	0.56%	99.44%	\$ 19	\$ 3,317
TH School Sewer Re-Alignment	15,850	0.56%	99.44%	\$ 88	\$ 15,762
Manhole Flow Meter	11,388	0.56%	99.44%	\$ 63	\$ 11,325
Lift Station Generators	2,918	0.56%	99.44%	\$ 16	\$ 2,902
Vac Truck	172,097	0.56%	99.44%	\$ 959	\$ 171,138
Mono Bench Sewer Replacement	26,500	0.56%	99.44%	\$ 148	\$ 26,352
I&I Manhole Replacement	4,529	0.56%	99.44%	\$ 25	\$ 4,504
Op Manager Vehicle	3,060	0.56%	99.44%	\$ 17	\$ 3,043
	<b>\$ 312,863</b>			<b>\$ 4,990</b>	<b>\$ 307,873</b>

**Budgeted Impact/Connection Charge Expenses for Next Reporting Period (FY 22/23)**

Description	Water	Sewer
FH Improvements	\$ 15,000	
SCADA Upgrade	300,000	100,000
Cedar Pines Pressure Zone Upgrades	350,000	
Truck #3 Replacement	32,400	17,300
WTP Motor Control Center Upgrade	185,000	
Million Gallon Tank #2 Rehab and Recoat	1,275,000	
Sewer Main Relining/Replacement		75,000
Vantage Pt Equipment Cover		83,000
I&I Manhole Repair/Replacement		25,000
<b>TOTAL CONNECTION/IMPACT CHARGE EXP</b>	<b>\$ 2,157,400</b>	<b>\$ 300,300</b>

**Inter-fund Transfer or Loans**

During fiscal year 21/22, there were no inter-fund transfers or loans from connection/impact charge funds.



## Twain Harte Community Services District MEMORANDUM

**DATE:** November 2, 2022

**TO:** Board of Directors

**FROM:** Tom Trott, General Manager

**SUBJECT: Annual Report – Identity Theft Prevention Program (Policy #1015)**

Twain Harte Community Services District staff successfully implemented the Identity Theft Prevention Program (Policy #1015) over the last year of business. The following report summarizes Policy activities over the past year.

### **Actions:**

- Detection. Employees looked for red flags identified in the Policy when opening new accounts, receiving requests to access account information, and in daily business activities with other staff, vendors and customers.
- Response. When red flags were detected, employees responded according to the Policy by asking for additional information. This prevented fraud in all cases related to customer or vendor interactions. It also helped identify fraudulent bank charges, which occurred this past year. The charges were quickly identified, reported and reversed.
- Personal Information Security Procedures. All procedures were followed.
- Training. Appropriate staff reviewed Policy 1015 and were trained on its contents and procedures to prevent fraud.

### **Incidents:**

ZERO incidents occurred in the last year related to District staff, customers and vendors.

ONE incident occurred in the last year related to District banking.

### **Recommendations:**

The guidelines of this policy proved effective in preventing fraud; therefore, no substantive Policy changes are recommended.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**

**Policy and Procedure Manual**

**POLICY TITLE:** Identity Theft Prevention Program  
**POLICY NUMBER:** 1015  
**ADOPTED:** June 11, 2009  
**LAST REVIEWED:** November 10, 2021  
**LAST AMENDED:** March 11, 2020

**1015.10 PURPOSE**

This program is intended to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, ~~methods to ensure existing accounts were not opened using false information~~ and provide measures to respond to such events.

**1015.20 RISK ASSESSMENT**

This policy is based on an internal risk assessment conducted by the District to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information, the District identified red flags that were appropriate to prevent identity theft for the following types of activities:

- New accounts opened in person for new construction
- New accounts opened via mail (copy of Grant Deed required)
- Account information accessed in person
- Account information accessed via telephone (person)

**1015.30 DETECTION (RED FLAGS)**

At a minimum, the following red flags will be used to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Identification documents appear to be altered.
- Photo and physical description do not match appearance of applicant.
- Other information is inconsistent with information provided by applicant.
- Other information provided by applicant is inconsistent with information on file.
- Application appears altered or destroyed and reassembled.

- ❑ Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased).
- ❑ Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application).
- ❑ Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager).
- ❑ SS#, address, or telephone # is the same as that of another customer.
- ❑ Customer fails to provide all information requested.
- ❑ Personal information provided is inconsistent with information on file for a customer.
- ❑ Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet.
- ❑ Identity theft is reported or discovered.

#### **1015.40 RESPONSE TO POTENTIAL FRAUD**

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to senior management.

1. Ask applicant for additional documentation
2. Notify internal manager: Any [Utility District](#) employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers' identity must notify Finance Officer or General Manager.
3. Notify law enforcement: The [Utility District](#) will notify Sheriff's Department at Sonora, CA of any attempted or actual identity theft.
4. Do not open the account.
5. Close the account.
6. Do not attempt to collect against the account but notify authorities.

#### **1015.50 PERSONAL INFORMATION SECURITY PROCEDURES**

The District shall implement the following security procedures:

1. Paper documents, files and electronic media containing secure information will be stored in locked file cabinets.
2. Only specially identified employees with a legitimate need will have keys to the office and cabinets.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.



5. Employees store files when leaving their work areas.
6. Employees lock file cabinets when leaving their work areas.
7. Visitors who must enter areas where sensitive files are kept must be escorted by a District employee.
8. No visitor will be given any entry codes or allowed unescorted access to the office.
9. Access to sensitive information will be controlled using "strong" passwords. Employees will choose passwords with a mix of letters, numbers, and characters.
10. Passwords will not be shared or posted near workstations.
11. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
12. Sensitive information that is sent to third parties over public networks will be encrypted.
13. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
14. When sensitive data is received or transmitted, secure connections will be used.
15. Computer passwords will be required.
16. Usernames and passwords will be different.
17. The computer network will have a firewall where your network connects to the Internet.
18. Check references or do background checks before hiring employees who will have access to sensitive data.
19. New employees sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.
20. Access to customer's personal identity information is limited to employees with a "need to know."
21. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
22. Implement a regular schedule of employee training.
23. Employees will be alert to attempts at phone phishing.
24. Employees are required to notify the General Manager immediately if there is a potential security breach.
25. Employees who violate security policy are subjected to discipline up to, and including, dismissal.

26. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
27. Paper records will be shredded before being placed into the trash.
28. Paper shredders will be available in the office.
29. Any data storage media will be disposed of by shredding, punching holes in, or incineration.

#### **1015.60 IDENTITY THEFT PREVENTION PROGRAM REVIEW AND APPROVAL**

Annually, at each November board meeting, the General Manager will prepare and submit a report to the governing body that includes matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident and recommendations for substantial changes to the program, if any.

Appropriate employees will be trained on the contents and procedures of this policy.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**

**Policy and Procedure Manual**

**POLICY TITLE:** Identity Theft Prevention Program  
**POLICY NUMBER:** 1015  
**ADOPTED:** June 11, 2009  
**LAST REVIEWED:** November 10, 2021  
**LAST AMENDED:** March 11, 2020

**1015.10 PURPOSE**

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11. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
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16. Usernames and passwords will be different.
17. The computer network will have a firewall where your network connects to the Internet.
18. Check references or do background checks before hiring employees who will have access to sensitive data.
19. New employees sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.
20. Access to customer's personal identity information is limited to employees with a "need to know."
21. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
22. Implement a regular schedule of employee training.
23. Employees will be alert to attempts at phone phishing.
24. Employees are required to notify the General Manager immediately if there is a potential security breach.
25. Employees who violate security policy are subjected to discipline up to, and including, dismissal.

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Appropriate employees will be trained on the contents and procedures of this policy.

## MUTUAL ASSISTANCE AGREEMENT

THIS MUTUAL ASSISTANCE AGREEMENT (this “Agreement”) is made and entered into effective as of \_\_\_\_\_, 2022, by and between the Tuolumne Utilities District, a public agency (the “TUD”), and the Twain Harte Community Services District, a California Special District (the “THCSD”).

### Recitals

A. The TUD and the THCSD have determined that it would be in their mutual best interests to periodically lend to each other equipment, supplies and personnel, and to otherwise cooperate with and assist each other in the event of an emergency or in other situations where one agency has insufficient resources to undertake a necessary public project or activity.

B. The parties desire to set forth herein the terms on which they may provide mutual assistance through the sharing of resources.

NOW, THEREFORE, the parties agree as follows:

1. Requests for Assistance. In the event that either party to this Agreement (the “Borrower”) has a need for the equipment, supplies, personnel or other resources of the other party hereto (the “Lender”) for purposes of undertaking a necessary public project or activity, the Borrower may request that the Lender provide such resources. Any such request shall be submitted as follows:

If to the TUD: Tuolumne Utilities District  
18885 Nugget Blvd., Sonora, CA 95370  
Phone: (209) 532-5536  
Attn: General Manager

If to the THCSD: Twain Harte Community Services District  
22912 Vantage Pointe Drive, Twain Harte, CA 95383  
Phone: (209) 586-3172  
Fax: (209) 586-0424  
Attn: General Manager

2. Discretion by Lender. The Lender shall have the absolute discretion to approve or decline any request for assistance and shall have no liability to the Borrower for failing to provide such assistance. It is understood and agreed that the Lender will grant a request for assistance only where the Lender has determined that it has the requested resources available and will be able to meet its own needs while rendering assistance. The execution of this Agreement shall not create any duty to grant any assistance requested by the Borrower.

3. Equipment. If the Lender loans equipment to the Borrower, such as construction equipment, vehicles, tools, pumps, or generators, such loaned equipment shall be subject to the following conditions:

- (a) If the Lender so determines, the loaned equipment shall be operated by the Lender's personnel, which personnel will then be provided with the equipment.
- (b) The loaned equipment shall be returned to the Lender within the first to occur of (i) 24 hours after completion of the project for which the equipment was provided, or (ii) 24 hours after the Lender delivers to the Borrower a written request that the equipment be returned.
- (c) The Borrower shall, at its own expense, supply all fuel, lubrication, and maintenance for the equipment. The Lender may, at its option, charge the Borrower for costs related to the transportation, handling, loading, and unloading of the equipment.
- (d) Reimbursement for vehicles and equipment will be calculated at the hourly rates for such vehicles and equipment, or the closest mutually agreed upon equivalent, in the CalTrans Labor Surcharge and Equipment Rental Rate Book.
- (e) In the event loaned equipment is damaged while in the custody or use of the Borrower, the Borrower shall reimburse the Lender for the reasonable cost of repairing such damage. If the equipment cannot be repaired or has been destroyed, the Borrower shall reimburse the Lender for the cost of replacing the equipment with comparable equipment. If the Lender is required to lease replacement equipment while the loaned equipment is being repaired or replaced by the Borrower, the Borrower shall reimburse the Lender for such lease costs.

4. Supplies. The Borrower shall reimburse the Lender in kind or at the actual replacement cost for the use of expendable or non-returnable supplies provided by the Lender. Supplies of reusable items that are returned to the Lender in a clean and undamaged condition will not be charged to the Borrower.

5. Personnel. In the event the Lender makes its personnel available to the Borrower, the Borrower will reimburse the Lender for such personnel's applicable salary or hourly wage plus benefits and insurance, including workers' compensation insurance, while the personnel is providing services to the Borrower. Personnel so loaned to the Borrower will be under the supervision and control of



the Lender. The Lender will be responsible for all direct and indirect costs associated with workers' compensation claims arising in connection with work performed by the Lender's personnel while on loan to the Borrower.

6. Term. This Agreement shall commence as of the effective date set forth above and shall continue until terminated by thirty (30) days written notice by one party to the other.

7. Indemnity. To the extent permitted by law, Borrower shall defend, indemnify and hold harmless Lender, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Borrower, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Lender, its directors, officers, employees, and authorized volunteers.

To the extent permitted by law, Lender shall defend, indemnify and hold harmless Borrower, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Lender, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Borrower, its directors, officers, employees, and authorized volunteers.

