

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 December 13, 2023 - 9:00 A.M.

NOTICE: This meeting will be accessible via ZOOM for virtual participation.

- Videoconference Link: <https://us02web.zoom.us/j/84285487656>
- Meeting ID: 842 8548 7656
- 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. Oath of office for Director Dearborn.

B. Presentation of annual Fire Division employee recognition awards.

C. Presentation of proposed water and sewer rate increases to be considered on January 10, 2024.

6. Consent Agenda

A. Presentation and approval of financial statements through November 30, 2023.

B. Approval of the minutes of the Regular Meeting held on November 8, 2023.

C. Submittal of Fiscal Year 2022-2023 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

7. New Business

- A. Discussion/action to approve the 2024 Board and Committee Calendar.
- B. Discussion/action to appoint Board President and Vice President for the 2024 calendar year.

8. Reports

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

9. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.


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

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

SUBMITTING PUBLIC COMMENT

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

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSO Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the "Raise Hand" icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the "Q&A" icon and type your comment. You may need to tap your screen or click on "View Participants" to make icons visible.

Raise Hand Icon:  Raise Hand

Q&A Icon:  Q&A

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

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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

www.twainhartecsd.com



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	05A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Oath of office for Director Dearborn.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

Pursuant to the provisions of California Government Code Section 1780, the Board appointed Mary Dearborn to fill its vacant Board seat at its regular Board meeting on November 8, 2023. In order to officially take office, Ms. Dearborn must take an oath.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	05B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Presentation of annual Fire Division employee recognition awards.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

Each December, the District Fire Chief presents recognition awards to honor Fire Division employees who have gone above and beyond and displayed excellence in their job performance over the past year.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	05C	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Presentation of proposed water and sewer rate increases to be considered on January 10, 2024.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

RECOMMENDED ACTION:

None.

SUMMARY:

On November 8, 2023, the Board adopted the 2023 Water and Sewer Rate Study, which recommends implementation of 5-year water and sewer rate schedules that will provide enough revenue to cover operating and capital costs over the next five years. The Board also authorized staff to prepare and send a notice to its customers that provides information on the proposed rate increases and informs them of its January 10, 2024, public hearing to consider adoption of the proposed rates.

The rate increase notice was prepared in accordance with the requirements of Proposition 218 and sent to all District property owners. A community informational presentation is scheduled for the evening of December 12, 2024, at the Community Center. This agenda item is to provide an informational presentation to any District customer who was not able to attend the December 12th meeting.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Notice of Proposed Water and Sewer Rate Increases



Notice of Proposed Water & Sewer Rate Increases

2024-2028

Notice of Public Hearing

The Twain Harte Community Services District (District) is proposing to increase its water and sewer rates over the next five years so it can continue to provide quality, reliable water and sewer services to our community. The District will hold a public hearing to consider adopting the proposed rates as follows:

- Date:** Wednesday, January 10, 2024
- Time:** 9:00 a.m.
- Place:** Twain Harte Community Services District Board Room
22912 Vantage Pointe Drive, Twain Harte, CA



District Mission

To provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner.

Keeping Rates Low

We take our mission seriously. We continuously review our water and sewer services to make sure they are efficient and provided in a fiscally responsible manner. Since our last rate increase, we made efficiency improvements, cut costs, negotiated win-win union contracts, and obtained grants for important capital projects. This is why we haven't had a rate increase in 4 ½ years!

Our savings have reduced proposed water rates by \$30.43/month and proposed sewer rates by \$10.62/month.

Water Savings - \$30.43/Bill

Operations: \$109,000/yr - \$5.36/Bill
Grants: \$2,536,000 - \$25.07/Bill

Sewer Savings - \$10.62/Bill

Operations: \$84,000/yr - \$4.33/Bill
Grants: \$608,000 - \$6.30/Bill

Why Increase Rates?

Our 2023 Water and Sewer Rate Study (available at www.twainhartecsd.com) shows that current rate revenues are not sufficient to cover water and sewer services costs over the next five years. In order to continue providing quality, reliable services, the District needs to collect enough rate revenue to cover costs for operations (keeping the system running) capital projects (replacing degrading pipelines), debt service (loans for past projects) and adequate reserves (cash flow and emergencies). The proposed rates cover these costs, which have primarily increased for the following reasons:

TUD Rate Increases

We purchase untreated water from Tuolumne Utilities District (TUD) and also pay them to treat our sewage. Therefore, TUD's recent adoption of substantial 5-year rate increases directly impacts our rates. Our current rates cannot not cover these increases.

Inflationary Increases

A significant rise in inflation has greatly increased the cost of providing water and sewer services. Since our last rate increase, CPI inflation has risen by more than 18%. Construction costs have also inflated by 40% in California. Our current rates cannot absorb these increases.

Deteriorating Pipelines and Facilities

The American Society of Civil Engineers gives U.S. water and sewer infrastructure a "C-/D+" grade. This poor grade primarily results from worn-out pipelines that frequently leak (water) or back-up (sewer). Most agencies have not saved the hundreds of millions of dollars needed to replace their entire systems, which will eventually fail.

Recent grant-funded condition assessments show that our systems are no different: worn-out and beyond their useful life. Realizing we cannot afford to replace everything at once, the District has identified reasonable, bite-sized projects that replace the highest risk parts of our system first. The proposed rates cover the costs to undertake these projects.

Proposed Water Rates

The District recently completed a Water and Sewer Rate Study (available at www.twainhartecsd.com), which details a complex rate design process that generates enough revenues to cover costs, equitably shares costs based on service provided, promotes water conservation and minimizes customer impacts. The recommended rates are as follows:

Base Charge (Fixed Monthly)							
USER CLASS (by meter size)		CURRENT	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
Residential	<i>Single Family Unit</i>	\$ 61.50	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	<i>Multi Family Unit</i>	\$ 61.50	\$ 55.68	\$ 58.47	\$ 60.49	\$ 62.57	\$ 64.73
Non-Residential	3/4"	\$ 61.50	\$ 67.42	\$ 70.81	\$ 73.25	\$ 75.77	\$ 78.39
	1"	\$ 80.85	\$ 90.99	\$ 95.56	\$ 98.85	\$ 102.26	\$ 105.79
	1.5"	\$ 129.23	\$ 149.91	\$ 157.44	\$ 162.87	\$ 168.48	\$ 174.30
	2"	\$ 187.29	\$ 220.62	\$ 231.69	\$ 239.68	\$ 247.95	\$ 256.50
	3"	\$ 342.09	\$ 409.17	\$ 429.71	\$ 444.52	\$ 459.86	\$ 475.72
Commodity Charge (Variable Monthly)							
ALL USER CLASSES (per 1,000 gallons)		CURRENT	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
0-2,000 Gallons		\$ 2.38	\$ 2.85	\$ 3.06	\$ 3.21	\$ 3.36	\$ 3.52
2,001+ Gallons		\$ 3.74	\$ 4.10	\$ 4.31	\$ 4.46	\$ 4.61	\$ 4.77

Basis of Charges

Base Charge:

A fixed monthly charge based on the demand that each customer class places on the system by meter size and by customer class. The base charge covers most of the District's fixed costs (i.e. capital projects, maintenance, billing costs, and other ongoing costs needed to keep the system ready to provide reliable service at all times).

Commodity Charge:

A variable monthly charge based on actual number of gallons used. It covers the variable costs of delivering water (i.e. pumping, water purchase, treatment of water), and a portion of system fixed costs.

What's Different?

Multi Family Units: A detailed analysis of multi-family units (apartments, accessory dwellings, etc.) was completed in 2023. The analysis showed that a multi-family unit uses 85% of the water that a single family residence uses. Thus, the base charge is 85% of a single family unit.

Average Customer Impact

The monthly water bill for an average residential household (2,151 gallons) is \$66.82. Proposed rates would increase the average residential bill to \$71.82 starting in the January 2024 billing period (first bill in February 2024).

Proposed Sewer Rates

As described in the Water and Sewer Rate Study, the proposed sewer rates generate enough revenue to cover costs, equitably share costs based on service provided, and minimize customer impacts. Recommended rates are as follows:

Demand Flow Charge (Fixed Monthly)						
DEMAND FLOW	CURRENT	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
Per Equivalent Single Family Residence (ESFR) Unit	\$ 58.50	\$ 64.82	\$ 69.94	\$ 74.66	\$ 79.25	\$ 83.85

Basis of Charges

The fixed monthly sewer charge is based on wastewater demand flow, measured in Equivalent Single Family Residence (ESFR) units for each sewer user class. Since sewer lines cannot be metered, demand flows are established using the average winter water use for users within each class to determine the proportionate level of demand each class places on the sewer system. District Ordinance No. 32, updated in 2023, establishes sewer user classes and their demand flow in ESFR units (see table on next page). Every user within each class is charged based on the same demand flow.

Average Customer Impact

The monthly sewer bill for a residential household is \$58.50. Proposed rates would increase the monthly residential bill to \$64.82 starting in the January 2024 billing period (first bill in February 2024).

Proposed rates will impact general commercial customers slightly less because they typically use 30% less sewer capacity than residential customers. Their monthly bill will increase from \$40.95 to \$45.37.

Sewer User Classification	Demand Flow (ESFR Units)
Residential - Single Family Single family residential dwelling unit, fire stations and other primary residence.	1.0 per living unit
Residential - Multi-Family and Accessory Multi-family dwelling units, apartments, accessory dwelling units.	0.85 per living unit
General Commercial Offices, retail stores, service stations, barbers, salons, post offices, banks, chiropractic, recreation and other general commercial uses.	0.7 per unit
Lodging Hotels, motels, bed and breakfast, rooming houses, cottages and other commercial lodging.	0.3 per room
Restaurant - Small Restaurants, cafes, coffee shops, ice cream shops and other food services. Indoor Dining Area < 500SF or Average 5-Year Winter Water Use < 5,000 gal/month	1.4 per facility
Restaurant - Large All restaurants and other food services exceeding the requirements of the "Restaurant - Small" classification.	3.6 per facility
Medical Doctor offices, veterinarians, dentists and other medical facilities.	2.0 per facility
Super Market Grocery, butcher, produce and other food products.	By Calculation
Laundromat	0.5 per washer
Car Wash	2.4 per stall
Schools	10.1 per campus
Church	1.1 per facility
Public Restrooms	1.3 per facility
Multi-Use Combinations of the above user classifications will be calculated based on demand flow units for each type of use.	By Calculation

What's Different?

Multi Family Units:
The recent update of Sewer Ordinance #32 (Wastewater Code) included a detailed analysis of demand flow for multi-family units – apartments, accessory dwellings, etc. The analysis showed that a multi-family unit uses 85% less water in the winter than a single family residence unit and, therefore, the demand flow for each multi-family unit is 0.85 ESFR units. This means that the bill for a multi-family unit is 85% of the full ESFR charge for a single family residence.

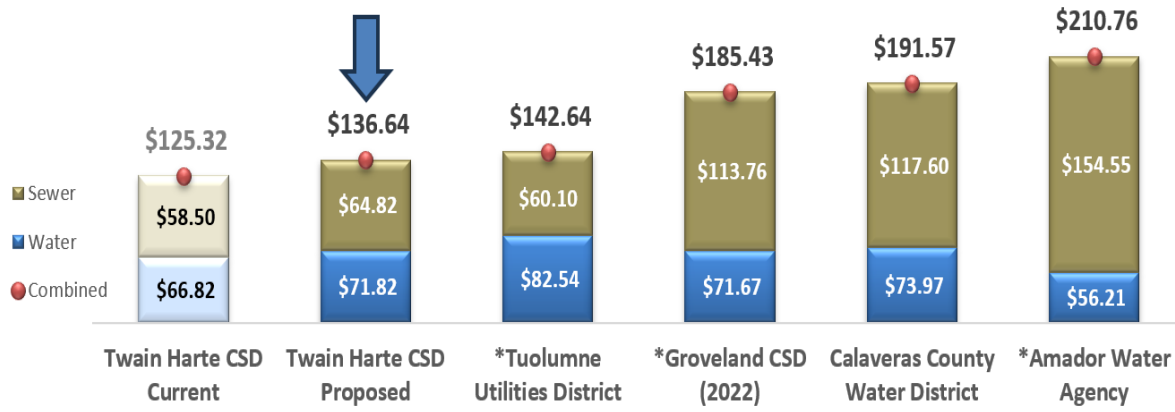
Pass-Through Costs

The District purchases the majority of its untreated water supply from TUD – these costs are “wholesale water costs.” The District also pays TUD to treat its wastewater – these costs are “wholesale sewer treatment costs.” TUD has already adopted water and sewer rates for the next five years. Those increased wholesale water and sewer treatment costs are already included in the District’s proposed rates. However, if TUD were to pass additional rate increases in the next five years (this is not expected), the District would be forced to pay the resulting increased wholesale water and sewer treatment costs. To protect agencies like ours, the CA Constitution allows agencies to adopt a pass-through provision with their rates that allows them to pass-through any unanticipated wholesale water and sewer treatment cost increases they must pay during the 5-year period. This is only for wholesale water and sewer treatment costs.

Should this unlikely scenario occur, the District will provide 30 days notice to its customers of the pass-through increase.

How do our Rates Compare?

The below chart compares our current (2023) and proposed (2024) combined monthly residential water and sewer rates to other neighboring foothill water and sewer agencies. Costs assume District average residential water use.



* Tuolumne Utilities District, Groveland CSD and Amador Water Agency rates do not include customer surcharges ranging from \$2.11 - \$36.14 per month.

Need More Information?

Feel free to contact our office with questions at (209) 586-3172, or:

Read our Rate Study

The Rate Study can be reviewed at www.twainhartecsd.com or at the District offices – 22912 Vantage Pointe Drive, Twain Harte, CA

Visit Our Website

www.twainhartecsd.com

Our website has additional information and documents, such as:

- ✓ 2023 Rate Study
- ✓ Rate Comparison Charts
- ✓ Water & Sewer Ordinances
- ✓ Rate Increase FAQs

Attend Our Community Meetings

- ✓ **Community Rate Meeting:** December 12, 2023 @ 6:00 p.m.
Location: TH Community Center - 18875 Manzanita Drive, Twain Harte, CA
- ✓ **Board Meeting:** December 13, 2023 @ 9:00 a.m.
Location: District Board Room – 22912 Vantage Pointe Drive, Twain Harte, CA
- ✓ **Public Rate Hearing:** January 10, 2024 @ 9:00 a.m.
Location: District Board Room – 22912 Vantage Pointe Drive, Twain Harte, CA

Can I Protest the Proposed Rates?

Yes. Proposition 218 provides a process for record property owners who receive water and sewer services to protest rates proposed by water and sewer agencies. If a majority of property owners receiving services protest the rates, the District cannot implement the rates.

Protest Procedure:

All protests must be received by the District before the close of the public rate hearing, which will be held at:

Time:
9:00 a.m.

Date:
January 10, 2024

Location:
THCSD Board Room
22912 Vantage Pointe Drive
Twain Harte, CA

All protests must be in writing - protests submitted by email or other electronic means will not be accepted. Written protests must include the following information:

- ✓ A statement of opposition to proposed rates.
- ✓ Address or Assessor's Parcel Number (APN) of the parcel receiving water or sewer service.
- ✓ Printed name and original signature of owner submitting the protest.

All protests must be delivered to the Board Secretary:

By Mail:
22912 Vantage Pointe Dr
Twain Harte, CA 95383

In Person:
22912 Vantage Pointe Drive
Twain Harte, CA

Tenants who are responsible for water and sewer bills may submit a protest. Only one protest will be counted per parcel when determining a majority protest.