8. Insurance. Each Party shall procure and maintain for the duration of the agreement, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and that results from that work.

Each Party shall maintain comprehensive general liability insurance in an amount not less than \$2,000,000 combined single limit, worker's compensation insurance as required by law and automobile liability insurance for all vehicles to be used in the performance of services under the agreement. Upon request, Each Party shall provide proof of such insurance coverages naming the Other Party its directors, officers, employees, and authorized volunteers as certificate holder and additionally insured on the General Liability policy with respect to their operation (as broad as ISO Form # CG 20 10 10 01). For any claims related to this project, the insurance coverage shall be primary (at least as broad as ISO Form # CG 20 01 04 13). Regarding the workers' compensation insurance, Each Party hereby agrees

to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Other Party; this provision applies regardless of whether or not the Other Party has received a waiver of subrogation from the insurer.

If broader coverage and/or higher limits than the minimums shown above, the Other Party requires and shall be entitled to the broader coverage and/or higher limits maintained by Each Party. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Each Party. Each Party understands and acknowledge that coverage may be provided through a joint power's authority pursuant to a joint powers agreement.

9. Partial Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

10. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the permitted successors and assigns of the parties hereto.

11. Professional Fees. In the event of any action or suit arising in connection with the enforcement or interpretation of any of the covenants or provisions of this Agreement, the prevailing party shall be entitled to recover all costs and expenses of the action or suit, including actual attorneys' fees, accounting fees and any other professional fees incurred in connection therewith.

12. Entire Agreement/Amendments. This Agreement (including all exhibits attached hereto) is the final expression of and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and communications with respect thereto. This Agreement may not be modified, changed, supplemented, or terminated, nor may any obligations hereunder be waived, except by a written instrument signed by the party to be charged. The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.

13. Construction. Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part of this Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared the same. Unless otherwise indicated, all

references to paragraphs and subparagraphs are to this Agreement. All exhibits referred to in this Agreement are attached and incorporated by this reference.

14. Governing Law. The parties hereto expressly agree that (i) this Agreement shall be governed by, interpreted under and enforced in accordance with the laws of the United States of America and the State of California, (ii) in the event of any dispute, the parties shall be subject to the jurisdiction of the courts of the State of California, regardless of their place of residence, and (iii) in any action arising in connection with this Agreement, venue shall be in the County of Tuolumne, State of California, United States of America.

15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

16. Facsimile or Electronic Signatures. In the event executed copies of this Agreement are provided by one party to the other(s) by facsimile transmission, the original copies shall be sent by the signing party to the other party(ies) as soon as reasonably feasible, and pending the receipt thereof, the facsimile copies and the signatures thereon shall for all purposes be treated as originals. Upon mutual agreement of the Parties, the Agreement may be executed using electronic signatures.

17. Further Assurances. The parties agree to take such actions and execute such documents as may be reasonably required to carry out the intent of this Agreement.

18. Waiver. Any failure by the Parties to enforce any provision of this Agreement or any waiver thereof by a Party, shall not constitute a waiver of its right to enforce subsequent violations of the same or any other terms or conditions contained herein.

19. Assignment. Neither party may assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first set forth above.

TUOLUMNE UTILITIES DISTRICT

TWAIN HARTE COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Don Perkins, General Manager

By: \_\_\_\_\_  
Tom Trott, General Manager

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Melissa McMullen, Executive Secretary/Board Clerk

By: \_\_\_\_\_  
Kimberly Silva, Board Secretary

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

**POLICY TITLE:** On-Call Duty  
**POLICY NUMBER:** 2011  
**ADOPTED:** October 11, 2007  
**AMENDED:**

**2011.10** In order to insure that no emergency within District facilities goes unattended, an On-Call Duty Operator system has been established. This system requires that at least two District Operations or Maintenance employees be available twenty-four (24) hours a day to respond to any emergency which may arise.

**2011.20** The Operations Manager will post an On-Call Duty Operator schedule for operations and maintenance employees to cover off-shift, night, weekend and holiday emergency work. The schedule will rotate assignments to be fair to all employees. Any employee so scheduled will be on-call as scheduled, including holidays.

**2011.30** It is the scheduled Duty Operator's responsibility to insure that coverage is available during all assigned off-shift hours. If an employee has a conflict with the schedule or is otherwise unable to maintain coverage, it is that person's responsibility to get another qualified employee to cover time away from the District and to inform the Operations Manager of the substitution.

**2011.31** Under non-emergency circumstances, all requests for schedule changes or substitutions should be in writing and receive prior approval by the Operations Manager or his/her designee.

**2011.32** In the event an emergency substitution is needed during off-shift hours, the Duty Operator requesting the substitution must arrange with someone else to take his/her place and note the substitution in the Duty Operator Shift Log. The substituting employee will immediately notify the Operations Manager or his/her designee.

**2011.40** The On-Call Duty Operator will have the following responsibilities:

**2011.41** The assigned Duty Operator will be available by the District's emergency pager. When on call, the Duty Operator shall be free to utilize his/her time as desired, but must remain fit for duty and be within the general Twain Harte area, going no farther than 20 minutes travel time away from the District office.

**2011.42** The Duty Operator will promptly respond to all calls received by any means. All District pager call outs will be considered an emergency requiring an immediate response and shall not be ignored.

**2011.43** The Duty Operator will perform a daily pager test to insure its proper operation and routinely check the cell phone voice mail system.

**2011.44** The Duty Operator will receive compensation in addition to his/her regular compensation at the current rate established by the Board of Directors, as detailed in THCSO Policy 2010.

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

**POLICY TITLE:** On-Call Duty  
**POLICY NUMBER:** 2011  
**ADOPTED:** October 11, 2007  
**AMENDED:**  
**LAST AMENDED:**

**2011.10 PURPOSE**

~~In order to insure that no emergency within District facilities goes unattended, an~~  
Due to the potential health and safety risks that can be caused by emergencies in water and wastewater operations, the District must have Operators available and on-call after normal working hours, including nights, weekends and holidays. This Policy establishes requirements for an On-Call Duty system. On-Call Duty Operator system has been established. This system requires that at least two District Operations or Maintenance employees that requires Operators to be available twenty-four (24) hours a day to respond to any emergency which may arise.

**2011.20 SCHEDULING**

The Operations Manager will be responsible to create and post an On-Call Duty ~~Operator~~ schedule for operations and maintenance employees ~~to~~ that provides continuous on-call coverage of off-shift, night, weekend and holiday emergency work. The schedule will rotate assignments to be fair to all employees. Any employee so scheduled will be on-call as scheduled, including holidays. The Operations Manager shall be responsible to create clear guidelines to address schedule conflicts, trade requests, leaves of absence, etc.~~2011.30 It is the scheduled Duty Operator's responsibility to insure that coverage is available during all assigned off-shift hours. If an employee has a conflict with the schedule or is otherwise unable to maintain coverage, it is that person's responsibility to get another qualified employee to cover time away from the District and to inform the Operations Manager of the substitution.~~

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~~2011.32 In the event an emergency substitution is needed during off-shift~~

hours, the Duty Operator requesting the substitution must arrange with someone else to take his/her place and note the substitution in the Duty Operator Shift Log. The substituting employee will immediately notify the Operations Manager or his/her designee.

#### **2011.40**

#### **2011.30 ON-CALL DUTY REQUIREMENTS**

The ~~On-Call Duty Operator~~ general On-Call Duty requirements are listed below. The Operations Manager shall have authority to add to or clarify these requirements to best serve the District's operational needs; however, changes that impact wages, hours or conditions of employment will require the District to meet and confer with the Labor Union prior to implementation. ~~will have the following responsibilities:~~

1. The District shall have at least two Operators on-call during normal non-working hours. Only certain emergencies will require response from both on-call Operators. The Operations Manager will be responsible to determine who is the primary response Operator and who is the back-up Operator and may also identify the types of calls that require response by any or all of the Operators assigned to On-Call Duty.
2. Operators assigned to On-Call Duty may use time spent while on-call primarily for their own benefit; however, they must be accessible by telephone or pager at all times.
3. Operators assigned to On-Call Duty shall promptly respond to emergency calls and must report to the District within 30 minutes whenever needed. No after hours calls or pages shall be ignored.
4. Operators assigned to On-Call Duty must remain fit for duty at all times. This includes refraining from use of alcohol and other substances that inhibit the performance of work.

4.—

~~2011.41 The assigned Duty Operator will be available by the District's emergency pager. When on call, the Duty Operator shall be free to utilize his/her time as desired, but must remain fit for duty and be within the general Twain Harte area, going no farther than 20 minutes travel time away from the District office.~~

~~2011.42 The Duty Operator will promptly respond to all calls received by any means. All District pager call outs will be considered an emergency requiring an immediate response and shall not be ignored.~~

~~2011.43 The Duty Operator will perform a daily pager test to insure its proper operation and routinely check the cell phone voice mail system.~~

#### **2011.40 ON-CALL DUTY COMPENSATION**



2011.414 On-Call Pay. Operators assigned to On-Call Duty shall receive a daily stipend, whether or not they are called out for service. Stipend rates shall be negotiated and established in a Board-approved Union Labor Contract. The Duty Operator will receive compensation in addition to his/her regular compensation at the current rate established by the Board of Directors, as detailed in THCS D Policy 2010.

2011.42 Call-Out Pay. Operators called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay shall be the subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at on and on-half (1 ½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee shall record the date, time, reason for call-out, and the amount of call-out duty worked.
2. Special tours of duty scheduled in advance (24-hour notice) are not considered call-out hours for purposes of this section.
- 4.3. An employee need not be assigned to On-Call Duty to receive call-out compensation.

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

**POLICY TITLE:** On-Call Duty  
**POLICY NUMBER:** 2011  
**ADOPTED:** October 11, 2007  
**AMENDED:**  
**LAST AMENDED:**

**2011.10 PURPOSE**

Due to the potential health and safety risks that can be caused by emergencies in water and wastewater operations, the District must have Operators available and on-call after normal working hours, including nights, weekends and holidays. This Policy establishes requirements for an On-Call Duty system that requires Operators to be available twenty-four (24) hours a day to respond to any emergency which may arise.

**2011.20 SCHEDULING**

The Operations Manager will be responsible to create and post an On-Call Duty schedule for operations and maintenance employees that provides continuous on-call coverage of off-shift, night, weekend and holiday emergency work. The schedule will rotate assignments to be fair to all employees. Any employee so scheduled will be on-call as scheduled, including holidays. The Operations Manager shall be responsible to create clear guidelines to address schedule conflicts, trade requests, leaves of absence, etc.

**2011.30 ON-CALL DUTY REQUIREMENTS**

The general On-Call Duty requirements are listed below. The Operations Manager shall have authority to add to or clarify these requirements to best serve the District's operational needs; however, changes that impact wages, hours or conditions of employment will require the District to meet and confer with the Labor Union prior to implementation.

1. The District shall have at least two Operators on-call during normal non-working hours. Only certain emergencies will require response from both on-call Operators. The Operations Manager will be responsible to determine who is the primary response Operator and who is the back-up Operator and may also identify the types of calls that require response by any or all of the Operators assigned to On-Call Duty.

2. Operators assigned to On-Call Duty may use time spent while on-call primarily for their own benefit; however, they must be accessible by telephone or pager at all times.
3. Operators assigned to On-Call Duty shall promptly respond to emergency calls and must report to the District within 30 minutes whenever needed. No after hours calls or pages shall be ignored.
4. Operators assigned to On-Call Duty must remain fit for duty at all times. This includes refraining from use of alcohol and other substances that inhibit the performance of work.

#### **2011.40 ON-CALL DUTY COMPENSATION**

**2011.41 On-Call Pay.** Operators assigned to On-Call Duty shall receive a daily stipend, whether or not they are called out for service. Stipend rates shall be negotiated and established in a Board-approved Union Labor Contract.

**2011.42 Call-Out Pay.** Operators called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay shall be the subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at on and on-half (1 ½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee shall record the date, time, reason for call-out, and the amount of call-out duty worked.
2. Special tours of duty scheduled in advance (24-hour notice) are not considered call-out hours for purposes of this section.
3. An employee need not be assigned to On-Call Duty to receive call-out compensation.

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

**POLICY TITLE:**           **Holidays**  
**POLICY NUMBER:**       **2030**  
**ADOPTED:**               **October 11, 2007**  
**AMENDED:**               **July 10, 2008**  
**AMENDED:**               **September 9, 2010**

**2030.10** This policy shall apply to all employees.

**2030.20** The following days shall be recognized and observed as paid holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

**2030.30** In addition to those days listed above as recognized and observed as paid holidays, all District employees shall be provided paid holiday time off according to the following schedule:

**2030.31** One (1) personal leave day (birthday/floating holiday) per calendar year, taken one full day at a time.

**2030.32** Any day declared as a holiday by the President of the United States or Governor of the state of California.

**2030.33** Any day declared a holiday at the discretion of the General Manager for the District. With the exchange of Columbus Day for Martin Luther King Day, the District shall retain Columbus Day as a District holiday for 2008.

**2030.40** All regular full time employees shall receive one (1) day's pay for each of the holidays

listed above.

**2030.41** Regular part time employees shall receive (1) day's pay for holidays that fall on their scheduled work days.

**2030.50** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**2030.60** When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

**2030.70** If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1 ½ ) his/her regular rate of pay, or as otherwise specified under Policy 2010, Employee Compensation, Hours of Work and Overtime.

**2030.80** Fire Personnel: Due to the nature of a fire department and staffing requirements, holidays must be covered. Fulltime shift employees will cover the department, but will receive 6 hours of additional pay per pay period as compensation. Where the employee actually works the calendar (actual) day of a holiday listed above, they will receive one-half time for the day worked which is equivalent to: (24 hours times half time rate of normal salary).

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

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 2030  
**ADOPTED:** October 11, 2007  
**AMENDED:** 7/10/2008, 7/9/2010  
**LAST AMENDED:** September 9, 2010

**2030.10 PURPOSE**

This ~~policy shall apply to all employees.~~ Policy identifies and establishes requirements for paid holidays for all Regular Full-time and Part-time Benefited District employees.

**2030.20 PAID HOLIDAYS**

The following days shall be recognized and observed as paid holidays:

- —New Year's Eve
- —New Year's Day
- —Martin Luther King Day
- —President's Day
- —Memorial Day
- Juneteenth
- —Independence Day
- —Labor Day
- Columbus Day
- —Veteran's Day
- —————Thanksgiving Day
- —Friday after Thanksgiving Day
- —Christmas Eve
- —Christmas Day

**2030.30 ADDITIONAL PAID HOLIDAYS**

In addition to those days listed above as recognized and observed as paid holidays, all Regular Full-time and Part-time Benefited District employees shall be provided paid holiday time off ~~according to the following schedule~~ as follows:

1. ~~2030.31~~ One (1) personal leave day (birthday/floating holiday) per calendar year, taken one full day at a time.

2. Any day declared as a holiday by the President of the United States or Governor of the state of California.

~~4.3.~~ Any day declared a holiday at the discretion of the General Manager for the District. ~~With the exchange of Columbus Day for Martin Luther King Day, the District shall retain Columbus Day as a District holiday for 2008.~~

#### **2030.40 HOLIDAY PAY REQUIREMENTS**

Holiday pay shall be subject to the following requirements:

1. ~~All-regular~~ Regular ~~full~~ Full-time ~~Benefited~~ employees (non-fire employees only) shall receive one (1) day's pay for each of the holidays listed above.

2. Regular ~~part~~ Part-time ~~Benefited~~ employees (non-fire employees only) shall receive one (1) day's pay for holidays that fall on their scheduled work days. One day will be based upon their normal schedule that day and shall not exceed eight (8) hours.

3. Due to constant staffing requirements for emergency response, Fire Division employees must work on holidays. Regular Full-time ~~Benefited~~ Fire Division employees will receive eight (8) hours pay for holidays when off duty and one and one-half (1 ½) times their normal rate of pay when on duty. Payment of such holiday pay will be made in the same pay period in which the holiday falls. This does not apply to exempt employees.

4. When an employee is taking authorized paid leave (i.e. vacation) when a holiday occurs, the employee will receive holiday pay and will not be required to use the authorized paid leave account.

~~4.5.~~ If any non-fire employee works on a holiday, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1 ½) his/her regular rate of pay, or as otherwise specified under Policy #2010, Employee Compensation, Hours of Work and Overtime. This does not apply to exempt employees.

#### **2030.50 HOLIDAY SCHEDULING**

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. As an exception, the General Manager may propose to the Board that holidays be observed on different days to benefit employees. All such proposals shall be subject to approval by the Board when it adopts the annual Board Calendar.

~~2030.60~~ When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

~~2030.70~~ If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-

half (1 ½) his/her regular rate of pay, or as otherwise specified under Policy 2010, Employee Compensation, Hours of Work and Overtime.

**2030.80 Fire Personnel:** Due to the nature of a fire department and staffing requirements, holidays must be covered. Fulltime shift employees will cover the department, but will receive 6 hours of additional pay per pay period as compensation. Where the employee actually works the calendar (actual) day of a holiday listed above, they will receive one-half time for the day worked which is equivalent to: (24 hours times half time rate of normal salary).



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

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 2030  
**ADOPTED:** October 11, 2007  
**AMENDED:** 7/10/2008, 7/9/2010  
**LAST AMENDED:** September 9, 2010

**2030.10 PURPOSE**

This Policy identifies and establishes requirements for paid holidays for all Regular Full-time and Part-time Benefited District employees.

**2030.20 PAID HOLIDAYS**

The following days shall be recognized and observed as paid holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

**2030.30 ADDITIONAL PAID HOLIDAYS**

In addition to those days listed above as recognized and observed as paid holidays, all Regular Full-time and Part-time Benefited District employees shall be provided paid holiday time off as follows:

1. One (1) personal leave day (birthday/floating holiday) per calendar year, taken one full day at a time.

2. Any day declared as a holiday by the President of the United States or Governor of the state of California.
3. Any day declared a holiday at the discretion of the General Manager for the District.

#### **2030.40 HOLIDAY PAY REQUIREMENTS**

Holiday pay shall be subject to the following requirements:

1. Regular Full-time Benefited employees (non-fire employees only) shall receive one (1) day's pay for each of the holidays listed above.
2. Regular Part-time Benefited employees (non-fire employees only) shall receive one (1) day's pay for holidays that fall on their scheduled work days. One day will be based upon their normal schedule that day and shall not exceed eight (8) hours.
3. Due to constant staffing requirements for emergency response, Fire Division employees must work on holidays. Regular Full-time Benefited Fire Division employees will receive eight (8) hours pay for holidays when off duty and one and one-half (1 ½) times their normal rate of pay when on duty. Payment of such holiday pay will be made in the same pay period in which the holiday falls. This does not apply to exempt employees.
4. When an employee is taking authorized paid leave (i.e. vacation) when a holiday occurs, the employee will receive holiday pay and will not be required to use the authorized paid leave account.
5. If any non-fire employee works on a holiday, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1 ½) his/her regular rate of pay, or as otherwise specified under Policy #2010, Employee Compensation, Hours of Work and Overtime. This does not apply to exempt employees.

#### **2030.50 HOLIDAY SCHEDULING**

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. As an exception, the General Manager may propose to the Board that holidays be observed on different days to benefit employees. All such proposals shall be subject to approval by the Board when it adopts the annual Board Calendar.

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

**POLICY TITLE:** Management Leave  
**POLICY NUMBER:** 2032  
**ADOPTED:** November 13, 2014  
**REVISIONS:**

**2032.10** This policy shall apply only to exempt employees.

**2032.20** According to District Policy #2080, exempt employees are not eligible for overtime pay under any circumstances. In recognition that exempt employees often must be available outside of normal working hours and are often required to work more than the expected minimum forty hours per week, each exempt employee will be provided sixteen (16) hours of paid time off per fiscal year. Such leave will be made available to each exempt employee at the beginning of each fiscal year.

**2032.30** The General Manager may grant up to sixteen (16) hours of additional paid leave per fiscal year per exempt employee to reward exemplary performance. The granting of such leave and the amount of leave awarded, if any, is at the discretion of the General Manager. Leave amounts may be granted at any time and are not required to be granted equally amongst employees.

**2032.40** Management leave does not constitute guaranteed time off and requires the pre-approval of the General Manager.

**2032.50** Introductory Employees are not eligible for management leave until they have successfully completed the introductory period.

**2032.60** All management leave balances will expire at the end of the fiscal year if not used. Management leave may not be cashed out.

**2032.70** Management leave must be taken in increments of four hours.

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

**POLICY TITLE:** Management Leave  
**POLICY NUMBER:** 2032  
**ADOPTED:** November 13, 2014  
**AMENDED:**  
**LAST AMENDED:**

**2032.10 PURPOSE**

According to District Policy #2080, exempt employees are not eligible for overtime pay under any circumstances. In recognition that exempt employees often must be available outside of normal working hours and are frequently required to work more than the expected minimum forty hours per week, this Policy provides a system of providing Management Leave to exempt employees.  
~~This policy shall apply only to exempt employees.~~

**2032.20 MANAGEMENT LEAVE REQUIREMENTS**

Management Leave shall be provided to exempt employees based on the following:  
~~According to District Policy #2080, exempt employees are not eligible for overtime pay under any circumstances. In recognition that exempt employees often must be available outside of normal working hours and are often required to work more than the expected minimum forty hours per week,~~

e

1. Only Regular Full-time and Part-time Benefited, exempt employees shall be eligible to receive Management Leave.
2. Introductory Employees are not eligible for Management Leave until they have successfully completed the introductory period.
3. Each Regular Full-time and Part-time benefited, exempt employee will be provided ~~sixteen (16) hours~~ two (2) days of paid time off per fiscal year as Management Leave. For Part-time Benefited employees a "day" will be based on their normal work schedule. Such leave will be made available to each exempt employee at the beginning of each fiscal year.
4. Management Leave balances will expire at the end of the fiscal year if not used.
5. Management Leave may not be cashed out.

4.6. Use of Management Leave does not constitute guaranteed time off and requires the pre-approval of the General Manager.

**2032.30 PERFORMANCE INCENTIVE MANAGEMENT LEAVE**

The General Manager may grant up to ~~sixteen (16) hours~~two (2) days of additional paid leave per fiscal year per exempt employee to reward exemplary performance. The granting of such leave and the amount of leave awarded, if any, is at the discretion of the General Manager. Leave amounts may be granted at any time and are not required to be granted equally amongst employees.

~~2032.40—Management leave does not constitute guaranteed time off and requires the pre-approval of the General Manager.~~

~~2032.50—Introductory Employees are not eligible for management leave until they have successfully completed the introductory period.~~

~~2032.60—All management leave balances will expire at the end of the fiscal year if not used. Management leave may not be cashed out.~~

~~2032.70—Management leave must be taken in increments of four hours.~~

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

**POLICY TITLE:** Management Leave  
**POLICY NUMBER:** 2032  
**ADOPTED:** November 13, 2014  
**AMENDED:**  
**LAST AMENDED:**

**2032.10 PURPOSE**

According to District Policy #2080, exempt employees are not eligible for overtime pay under any circumstances. In recognition that exempt employees often must be available outside of normal working hours and are frequently required to work more than the expected minimum forty hours per week, this Policy provides a system of providing Management Leave to exempt employees.