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	06A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through November 30, 2023		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through November 30, 2023

SUMMARY:

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through November 30, 2023:

- Operating Expenditure Summary
- Capital Expenditure Summary
- Bank Balances – Including a summary of receipts and disbursements

As a general summary of the financial statements:

- Operating expenses for all funds except Fire and Water are at or below the target of 41.67% expended.
- Operating expenses for the Fire and Water funds are above the target level of 41.67% due to strike team costs, and large full-year expenses paid at the beginning of the fiscal year including insurance premiums, chemical and testing supplies, and loan principal payments.
- Bank balances are healthy and in line with expectations. In November, large capital project payments were made related to the million-gallon tank and park projects. These costs will later be reimbursed from state grant funding.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operating Expenditure Summary
- Capital Expenditure Summary
- Bank Balances – Including a summary of receipts and disbursements

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of November 30, 2023

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
U.S. Bank Operating	3,495	1,481	(77)		4,899
Five Star Bank-Operating	609,089	546,652	(765,413)		390,328
U.S. Bank - D Grunsky #1*	-				-
U.S. Bank - D Grunsky #2*	-				-
LAIF	2,277,493				2,277,493
Five Star Money Market	1,137	3			1,140
TOTAL	\$ 2,891,215	\$ 548,136	\$ (765,490)	\$ -	\$ 2,673,861

*Davis Grunsky reserve money was released from restrictions and transferred to the operating bank account

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 OPERATING EXPENDITURE SUMMARY
As of November 30, 2023**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 41.67%)
Park	90,536	33,956	56,580	37.51%
Water	1,547,396	716,353	831,043	46.29%
Sewer	1,025,973	339,019	686,954	33.04%
Fire	1,233,441	667,103	566,338	54.08%
Admin	807,852	331,828	476,024	41.08%
TOTAL	\$ 4,705,198	\$ 2,088,259	\$ 2,616,939	44.38%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 CAPITAL EXPENDITURE SUMMARY
As of November 30 , 2023

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 41.67%)
Park	2,492,550	606,408	1,886,142	24.33%
Water	1,913,500	853,530	1,059,970	44.61%
Sewer	777,500	12,763	764,737	1.64%
Fire	406,550	23,083	383,467	5.68%
Admin		-	-	
TOTAL	\$ 5,590,100	\$ 1,495,784	\$ 4,094,316	26.76%

Reflects Budget Rev #3 - Approved 10/11/23



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	06B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting Held on November 8, 2023.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on November 8, 2023.

SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on November 8, 2023, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Minutes of the Regular Meeting held on November 8, 2023

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
November 8, 2023

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

DIRECTORS:

Director Mannix, President
Director Sipperley
Director Knudson
Director Bohlman

STAFF:

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

AUDIENCE: 7 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Bruce Erickson made a public comment.

PRESENTATIONS:

- A. Presentation of Annual Employee Safety Awards.

COMMUNICATIONS:

- A. Coalition letter from Mountain Counties Water Resources Association to California Air Resources Board regarding Advanced Clean Fleet regulations.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through October 31, 2023.
- B. Approval of the minutes of the Regular Meeting held on October 11, 2023.
- C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.
- D. Annual review and submittal of annual report for Policy #1015 – Identity Theft Prevention Program.
- E. Annual review of Policy #2082 – Internet, Email and Social Media Use.

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

SECOND: Director Bohlman

AYES: Mannix, Sipperley, Knudson, Bohlman

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to adopt the 2023 Water and Sewer Rate Study.

MOTION: Director Sipperley made a motion to adopt the 2023 Water and Sewer Rate Study.

SECOND: Director Knudson

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: None

ABSTAIN: None

- B. Discussion/action regarding water and sewer rate increases proposed in the 2023 Water and Sewer Rate Study, including:

1. Authorizing staff to prepare and send a Proposition 218 notice with proposed 5-year schedule of rates; and
2. Setting a public hearing to consider adoption of proposed rates.

MOTION: Director Sipperley made a motion to authorize staff to prepare and send a Proposition 218 notice with the proposed 5-year schedule of rates and set a public hearing on January 10, 2024 to consider adoption of proposed rates.

SECOND: Director Bohlman

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: None

ABSTAIN: None

- C. Discussion/action to adopt revisions to Policy #2130 – Use of District Vehicles and Equipment.

MOTION: Director Bohlman made a motion to adopt revisions to Policy #2130 – Use of District Vehicles and Equipment.

SECOND: Director Kundson

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: None

ABSTAIN: None

- D. Discussion/action to adopt revisions to Policy #2140 – Employee Safety Award.

MOTION: Director Bohlman made a motion to adopt revisions to Policy #2140 – Employee Safety Award.

SECOND: Director Mannix

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: None

ABSTAIN: None

- E. Discussion/action to appoint a Director to fill the vacant Board of Director's seat.

MOTION: Director Sipperley made a motion to appoint Mary Dearborn to fill the vacant Board of Director's seat

SECOND: Director Bohlman

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: None

ABSTAIN: None

REPORTS:

President and Board Member Reports

- *Director Sipperley provided a summary of his tour of the new TUD sewer facility and provided a brief response to the community member comments made during the public comment section of the board meeting.*

Fire Chief Report by Chief Gamez

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

Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno

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

General Manager Report Provided by General Manager Trott

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

ADJOURNMENT:

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

APPROVED:

Carolyn Higgins, Finance Officer

Eileen Mannix, President



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	06C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Submittal of Fiscal Year 2022-2023 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept Fiscal Year 2022-2023 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

SUMMARY:

California Government Code (GOV Code) Section 53065.5 requires the District to disclose, in a publicly available report, all reimbursements provided to Board members or employees for individual charges of \$100 or greater for services and/or products. An “individual charge” includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee.

District Policy #3040 (Purchasing and Expense Authorization) requires the District to prepare and make available an annual report complying with the requirements of GOV Code Section 53065.5 no later than December 31st of each year. The report must include reimbursements made in the previous fiscal year.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fiscal Year 2022-2023 Employee Reimbursement Disclosure Report.

**Twain Harte Community Services District
Reimbursement Disclosure Report
July 1, 2022 - June 30, 2023**

Date	Employee/Board Member	Total	Description
7/8/2022	Justin Grant	\$ 1,020.00	Training Class Reimb
7/22/2022	Tom Trott	\$ 322.46	District Travel
8/19/2022	Justin Grant	\$ 1,133.40	Training Class Reimb
8/19/2022	Tom Trott	\$ 276.47	District Travel
9/16/2022	Charlotte Bohlman	\$ 526.58	Conference Travel
9/30/2022	Richard Knudson	\$ 683.46	Conference Travel
9/30/2022	Eileen Mannix	\$ 653.46	Conference Travel
9/30/2022	Tom Trott	\$ 241.96	District Travel
10/6/2022	Charlotte Bohlman	\$ 683.46	Conference Travel
10/11/2022	Neil Gamez	\$ 150.00	Training
10/14/2022	Zeffrum Nathaniel	\$ 415.00	Training Class Reimb
10/14/2022	Tom Trott	\$ 177.96	District Travel
11/23/2022	Tom Trott	\$ 326.47	District Travel
12/21/2022	Tom Trott	\$ 241.96	District Travel
2/17/2023	Justin Grant	\$ 205.00	DMV Physical Reimb
2/17/2023	Tom Trott	\$ 271.97	District Travel
3/17/2023	Tom Trott	\$ 335.96	District Travel
4/14/2023	Tom Trott	\$ 243.96	District Travel
5/12/2023	Tom Trott	\$ 286.96	District Travel
6/9/2023	Charlotte Bohlman	\$ 476.84	Conference Travel
6/9/2023	Richard Knudson	\$ 476.84	Conference Travel
6/9/2023	Tom Trott	\$ 298.23	District Travel

This report was prepared pursuant to California Govt Code Section 53065.5



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	07A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve the 2024 Board and Committee Calendar.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the 2024 Board and Committee Calendar.

SUMMARY:

Per the requirements of District Policy #4020 (Committees of the Board of Directors) and Policy #5010 (Board Meetings), the Board must adopt an annual calendar to identify its Regular Board meetings and anticipated Board Committee meetings for each calendar year. The Board Calendar typically identifies District holidays as well. Policy #4020 specifies the normal schedule for Board Committee meetings – held on the first Wednesday of odd-numbered months. Policy #5010 specifies the normal schedule for Regular Board Meetings – held on the second Wednesday of each month. Both Policies allow for schedule exceptions if they are adopted in the annual Board Calendar.

The proposed 2024 Board Calendar includes the following exceptions to the normal schedules in policy:

- Board Committees: Committees will be held in the even-numbered month of June to accommodate annual budget review instead of the normal odd-numbered month of July.
- Regular Board Meetings: None.
- Holidays: The New Year's Eve holiday will be observed on December 27th instead of December 31st to make it easier for employees to take the week of Christmas off and to better accommodate customer needs in the week following Christmas.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- 2024 Board and Committee Calendar

2024

Twain Harte Community Services District

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Committee Meetings

- 1/3/24 January Committee Meeting
- 3/6/24 March Committee Meeting
- 5/1/24 May Committee Meeting
- 6/5/24 June Committee Meeting
- 9/4/24 September Committee Meeting
- 11/6/24 November Committee Meeting

Board Meetings

- 1/10/24 January Board Meeting
- 2/14/24 February Board Meeting
- 3/13/24 March Board Meeting
- 4/10/24 April Board Meeting
- 5/8/24 May Board Meeting
- 6/12/24 June Board Meeting
- 7/10/24 July Board Meeting
- 8/14/24 August Board Meeting
- 9/11/24 September Board Meeting
- 10/9/24 October Board Meeting
- 11/13/24 November Board Meeting
- 12/11/24 December Board Meeting

Holidays - Office Closed

- 1/1/24 New Year's Day
- 1/15/24 ML King Day
- 2/19/24 President's Day
- 5/27/24 Memorial Day
- 6/19/24 Juneteenth
- 7/4/24 Independence Day
- 9/2/24 Labor Day
- 10/14/24 Columbus Day
- 11/11/24 Veterans Day
- 11/28/24 Thanksgiving
- 11/29/24 Day After Thanksgiving
- 12/24/24 Christmas Eve
- 12/25/24 Christmas Day
- 12/27/24 New Year's Eve



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	07B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to appoint Board President and Vice president for the 2024 calendar year.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Appoint Board President and Vice President for the 2024 calendar year.