**2032.20 MANAGEMENT LEAVE REQUIREMENTS**

Management Leave shall be provided to exempt employees based on the following:

1. Only Regular Full-time and Part-time Benefited, exempt employees shall be eligible to receive Management Leave.
2. Introductory Employees are not eligible for Management Leave until they have successfully completed the introductory period.
3. Each Regular Full-time and Part-time benefited, exempt employee will be provided two (2) days of paid time off per fiscal year as Management Leave. For Part-time Benefited employees a “day” will be based on their normal work schedule. Such leave will be made available to each exempt employee at the beginning of each fiscal year.
4. Management Leave balances will expire at the end of the fiscal year if not used.
5. Management Leave may not be cashed out.
6. Use of Management Leave does not constitute guaranteed time off and requires the pre-approval of the General Manager.

**2032.30 PERFORMANCE INCENTIVE MANAGEMENT LEAVE**

The General Manager may grant up to two (2) days of additional paid leave per fiscal

year per exempt employee to reward exemplary performance. The granting of such leave and the amount of leave awarded, if any, is at the discretion of the General Manager. Leave amounts may be granted at any time and are not required to be granted equally amongst employees.

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

**POLICY TITLE:** Internet, Email and Social Media Use  
**POLICY NUMBER:** 2082  
**ADOPTED:** May 14, 2009  
**AMENDED:** 3/8/2012, 1/10/2013, 9/8/2016, 11/12/2020  
**REVIEWED:** 12/10/2015, 12/14/2017  
**LAST AMENDED:** November 10, 2021

### **2082.10 PURPOSE**

The District believes that employee access to and use of internet, email, social media and other electronic communications resources benefits the District. This policy is established to ensure that all District employees use internet, email and social media resources in an ethical, legal and appropriate manner. This policy defines acceptable and unacceptable use of internet, email and social media resources. It also establishes actions the District may take for inappropriate use of such resources, since misuse has the potential to harm the District's reputation and success.

### **2082.20 ACKNOWLEDGEMENT AND REVIEW**

**2082.21 Acknowledgment.** All employees must read and adhere to the guidelines and requirements established herein. Employees shall verify that they have read the policy by signing a form that will be placed in their personnel file.

**2082.22 Review.** The District Board shall review this policy annually. At the same time as the Board's review or any time after the Board revises this policy, all District employees shall re-read the policy and acknowledge their review in writing.

### **2082.30 DEFINITIONS**

**2082.31 Email.** All forms of electronic information sent over the internet, including but not limited to electronic mail and instant chat messages.

**2082.32 Post.** Content an individual shares on a social media site or the act of publishing content on a site.

**2082.33 Profile.** Information that a user provides about himself or herself on a social networking site.

**2082.34 Social Media.** A category of internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not



limited to, social networking sites: Facebook, Instagram, Twitter, YouTube and other sites. (There are thousands of these types of sites and this is only a short list.)

**2082.35 Social Networks.** Platforms where users can create profiles and share information with others using a range of technologies.

**2082.36 Speech.** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

#### **2082.40 NO RIGHT TO PRIVACY**

**2082.41** Employees do not have any right to privacy in District internet, email and social media use. This includes, but is not limited to internet sites visited, downloads and email messages produced, sent or received through the District's email system or the District's servers and network.

**2082.42** The District maintains administrative controls to email and internet and may reset passwords to access accounts at any time. Employees must disclose passwords to systems, software and sites not directly controlled by the District.

**2082.43** Employees access to and use of the internet, email and other electronic communications (including all associated content) will be monitored frequently to promote the administration of the District, its business and policies.

**2082.44** The District retains backup copies of all documents, including email messages produced, sent, received, and deleted through the District's email system, in accordance with the District's Records Retention Policy.

**2082.45** It is advisable for all employees of the District to remind customers/clients/contractors that email and/or documents sent to the District are not confidential.

#### **2082.50 APPROPRIATE USE GUIDELINES**

District employees and Board members shall adhere to the following guidelines of appropriate use of District internet, email and social media resources:

1. Correspondence with customers (and others) through the District's email system may be considered part of the District's public records and should be treated as such.
2. When employees communicate using email or other features of the internet, the employee must be extremely mindful of the image being portrayed of the District.
3. Email and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters and other paper-based documents. Employees shall not transmit information in an email that should not be written in a letter, memorandum or document available to the public.

4. Be aware of the content placed within an email. Email, once transmitted, can be printed, forwarded and disclosed by the receiving party without the consent of the sender.
5. Employees shall take all necessary steps to prevent unauthorized disclosure of confidential or privileged information.
6. Employees are to be continually aware of phishing scams and other methods hackers use to compromise security and shall consider such scams before downloading or opening files and other items on their computers to prevent the introduction of computer viruses.
7. Emails that employees need to retrieve from their personal internet accounts must be retrieved via that user's personal internet account.
8. Employees will only access the internet using the approved internet browser. Any other browser being used on a workstation will be promptly removed.
9. Employees will only download information and/or publications for official business purposes.
10. Employees will respect all copyright and license agreements regarding software or publication that they access or download from the internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

#### **2082.60 INAPPROPRIATE USE RESTRICTIONS**

District employees and Board members shall not engage in any of the following restrictions related to use of District internet, email and social media resources:

1. Accessing internet sites that contain pornography, exploit children or that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
2. Participating in any profane, defamatory, harassing, illegal, discriminatory or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. Policy #2002 Discrimination, Policy #2170 Sexual Harassment, Policy #2215 Harassment).
3. Using speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any protected class of individuals.
4. Using speech involving themselves or other District personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
5. Transmitting offensive messages of any kind.

6. Posting, downloading or viewing inappropriate pictures or images.
7. Using email or the internet to distribute copyrighted materials.
8. Using email, internet or social media for inappropriate or unauthorized advertising and promotion of the District or others.
9. Using email, internet or social media for personal commercial activity.
10. Using another employee's username/account without express permission of the user or systems administrator.
11. Receiving and/or downloading executable files and programs without express permission of the systems administrator. This includes, but is not limited to, software programs and software upgrades. This does not include email and/or documents received via email and the internet. All downloaded files must be scanned for viruses.
12. Exploiting security weaknesses of the District's computer systems and network and/or other networks or computers outside the District.
13. Using internet, email and/or social media in a manner that interferes with the timely and efficient performance of job duties. Access to these resources is not a benefit of employment with the District.

## **2082.70 PERSONAL USE OF SOCIAL MEDIA**

**2082.71 Purpose and Philosophy.** Social media provides a valuable means of assisting the District and its personnel in gathering community information and other related organizational and community objectives. This section identifies possible uses of social media that may be deemed necessary by administrative and supervisory personnel.

**2082.72 Employee Responsibility.** The proper functioning of any public agency relies upon the public's confidence and trust in the individuals and the agency to provide effective service and protection. Any matter, which brings the integrity of District personnel into question has the corresponding effect of reducing public confidence and trust, impeding the ability to work and serve the public. While employees have the right to use personal/social networking web pages or sites, as members of the District, they are encouraged to remember their position of public responsibility, trust, and transparency when using personal social media. Employees shall maintain a level of professionalism in both on and off-duty conduct. Employees shall not engage in conduct that contradicts or impedes the mission of the District.

**2082.73 Personal Use Cautions.** Employees are cautioned to take into account the following when using social media for personal use:

1. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of

the District, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the District.

2. Employees are cautioned that their speech either on or off duty that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
3. Employees should assume that their speech and related activity on social media sites will reflect upon their position within the District and should be mindful that their speech becomes part of the worldwide web.
4. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the District at any time without prior notice.
5. Employees should not display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
6. Employees should not post any material that brings discredit to or may adversely affect the efficiency or integrity of the District.
7. Employees should not complain about their jobs, supervisors, or co-workers in a public forum. These comments reflect poorly on you, the organization and the persons that you criticize. Negative and derogatory comments may also lead to claims of defamation and slander.

**2082.74 Personal Use Prohibitions.** Employees are prohibited from the following types of personal use of social media:

1. Using of the Twain Harte Community Services District name, logos, or employee status on personal social media to imply directly, or indirectly, that your personal opinions or posts are an official position or opinion of the District.
2. Divulging information gained by reason of their authority as a District employee or making any statements, speeches, appearances, and endorsements, or publishing materials that could reasonably be considered to represent the views or positions of the District without express authorization.
3. Linking work activities to personal social media postings.
4. Posting inappropriate status updates that discuss your department, other staff members, or that may implicate unprofessional conduct.
5. Post photographs/images, video, audio files and/or any other information related to any emergency response activity conducted by this District.

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

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**AMENDED:** 3/8/2012, 1/10/2013, 9/8/2016, 11/12/2020  
**REVIEWED:** 12/10/2015, 12/14/2017  
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# October 2022

## Operations Report Fire Division



# STAFFING

Full-Time Captains-3

Seasonal Engineers-3

Relief Captains-5

Reserve Firefighters-4

Intern Firefighters-2



# Station Projects



C-Shift worked on removing hazard trees from Vantage Point Training grounds



# FLEET/FACILITIES



Captain Orozco has begun detailing all  
Fleet



Station 1 received a fresh coat  
of paint



E-721 is scheduled to be  
completed the first week of  
December



# October Responses-27



On October 9th E-723 responded to a vehicle accident on Knox Drive



On October 13th, C-720 responded to the City of Sonora for a Technical Rescue at the T.U.D treatment center.



On October 17th, C-720, and E-723 responded to a motor vehicle accident in Cedar Ridge.



# Success story



Congratulations to Seasonal Engineer Jake Noonan on his recent accomplishment climbing Mt. Whitney.



# Training Hours-273



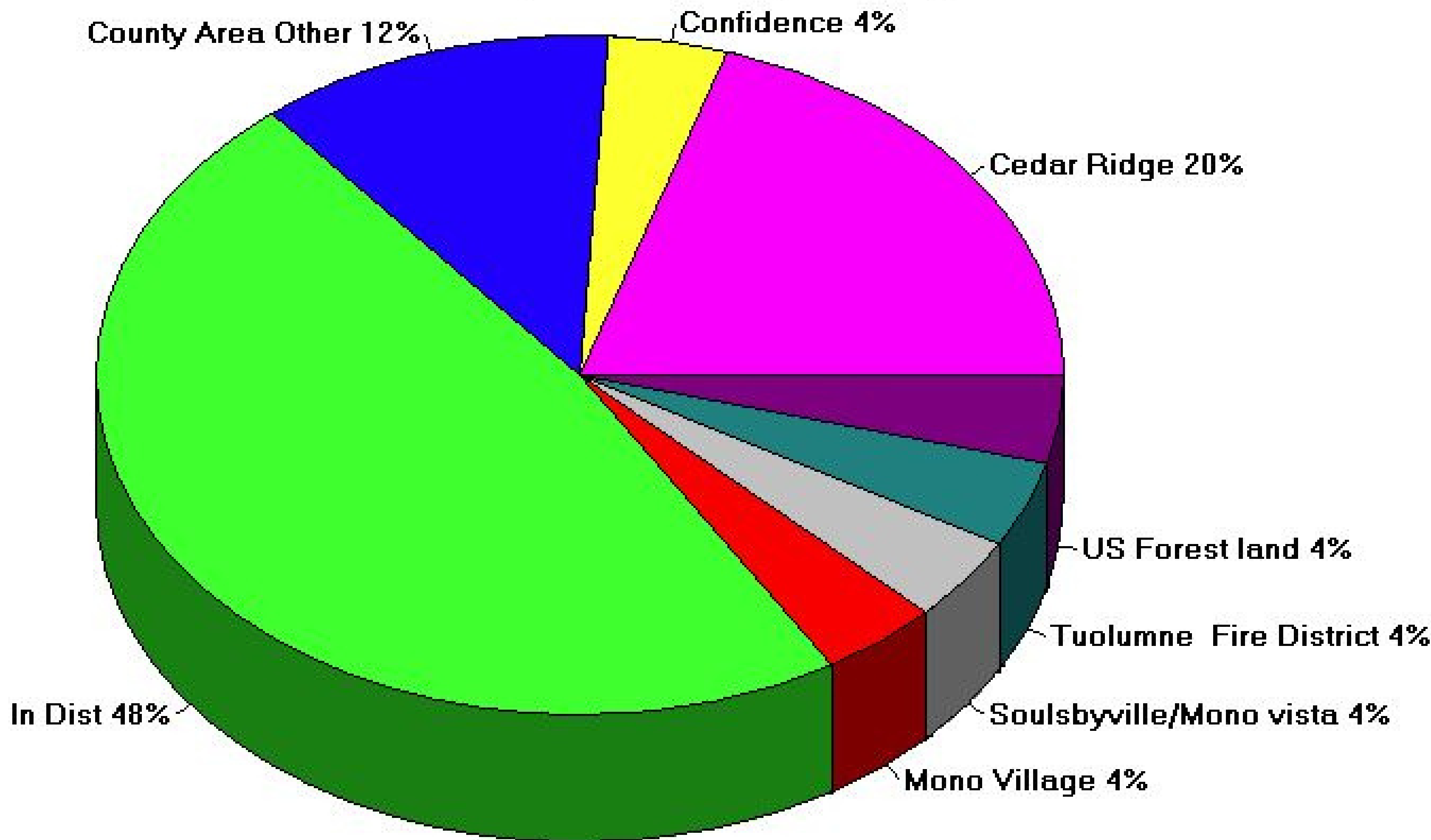
October 18th-19th THFD held the annual Fire Control 3-B burn for the Columbia College Fire Academy. Instructors from Alameda, San Fransisco, Cal Fire, Sonora Fire, and THFD assisted in delivering another great class.