SUMMARY:

According to the District Policy #4000 (Board of Directors) the Board of Directors shall elect the following Officers each December to serve in that office for the following calendar year:

1. President. The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
2. Vice President. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	08A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	President and Board member reports.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

This item provides an opportunity for individual Board members to provide a verbal report of District-related activities undertaken in the previous month.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	08B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Fire Chief's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

This item includes a written and verbal report from the Fire Chief regarding general operations of the District's Fire Division over the previous month.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

November 2023

Operations Report

Fire Division



STAFFING

Full-Time Captains-3

Seasonal Engineers-3

Relief Captains-4

Reserve Firefighters-4

Intern Firefighters-2



November Training Hours-200



November was another busy month of training for all shifts. Crews worked on Probationary skills testing, Live fire training, and prescribed fire training.



November Responses-29



On November 2nd, E-721, C-720 responded to a Residential Structure Fire in the Ponderosa Hills.



On November 14th, E-721, C-720 responded to a Vehicle Fire on Hwy 108 in the Sierra Village area.



On November 20th, C-720 and E-721 responded to a Residential Structure Fire on Good Shepherd Road.

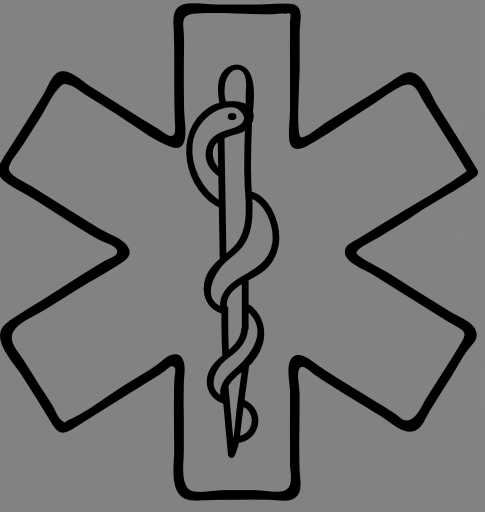


On November 29th, WT-721 and C-720 responded to a Vegetation/Structure Fire in the Mi Wuk area.



THFD INCIDENT STATISTICS

November 2023



EMS Incidents-50%



Structure Fires -33%



Good Intnet- 13%



False Alarms 4%

Responses by District November 2023



Twain Harte District 75%



Tuolumne County Fire-17%



Mi Wuk District-8%

Annual awards



The THFD has selected Gage Pankey as the 2023 Firefighter of the Year.



The THFD has selected Captain Mark Slater as the 2023 Paul Waite Memorial Award recipient.





SERVING OUR COMMUNITY

MONTHLY UPDATE

November 2023

Mary Schreiner, Editor & PIO
twainhartecert@gmail.com

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NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



November was a month for spending time with friends and family. A time for getting prepared for the winter months that are coming, you can feel it in the air. The leaves turned beautiful colors and fell to the ground to make a beautiful natural colorful mosaic. It is an amazing time of year.

Adding to all of this beauty, we celebrated our veterans with the American flag flying high and proud.

We have our monthly report from the Fire Chief, which I hope you find interesting. Along with that, this month we have added a report from Twain Harte Community Services District (THCSD) General Manager, Tom Trott. This will fill out details of what is happening in and around the town. We have updated information about Papa Smurf, interesting read about the solstice, safety tips and my muffin recipe(s). Enjoy!



We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on safety and health. If you have a suggestion for future articles, please contact twainhartecert@gmail.com for consideration of the topic by the board.

TWAIN HARTE FIRE DEPARTMENT CORNER

by Neil Gamez, THFD Fire Chief



EQUIPMENT



The old 720 command vehicle has been sold to a volunteer department in Illinois.



Repair work has started on E-723



TRAINING HOURS



235

THFD STAFF

- Full Time Chief - 1
- Full Time Captains - 3
- Seasonal Engineers - 3
- Relief Captains - 4
- Reserve Firefighters - 4
- Intern Firefighters - 2



We are finishing the data transfer from FireHouse software to the new ESO reporting software. This new program will allow our staff to transfer patient medical forms in real-time to the ambulance when they take over patient care.

THCSD GENERAL MANAGER REPORT

by Tom Trott, General Manager



GM REPORT

November 8, 2023

ADMIN ACTIVITIES

- Water and Sewer Rate Study
- Fiscal Year 2022-23 Audit
- TH Meadows Park Construction Management
- Million Gallon Tank #2 Construction Management
- Operator II Promotion and Operator I Recruitment
- FEMA Storm Damage Reimbursement Coordination
- Records Retention Reorganization

MEETINGS OF INTEREST

- 10/27 County Drought Task Force
- 11/2 MHI Survey Kickoff Meeting
- 11/6 Skate Park Senior Project Meeting
- 11/7 Motherlode Views – TH Meadows Park
- 11/8 TUD/THCSD Sewer Coordination

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$185,000

Construction submittals to replace the MCC at the water treatment plant have been reviewed and approved. Manufacturer delays will push installation to March 2024 during low water demand months.

Twain Harte Meadows Park

Budget: \$2,600,000

Njirich & Sons completed grading and a majority of underground utilities for the new, grant-funded community park. Underground utilities and some landscaping work are expected to be completed this month. Project completion is anticipated in early fall 2024.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Paso Robles Tank has completed all work except exterior coating touch-up on this grant-funded project to replace tank roof and recoat the tank. Work is anticipated to be complete this month.

Tennis/Pickleball Court Improvements

Budget: \$295,000

Design of pickleball courts expansion using a sport grid surface and tennis court resurfacing with clay is nearly complete. Fundraising will be needed for pickleball. Construction is anticipated in spring.

Community Center Improvements

Budget: \$67,000 Fire / \$67,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Parking lot is anticipated to be complete this month.

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis and risk assessment, and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is 60% complete.

FUNDING OPPORTUNITIES

TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

MULTI-BENEFIT DROUGHT GRANT - \$950K

Shadybrook Silt Removal / Award: Spring 2024

MULTI-BENEFIT DROUGHT GRANT - \$1.7M

Water Line Replacement / Award: Spring 2024

STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Award: Spring 2024

PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

To learn more details, join us at our monthly THCSD board meetings.

FIELD OF HONOR

by Mike Mandell, Team Leader

I can remember standing with my hand over my heart pledging allegiance to the flag as a young boy. It was something we did everyday to start the school day but it meant more than just something we did. It still means a lot to me, especially when we say it in honor of someone special.



This Veterans day we did just that... we pledge our allegiance to thank our veterans for fighting for our freedom, our liberty, and our country.



The Sonora Sunrise Rotary hosted their second annual "Field of Honor" at Standard Park. When Carol and I arrived, a beautiful site met us, approx. 250 flags waving with the breeze.



We had seven THA-CERT members in attendance, as well as a few of our founding members, Carol Hallett (of course) but also Rich & Marilyn Knudson.



Doug Foote asked Carol to fill in while they prepared the check for the Veteran's. You know Carol, give her a microphone and she can tell you stories.

To fill the field with flags was easy, all you have to do is buy a flag for a veteran and the Rotarians take care of the rest. It is a beautiful sight to see, all those flags flying to honor those who honored us. Carol purchased a flag for her mother and father-in-law.



Sonora Sunrise Rotary presenting THA-CERT & Fire Assoc a \$500 check for the LUCAS Device

THE AMERICAN FLAG

by Lise Lemonnier, Planning Section Chief



Whether you live here or visit us, you have likely seen the dozens of American flags flying throughout Twain Harte. You may have wondered who puts up and takes down the flags. It takes a small army to do this job, and it is usually the same patriotic people who volunteer.