# October incidents by district

Incidents by District  
Alarm Date Between {10/01/2022} And {10/31/2022}



# October Incidents by type

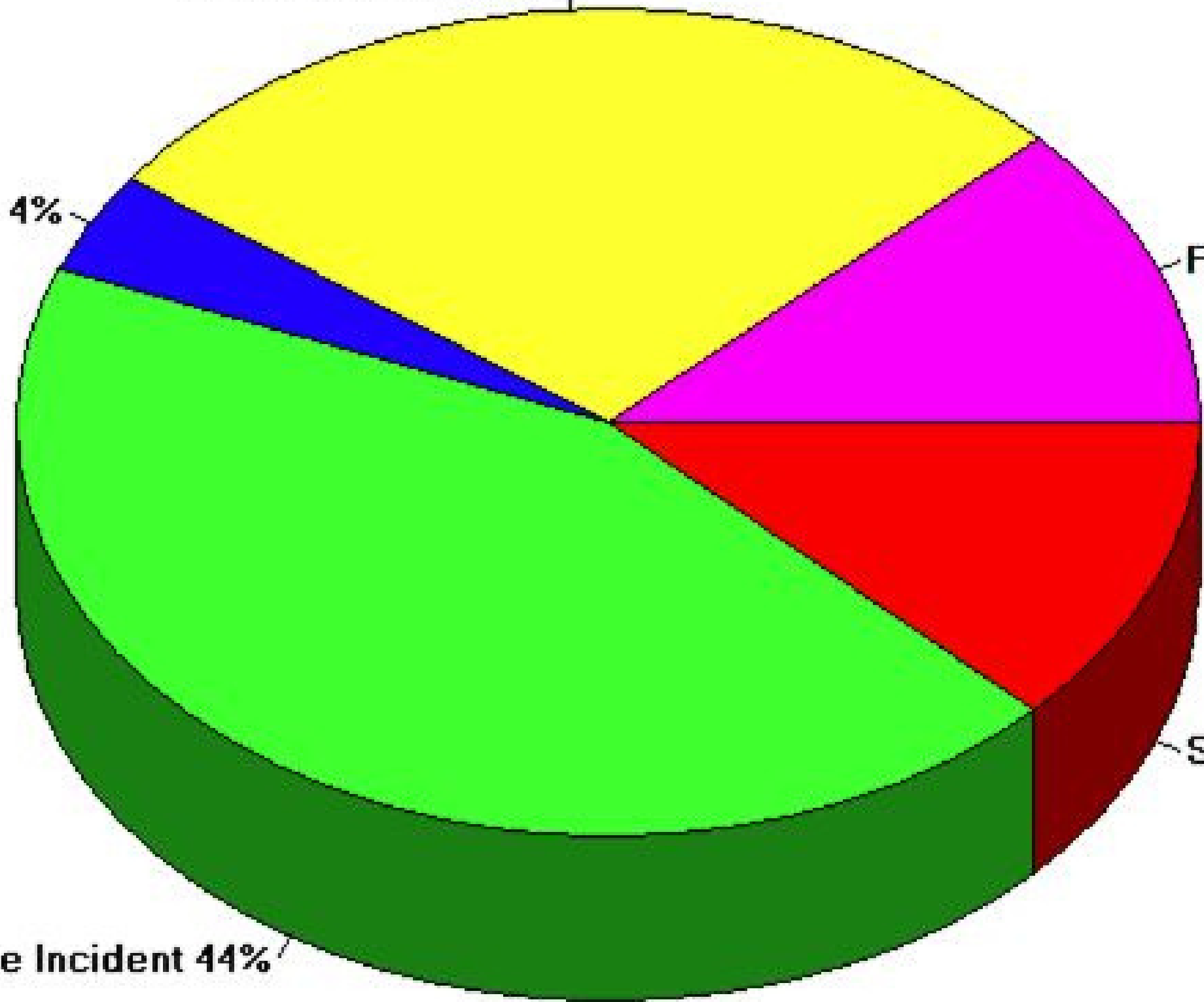
Incident Type Summary  
Alarm Date Between {10/01/2022} And {10/31/2022}

Good Intent Call 28%

Hazardous Condition (No Fire) 4%

Fire 12%

Service Call 12%

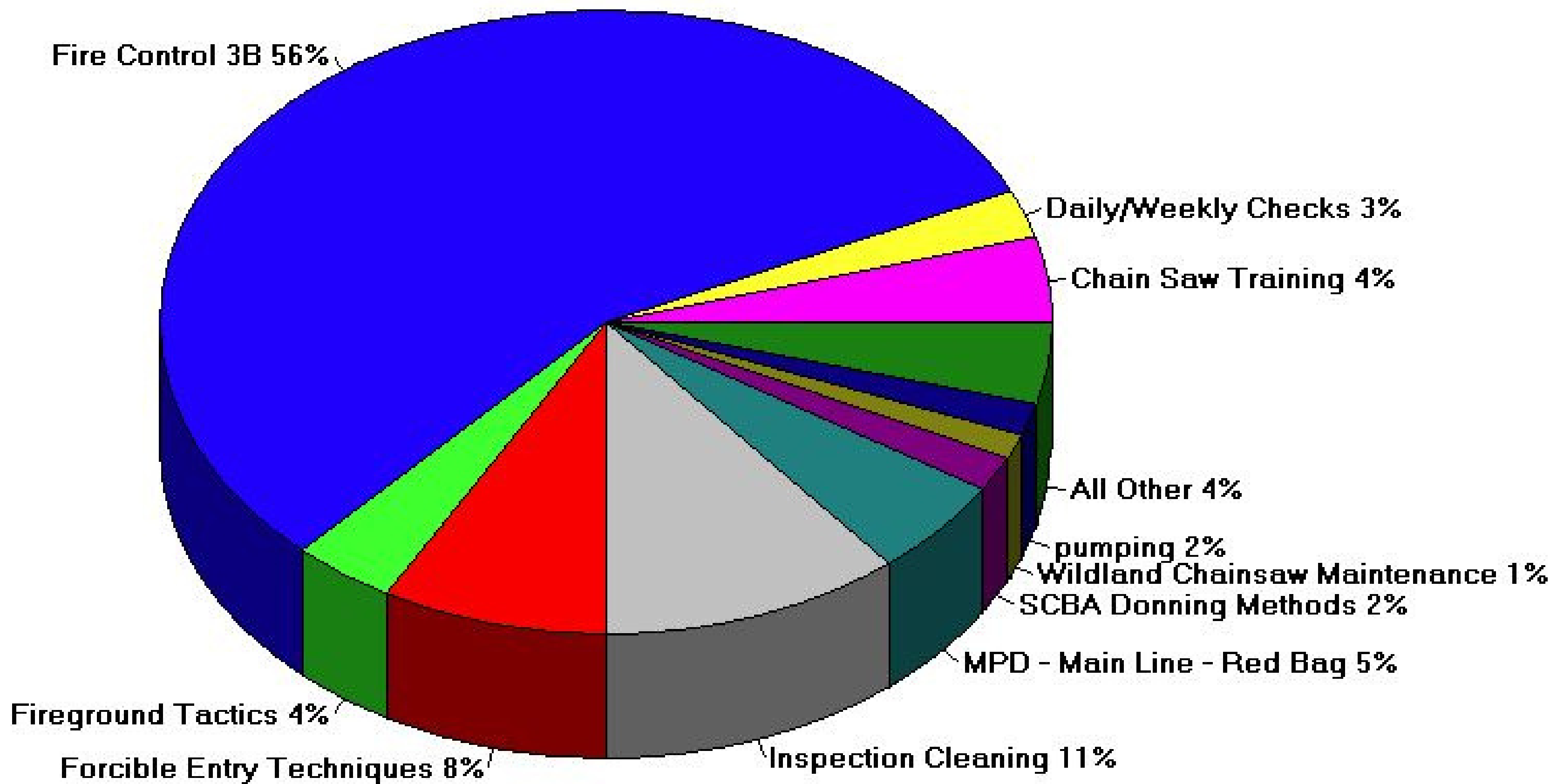


Rescue & Emergency Medical Service Incident 44%



# October Training by type

Total Staff Hours by Training Category  
Date Between {10/01/2022} And {10/31/2022}



# TWAIN HARTE AREA



## & FIRE ASSOCIATION

# MONTHLY UPDATE

October 2022

Mary Schreiner, PIO & Editor  
twainhartecert@gmail.com

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## NOTES FROM THE PROGRAM MANAGER



October was a wonderful month, it is always one of my favorite months because of the change in the weather and the promise that the gorgeous fall colors are on the way.

Like the weather, you may notice a little difference in the newsletter. We have been working on merging THA-CERT & the Fire Assoc. volunteers. It has been a lot of work but the result is that the group is now a 501c3 now we can stay focused on the needs of our community, while all donations will be a write off for our residents. To that end, we have been very busy with lots of meetings, trainings, deployments and fun events.

Check out the articles about our fundraiser, volunteer appreciation luncheon, generosity of our community, safety suggestions, and much more.

We are all working so hard but I am proud to say we are also taking time to enjoy life and the beauty of fall in Tuolumne County.

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

If you have a suggestion for future articles, please contact [twainhartecert@gmail.com](mailto:twainhartecert@gmail.com) for consideration of the topic by the board.



A glass pumpkin patch

# TRAFFIC CONTROL IN CONTROL

by Margaret Lawrence, Traffic Control Unit Leader



We received a request to do traffic control in Twain Harte by Twain Harte Community Services District (THCSD). There was a leak that needed to be attended to but when is the best time to close down a lane on Twain Harte Drive? Taking all things into consideration the decision was made to do it on a Wednesday afternoon.