The flag crew, (from left) Ed Proctor, Mike Mandell, Bob Schreiner, Matt Kain, Carol Hallett, Robert Pratt, John Buckingham, and Alan Hancock (not pictured, Lise Lemonnier)

I was not born in this country, but when I moved here from Canada, I was happy to be a part of the fantastic world my family and I encountered. I became a U.S. citizen long after I moved here, but my days as a Girl Scout and then as a leader kindled a deeply held pride in the flag. To this day, I love to see people appreciate it and honor it.

Although it is not an official “CERT” activity, the volunteers who put up the flags are all associated with THA-CERT. Our goal is to put up the flags, some inherited from the now disbanded troop I used to lead, and some bought with donations to CERT, for special occasions, Memorial Day, 4th of July, and Veteran’s Day. Each one of these days is special to

Twain Harte, this country, and its citizens.

It takes a lot of work to make this happen, and it could not happen without all the help of CERT members. Thank you, volunteers.

Editor’s note: There is a lot that happens with the flags behind the scenes. Lise stores the flags in her home and loads them all into her truck to bring them for us to hang. After they come down, she spends hours making sure all of the flags are clean and pressed before she rolls them, in groups of 6 flags, in clean sheets, to be stored until the next time we hang them. Without Lise, none of this would happen. Thank you, Lise Lemonnier, for the many hours you spend ensuring that we have beautiful flags to honor each occasion.



WINTER CELEBRATIONS

by Mary Schreiner, Public Information Officer



We just celebrated my favorite holiday, Thanksgiving, which is recognized as the start of the holiday season. From Thanksgiving to the Epiphany, there are at least 12 recognized holidays for various religions and cultures.



My next favorite celebration is a new one for me, but it has been celebrated throughout human history. I'm referring to the Winter Solstice. It marks the shortest day of year and the beginning of winter in the Northern Hemisphere; it is the point in the year when the sun travels the shortest path through the sky, bringing the shortest number of daylight hours. From this point on, until the Summer Solstice, the days start getting longer.

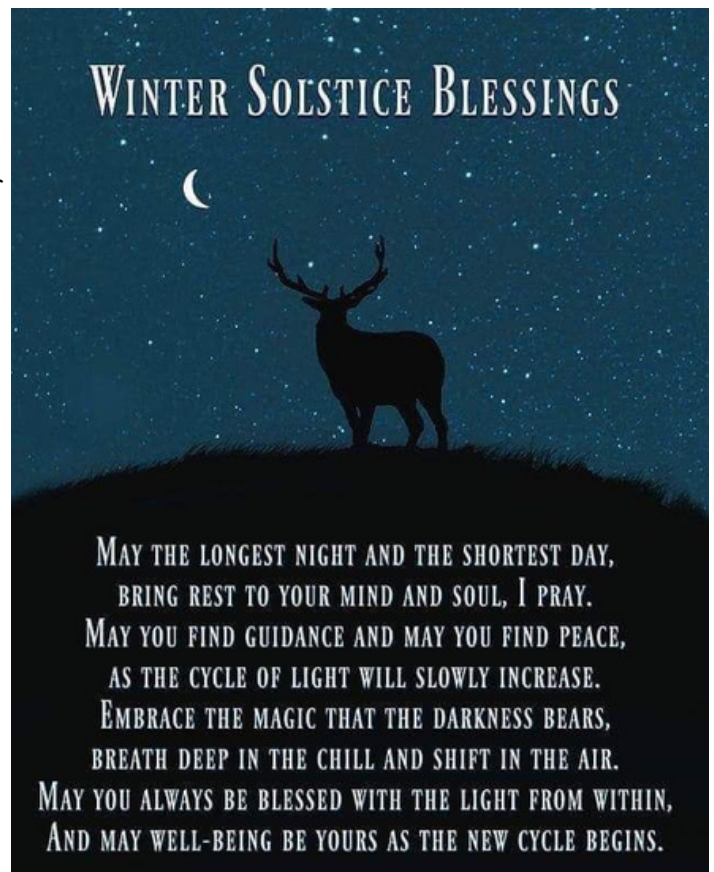
Two years ago, Neighbor Bruce, invited us, and a couple of other neighbors, to join him in a Solstice celebration. It was a pretty casual affair, with a

nice big bonfire and a bit of socializing with the few people there.

Last year, Bruce ramped things up a bit. Lanterns guided us along the path to the top of our hill, where the bonfire would be lit. There were some snacks and adult beverages and all of our neighbors were there. Several had family and friends visiting, who also joined in the fun. Bruce read a Solstice Blessing that I found online and the bonfire was lit. Bruce's Christmas tree from the year before was an integral component of the bonfire. It blazed bright in the chilly night, illuminating the faces of all around it. It was a wonderful gathering of neighbors to celebrate the return of longer days.

From earliest humans to Romans, Incas, Native Americans, and virtually every other culture on Earth, the transition from the darkness to light has been a cause for celebration. Many of our current holiday traditions have roots in the ancient Solstice rituals, such as Sweden's Saint Lucia's day, the Yule log, Christmas trees, and decorating our homes with lights and evergreen boughs.

December 21st is the Winter Solstice this year; it could be a nice new tradition for you, too. No gifts, no decorating, no baking, just appreciating the longest night and the shortest day of the year.



PAPA SMURF UPDATE

by Bob Schreiner, Logistics Section Chief



Moving day finally arrived. We moved all of our supplies from the trailer (soon to be a mobile warming and cooling unit and mobile command center) to the container, aka “Papa Smurf”. We built an office area and some shelving so we could keep all of our equipment and supplies together.

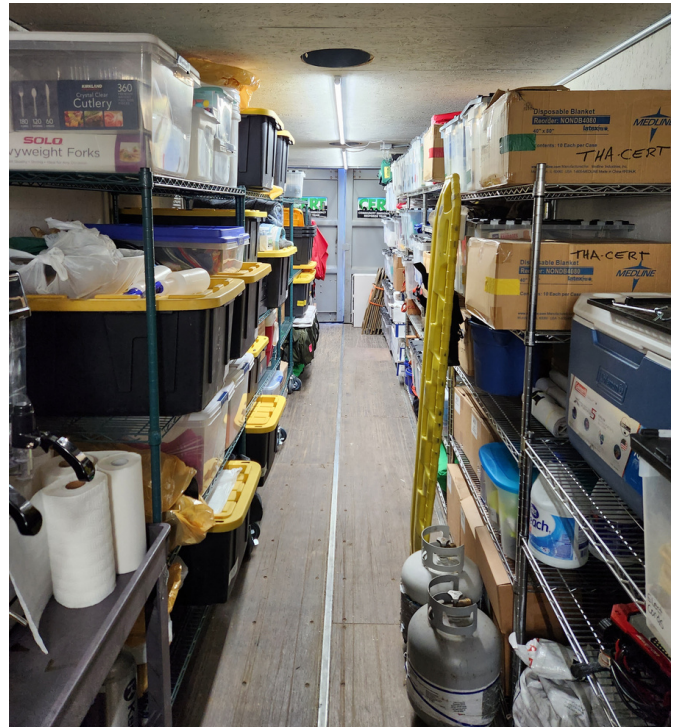


Carol’s “persuasion” techniques in practice on Lise and Ed

Mike Mandell and I winterized the container, sealing and painting around the “whirlybirds” on the top of the unit that we need for ventilation. We also installed covers on the whirlybirds to keep the rain and snow out.

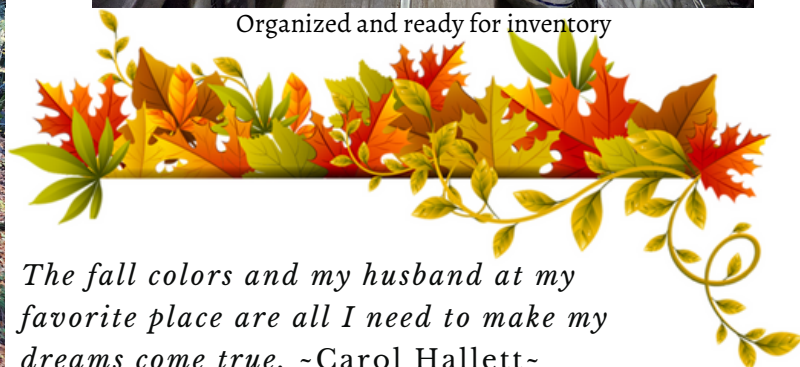
This has been a long project, but very rewarding to see everything come together so nicely. I couldn’t have finished this without the assistance of our team members Mike Mandell, Lise Lemonnier, Carol Hallett, Matt Kain, Ed Proctor, Margaret Lawrence, Mary Dearborn, and Mary Schreiner.

There were 5 of us that first day. Turns out, we have a lot of stuff! A second crew spent a few days organizing things and throwing out expired items and garbage. Inventory will happen soon and we’ll use that as an opportunity to purge more of the things we have that are no longer used or necessary. We have a little bit more to move out of the THCSO office we were using, which will be done by the end of November, and then we are finished with the moving portion of this project.



Organized and ready for inventory

NOVEMBER REMEMBRANCE



The fall colors and my husband at my favorite place are all I need to make my dreams come true. -Carol Hallett-

MUFFIN MEMORIES

When the holidays come around, you should be prepared with goodies to eat. Here are some quick and easy recipes for delicious homemade muffins. Baking warms your kitchen, your heart, and the aroma is what memories are made of. These muffins can be stored in the pantry, refrigerator, or the freezer and taken out to serve when people drop by. If you take them from the refrigerator or freezer, remember to warm them up just a bit before serving. There is nothing better than a warm treat on a cold day.

Oat Bran Muffins

2 cups whole-wheat pastry flour
2 cups oat bran
4 teaspoons baking powder
1/2 cup raisins (optional)
1/2 cup chopped walnuts (optional)
1 teaspoon ground cinnamon
2 cups unsweetened apple juice



Cornbread Muffins

2 cups cornmeal
2 cups oat bran
4 teaspoons baking powder
2 cups unsweetened apple juice

Banana Muffins

2 cups whole-wheat flour
2 cups oat bran
4 teaspoons baking powder
1/2 cup raisins (optional)
2 cups mashed ripe banana (3 to 4 bananas)
1/2 cup unsweetened apple juice



Apple Muffins

2 cups whole-wheat flour
1 cup all purpose flour
1 cups oat
4 teaspoons baking powder
1 teaspoon cinnamon
1/2 cup raisins (optional)
2 cups mashed apples (apple sauce)
1 cup unsweetened apple juice (to moisten)

Preheat the oven to 350 degrees F.

Sift the dry ingredients together. Add the optional ingredients if using. Add the wet ingredients and stir until just mixed. Spoon the batter into eighteen nonstick muffin cups and bake for 30 minutes, or until lightly browned.

From: Carol Hallett's
Vegan Recipe Book



BE PREPARED FOR A WINTER STORM

by John Buckingham, Safety Officer



Winter storms create a higher risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion. They can bring extreme cold, freezing rain, snow, ice, and high winds and can last a few hours or several days. They can knock out heat, power and communication services. These storms can also place older adults, young children, and sick individuals at greater risk.

Words to Know

Frostbite: A medical condition when skin or body tissue is damaged from freezing. It's most common in parts of the body farthest from your heart that are exposed such as fingers, toes, ears and nose.

Hypothermia: A sickness when your body temperature drops below what is needed to be healthy and work properly. It is the opposite of heat stroke.

Freezing Rain: Rain that freezes when it hits the ground, creating a layer of ice on roads, walkways, trees and power lines.

Sleet: Rain that turns to ice before reaching the ground.

Protect Yourself Key Messages

- Stay off roads.
- Stay indoors and dress warmly.
- Prepare for power outages.
- Use generators outside only.
- Listen for emergency information and alerts.
- Look for signs of hypothermia and frostbite.
- Check on neighbors.



Featured Protective Actions

- Use carbon monoxide sensors with a battery backup on every floor.
- Do not use heating and cooking devices intended for outdoor use that are not designed with ventilation.
- Seek shelter immediately and watch for signs of hypothermia and frostbite.
- Know and watch for signs of hypothermia and frostbite.
- Avoid overexertion to decrease risk of heart attack.
- Stay off the roads in dangerous conditions; winterize your vehicle; avoid driving; if trapped, remain in your vehicle.

Protective Actions

Learn more about how to prepare Before, During, and After this hazard by exploring our research-backed Protective Actions.

Know Your Risks

- Winter storms can occur from early autumn to late spring.
- Extreme winter weather can immobilize an entire region.
- Winter storms can happen in every region of the country.
- A winter storm occurs when precipitation forms as sleet or snow, or when rain turns to ice.



From FEMA website

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



The total THA-CERT volunteer hours for November are:

Administration =	298
Training =	32
Deployment =	0
Total November hours =	330



Training

The 2024 Training Calendar will be in the December issue of this newsletter

Events

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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

Winter Wonderland Paint Party



Indigeny Reserve

14679 Summers Lane, Sonora
Sunday, Dec 10, 2023 1-3 PM

Paint your very own masterpiece in this guided painting event! Bring your friends & family to make colorful memories together.

Polar Express Train Ride



Rail Town 1897 State Historic Park
10501 Reservoir Rd, Jamestown
Nov 24 - Dec 17, 2023

Relive the magical journey of THE POLAR EXPRESS on an hour-long train ride to the North Pole. Once you reach the North Pole, the jolly old elf – Santa himself – will come on board.

Twain Harte Winter Wonderland

Santa is coming to town! Friday, December 1st, 2023
Eproson Park, Twain Harte Caroling at 5:30 pm
Santa arrives at 6 pm



TWAIN HARTE CHRISTMAS
COMMUNITY DINNER
Saturday, December 2, 2023

Twain Harte Elementary School Cafeteria
18815 Manzanita Drive
Twain Harte

Dinner begins at 4:30 pm and ends at 7pm

This is a free dinner for the Twain Harte
Community

Please come and bring your family to
Celebrate the season

Event is sponsored by:

Twain Harte Rotarians
&
Boy Scout Troop 500
&
Cub Scout Troop 513

Meetings

THCSD Board Meeting

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

Wednesday, December 13th, 9:00 am

CERT & Fire Association Board Meeting

Thursday, December 14th, 9:30 am



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	08C	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Operations Manager's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None

SUMMARY:

This item includes a written and verbal report from the Operations Manager regarding general operations of the District's Operations Division over the previous month. The Operations Division is responsible for water, sewer, and parks and recreations services.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operations Manager Report



TWAIN HARTE CSD OPERATIONS REPORT

What's New

- Utility Operator I position interviews will occur week of 12/11/23.
- I attended the T-Stan IRWM WAC meeting for November. Discussions on pending grants and current projects took place. A presentation on the Westside Dam Project by Diana Beasley was also held.
- We've received our updated Water Supply Permit from the SWRCB that reflects Shadybrook Reservoir as an active status (changed from standby). Standby water sources have very limited use and should be used in emergencies. The biannual ditch outages that have recently occurred have required us to make that change due to the additional usage needed.



Water/Sewer/Park Division

For November 2023

Board Meeting 12/13/23

Water

- 1 service line leak repair on Meadow Dr.

- Our sodium hypochlorite tank was replaced due to several leaks. At that time we also replumbed all of our chlorine chemical lines, an added air bleed off valve and a large chemical transfer pump.



- We performed an acid wash on our filter media in lieu of completely replacing the filter media. This method represents a cost savings of 75%.





Sewer

- Collections system winter Inflow and Infiltration (I&I) inspections have occurred over several of our sewer benches. We have located a several (+20) locations that pose a potential source of I&I and have mitigated or started the process of mitigation.



Parks and Recreation

- Sinkholes status: No Change. Tom Trott is working with the County and the storm water grant and can answer specific questions.