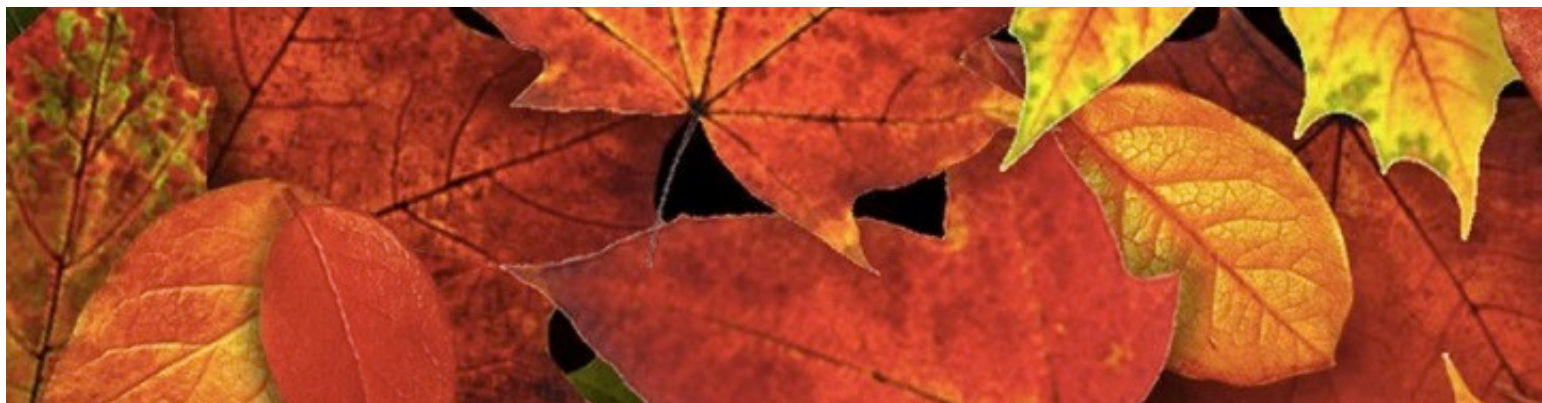
I was not able to make it to this deployment but I had my "A" team available, Carol Hallett, Mike Mandel and Lise Lemonnier. Each took a corner armed with a radio, sign, hi-visibility vest and helmet ready for the event.

THCSD staff worked efficiently and quickly to open the road, access the damage and come up with a plan of action. They worked hard and fast while THA-CERT traffic control team kept them safe.

The road closure was a quick 4 hours while that was amazing the thing the wonderful and heart-filling thing was something different. It was that the drivers were all respectful, took their turns and did it with smiles and waves.



This is what makes us all proud to live, work and volunteer in this beautiful community.



# FUND RAISER FOR CERT & FIRE

by Matt Kain, Operations Section Chief



The Twain Harte Christmas Outdoor Market event was held the weekend of October 15th and 16. Judging by the crowds, I'm going to say that October definitely wasn't too early to start thinking of Christmas shopping. As with the Summer Outdoor Market in July, THA-CERT and Fire Association sponsored booths selling beer, wine, water, margaritas, and THFD swag.

The beer booth was back in its customary spot in the parking lot next to the Sportsman Coffee Shop, while the wine booth, the margarita booth, and the swag booth were in front of the THFD fire station. Both locations received a lot of traffic and both saw a lot of sales, in addition to cash donations. It was not unusual to have someone buy something for \$15, give us a \$20 bill, and say "keep the change".

Again, the wine for the wine booth was donated by Lise Lemonnier. We sold wine for \$5 a glass or \$10 for a bottle. Some people bought a "six pack" of wine, which really helped us move some inventory.

The swag booth sold t-shirts, hats, mugs, and beer glasses with the THFD logo on them. We also had some t-shirts and tank tops with artwork from previous years available for \$5 each. One graphic designer came by and commented on what a great logo THFD have, saying that it is unusual to find a fire department with such a sophisticated logo.

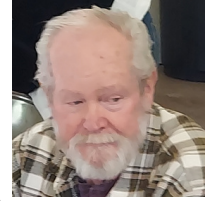
Again, any remaining inventory was delivered to The Harte of the Kitchen and Earthly Essentials for sale. Mugs and beer glasses are at The Harte of the Kitchen, while Earthly Essentials have the t-shirts and hats.

In addition to our booths, firefighters offered tours of the fire station to visitors and gave out firefighter helmets to children, along with offering them an opportunity to sit in the antique fire engine and the big engine.



# AMAZON SMILE

by Bob Wagner, Finance Section Chief



THA-CERT and Fire Association are happy to announce that we are now part of the "Amazon Smile" program.

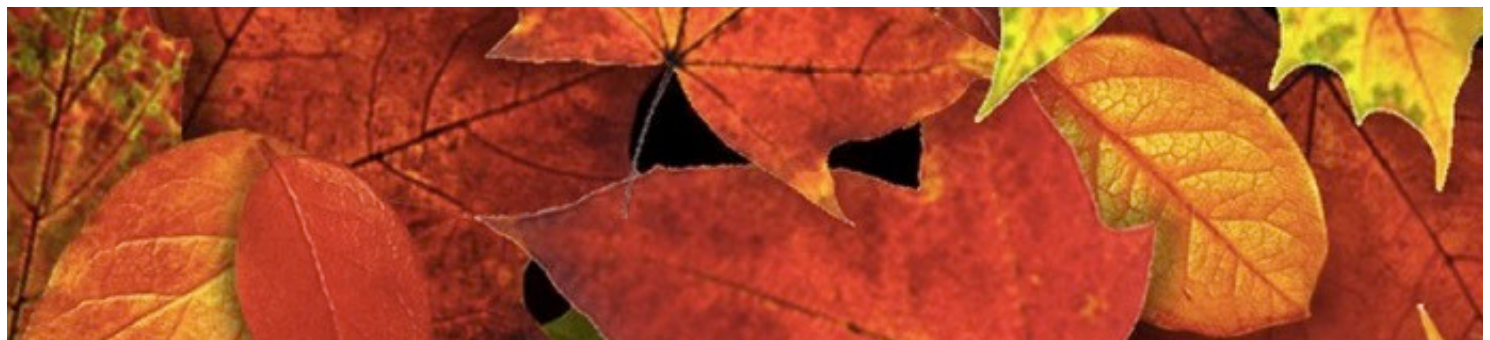
## What is AmazonSmile?

AmazonSmile is a simple way for you to support your favorite charitable organization every time you shop, at no cost to you. AmazonSmile will donate 0.5% of your eligible purchases to the charitable organization of your choice.



When you want to shop on Amazon you just go to: [smile.amazon.com](https://smile.amazon.com), sign in and put "Twain Harte Fire" in the search box. Voila!! Just shop as you normally would and Amazon Smile will do the rest.

*thank you*



# TWAIN HARTE (GOOD)NEWS

by Carol Hallett, Program Manager & President



I absolutely love to talk about our wonderful town and residents and I was afforded that opportunity once again. To add to that, this time I was able to have part of that conversation with Chief Gamez.

Access Tuolumne has a broadcast, "This week in Tuolumne County" that highlights the good news in Tuolumne County. This month we were able to talk about things that Twain Harte residents, Firewise neighborhoods and Chief Gamez have done to promote fire safety in Twain Harte. I hope you are able to watch the broadcast:

<https://media.accesstuolumne.org/CablecastPublicSite/?channel=1>



# COLUMBIA COLLEGE LIVE BURN TRAINING

by Mike Mandell, Team Leader



The Columbia College Live Burn training for the Fire Academy students is one of the most rewarding deployments we are blessed to participate in each year. The primary coordinators: Captain Brittan Gregory (Sonora Fire) and Captain Mark Slater (Twain Harte Fire) along with the instructors were ready to get this training started at 0800. The class (31 students divided up into 5 units) were wide eyed, anxious and excited as they lined up in perfect formation with their turnout gear in front of them waiting for the brief in the morning.



Captain Gregory stood in front of the cadets and went over the rules, spoke about the event and introduced the leaders. Then with one quick command all of the students put on their turnout gear as they were timed. In under one minute, they all stood ready for the day.

There were 5 different stations that the units would go through on the first day. They were: Search, Force entry, Hose, Fire Behavior followed by CERT (firefighter rehab). All of the assignments have their challenges with Fire Behavior being the one that kept the students wondering until after they went through it. They all came out excited.

- Search Assignment: Students conducted a search of a building under live fire conditions.
- Force entry: Forcible entry of door prop using a variety of tools and techniques.
- Hose: deploy hose lines and work on hose management and advancing hose lines.
- Fire Behavior: unit goes into the live fire burn box (1,000 degrees) to learn fire behavior.
- CERT: have vitals taken, re-hydrate, stay in rehab until blood pressure returns to normal.



THA-CERT had 10 volunteers that worked over the two day period for a total of 74 hours. We ran Firefighter rehab the first day and did tank refill the second day. We were on standby at the firefighter rehab station in case the students or instructors needed assistance.

This event is always a great opportunity for us to give back to our community, work with Columbia College Academy Staff (Chief Warner & Captain Van), the instructors (fire personnel from all over), and see our youth grow into (possibly) firefighters for our county or our state. We always learn so much from this experience.



# GENEROSITY SAVES LIVES

by Neil Gamez, Chief THFD



The top three causes of death to our firefighters are heart attack, occupational cancer, and chronic respiratory disease, followed by PTSD. Anything we can do to lessen and/or alleviate this stark reality is most important.

There are ways to help lessen these illnesses but THCSO, THFD, and THA-CERT & Fire Association felt that we should put in place a real solution that will help mitigate this for our firefighters, interns, and volunteers. Each of these groups encounters stress and/or smoke as part of their daily life.



The reason this is such a passion to me is because of the loss of one of our own, Captain Paul Waite Jr. who succumbed to the effects of job related cancer in August 2016. Captain Waite began his career in the fire service in 1989 as a volunteer firefighter with Tuolumne County Fire. In 2001, he became a full-time fire engineer with Twain Harte Fire, where he served until retirement. Paul promoted through the ranks to captain and oversaw the department's fire training where his commitment to improving the profession showed in his

dedication to training volunteer and professional firefighters. He was a friend to all and made an impact on everyone who worked with him.

I did some research and found that there were options to support our teams but one stood out from the rest, the mPulse Conquer Sauna. The sauna works in a unique way with the infrared light therapy heating your body from the inside out, which helps to build blood oxygen levels. The system helps the release of excess metals and toxins in the blood stream. The many benefits the infrared sauna technology has to offer including relaxation, deep cleansing, and muscle recovery as well as strengthens immune health.

The problem was that the price was beyond our budget, so I put it on my wish list. My phone rang and one of our amazing residents said that they were looking to make a donation to the fire department for tax purposes and wanted to make that donation before the end of the year. They asked what THFD needed/wanted. I mentioned a few items but as soon as I said the infrared sauna they said that this is what they wanted to get for our hard working firefighters. I told them the price tag and a check was immediately delivered. I am always blown away by the generosity of our residents. It is amazing how hard our firefighters work for us, the community. Now we will be able to have a place they can go to rejuvenate after a hard day's work. This sauna will be a Godsend to Twain Harte Fire Department, our current and future firefighters, Interns, and fire volunteers now and for years to come.



*Thank You!*

# VOLUNTEER APPRECIATION LUNCHEON

by Carol Hallett, Program Manager & President



The volunteer appreciation luncheon was one of the best deployments I have attended in a long time. It was a great opportunity to chat, catch up with people, meet new friends and thank the people that always answer when the call comes to volunteer.

We were blessed to have 4 of our founding members in attendance, Wes Jordan, Rich & Marilyn Knudson, and myself. It is amazing when you realize that we started this journey 8 years ago in April 2022. It is the spirit of that original team that I still see in the volunteers today.



As always, THFD is there to support us as we support them. This time it was a great opportunity to have them join us for lunch. Thank you Captain Slater and Intern Noonan for spending time with us.

El Jardin catered the food for us and it was amazing. The spread was bountiful, delicious and festive. Chasity did a wonderful job ensure that we were well cared for...she said, "CERT does so much for the community it is my pleasure to do something back for you" and she accomplished her mission.