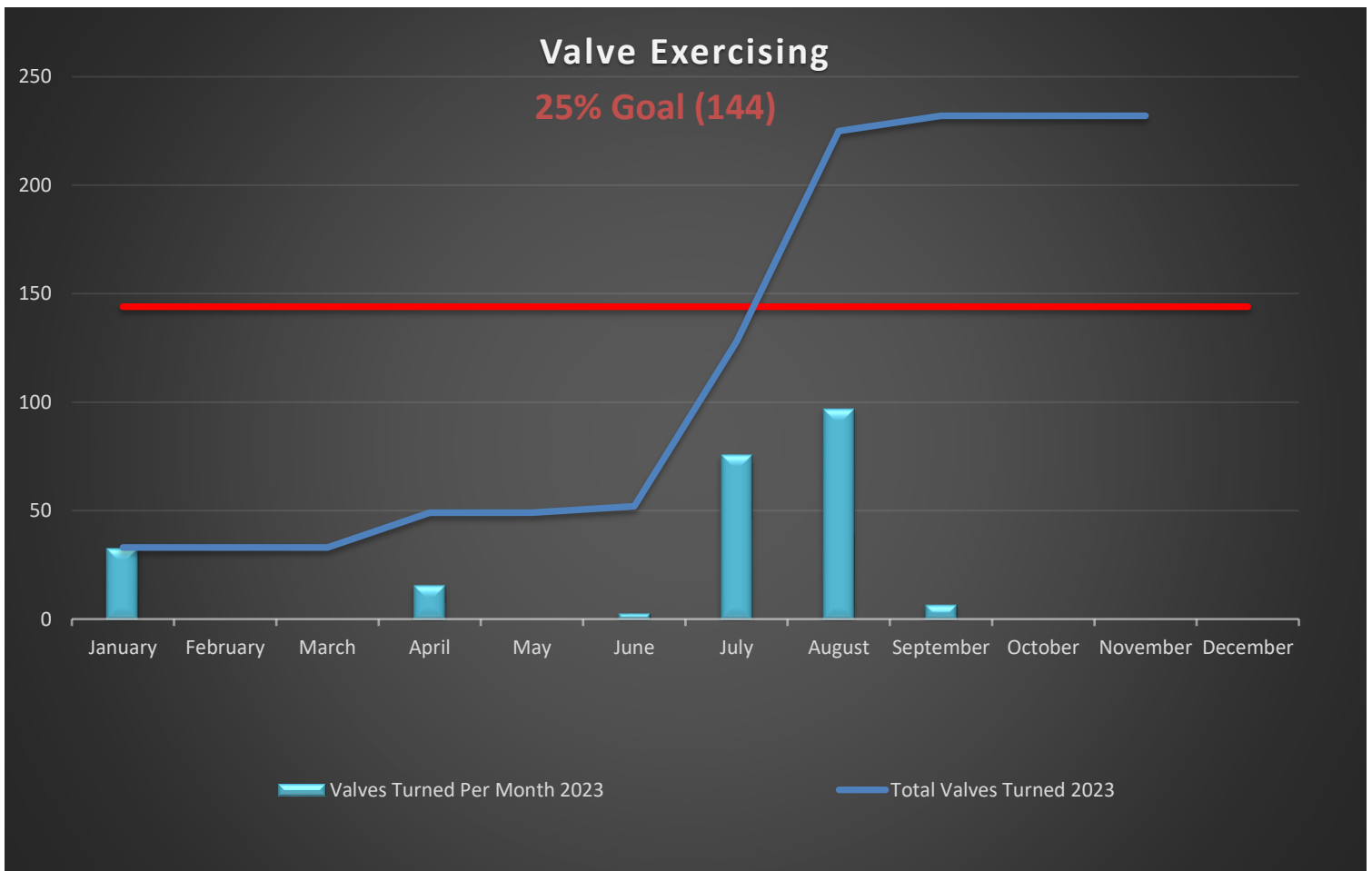
Vehicles, Equipment & Facilities

- Preventative maintenance was performed for the pipehunter, backhoe, mini excavator, mobile generator and forklift.

Water, Sewer and Parks Statistics

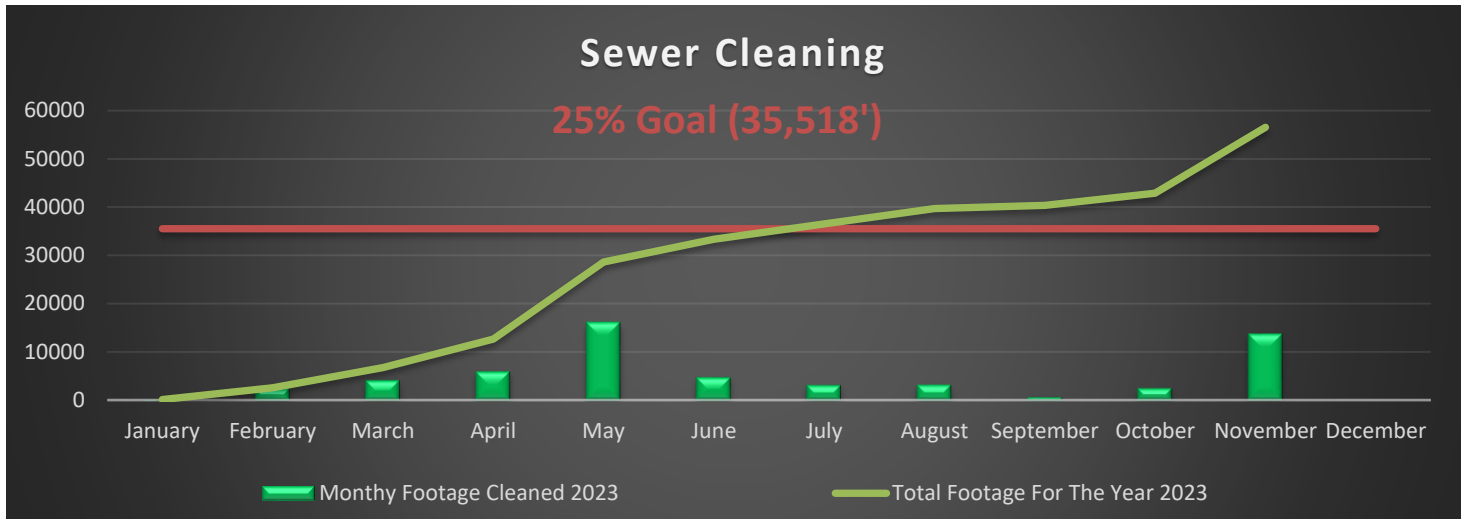
Water

- Number of customer service calls were average for this time of year (20-35) for a total of 35.
- 11 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 232 or 40.3%. (Context: 148 were inspected and maintained by this time last year).

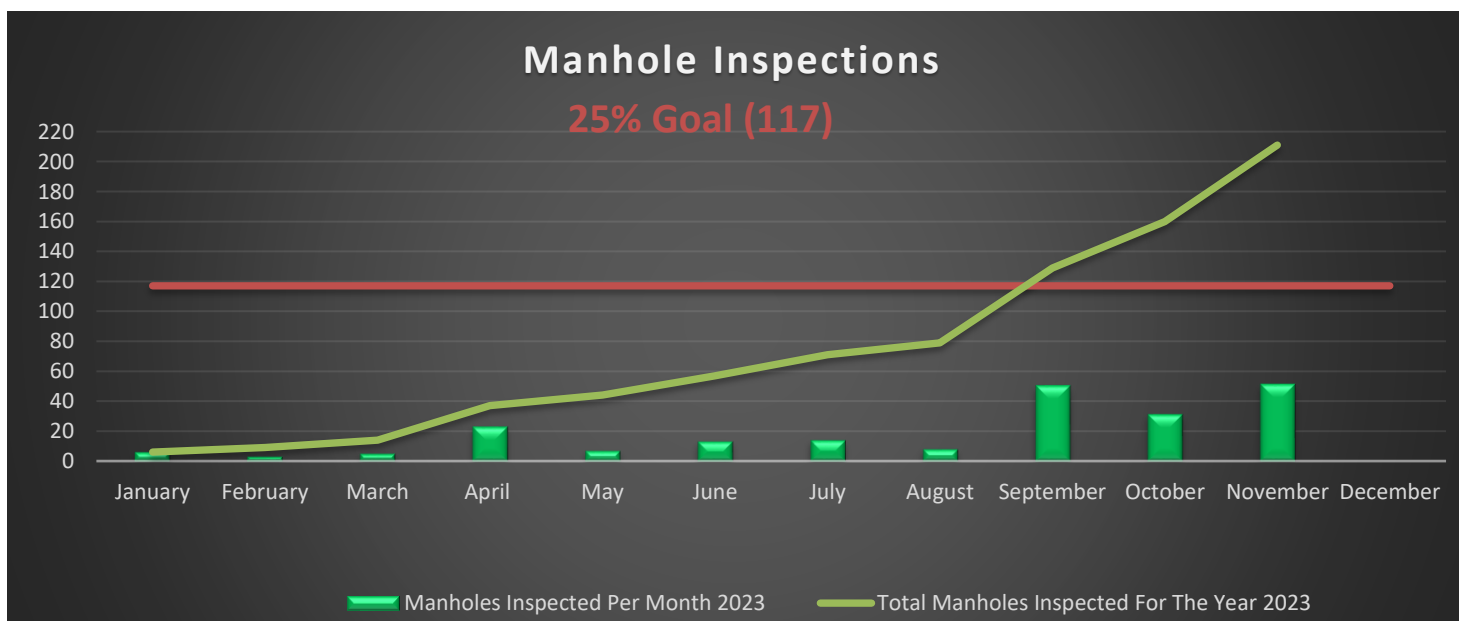


Sewer

- Number of customer service calls were average for this time of year (0-8) for a total of 5.
- Sewer main footage cleaned out of 142,072': 56,540' or 39.8%. (Context: 89,965,' were cleaned by this time last year with an annual goal of 25% cleaned).

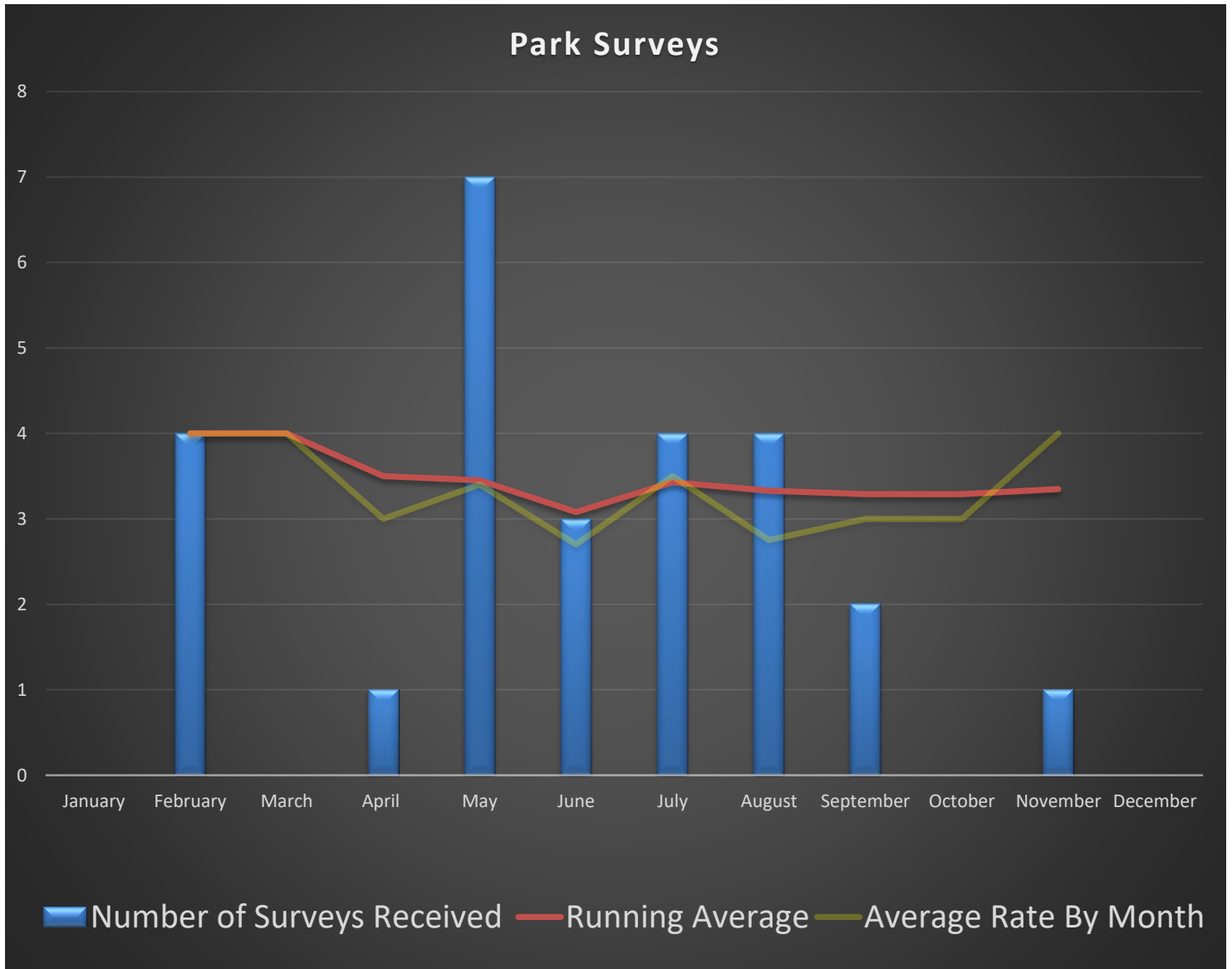


- Manholes inspected and maintained out of 468: 211 or 45.1%. (Context: 212 were cleaned by this time last year with an annual goal of 25%).



Parks

- Number of Parks surveys submitted for November was 1 with a 4 star rating.



Year: 2023

Month	Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Decrease in Demand (%)	Rain (inches)	Snow (inches)
Jan	4,323,056	662,674	1,734,171	104,686	554,865	6,824,587	8,304,262	17.82%	14.53	7.63
Feb	4,903,690	0	0	0	376,325	4,903,690	5,836,362	15.98%	1.46	77
Mar	5,518,276	708,141	1,364,973	0	456,740	7,591,390	5,776,198	-31.43%	15.95	21.26
Apr	6,407,049	0	0	0	430,598	6,407,049	6,737,931	4.91%	0.38	0.52
May	5,932,501	308,793	1,318,443	0	467,854	7,559,737	9,624,851	21.46%	2.43	0
Jun	8,598,359	0	0	0	450,852	8,598,359	11,912,958	27.82%	0.33	0
Jul	10,608,454	0	0	0	450,386	10,608,454	14,740,484	28.03%	0.03	0
Aug	8,883,455	0	0	0	571,325	8,883,455	14,605,710	39.18%	0.71	0
Sep	7,106,450	352,706	0	191,386	500,267	7,650,542	10,891,827	29.76%	0.81	0
Oct	8,120,745	663,719	1,053,348	89,696	545,481	9,927,508	9,867,000	-0.61%	1.16	0
Nov	6,254,899	336,940	428,273	0	482,748	7,020,112	6,638,895	-5.74%	4.36	0
Dec						0				
Total	76,656,934	3,032,973	5,899,208	385,768	5,287,441	85,974,883	104,936,478	18.07%	42.15	106.4



Board Meeting Agenda Item Summary

December 13, 2023

ITEM #:	08D	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	General Manager's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

This item includes a written and verbal report from the General Manager regarding overall District operations and operations of the District's Administration Division over the previous month.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- General Manager's Report

GM REPORT

December 13, 2023



ADMIN ACTIVITIES

- Prop 218 Rate Increase Noticing
- Mid-Year Budget Adjustment
- TH Meadows Park Construction Management
- Median Household Income Survey
- Operator I Recruitment & Interviews
- FEMA Storm Damage Reimbursement Coordination
- Records Retention Reorganization

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$185,000

Construction submittals to replace the MCC at the water treatment plant have been reviewed and approved. Manufacturer delays will push installation to March 2024 during low water demand months.

Twain Harte Meadows Park

Budget: \$2,600,000

Njirich & Sons completed the majority of grading and underground utilities for the new, grant-funded community park. The pavilion foundation was poured and some planting completed. Planting, pavilion and underground work will continue this month. Project completion is anticipated in early fall 2024.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Paso Robles Tank has completed all major work for this grant-funded project. Punchlist work should be complete this month.

Tennis/Pickleball Court Improvements

Budget: \$295,000

Design of pickleball courts expansion using a sport grid surface and tennis court resurfacing with clay is nearly complete. Fundraising is also complete. Construction is anticipated in spring 2024.

Community Center Improvements

Budget: \$67,000 Fire / \$67,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Parking lot is anticipated to be complete this month.

MEETINGS OF INTEREST

- 11/16** Motherlode Views – THCS Focus
- 11/17** Sherwood Forest Waterline Design
- 12/1** County Multi-Hazard Mitigation Plan
- 12/11** LAFCO – Staffing Option Analysis
- 12/12** Community Rate Increase Presentation

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis and risk assessment, and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is 60% complete.

FUNDING OPPORTUNITIES

SONORA AREA FOUNDATION GRANT - \$15,000
Pickleball Expansion Project / AWARDED

TECHNICAL ASSISTANCE GRANT - \$24,000
Median Household Income Survey / AWARDED

MULTI-BENEFIT DROUGHT GRANT - \$1.7M
Water Line Replacement / Award: Spring 2024

STATE REVOLVING FUND - \$4.5M
TH Pipeline Project / Award: Spring 2024

PROP 68 PER CAPITA - \$178K
Tennis & Pickleball Improvements / AWARDED

PROP 68 RURAL RECREATION - \$1.25M
TH Meadows Park / AWARDED

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