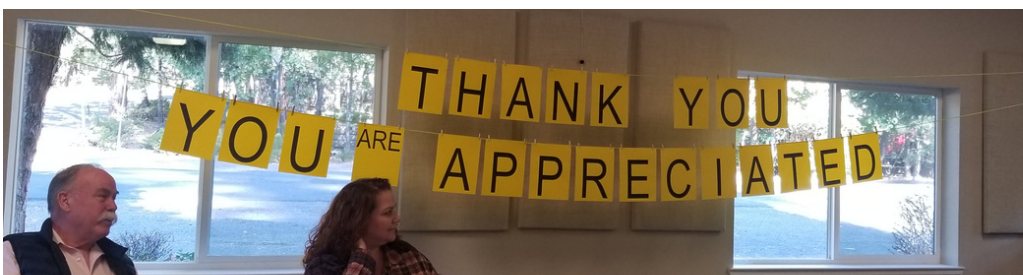
*"It is easier to give than receive."*  
Marilyn Knudson, Founding member THA-CERT

This year has gone by fast and we were able to accomplish a lot because of our great volunteers. I mentioned the fact that we were having this luncheon to Tammy Schultz, an aesthetician at Rooted, and she donated 2 facials. I choose Lise Lemonnier and Mary Schreiner as the recipients. They both deserve an of hour of relaxing.



To highlight the contributions from this year we returned everyone's lost marbles...heaven knows we've all lost a few over the past couple of years! As usual Mike and Lise stood next to me and supported me in my crazy idea. It was a fun ad hoc event.

Dawn Cronin, on behalf of the team, presented me with a bottle of bubbly. I was taken back, it reminded me of what I have heard Marilyn Knudsen say in the past, It is easier to give than receive". It is so true!



# WAYS TO SUPPORT THA-CERT & FIRE ASSOC.

by Mary Schreiner, Public Information Officer



In addition to the "Amazon Smile" program, there are other ways to donate as we have reported before the Harte of the Kitchen and Earthly Essentials in Twain Harte carry THFD "swag" for sale. Shop local and support our local merchants and THFD! You can identify the participating shops by the poster in the window.

Two of the things we are currently working to fund are a Mobile Warming/Cooling Unit for THA-CERT and a LUCAS CPR Unit for THFD.

Your donations can help make our vision of having these units available to assist our community a reality.



**Support Twain Harte Fire Dept!**  
Your donation today will help us acquire a LUCAS\* CPR Unit



\*The Lund University Cardiopulmonary Assist System (LUCAS) is a mobile device that provides mechanical chest compressions to patients in cardiac arrest.

**Twain Harte Area CERT**  
Donations Cheerfully Accepted!

We are raising funds to outfit a Mobile Cooling/Heating Unit

This unit will help us provide cooling, or heat, for members of our community wherever it is needed during a weather emergency.



As Carol mentioned at the beginning of this newsletter, THA-CERT & Fire Association are now a 501c3 non-profit and your cash donations are eligible for tax write-offs. You can send your donations to us at: PO Box 649, Twain Harte, CA 95383.

# SAFETY ARTICLE FOR NOVEMBER

by John Buckingham, Safety Officer



Child health and welfare advocates organize resources and spend the month of November raising awareness about childhood safety.

- 1) **Make a list of contact information:** All parent contact info including home, office, cell, text, pager and hotel if traveling for easy and quick access. Have contact info on child's doctor, dentist, child's school, poison control center, fire and police departments
- 2) **Get a letter of permission from the parents enabling you to seek medical and dental care.** Parent must sign and date it. Keep handy at all times to show teachers or doctors
- 3) **Prepare for medical emergencies.** Have health insurance cards, list of child's Prescriptions and medications, and a list of allergies.
- 4) **Have a well stocked first aid kit.** Go to [redcross.org](http://redcross.org) for information on making your own kit.
- 5) **Make sure your house is child proof.** For more information go to: <https://www.safehome.org/resources/childproofing-guide>
- 6) **Take CPR/First Aid classes.** Staying calm in an emergency situation can be a matter of life and death. Go to [redcross.org](http://redcross.org) for information on how to sign up for classes.

# WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



The total THA-CERT volunteer hours for November are:

Administration =	507.5
Training =	0
Deployment =	152.5
<b>Total November hours</b>	<b>660</b>



## Events

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

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

Flying Flags in honor of our Veterans



CERT will be flying flags on Veterans day. Look for them on November 11th.

## Save the date



November 28, 29 & 30th

10-noon

Volunteers welcome, show up downtown.  
You will see us in our high-visibility vests,

Show your holiday spirit

## Training

Twain Harte  
Winter Wonderland  
Parade  
Friday, December 2, 2022



### CERT Basic Training

November 18, 19 & 20  
sign up by contacting OES:  
[OES@co.tuolumne.ca.us](mailto:OES@co.tuolumne.ca.us) or  
call 209-533-6395

Twain Harte CSD Board Meeting  
<https://www.twainhartecsd.com/board-meetings>  
Wednesday, 09 November 2022, 9:00 am

CERT & Fire Association Board Meeting  
Thursday, 10 November 2022, 9:30 am



Meet with THCS D GM Tom Trott, THFD Chief Gamez & THCS D board members. This is your monthly opportunity to have a face-to-face with the Twain Harte Community Services District leaders.



# TWAIN HARTE CSD OPERATIONS REPORT

## What's New

- Attended Tuolumne-Stanislaus Integrated Water Management Authority Watershed Advisory Committee on 10/19/22.
- We met with Gold Rush Charter staff to organize some volunteering opportunities in the Twain Harte Creek/Calder Creek area.



Water/Sewer/Park  
Division

For October 2022

Board Meeting 11/9/22

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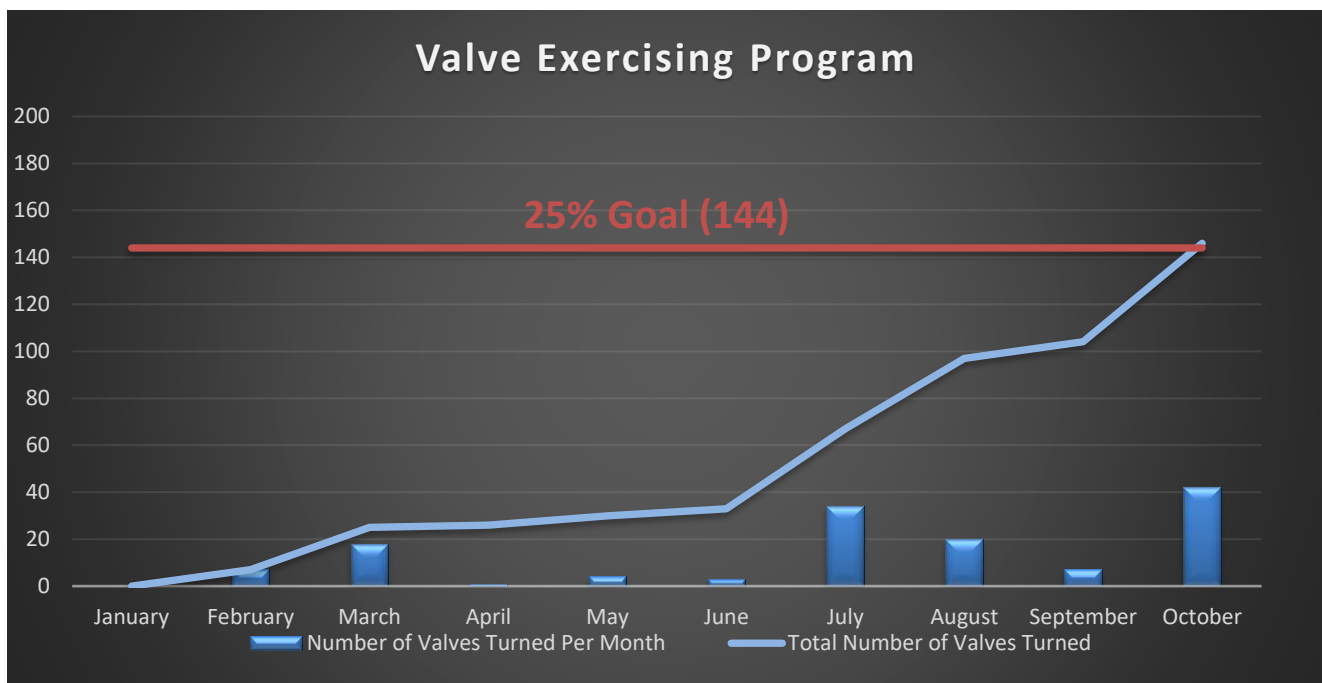
# Highlights

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## Water

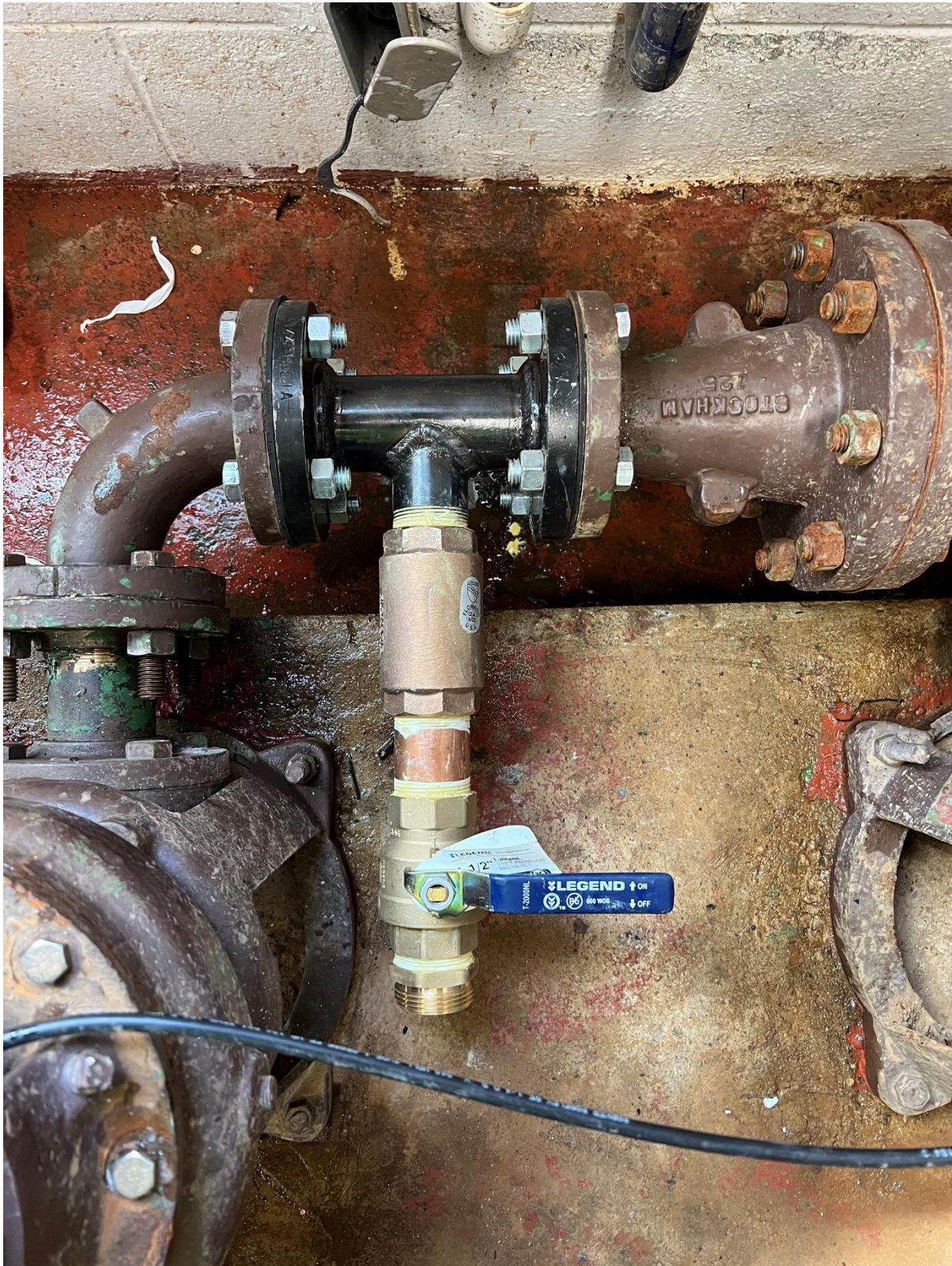
- Number of customer service calls were average for this time of year (20-35) for a total of 29.
- 10 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 146 or 25.4%.  
(Context: 113 were inspected and maintained by this time last year)



- THCS D provided TUD with about **2.142 million gallons** during this year's ditch outage.
- 4 Leak Repairs including the Twain Harte Dr Leak Repair with traffic control assistance from THA CERT



- Clarifier sludge pump upgrades in the SWTP with an additional backflushing port.

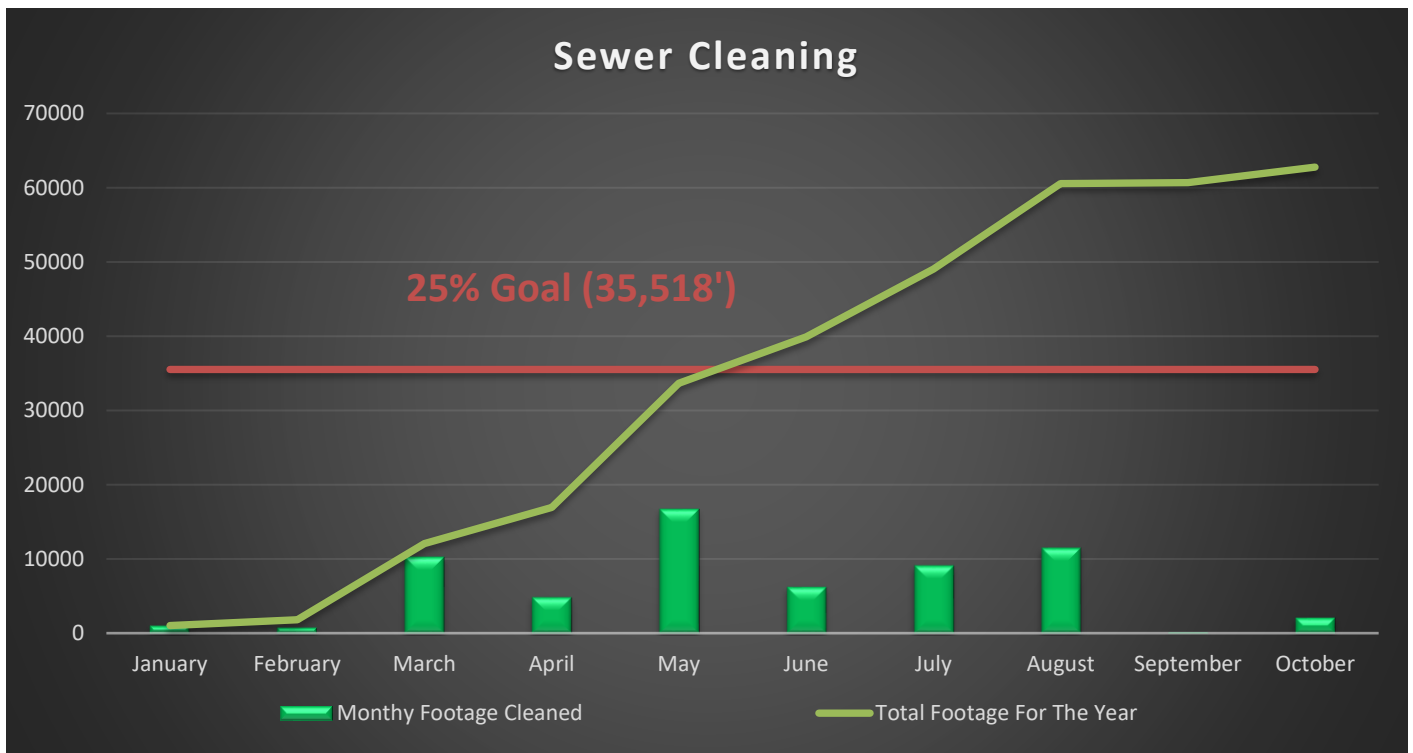


- Continued fire hardening brush removal at Shadybrook Reservoir.



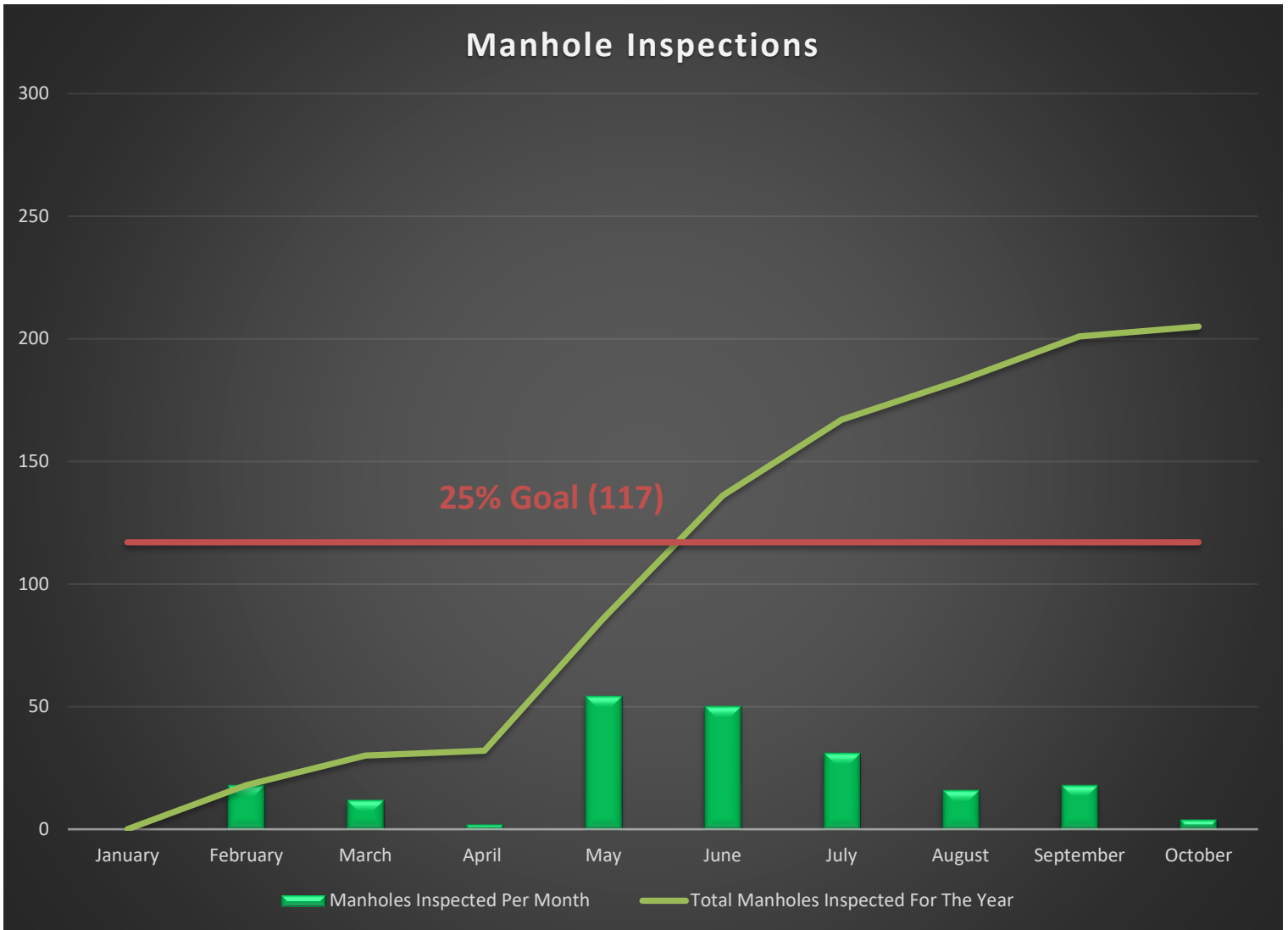


- Number of customer service calls were average for this time of year (1-5) for a total of 1.



- Sewer main footage cleaned out of 142,072': 62,771' or 44.2%. (Context: 44,875' were cleaned by this time last year with an annual goal of 25% cleaned).

- Manholes inspected and maintained out of 468: 205 or 43.8%. (Context: 119 were cleaned by this time last year with an annual goal of 25%).



- Redwing Trail Lift Station having one of its pumped removed for maintenance.



- THCS D WSP Crews received assistance from THFD for maintenance at the Shadybrook Lift Station.



# Parks and Recreation

- BSA Troop 500 Eagle Scout Project began work on a new concrete ping pong table



- Ballfield and Park received its annual fall over seeding in some of the bear spots.



- Autumn colors at the courts.





# Vehicles and Equipment

- The large generators at the SWTP and Shadybrook reservoir pumphouse service received their annual servicing.
- Truck 4 needed to have its steering gear, tie rods and idler arms repaired.
- Vac-Trailer had many of its hydraulic hoses replaced
- Fork-Lift had its brake pedal mechanism repaired.

# Year: 2022

Month	Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0
Feb	2,020,580	980,732	1,821,746	0	157,417	4,823,058	5,836,362	17.36%	0	2
Mar	2,634,940	1,059,070	2,080,661	0	172,648	5,774,671	5,776,198	0.03%	1.39	4
Apr	2,354,273	996,645	2,046,546	0	155,127	5,397,464	6,737,931	19.89%	2.22	0.5
May	4,375,366	1,006,241	2,125,140	0	210,770	7,506,747	9,624,851	22.01%	0.08	0
Jun	6,039,675	935,880	2,066,959	0	286,358	9,042,514	11,912,958	24.10%	0.016	0
Jul	8,086,915	989,609	2,135,014	0	433,644	11,211,538	14,740,484	23.94%	0.01	0
Aug	8,431,585	596,078	1,594,637	0	415,689	10,622,300	14,605,710	27.27%	0.1	0
Sep	9,022,957	0	0	0	542,552	9,022,957	10,891,827	17.16%	2.33	0
Oct	7,621,280	788,707	1,525,748	64,341	399,604	10,000,076	9,867,000	-1.35%	0.26	0
Nov						0				
Dec						0				
<b>Total</b>	<b>53,203,150</b>	<b>8,506,977</b>	<b>17,388,342</b>	<b>268,519</b>	<b>3,017,420</b>	<b>79,366,988</b>	<b>98,297,583</b>	<b>19.26%</b>	<b>6.556</b>	<b>6.5</b>

# GM REPORT

NOVEMBER 9, 2022



## ADMIN ACTIVITIES

- FY 21-22 Audit
- TH Meadows Park Design & Funding Agreement
- Urban Drought Multi-Benefit Applications
- Per Capita Grant Projects Scoping/Estimating
- Financial Software Upgrade Transition
- Online Banking Transition
- Records Retention Organization & Destruction

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$185,000

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

### Twain Harte Meadows Park

Budget: \$2,600,000

A grant-funded project to build a new, community-designed park adjacent to Eproson Park. 60% design is complete. Coordination in process to add scope to the current design due to the addition of the State Parks grant. Construction anticipated in late spring 2023.

### Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

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

### Fire Station Backwall Excavation & Sealing

Budget: \$55,000

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

### SCADA Upgrade Project

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

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in winter 2022-23.

## MEETINGS OF INTEREST

- 10/13** Twain Harte Download
- 10/13** Rural Rec & Tourism Grant Kickoff
- 11/2** IRWM Special Meeting – Drought Grant
- 11/3** County OES Pre-Winter Coordination
- 11/8** Twain Harte Download

## PLANNING PROJECTS

### Water System Evaluation/Analysis

Budget: \$499,053

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

## FUNDING OPPORTUNITIES

### MULTI-BENEFIT DROUGHT GRANT - \$650K

Turf Replacement / Due: Fall 2022

### MULTI-BENEFIT DROUGHT GRANT - \$950K

Shadybrook Silt Removal / Due: Fall 2022

### MULTI-BENEFIT DROUGHT GRANT - \$1.7M

Water Line Replacement / Due: Fall 2022

### STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Awards: Spring 2023

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

TH Meadows Park / AWARDED

### MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

### PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED