

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 January 10, 2024 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/84556067736>
- Meeting ID: 845 5606 7736
- 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. Consent Agenda

A. Presentation and approval of financial statements through December 31, 2023.

B. Approval of the minutes of the Regular Meeting held on December 11, 2023.

C. Annual Review of Policy #3015 – Investment Policy.

6. Public Hearing

A. Open Public hearing

B. Staff presentation on proposed 5-year water and sewer rate schedule.

C. Receive public comment regarding proposed water and sewer rates.

D. Last call for written protests.

E. Close public hearing.

- F. Final protest count.
- G. Discussion/action to adopt Resolution #24-01 - Establishing the schedule of charges for Water Service.
- H. Discussion/action to adopt Resolution #24-02 - Establishing the schedule of charges for Sewer Service.

7. New Business

- A. Discussion/action to adopt Resolution #24-03 - Approval of Fiscal Year 2023-24 Mid-Year Budget Adjustment.
- B. Discussion/action to adopt Resolution #24-04 - Resolution of Appreciation for Carolyn Higgins.
- C. Discussion/action to adopt Resolution #24-05 - Appointing the Position of General Manager as the District Treasurer.
- D. Annual review of Policy #4010 – General Duties of the Board of Directors.
- E. Annual review of Policy #4030 – Code of Ethics and Conduct.
- F. Annual Board self-assessment of performance and identification of improvement opportunities.

8. Reports

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

9. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

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

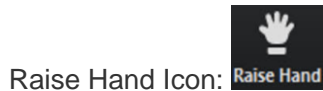
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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

SUBMITTING PUBLIC COMMENT

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

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



- 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

January 10, 2024

ITEM #:	05A	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 December 31, 2023

SUMMARY:

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through December 31, 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 50% expended.
- Operating expenses for the Fire and Water Funds are above the target level of 50% 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.
- Operating expenses for the Sewer fund are low because we have not received our quarterly wastewater treatment invoice from Tuolumne Utilities District yet. With that cost, the Sewer Fund expenses would be 48% of budget.
- Bank balances are healthy and in line with expectations. In December our bi-annual property tax revenue was received. There were also large capital project payments related to the Twain Harte Meadows Park Project, which will be reimbursed later 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
23/24 OPERATING EXPENDITURE SUMMARY
As of December 31, 2023**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	90,536	44,777	45,759	49.46%
Water	1,547,396	827,110	720,286	53.45%
Sewer	1,025,973	368,837	657,136	35.95%
Fire	1,233,441	749,226	484,215	60.74%
Admin	807,852	391,615	416,237	48.48%
TOTAL	\$ 4,705,198	\$ 2,381,565	\$ 2,323,633	50.62%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
23/24 CAPITAL EXPENDITURE SUMMARY
As of December 31 , 2023

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	2,492,550	892,304	1,600,246	35.80%
Water	1,913,500	903,704	1,009,796	47.23%
Sewer	777,500	27,708	749,792	3.56%
Fire	406,550	23,083	383,467	5.68%
Admin		-	-	
TOTAL	\$ 5,590,100	\$ 1,846,799	\$ 3,743,301	33.04%

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of December 31, 2023

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star Bank-Operating	395,228	1,025,770	(557,325)		863,672
U.S. Bank - D Grunsky #1*	-				-
U.S. Bank - D Grunsky #2*	-				-
LAIF	2,277,493				2,277,493
Five Star Money Market	1,140				1,140
TOTAL	\$ 2,673,861	\$ 1,025,770	\$ (557,325)	\$ -	\$ 3,142,305

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



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	05B	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 December 13, 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 December 13, 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 December 13, 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 December 13, 2023

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 13, 2023

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

DIRECTORS:

Director Sipperley
Director Knudson
Director Bohlman
Director Dearborn

STAFF:

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

AUDIENCE: 25 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Bruce Erikson made a public comment.

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.

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.

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

SECOND: Director Sipperley

AYES: Sipperley, Knudson, Bohlman, Dearborn

NOES: None

ABSTAIN: None

ABSENT: Mannix

NEW BUSINESS:

- A. Discussion/action to approve 2024 Board and Committee Calendar.

MOTION: Director Sipperley made a motion to approve the 2024 Board and Committee Calendar.

SECOND: Director Dearborn

AYES: Knudson, Sipperley, Bohlman, Dearborn

NOES: None

ABSTAIN: None

ABSENT: Mannix

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

MOTION: Director Knudson made a motion to appoint Director Sipperley as Board President for the 2024 calendar year.

SECOND: Director Dearborn

AYES: Knudson, Sipperley, Bohlman, Dearborn

NOES: None

ABSTAIN: None

ABSENT: Mannix

MOTION: Director Sipperley made a motion to appoint Director Mannix as Board Vice President for the 2024 calendar year.

SECOND: Director Knudson

AYES: Knudson, Sipperley, Bohlman, Dearborn

NOES: None

ABSTAIN: None

ABSENT: Mannix

REPORTS:

President and Board Member Reports

- Director Sipperley reported that there was no IRWM JPA meeting in November. He reported on attending the TUD meeting where they spoke about partially switching over to the new sewer plant system on 12/12/2023 and the full system transition is estimated to be completed by May 2024.

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 10:50 a.m.

Respectfully submitted,

APPROVED:

Kimber Silva, Board Secretary

Gary Sipperley, President



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	05C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #3015 – Investment Policy		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept the annual review of Policy #3015 – Investment Policy.

SUMMARY:

Section 3015.100 of District Policy #3015 (Investment Policy) requires the Board to conduct an annual review of the Investment Policy, unless an investment program pursuant to the policy is not currently in place. The District currently does not have an investment program in place and, therefore, is not required to review the Policy.

Nevertheless, the Board’s Finance/Policy Committee performed a review of the Policy and recommends that no changes be made at this time. Should the District decide to implement an investment program in the future, this Policy will need to be reviewed again prior to implementation of the program.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #3015 – Investment Policy

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15, 11/13/19
LAST AMENDED: January 12, 2022

3015.10 INTRODUCTION

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

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

3015.20 AUTHORITY

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

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

3015.30 SCOPE

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

3015.40 OBJECTIVES

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

1. **Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.
3. **Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

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

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

3015.60 SAFEKEEPING

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

3015.70 DIVERSIFICATION

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

3015.80 REPORTING REQUIREMENTS

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

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented.

The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

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

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

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

II. INVESTMENT CONSULTANT RESPONSIBILITIES

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

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

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

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)^a APPLICABLE TO ALL LOCAL AGENCIES^b

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

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

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

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



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	06B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Presentation of proposed 5-year water and sewer rate schedule.		
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 (Prop 218) and sent to all District property owners. 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. A community informational presentation was held for the evening of December 12, 2024, at the Community Center. An informational presentation was also provided at the December 13, 2023 Board meeting for any District customer who was not able to attend the December 12th meeting.

General compliance and threshold information regarding the proposed rate increases are as follows:

- Administrative Record: The 2023 Rate Study, adopted 11/8/23, includes an administrative record of how proposed rates were developed in compliance with the requirements of the California Constitution for property-related fees.
- Rate Increase Notice: A written notice of proposed rates, complying with the requirements of Prop 218, was mailed via the United Postal Service on 11/17/23.
- Public Hearing Notice: A notice regarding today’s public hearing was published in the Union Democrat on 12/23/23.
- Protest Threshold: The number of protests needed for a majority protest are 792 for water rates and 723 for sewer rates.

FINANCIAL IMPACT:


None.

ATTACHMENTS:

- Presentation
- Public Hearing Notice
- Notice of Proposed Water and Sewer Rate Increases



1



The Process

Water & Sewer Rates are Governed by CA Constitution (Prop 218):

- * Rates must not exceed the funds required to provide service.
- * Rates can only be used for the purpose for which they are imposed.
- * Rates must be proportional to the cost required to serve each property.

2023 RATE STUDY PROVIDES DETAILS

THE
CONSTITUTION
OF THE
State of California
ADOPTED IN 1879,
WITH
REFERENCES TO SIMILAR PROVISIONS IN THE CONSTITUTIONS OF OTHER STATES,
AND TO
The Decisions of the Courts of the United States, the Supreme Court of California, and the Supreme Courts of such other States as have Constitutional Provisions similar to those of California,
TO WHICH IS PREFIXED THE
CONSTITUTION OF THE UNITED STATES AND A PARALLEL ARRANGEMENT OF THE CONSTITUTIONS OF 1863 AND 1870.

2



Purpose of Rates

District Mission

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

3



Fiscally Responsible

Consistent Financial Evaluation

- Short & Long Term Health**
 - * 5-Year Plans/Projections to ensure revenues cover all costs:
 - * Operating & Maintenance
 - * Capital Improvement
 - * Debt Service
 - * Adequate Reserves
- Continual Improvement**
 - * Ensure that operations are efficient.



4



Efficiency First



Water Efficiency

Since the last rate increase:

SAVED CUSTOMERS – \$30.43/month

- * **Operations Cost Reductions - \$109,000/yr (\$5.36/month)**
 - * Efficiency improvements and cost cuts
 - * Employee union negotiations
- * **Obtained \$2,536,000 in grants (\$25.07/month)**

5



Efficiency First



Sewer Efficiency

Since the last rate increase:

SAVED CUSTOMERS – \$10.62/month

- * **Operations Cost Reductions - \$84,000/yr (\$4.33/month)**
 - * Efficiency improvements and cost cuts
 - * Employee union negotiations
- * **Obtained \$608,000 in grants (\$6.38/month)**

6




Why Increase Rates?

Efficiency is No Longer Enough

- * Efficiency has delayed rate Increases for **4.5 years**
- * 5-Year Projections show: **Revenues do not cover Expenses**



7




Why Increase Rates?


SKY-ROCKETING INFLATION

Since our last rate increase:

- * **Cost of Goods is up >18%**
 - * U.S. Bureau of Labor Statistics – Consumer Price Index
- * **Construction costs are up >40%**
 - * CA Department of General Services – Construction Cost Index



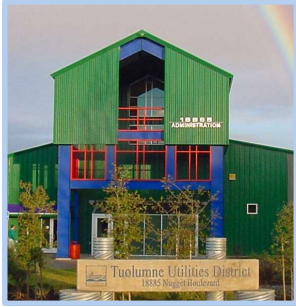
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Why Increase Rates?

SIGNIFICANT TUD RATE INCREASES

1. TUD provides our raw water
 - * Increasing ~38% over 5 years
2. TUD treats our sewage
 - * Increasing ~39% over 5 years



9



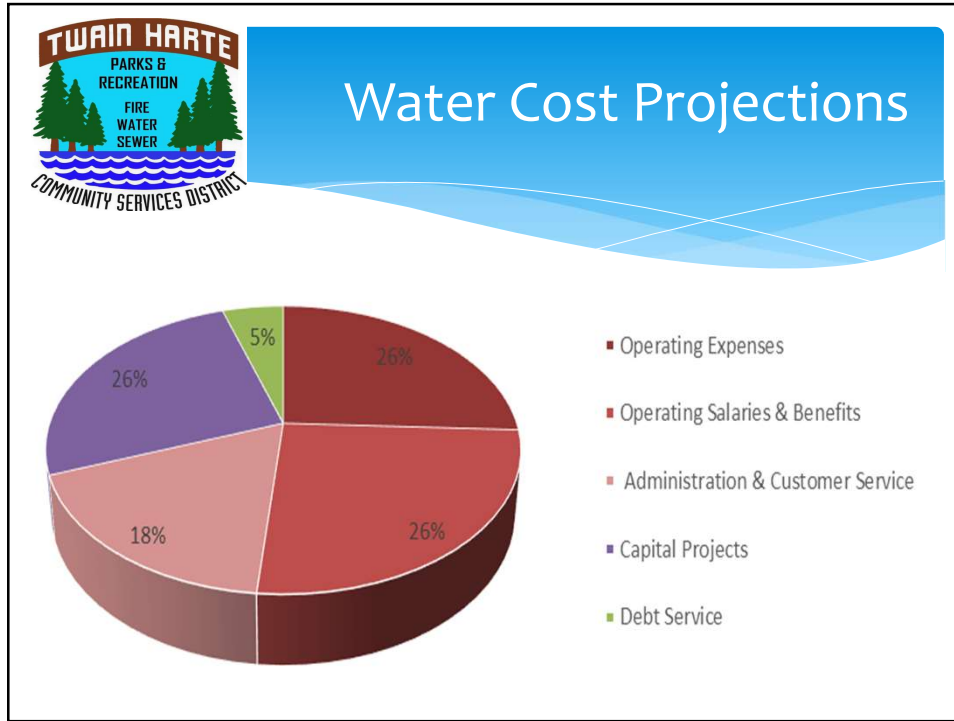
Why Increase Rates?

DETERIORATING PIPELINES & FACILITIES

1. U.S. Infrastructure Grade = **C-/D+**
 - * American Society of Civil Engineers
2. Sewer Condition Assessment
 - * Majority of sewer system beyond useful life
3. Water Condition Assessment
 - * Majority of water system beyond useful life



10



11

Water Cost Projections

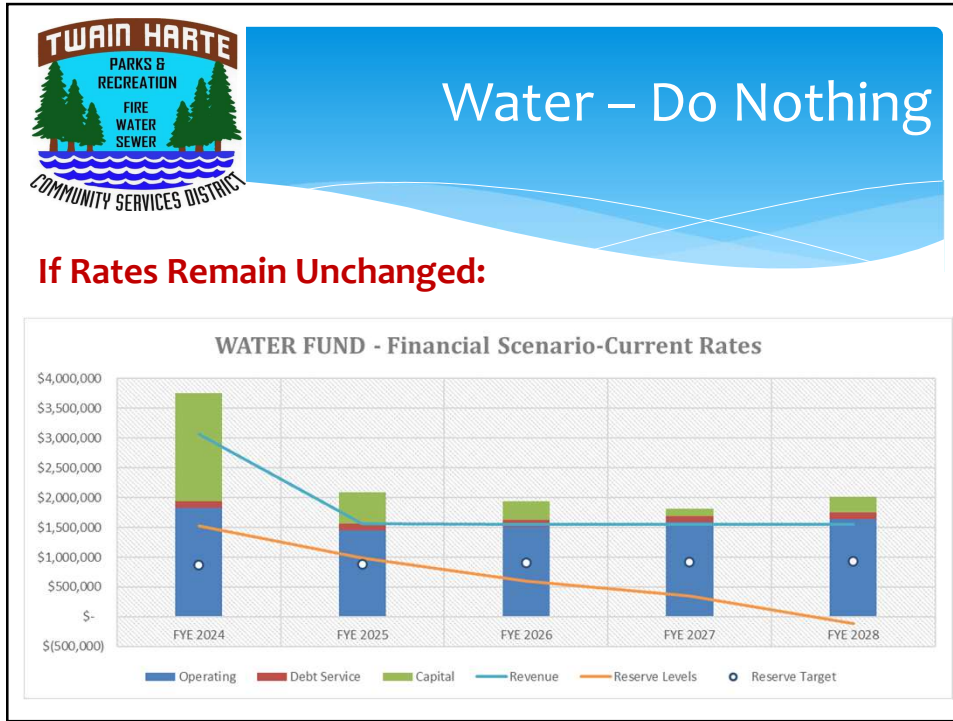
Twain Harte Community Services District
WATER PROJECTIONS WITH CURRENT RATES
5 Year Revenue Requirement Analysis

	23/24 Budget	24/25 Budget	25/26 Budget	26/27 Budget	27/28 Budget
Operating Expenses					
Salaries	\$ 344,769	\$ 356,581	\$ 378,620	\$ 399,578	\$ 413,554
Benefits	201,287	216,236	225,052	235,732	245,960
Equip, Auto, Maint, & Repairs	152,300	149,132	155,097	161,300	167,751
Materials & Supplies	49,458	45,865	47,700	49,608	51,592
Outside Services	446,148	26,812	27,885	29,001	30,161
Other (Purchased Water, Utilities, Regulatory Fees)	247,100	255,134	264,251	273,591	283,267
Total Program Expenses	\$ 1,441,062	\$ 1,049,760	\$ 1,098,605	\$ 1,148,809	\$ 1,192,284
Administrative Cost Allocation	381,544	398,711	415,186	433,068	447,812
TOTAL OPERATING EXPENSES	\$ 1,822,606	\$ 1,448,471	\$ 1,513,791	\$ 1,581,877	\$ 1,640,096
Capital and Debt Service					
Debt Service	\$ 110,684	\$ 110,539	\$ 110,389	\$ 110,272	\$ 110,070
Capital Outlay	1,815,436	530,000	315,000	115,000	265,000
Total Capital & Debt Service	\$ 1,926,120	\$ 640,539	\$ 425,389	\$ 225,272	\$ 375,070
Reserve Funding Requirements					
Transfer To/(From) Capital Reserve	(687,395)	(541,375)	(109,390)		
Transfer To/(From) Operating Reserve		14,519	17,022	14,555	15,581
Total Transfers To/(From) Reserve Accounts	\$ (687,395)	\$ (526,856)	\$ (92,368)	\$ 14,555	\$ 15,581
TOTAL REVENUE REQUIRED	\$ 3,061,330	\$ 1,562,154	\$ 1,846,811	\$ 1,821,704	\$ 2,030,747
Current Revenue					
Service Charges	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948
Fees	17,980	17,980	17,980	17,980	17,980
Taxes & Assessments	40,078	40,880	41,697	42,531	43,382
Grants & Donations	1,487,978				
Other Revenue	48,000	36,000		24,000	
Total Program Revenue	\$ 3,057,984	\$ 1,558,808	\$ 1,547,625	\$ 1,548,459	\$ 1,549,310
Administrative Cost Allocation	3,346	3,346	3,346		3,346
GRAND TOTAL CURRENT REVENUE	\$ 3,061,330	\$ 1,562,154	\$ 1,550,971	\$ 1,551,805	\$ 1,552,656
Additional Rate Revenue Required	\$ (0)	\$ 0	\$ (295,840)	\$ (269,899)	\$ (478,091)

Average Annual Shortage: \$208,766

Total Shortage: \$1,043,830

12



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Proposed Water Rates

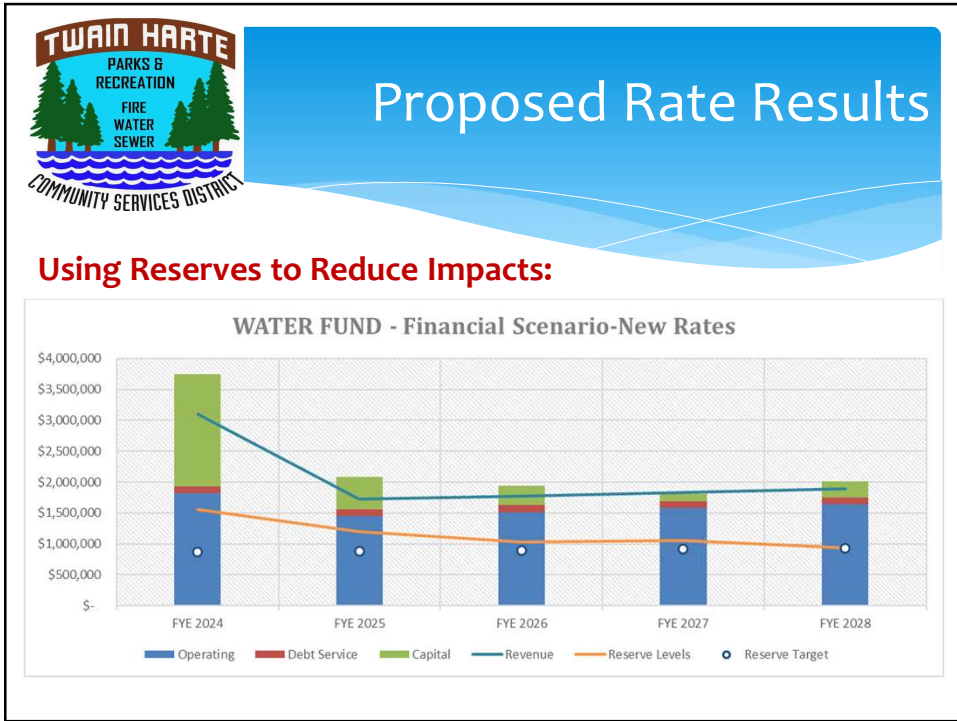
Base Charge (Fixed Monthly)							
USER CLASS (by meter size)	CURRENT	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27	
Residential	Single Family Unit	\$ 61.50	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	Multi Family Unit	\$ 61.50	\$ 55.68	\$ 58.47	\$ 60.49	\$ 62.57	\$ 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

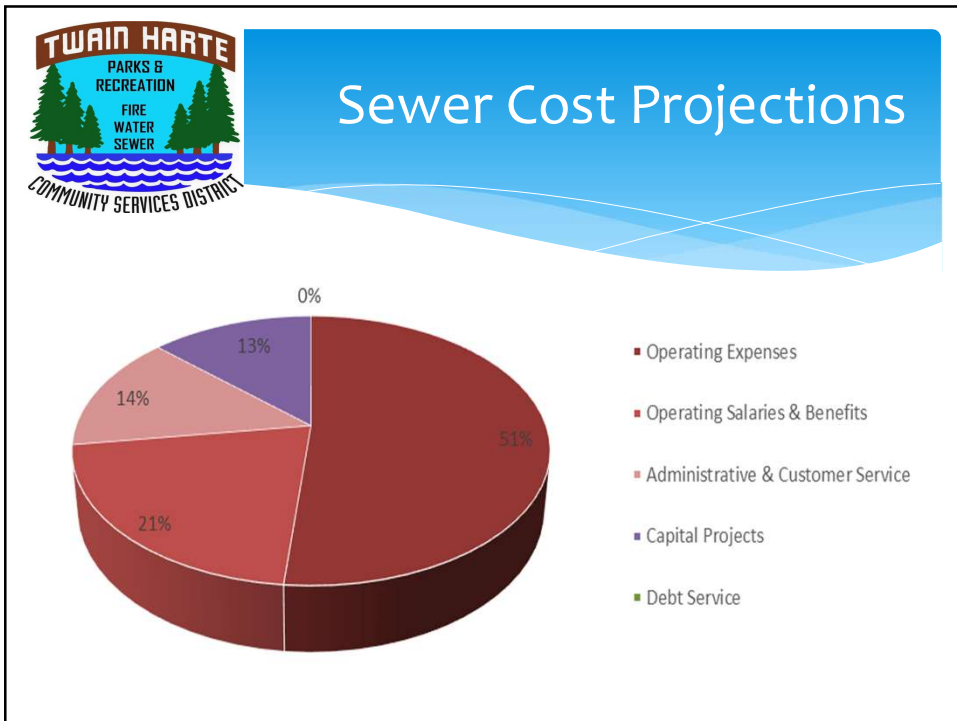
Typical Customer Impact:

Single Family Residential Base Charge	\$ 4.00	\$ 3.29	\$ 2.37	\$ 2.45	\$ 2.54
Average Single Family Residential- Base + Commodity	\$ 5.05	\$ 3.86	\$ 2.87	\$ 3.00	\$ 3.14
Non-Residential (General Commercial) Base Charge	\$ 5.92	\$ 3.38	\$ 2.44	\$ 2.53	\$ 2.61


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15



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Average Annual Shortage:
\$288,449

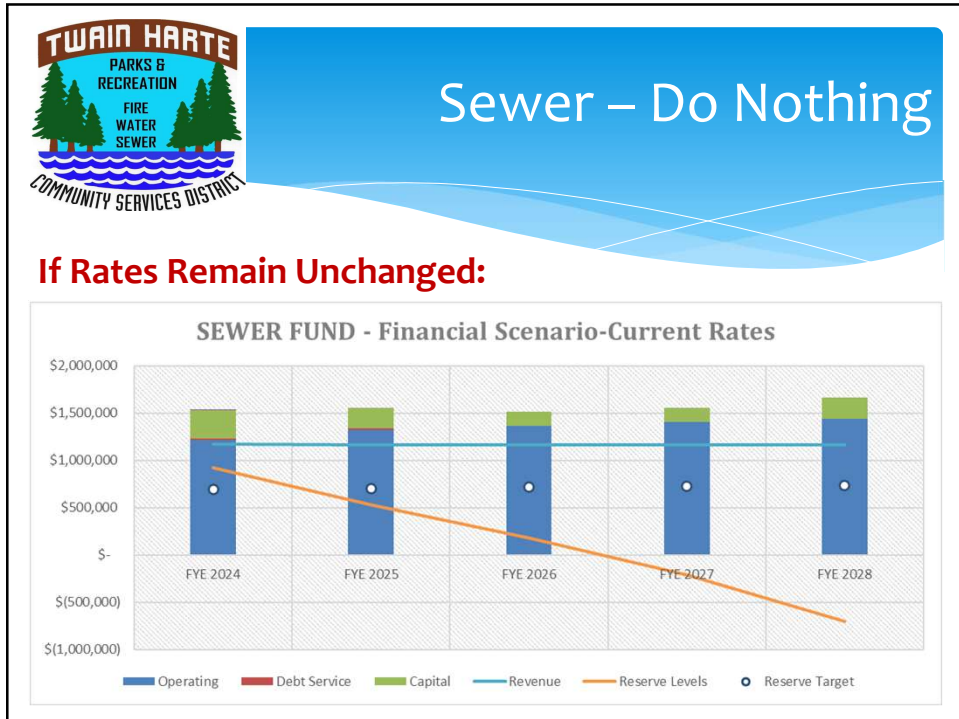
Total Shortage:
\$1,442,245

Sewer Cost Projections


Twain Harte Community Services District
SEWER PROJECTIONS WITH CURRENT RATES
Revenue Requirements Analysis

	23/24 Budget	24/25 Budget	25/26 Budget	26/27 Budget	27/28 Budget
Expenses					
Salaries	\$ 186,563	\$ 193,372	\$ 205,186	\$ 216,416	\$ 223,808
Benefits	109,937	117,134	123,107	128,937	134,507
Equip, Auto, Maint, & Repairs	66,500	69,160	71,927	74,804	77,796
Materials & Supplies	6,000	6,240	6,489	6,749	7,018
Outside Services	30,350	28,444	29,582	30,765	31,995
Other (TUD Treatment & Disposal, Utilities, Regulatory Fees etc.)	611,758	696,177	703,905	714,236	727,174
Total Program Expenses	\$ 1,011,107	\$ 1,110,526	\$ 1,140,196	\$ 1,171,907	\$ 1,202,298
Administrative Cost Allocation	202,949	212,080	220,843	230,355	238,198
TOTAL OPERATING EXPENSES	\$ 1,214,056	\$ 1,322,606	\$ 1,361,039	\$ 1,402,262	\$ 1,440,496
Capital and Debt Service					
Capital Outlay	301,500	215,000	150,000	150,000	220,000
Debt Service	16,958	16,862			
Total Capital & Debt Service	318,458	231,862	150,000	150,000	220,000
Reserve Funding Requirements					
Transfer To/(From) Capital Reserve	(318,458)	(231,862)	(61,718)		
Transfer To/(From) Operating Reserve	27,138	9,608	10,306	9,558	10,804
Transfer To/(From) Stabilization Reserve					
Total Transfers To/(From) Reserve Accounts	\$ (291,320)	\$ (222,254)	\$ (51,412)	\$ 9,558	\$ 10,804
TOTAL REVENUE REQUIRED	\$ 1,241,194	\$ 1,332,214	\$ 1,459,627	\$ 1,561,820	\$ 1,671,300
Current Revenue					
Service Charges	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469
Fees	13,758	13,758	13,758	13,758	13,758
Other Revenue	18,775	13,775	8,775	8,775	8,775
Total Program Revenue	\$ 1,170,002	\$ 1,165,002	\$ 1,160,002	\$ 1,160,002	\$ 1,160,002
Administrative Cost Allocation	1,780	1,780	1,780	1,780	1,780
GRAND TOTAL CURRENT REVENUE	\$ 1,171,782	\$ 1,166,782	\$ 1,161,782	\$ 1,161,782	\$ 1,161,782
ADDITIONAL RATE REVENUE REQUIRED	\$ (69,412)	\$ (165,432)	\$ (297,845)	\$ (400,038)	\$ (509,518)

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Proposed Sewer Rates

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

Typical Customer Impact:

Proposed Incremental Increases						
Single Family Residential Charge	\$ 6.32	\$ 5.12	\$ 4.72	\$ 4.59	\$ 4.60	
General Commercial Charge	\$ 4.42	\$ 3.58	\$ 3.30	\$ 3.21	\$ 3.22	

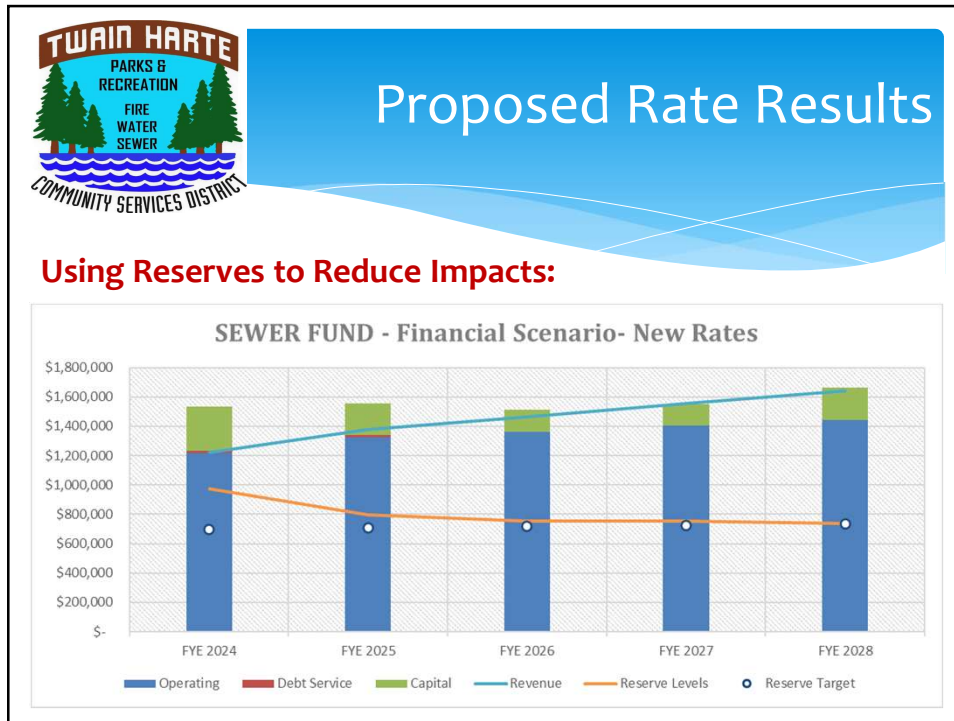
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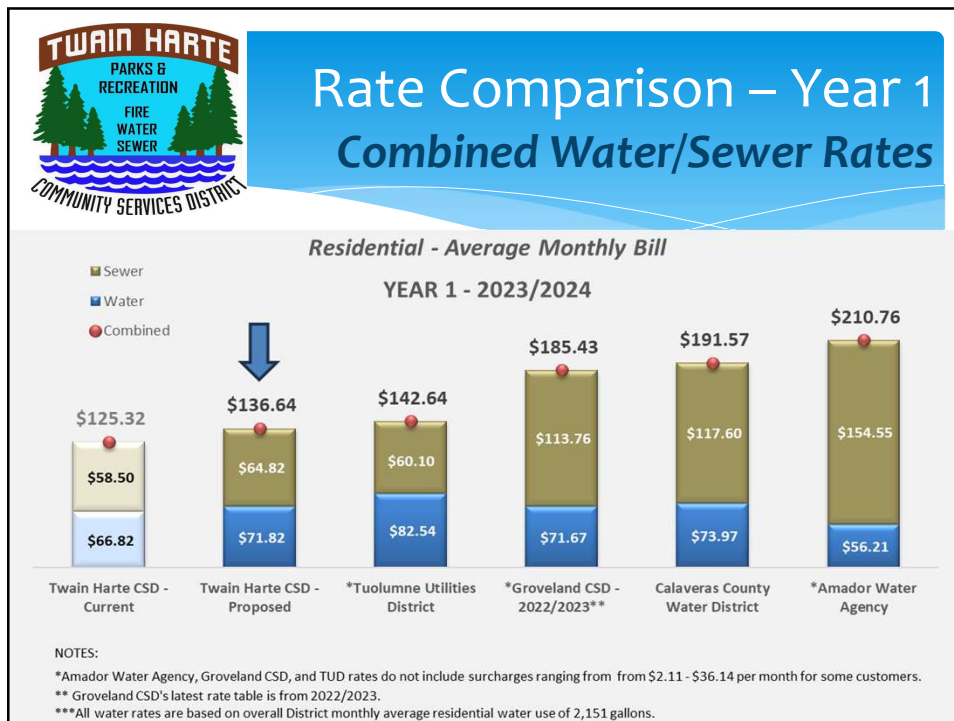
Sewer Demand Flows

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

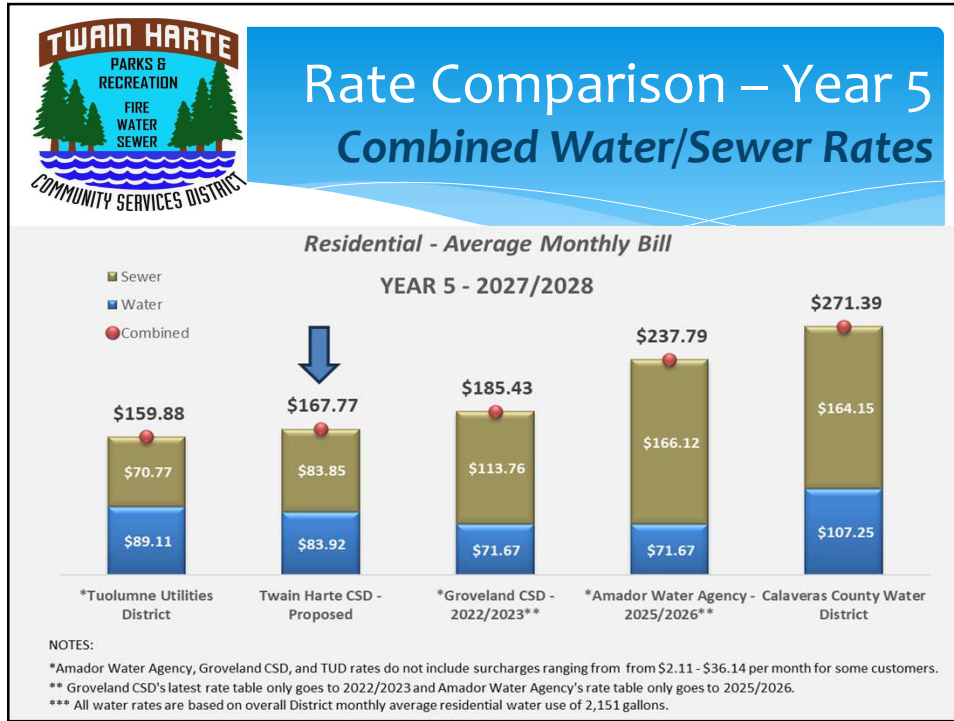
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23


Are these Rates Final?
NO

Public Hearing:
THE BOARD WILL MAKE ITS DECISION TODAY, AFTER:

- * Public Comment
- * Tallying Protests

IF ADOPTED RATES BECOME EFFECTIVE ON JANUARY 15th (February Bill)

24



TWAIN HARTE
PARKS & RECREATION
FIRE
WATER
SEWER
COMMUNITY SERVICES DISTRICT


Can I Still Protest?

YES

Protest Rules:

1. **Protests must be in writing (no email or electronic)**
 - * Statement of opposition
 - * Parcel Address or APN
 - * Printed name & original signature
2. **Must be received BEFORE close of public hearing**
3. **One protest per parcel.**

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TWAIN HARTE
PARKS & RECREATION
FIRE
WATER
SEWER
COMMUNITY SERVICES DISTRICT

Can I Still Protest?

YES

Protest Rules:

4. **If more than 50% of owners protest,
NO RATE INCREASE:**
 - * Sewer Protest Threshold: 723
 - * Water Protest Threshold: 792

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Public Comment & Last Call for Protests



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	Single Family Unit	\$ 61.50	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	Multi Family Unit	\$ 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.

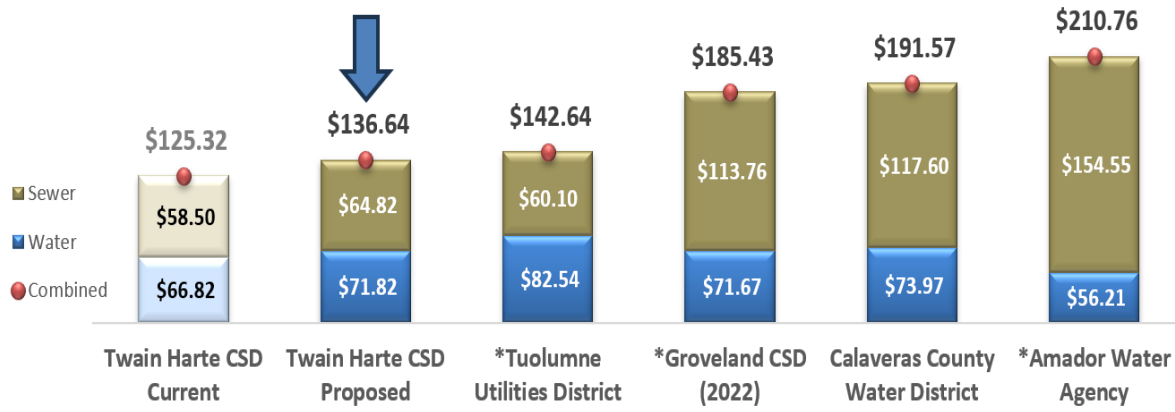
Pass-Through Costs

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.

NOTICE OF PUBLIC HEARING

The Twain Harte Community Services District will hold a Public Hearing at a regular meeting of the Board of Directors on Wednesday, January 10, 2024 at 9:00 a.m. at the THCSD Board Room: 22912 Vantage Pointe Drive, Twain Harte, CA. The purpose of the Public Hearing is to receive public comment and protests on a proposed increase to monthly rates for water and sewer services.

The proposed rates are available for inspection at the THCSD office (Monday through Friday from 8:00 a.m. to 4:00 p.m.) or on the District's website:
www.twainhartecsd.com.

Publication Date: December 23, 2023
The Union Democrat, Sonora, CA



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	06G	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-01 - Establishing the Schedule of Charges for Water Service.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

RECOMMENDED ACTION:

Adopt Resolution #24-01 – Establishing the Schedule of Charges for Water Service.

SUMMARY:

On November 8, 2023, the Board adopted the 2023 Water and Sewer Rate Study, which recommends implementation of the attached 5-year water rate schedule to provide enough revenue to cover operating and capital costs over the next five years. The Rate Study serves as the District’s administrative record to show that rates were developed in accordance with the requirements of the California Constitution.

In November, 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 notice was prepared in accordance with the requirements of Proposition 218 (Prop 218) and was mailed to all District property owners on November 17, 2023.

Proposition 218 provides a process for record property owners who receive water services to protest rates proposed by water agencies. If a majority of property owners receiving services protest the rates, the District cannot implement the rates. Thus, if the District receives more than 792 protests, it cannot implement its proposed water rates.

In addition to the proposed rate increase notice, the District held a community informational presentation at the Community Center on the evening of December 12, 2024. A second informational presentation was provided at the December 13, 2023, Board meeting for any District customer who was not able to attend the December 12th meeting. Rate increase information and copies of the presentation were also made available on the District’s website.

If a majority protest is not received, staff recommends that the Board adopt the 5-year water rate schedule to ensure that it has enough revenue to cover operating and capital costs over the next five years.

FINANCIAL IMPACT:

Adoption of the proposed 5-year water rate schedule will result in sufficient water revenues to cover projected operating and capital project expenses (for projects in the District’s 5-Year Capital Outlay Plan), while maintaining capital reserve levels at or above the Board’s goal of \$350,000. If the 5-year rate schedule is not adopted, the Water Fund will experience a projected \$1,043,830 shortfall over the next five years.

ATTACHMENTS:

- Resolution #24-01 – Establishing the Schedule of Charges for Water Service.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-01**

ESTABLISHING THE SCHEDULE OF CHARGES FOR WATER SERVICE

WHEREAS, the Twain Harte Community Services District (District) is authorized by the State of California (Government Code Section 61115) to establish rates or other charges for the provision of water service; and

WHEREAS, the District adopted the 2023 Water and Sewer Rate Study (Rate Study) on November 8, 2023, which projected that, despite efficiency improvements and grants obtained by the District, the cost of providing water service exceeds water rate revenue over the next five years; and

WHEREAS, said Rate Study recommends water rate increases over a five-year period that will generate revenues that sufficiently cover the costs of providing water service, equitably allocate such costs to District customers in proportion to service provided, account for unique District needs, and minimize customer impacts; and

WHEREAS, to ensure there are sufficient revenues to provide for provision of water services, the District Board of Directors desires to implement such recommended water rate increases; and

WHEREAS, before the District may increase its water rates and charges, it must comply with Article XIII D, Section 6 of the California Constitution (commonly known as Proposition 218), which, among other things, requires a detailed noticing process and provisions for property owners to protest; and

WHEREAS, in compliance with said requirements, on November 8, 2023, the Board authorized staff to prepare and mail a notice of proposed water rate increases and set a public hearing to consider adoption of said rates on January 10, 2024; and

WHEREAS, District staff mailed a Proposition 218 compliant notice of proposed water rate increases to affected property owners on or about November 17, 2023 (more than 45 days before the public hearing); and

WHEREAS, the District held a public hearing on January 10, 2024 (noticed in accordance with Government Code Section 6062) to receive public comments and protests regarding the proposed water rate increases; and

WHEREAS, the District considered all protests and determined, at the close of the public hearing, that a majority of protests did not exist; and

WHEREAS, Section 3.01 of District Ordinance #31 (Water Code) requires the Board to establish a schedule of rates and charges for water service by resolution (previously established by Resolution #16-04); and

WHEREAS, in addition to the schedule of water rates, in accordance with California Government Code Section 53756, the Board desires to adopt a provision to

pass through unanticipated increases in wholesale charges for water, should the District incur any during the established rate schedule; and

WHEREAS, the District does not desire to revise water connection charges at this time; and

WHEREAS, this resolution is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15273.

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

1. The above recitals are true; and
2. The Schedule of Charges for Water Service, attached hereto as Exhibit A and incorporated herein by reference, are established with increases becoming effective on the following dates:
 - January 15, 2024
 - July 15, 2024
 - July 15, 2025
 - July 15, 2026
 - July 15, 2027; and
3. The Schedule of Charges for Water Service is subject to the pass through of unanticipated wholesale water charge increases it incurs during the adopted Schedule of Charges for Water Service, as authorized by California Government Code Section 53756. If incurred, the District will comply with all related requirements prior to passing through said increases; and
4. This Resolution supersedes Resolution #16-04 and any other resolutions and/or policies inconsistent herewith.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District after a public hearing at their regular meeting held on January 10, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

EXHIBIT A
Schedule of Charges for Water Service

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



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	06H	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-02 - Establishing the Schedule of Charges for Sewer Service.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

RECOMMENDED ACTION:

Adopt Resolution #24-02 – Establishing the Schedule of Charges for Sewer Service.

SUMMARY:

On November 8, 2023, the Board adopted the 2023 Water and Sewer Rate Study, which recommends implementation of the attached 5-year sewer rate schedule to provide enough revenue to cover operating and capital costs over the next five years. The Rate Study serves as the District’s administrative record to show that rates were developed in accordance with the requirements of the California Constitution.

In November, 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 notice was prepared in accordance with the requirements of Proposition 218 (Prop 218) and was mailed to all District property owners on November 17, 2023.

Proposition 218 provides a process for record property owners who receive sewer services to protest rates proposed by sewer agencies. If a majority of property owners receiving services protest the rates, the District cannot implement the rates. Thus, if the District receives more than 723 protests, it cannot implement its proposed sewer rates.

In addition to the proposed rate increase notice, the District held a community informational presentation at the Community Center on the evening of December 12, 2024. A second informational presentation was provided at the December 13, 2023, Board meeting for any District customer who was not able to attend the December 12th meeting. Rate increase information and copies of the presentation were also made available on the District’s website.

If a majority protest is not received, staff recommends that the Board adopt the 5-year sewer rate schedule to ensure that it has enough revenue to cover operating and capital costs over the next five years.

FINANCIAL IMPACT:

Adoption of the proposed 5-year sewer rate schedule will result in sufficient water revenues to cover projected operating and capital project expenses (for projects in the District’s 5-Year Capital Outlay Plan), while maintaining capital reserve levels at or above the Board’s goal of \$250,000. If the 5-year rate schedule is not adopted, the Sewer Fund will experience a projected \$1,442,245 shortfall over the next five years.

ATTACHMENTS:

- Resolution #24-02 – Establishing the Schedule of Charges for Sewer Service.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-02**

ESTABLISHING THE SCHEDULE OF CHARGES FOR SEWER SERVICE

WHEREAS, the Twain Harte Community Services District (District) is authorized by the State of California (Government Code Section 61115) to establish rates or other charges for the provision of sewer service; and

WHEREAS, the District adopted the 2023 Water and Sewer Rate Study (Rate Study) on November 8, 2023, which projected that, despite efficiency improvements and grants obtained by the District, the cost of providing sewer service exceeds sewer rate revenue over the next five years; and

WHEREAS, said Rate Study recommends sewer rate increases over a five-year period that will generate revenues that sufficiently cover the costs of providing sewer service, equitably allocate such costs to District customers in proportion to service provided, account for unique District needs, and minimize customer impacts; and

WHEREAS, to ensure there are sufficient revenues to provide for provision of sewer services, the District Board of Directors desires to implement such recommended sewer rate increases; and

WHEREAS, before the District may increase its sewer rates and charges, it must comply with Article XIII D, Section 6 of the California Constitution (commonly known as Proposition 218), which, among other things, requires a detailed noticing process and provisions for property owners to protest; and

WHEREAS, in compliance with said requirements, on November 8, 2023, the Board authorized staff to prepare and mail a notice of proposed sewer rate increases and set a public hearing to consider adoption of said rates on January 10, 2024; and

WHEREAS, District staff mailed a Proposition 218 compliant notice of proposed sewer rate increases to affected property owners on or about November 17, 2023 (more than 45 days before the public hearing); and

WHEREAS, the District held a public hearing on January 10, 2024 (noticed in accordance with Government Code Section 6062) to receive public comments and protests regarding the proposed sewer rate increases; and

WHEREAS, the District considered all protests and determined, at the close of the public hearing, that a majority of protests did not exist; and

WHEREAS, Section 3.03 of District Ordinance #32 (Wastewater Code) requires the Board to establish a schedule of rates and charges for sewer service by resolution (previously established by Resolution #16-05); and

WHEREAS, in addition to the schedule of water rates, in accordance with California Government Code Section 53756, the Board desires to adopt a provision to

pass through unanticipated increases in wholesale charges for wastewater treatment, should the District incur any during the established rate schedule; and

WHEREAS, the District does not desire to revise water connection charges at this time; and

WHEREAS, this resolution is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15273.

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

1. The above recitals are true; and
2. The Schedule of Charges for Sewer Service, attached hereto as Exhibit A and incorporated herein by reference, are established with increases becoming effective on the following dates:
 - January 15, 2024
 - July 15, 2024
 - July 15, 2025
 - July 15, 2026
 - July 15, 2027; and
3. The Schedule of Charges for Sewer Service is subject to the pass through of unanticipated wholesale wastewater treatment charge increases it incurs during the adopted Schedule of Charges for Sewer Service, as authorized by California Government Code Section 53756. If incurred, the District will comply with all related requirements prior to passing through said increases; and
4. This Resolution supersedes Resolution #16-05 and any other resolutions and/or policies inconsistent herewith.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District after a public hearing at their regular meeting held on January 10, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

EXHIBIT A
Schedule of Charges for Sewer Service

Demand Flow Charge (Fixed Monthly)					
DEMAND FLOW	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	\$ 64.82	\$ 69.94	\$ 74.66	\$ 79.25	\$ 83.85



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-03 – Approval of Fiscal Year 2023-24 Mid-Year Budget Adjustment.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-03 – Approval of Fiscal Year 2023-24 Mid-Year Budget Adjustment.

SUMMARY:

The attached Mid-Year Budget Adjustment is the result of the annual mid-year staff and Board review of the budget. Adjustments are made to account for unanticipated changes in revenues, expenses, and priorities, enabling staff to carry out District goals for the remainder of the fiscal year.

Detailed adjustments and associated descriptions are provided in the attached Mid-Year Budget sheets. The following describes some of the general impacts requiring adjustments:

Revenue: Overall Increase of 2.6%

- Increase in service charges due to adopted rate increases (Water, Sewer)
- Increase in property taxes (Water, Fire, Park)
- Increase in grant revenue due to additional Twain Harte Meadows Park grants (Park)
- Decrease in grant revenue because more was completed last year than anticipated (Water)
- Decrease in grant revenue due to delay of the grant program (Sewer)
- Increase in sale of assets due to property and equipment sale (Water, Sewer, Fire)
- Increase in Strike Team revenue (Fire)

Operating Expenses: Overall Increase of 3.2%

- Increase in salary and benefits costs due to personnel changes and rate increases (All Funds)
- Increase in fire salary and benefits due to strike team assignments (Fire)
- Increased maintenance/repair due to excessive leaks and lift station failures (Water, Sewer)

Capital Expenses: Overall Decrease of 1.7%

- Water: Finished two projects under budget, rolled over unfinished budget from the previous fiscal year for the Motor Control Center Upgrade and reduced budget for Million Gallon Tank #2 Rehabilitation due to more being accomplished last year than estimated.
- Sewer: Finished two projects under budget, added a pump to the Lift Station Backup Pump Project, and delayed the TH Pipeline Replacement Project due to funding program delays.
- Fire: Added a \$19,000 project to procure a LUCAS Machine with CERT fundraising and increased the Community Center Improvements budget for ADA entry improvements and to rollover budgeted for work that was not completed last year.

- Park: Increased budget for Twain Harte Meadows Park to account for change orders and high bids (all grant funded), increased Tennis/Pickleball Improvements budget to account for higher bids (all grant funded), and increased the Community Center Improvements budget for ADA entry improvements and to rollover budgeted for work that was not completed last year.

Budget adjustments in each Fund have been reviewed by their respective Board Committee and each Committee recommends Board approval of the FY 2023-24 Mid-Year Budget Adjustment.

FINANCIAL IMPACT:

The revenue and expense adjustments proposed in the FY 2023-24 mid-year budget adjustment result in the following impacts to Capital Reserve Accounts for every fund:

- Water Fund: Transfer \$22,047 less from reserves than originally budgeted.
- Sewer Fund: Transfer \$43,665 less from reserves than originally budgeted.
- Fire Fund: Transfer \$110,508 less from reserves than originally budgeted.
- Park Fund: Transfer \$1,175 more from reserves than originally budgeted.

ATTACHMENTS:

- Resolution #24-03: FY 2023-24 Mid-Year Budget Adjustment

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-03**

APPROVAL OF FISCAL YEAR 2023-24 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2023-2024 (FY 23-24) Budget at a public hearing on June 14, 2023, for provision of District Water, Sewer, Fire, and Park and Recreation services for the fiscal year ending June 30, 2024; and

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

WHEREAS, the attached FY 23-24 Mid-Year Budget Adjustment proposes an adjustment of various expense and revenue line items identified during this fiscal year's mid-year review process; and

WHEREAS, each of the Board's Committees reviewed and commented on the draft FY 23-24 Mid-Year Budget Adjustment revisions at their regular January meetings.

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

1. The attached FY 23-24 Mid-Year Budget Adjustment, adjusting total revenue from \$9,091,764 to \$9,332,717 and total expenditures from \$10,295,296 to \$10,361,204, be adopted; and
2. Staff be authorized to make expenditures within said adjusted budget pursuant to law and current Board Policy.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on January 10, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kim Silva, Board Secretary

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,476,315	\$ 1,506,217	2%	\$ 1,137,942	\$ 1,189,867	5%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,696,085
Fees	17,980	18,800	5%	13,580	13,800	2%	-	-	0%	7,100	7,100	0%	-	-	0%	39,700
Taxes & Assessments	40,078	41,382	3%	-	-	0%	1,311,127	1,329,463	1%	151,365	152,245	1%	-	-	0%	1,523,089
Grants & Donations	1,623,098	1,506,007	-7%	490,000	25,000	-95%	299,275	301,251	1%	2,416,065	2,869,979	19%	-	-	0%	4,702,237
Other Revenue	48,000	53,850	12%	20,000	23,150	16%	35,340	290,106	721%	3,500	3,500	0%	1,000	1,000	0%	371,606
Total Program Revenue	\$ 3,205,470	\$ 3,126,256	-2%	\$ 1,661,522	\$ 1,251,817	-25%	\$ 1,645,742	\$ 1,920,820	17%	\$ 2,578,030	\$ 3,032,824	18%	\$ 1,000	\$ 1,000	0%	\$ 9,332,717
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,205,940	\$ 3,126,726	-2%	\$ 1,661,772	\$ 1,252,067	-25%	\$ 1,645,922	\$ 1,921,000	17%	\$ 2,578,130	\$ 3,032,924	18%	\$ -	\$ -	0%	\$ 9,332,717
Operating Expenses																
Salaries	\$ 344,769	\$ 335,849	-3%	\$ 186,563	\$ 179,875	-4%	\$ 608,761	\$ 699,386	15%	\$ 20,645	\$ 20,299	-2%	\$ 450,240	\$ 450,327	0%	\$ 1,685,737
Benefits	196,995	200,538	2%	107,844	109,650	2%	310,131	346,968	12%	13,591	18,072	33%	233,562	237,552	2%	912,779
Equip, Auto, Maint, & Repairs	152,300	155,800	2%	66,500	80,100	20%	174,450	165,550	-5%	21,800	24,370	12%	13,000	14,700	13%	440,520
Materials & Supplies	49,400	49,400	0%	6,000	6,000	0%	10,300	10,300	0%	1,500	1,500	0%	3,950	3,900	-1%	71,100
Outside Services	446,148	460,650	3%	30,350	27,850	-8%	23,500	25,700	9%	4,500	4,500	0%	29,450	29,900	2%	548,600
Other (Utilities, Prop/Liab Ins, TUD)	247,100	254,100	3%	611,758	611,400	0%	106,300	104,700	-2%	28,500	29,300	3%	77,650	77,350	0%	1,076,850
Debt Service	110,684	110,684	0%	16,958	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,547,395	\$ 1,567,020	1%	\$ 1,025,972	\$ 1,031,833	1%	\$ 1,233,442	\$ 1,352,604	10%	\$ 90,536	\$ 98,041	8%	\$ 807,852	\$ 813,730	1%	\$ 4,863,227
Administrative Cost Allocation	379,690	382,453	1%	201,963	203,432	1%	145,413	146,471	1%	80,785	81,373	1%	(807,852)	(813,730)	1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,927,085	\$ 1,949,473	1%	\$ 1,227,935	\$ 1,235,265	1%	\$ 1,378,855	\$ 1,499,075	9%	\$ 171,321	\$ 179,414	5%	\$ -	\$ -	0%	\$ 4,863,227
TOTAL OPERATING BALANCE	\$ 1,278,856	\$ 1,177,253		\$ 433,837	\$ 16,802		\$ 267,067	\$ 421,925		\$ 2,406,808	\$ 2,853,510		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,913,500	1,789,850	-6%	777,500	316,800	-59%	406,550	450,900	11%	2,492,550	2,940,427	18%	-	-	0%	5,497,977
Total Capital Expenses	\$ 1,913,500	\$ 1,789,850	-6%	\$ 777,500	\$ 316,800	-59%	\$ 406,550	\$ 450,900	11%	\$ 2,492,550	\$ 2,940,427	18%	\$ -	\$ -		\$ 5,497,977
GRAND TOTAL EXPENSES	\$ 3,840,585	\$ 3,739,323	-3%	\$ 2,005,435	\$ 1,552,065	-23%	\$ 1,785,405	\$ 1,949,975	9%	\$ 2,663,871	\$ 3,119,841	17%	\$ -	\$ -	0%	\$ 10,361,204
Transfer To/(From) Reserve	\$ (634,644)	\$ (612,597)		\$ (343,663)	\$ (299,998)		\$ (139,483)	\$ (28,975)		\$ (85,742)	\$ (86,917)		\$ -	\$ -		\$ (1,028,487)

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Service Charges					
Water Service Charge	\$ 1,476,315	\$ 1,506,217	\$ 29,903	2%	Proposed Rate Increase
TOTAL SERVICE CHARGES	\$ 1,476,315	\$ 1,506,217	\$ 29,903	2%	
Fees					
Late Fee	\$ 10,000	\$ 10,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	3,500	3,500	-	0%	
Reconnection Fees	900	1,500	600	67%	
Property Transfer Fee	800	1,000	200	25%	
Returned Check Fee	80	100	20	25%	
TOTAL FEES	\$ 17,980	\$ 18,800	\$ 820	5%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 40,078	\$ 41,382	\$ 1,304	3%	Property Taxes trending higher
Davis Grunsky Assessment			-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 40,078	\$ 41,382	\$ 1,304	3%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,623,098	\$ 1,506,007	\$ (117,091)	-7%	More grant project finished last FY than estimated
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,623,098	\$ 1,506,007	\$ (117,091)	-7%	
Other Revenue					
Miscellaneous Revenue	\$ 16,000	\$ 16,000	\$ -	0%	
Interest Revenue	32,000	32,000	-	0%	
Lease Revenue			-	0%	
Sale of Assets	-	5,850	5,850	5850%	Sale of 2006 Chevy Truck
TOTAL OTHER REVENUE	\$ 48,000	\$ 53,850	\$ 5,850	12%	
GRAND TOTAL REVENUE	\$ 3,205,470	\$ 3,126,256	\$ (79,214)	-2%	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
GRAND TOTAL WITH ADMIN	\$ 3,205,940	\$ 3,126,726	\$ (79,214)	-2%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 308,459	\$ 295,434	(13,025)	-4%	Change in Personnel
Standby Pay	9,785	9,785	-	0%	
Overtime	15,000	18,500	3,500	23%	Projected Actuals
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	0	0	-	0%	
Uniform Allowance	3,805	4,712	907	24%	
Cell Phone Stipend	1,420	1,118	(302)	-21%	
TOTAL SALARIES	\$ 344,769	\$ 335,849	\$ (8,920)	-3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 85,291	\$ 88,019	2,728	3%	Change in personnel & Increases
HRA Reimbursement	28,342	29,618	1,276	5%	Change in personnel
CALPERS Retirement	41,080	41,777	697	2%	
FICA	21,376	20,823	(553)	-3%	
Medicare	4,999	4,870	(129)	-3%	
Workers Comp	15,168	14,341	(827)	-5%	
Unemployment Ins/ETT	740	1,091	351	47%	
TOTAL BENEFITS	\$ 196,995	\$ 200,538	\$ 3,543	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,400	\$ 7,400	-	0%	
Facilities Maintenance & Repair					
Source of Supply	9,300	14,300	5,000	54%	Emergency Shadybrook Dam Repair
Pumping	4,100	4,100	-	0%	
Water Treatment	23,500	23,500	-	0%	
Transmission & Distribution	58,200	53,200	(5,000)	-9%	
General & Administrative	1,300	1,300	-	0%	
Vehicle Maintenance & Repair	7,800	11,000	3,200	41%	Winter tires needed for new trucks
Janitorial Cleaning Fees	0	400	400	400%	
Fuel	24,700	23,700	(1,000)	-4%	
Equipment Under \$5,000	14,000	14,900	900	6%	
Personal Protective Equipment	2,000	2,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 152,300	\$ 155,800	\$ 3,500	2%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	5,000	5,000	-	0%	
Food Supplies	400	400	-	0%	
Chemical Supplies	42,500	42,500	-	0%	
Janitorial Supplies	300	300	-	0%	
TOTAL MATERIALS & SUPPLIES	\$ 49,400	\$ 49,400	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	7,000	2,500	(4,500)	-64%	
IT Services	1,700	1,700	-	0%	
Engineering Services	433,598	452,600	19,002	4%	More grant remaining than anticipated
Medical Exams	550	550	-	0%	
Other Professional Services	3,300	3,300	-	0%	
TOTAL OUTSIDE SERVICES	\$ 446,148	\$ 460,650	\$ 14,502	3%	
Other - 56XXX					
Utilities	\$ 46,300	\$ 43,100	(3,200)	-7%	Electric use trending lower
Phone/Communications	7,200	7,700	500	7%	
Computer Licenses & Maintenance	19,800	19,800	-	0%	
Property/Liability Insurance	46,000	45,600	(400)	-1%	
Property Tax	500	500	-	0%	
Memberships/Publications/Subscriptions	11,800	11,900	100	1%	
Licenses & Certifications	1,400	1,400	-	0%	
Training, Conferences & Travel	4,100	4,100	-	0%	
Uncollectable accounts	500	500	-	0%	
Advertising & Public Education	1,400	3,400	2,000	143%	Prop 218 Notice
Laboratory Fees	27,300	27,300	-	0%	
Regulatory Fees	18,500	20,000	1,500	8%	Additional Permit needed to Treat Shadybrook
Purchased Water	51,000	53,700	2,700	5%	Shadybrook Active Source
Bank & Credit Card Fees	11,300	11,500	200	2%	
Claims	-	3,600	3,600	3600%	Customer damage claim
TOTAL OTHER	\$ 247,100	\$ 254,100	\$ 7,000	3%	

Twain Harte Community Services District
 2023-2024 Mid-Year Budget Revision
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 20,353	\$ 20,353	0	0%	
Principal on Long Term Debt	90,330	90,330	0	0%	
TOTAL DEBT SERVICE	\$ 110,684	\$ 110,684	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,547,395	\$ 1,567,020	\$ 19,625	1%	
Admin Transfer Out	\$ 379,690	\$ 382,453	\$ 2,763		
GRAND TOTAL WITH ADMIN	\$ 1,927,085	\$ 1,949,473	\$ 22,388	1%	

Twain Harte Community Services District
 2023-2024 Mid-Year Budget Revision
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000	15,000	-	0%	
SCADA Upgrade	365,000	365,000	-	0%	
Refurbish Treatment Filters	25,000	21,650	(3,350)	-13%	Under budget
Truck #4 Plow	8,500	6,200	(2,300)	-27%	Under budget
Cedar Pines Pressure Zone Upgrades	100,000	100,000	-	0%	
Turbidimeter Replacement	40,000	40,000	-	0%	
WTP Motor Control Center Upgrade	135,000	153,000	18,000	13%	Less completed last FY than estimated
MG Tank #2 Rehabilitation & Recoat	1,225,000	1,089,000	(136,000)	-11%	More completed last FY than estimated
TOTAL CAPITAL OUTLAY	\$ 1,913,500	\$ 1,789,850	\$ (123,650)	-6%	
GRAND TOTAL WITH CAPITAL	\$ 3,840,585	\$ 3,739,323	\$ (101,262)	-3%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Service Charges					
Sewer Service Charge	1,137,942	1,189,867	51,925	5%	Proposed Rate Increase
TOTAL SERVICE CHARGES	\$ 1,137,942	\$ 1,189,867	\$ 51,925	5%	
Fees					
Late Fee	\$ 6,500	\$ 6,500	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	1,500	1,500	-	0%	
Inspection Fees			-	0%	
Property Transfer Fee	800	1,000	200	25%	
Returned Check Fee	80	100	20	25%	
TOTAL FEES	\$ 13,580	\$ 13,800	\$ 220	2%	
Grants & Donations					
Grant Revenue	490,000	25,000	\$ (465,000)	-95%	Grant Project Delayed due to MHI Survey
TOTAL GRANTS & DONATIONS	\$ 490,000	\$ 25,000	\$ (465,000)	-95%	
Other Revenue					
Interest Revenue	20,000	20,000	-	0%	
Sale of Assets	-	3,150	3,150	3150%	Sale of 2006 Chevy Truck
Other	-		-	0%	
TOTAL OTHER REVENUE	\$ 20,000	\$ 23,150	\$ 3,150	16%	
GRAND TOTAL REVENUE	\$ 1,661,522	\$ 1,251,817	\$ (409,705)	-25%	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,661,772	\$ 1,252,067	\$ (409,705)		

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 164,377	\$ 157,364	(7,013)	-4%	Personnel Change
Standby Pay	9,785	9,785	0	0%	
Overtime	6,600	6,600	0	0%	
Sick Leave/Vacation Pay	3,000	3,000	0	0%	
Intern Stipend	0	0	0	0%	
Uniform Allowance	2,036	2,525	488	24%	
Cell Phone Stipend	764	602	(162)	-21%	
TOTAL SALARIES	\$ 186,563	\$ 179,875	\$ (6,688)	-4%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 45,610	\$ 47,064	1,453	3%	Personnel Change & Increases
HRA Reimbursement	15,161	15,848	687	5%	
CALPERS Retirement	21,750	22,162	413	2%	
FICA	11,567	11,152	(415)	-4%	
Medicare	2,705	2,608	(97)	-4%	
Workers Comp	10,453	10,150	(303)	-3%	
Unemployment Ins/ETT	599	666	67	11%	
TOTAL BENEFITS	\$ 107,844	\$ 109,650	\$ 1,806	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,600	\$ 8,600	0	0%	
Facilities Maintenance & Repair					
Lift Station	8,800	21,900	13,100	149%	Unexpected pump failures at lift stations
Collections	23,000	23,000	0	0%	
General & Administrative	800	800	0	0%	
Vehicle Maintenance & Repair	5,000	6,300	1,300	26%	Winter tires needed for new trucks
Janitorial/Cleaning Fees	0	200	200	200%	
Fuel	13,200	12,200	(1,000)	-8%	Fuel price slight decrease
Equipment Under \$5,000	5,500	5,500	0	0%	
Personal Protective Equipment	1,600	1,600	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 66,500	\$ 80,100	\$ 13,600	20%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 800	\$ -	0%	
Postage	4,500	4,500	0	0%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 6,000	\$ 6,000	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 1,500	\$ (2,500)	-63%	Less ordinance assistance needed
IT Services	1,300	1,300	0	0%	
Engineering Services	22,000	22,000	0	0%	
Medical Exams	350	350	0	0%	
Other Professional Services	2,700	2,700	0	0%	
TOTAL OUTSIDE SERVICES	\$ 30,350	\$ 27,850	\$ (2,500)	-8%	
Other - 56XXX					
Utilities	\$ 7,600	\$ 7,900	\$ 300	4%	
Phone/Communications	3,700	3,700	0	0%	
Computer Licenses & Maintenance	16,300	17,100	800	5%	
Property/Liability Insurance	31,200	27,500	(3,700)	-12%	Actuals less than projected
Property Tax			0	0%	
Dues & Memberships	6,100	6,200	100	2%	
Licenses & Certifications	1,100	1,100	0	0%	
Training, Conferences & Travel	3,000	3,000	0	0%	
Uncollectable accounts	500	500	0	0%	
Advertising & Public Education	1,200	2,800	1,600	133%	Prop 218 notice for proposed rate increase
Regulatory Fees	400	500	100	25%	
Sewer Service Charge	530,258	530,300	42	0%	
Bank & Credit Card Fees	10,400	10,800	400	4%	
Claims	0		0	0%	
TOTAL OTHER	\$ 611,758	\$ 611,400	\$ (358)	0%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 690	\$ 690	\$ -	0%	
Principal on Long Term Debt	16,268	16,268	0	0%	
TOTAL DEBT SERVICE	\$ 16,958	\$ 16,958	\$ -	0%	
GRAND TOTAL EXPENSES					
	\$ 1,025,972	\$ 1,031,833	\$ 5,861	1%	
Admin Transfer Out	\$ 201,963	\$ 203,432	\$ 1,469	1%	
GRAND TOTAL WITH ADMIN					
	\$ 1,227,935	\$ 1,235,265	\$ 7,330	1%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 95,000	\$ 95,000	\$ -	0%	
Push Camera	25,000	15,500	(9,500)	-38%	Under Budget
Lift Station Backup Pump	13,000	28,000	15,000	115%	Need two pumps
TH Pipeline Replacement Project	490,000	25,000	(465,000)	-95%	Grant project delayed due to MHI Survey
Sewer Main Re-Lining/Replacement	150,000	150,000	0	0%	
Truck #4 Plow	4,500	3,300	(1,200)	-27%	Under Budget
Truck #3 Replacement			0	0%	
I&I Manhole Repair/Replacement			0	0%	
TOTAL CAPITAL OUTLAY*	\$ 777,500	\$ 316,800	\$ (460,700)	-59%	
GRAND TOTAL WITH CAPITAL					
	\$ 2,005,435	\$ 1,552,065	\$ (453,370)	-23%	

**Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision**

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Fees					
Facility/Ground Usage Fees			-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 619,115	\$ 637,450	\$ 18,336	3%	Property Tax Trending Higher
Property Assessments	692,012	692,012	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,311,127	\$ 1,329,463	\$ 18,336	1%	

Grants & Donations					
Grant Revenue	299,275	283,628	\$ (15,647)	-5%	VFC Grant less than expected
Donation Revenue		17,623	17,623	17623%	CERT Donation for LUCAS Machine
TOTAL GRANTS & DONATIONS	\$ 299,275	\$ 301,251	\$ 1,976	1%	

Other Revenue					
Strike Team		\$ 198,534	\$ 198,534	198534%	Strike Team Assignment not budgeted
Training Revenue	5,000	5,000	-	0%	
Miscellaneous Revenue	11,340	13,740	2,400	21%	Increase rates for Strawberry FD
Interest Revenue	19,000	19,000	-	0%	
Sale of Assets		22,000	22,000	22000%	Sold old Chief Vehicle
Insurance Proceeds		31,832	31,832	31832%	Insurance Payment for E721 Accident
TOTAL OTHER REVENUE	\$ 35,340	\$ 290,106	\$ 254,766	721%	

GRAND TOTAL REVENUE	\$ 1,645,742	\$ 1,920,820	\$ 275,078	17%	
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Admin Transfer Out	\$ 180	\$ 180	\$ -		
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GRAND TOTAL WITH ADMIN	\$ 1,645,922	\$ 1,921,000	\$ 275,078	17%	
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Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 437,935	\$ 462,163	24,228	6%	Workers' Comp Injury
Workers Comp Reimb Wages		\$ (13,180)	(13,180)	-13180%	Workers' Comp Injury
Standby Pay	500	500	0	0%	
Overtime	34,000	34,000	0	0%	
Holiday Overtime	21,073	20,159	(914)	-4%	
FLSA Overtime	42,756	42,070	(686)	-2%	
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	8,000	8,000	0	0%	
Intern Stipend	45,000	43,300	(1,700)	-4%	Less interns than anticipated
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay		42,716	42,716	42716%	Strike Team Assignments not budgeted
Striketeam Intern Pay		39,169	39,169	39169%	Strike Team Assignments not budgeted
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,018	5,011	993	25%	
Cell Phone Stipend	480	480	0	0%	
TOTAL SALARIES	\$ 608,761	\$ 699,386	\$ 90,625	15%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 66,124	\$ 91,191	25,067	38%	Personnel change
HRA Reimbursement	23,953	31,203	7,250	30%	Personnel change
CALPERS Retirement	114,872	112,261	(2,612)	-2%	Personnel change
FICA	37,743	43,362	5,619	15%	Personnel change
Medicare	8,827	10,141	1,314	15%	Personnel change
Workers Comp	57,384	57,407	23	0%	
Unemployment Ins/ETT	1,227	1,402	175	14%	
TOTAL BENEFITS	\$ 310,131	\$ 346,968	\$ 36,837	12%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 4,500	\$ 5,250	750	17%	
Facilities Maintenance & Repair	8,700	8,700	0	0%	
Vehicle Maintenance & Repair	71,200	71,200	0	0%	
Fuel	24,400	22,500	(1,900)	-8%	Fuel use less than anticipated
Equipment Under \$5,000	49,450	41,700	(7,750)	-16%	VFC grant covered less equipment
Personal Protective Equipment	16,200	16,200	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 174,450	\$ 165,550	\$ (8,900)	-5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	500	500	0	0%	
Janitorial Supplies	3,800	3,800	0	0%	
Medical Supplies	3,000	3,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 10,300	\$ 10,300	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	2,500	2,500	0	0%	
Engineering Services	9,000	9,000	0	0%	
Medical Exams	1,800	1,800	0	0%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	4,700	6,900	2,200	47%	Service to sell chief vehicle
TOTAL OUTSIDE SERVICES	\$ 23,500	\$ 25,700	\$ 2,200	9%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Other - 56XXX					
Utilities	\$ 15,900	\$ 16,500	600	4%	
Phone/Communications	7,800	8,000	200	3%	
Software Licenses & Maintenance	9,700	9,300	(400)	-4%	
Property/Liability Insurance	43,000	41,000	(2,000)	-5%	Sale of Chief Vehicle
Dues & Memberships	4,200	4,200	0	0%	
Licenses & Certifications	1,500	1,500	0	0%	
Training, Conferences & Travel	22,500	22,500	0	0%	
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 106,300	\$ 104,700	\$ (1,600)	-2%	

GRAND TOTAL EXPENSES	\$ 1,233,442	\$ 1,352,604	\$ 119,162	10%	
Admin Transfer Out	\$ 145,413	\$ 146,471	\$ 1,058	1%	
GRAND TOTAL WITH ADMIN	\$ 1,378,855	\$ 1,499,075	\$ 120,220		

Capital Outlay - 57XXX					
Lucas Machine	\$ -	\$ 19,000	19,000	19000%	New project made possible by CERT donation
Emergency Alert Notification Siren			0	0%	
New Chief Coverage Vehicle			0	0%	
Training/Admin Parking Lot	331,000	331,000	0	0%	
Community Center Purchase			0	0%	
Community Center Improvements	41,550	66,900	25,350	61%	FY 22-23 rollover & ADA entry
Backwall Excavation & Sealing	15,500	15,500	0	0%	
New Station Roof			0	0%	
Engine 721 Upgrades			0	0%	
Engine 722 Replacement (OES)	8,500	8,500	0	0%	
Fire Station Walls/Flooring	10,000	10,000	0	0%	
TOTAL CAPITAL OUTLAY	\$ 406,550	\$ 450,900	\$ 44,350	11%	

GRAND TOTAL WITH CAPITAL	\$ 1,785,405	\$ 1,949,975	\$ 164,570		
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Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	7,100	-	0%	
TOTAL FEES	\$ 7,100	\$ 7,100	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 32,166	\$ 33,046	\$ 880	3%	
Property Assessments	119,199	119,199	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 151,365	\$ 152,245	\$ 880	1%	
Grants & Donations					
Grant Revenue	2,397,565	2,851,479	\$ 453,914	19%	Additional Park Grant & Pickleball Grant
Donation Revenue	18,500	18,500	-	0%	
TOTAL GRANTS & DONATIONS	\$ 2,416,065	\$ 2,869,979	\$ 453,914	19%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	3,500	-	0%	
TOTAL OTHER REVENUE	\$ 3,500	\$ 3,500	\$ -	0%	
GRAND TOTAL REVENUE	\$ 2,578,030	\$ 3,032,824	\$ 454,794	18%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 2,578,130	\$ 3,032,924	\$ 454,794		

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 19,584	\$ 18,820	\$ (764)	-4%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	250	500	250	100%	
Uniform Allowance	369	729	360	98%	
Cell Phone Stipend	192	-	(192)	-100%	
TOTAL SALARIES	\$ 20,645	\$ 20,299	\$ (346)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 7,222	\$ 8,782	\$ 1,560	22%	Personnel change and increases
HRA Reimbursement	2,573	5,473	2,900	113%	Personnel change
CALPERS Retirement	1,676	1,678	2	0%	
FICA	1,280	1,259	(21)	-2%	
Medicare	299	294	(5)	-2%	
Workers Comp	469	444	(25)	-5%	
Unemployment Ins/ETT	72	142	70	98%	
TOTAL BENEFITS	\$ 13,591	\$ 18,072	\$ 4,481	33%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	3,500	3,500	-	0%	
Tennis Courts	2,000	2,000	-	0%	
Park	6,700	6,700	-	0%	
Community Center	1,150	1,150	-	0%	
Landscaping Services	-	1,140	1,140	1140%	Services before maintenance worker started
Janitorial/Cleaning Services	-	1,430	1,430	1430%	Services before maintenance worker started
Equipment Under \$5,000	7,950	7,950	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 21,800	\$ 24,370	\$ 2,570	12%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,500	\$ 1,500	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,500	\$ 1,500	\$ -	0%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,500	\$ -	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,500	\$ -	0%	
Other - 56XXX					
Utilities					
Baseball Field	9,300	8,600	(700)	-8%	
Park	8,500	8,500	-	0%	
Community Center	2,000	2,400	400	20%	
Phone/Communications	500	600	100	20%	
Computer Licenses & Maintenance Agreements			-	0%	
Property/Liability Insurance	5,000	5,000	-	0%	
Advertising & Public Education	3,200	4,200	1,000	31%	TH Meadows Groundbreaking and outreach
TOTAL OTHER	\$ 28,500	\$ 29,300	\$ 800	3%	
GRAND TOTAL EXPENSES	\$ 90,536	\$ 98,041	\$ 7,504	8%	
Admin Transfer Out	\$ 80,785	\$ 81,373	\$ 588		
GRAND TOTAL WITH ADMIN	\$ 171,321	\$ 179,414	\$ 8,092	5%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 2,156,000	\$ 2,563,527	\$ 407,527	19%	Adjusted for actuals and extra grant
Tennis/Pickleball Court Expansion	\$ 295,000	\$ 310,000	\$ 15,000	5%	Extra Pickleball Grant
Community Center Improvements	\$ 41,550	\$ 66,900	\$ 25,350	61%	FY 22-23 rollover & ADA entry
TOTAL CAPITAL OUTLAY	\$ 2,492,550	\$ 2,940,427	\$ 447,877	18%	
GRAND TOTAL WITH CAPITAL	\$ 2,663,871	\$ 3,119,841	\$ 455,969	17%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 431,263	\$ 431,335	71	0%	
Uniform Allowance	79	113	34	43%	
Sick Leave/Vacation Pay	10,000	10,000	0	0%	
Director Stipends	8,880	8,880	0	0%	
Cell Phone Stipend	18	0	(18)	-100%	
TOTAL SALARIES	\$ 450,240	\$ 450,327	\$ 87	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 79,158	\$ 83,200	\$ 4,042	5%	Greater rate increases than anticipated
HRA Reimbursement	26,472	26,744	272	1%	
Retirement	86,915	86,459	(456)	-1%	
FICA	29,071	29,103	33	0%	
Medicare	6,799	6,806	8	0%	
Workers Comp	3,860	3,946	86	2%	
Unemployment Ins/ETT	1,287	1,294	7	1%	
TOTAL BENEFITS	\$ 233,562	\$ 237,552	\$ 3,991	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,800	\$ 1,500	\$ (300)	-17%	
Facilities Maintenance & Repair	4,000	4,000	0	0%	
Janitorial/Cleaning Services	500	500	0	0%	
Fuel	2,200	2,200	0	0%	
Equipment Under \$5,000	4,500	6,500	2,000	44%	Board iPads need replacement
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 13,000	\$ 14,700	\$ 1,700	13%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,300	\$ 2,000	\$ (300)	-13%	
Postage	1,500	1,500	0	0%	
Janitorial Supplies	150	400	250	167%	
TOTAL MATERIALS & SUPPLIES	\$ 3,950	\$ 3,900	\$ (50)	-1%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 13,700	\$ 13,700	\$ -	0%	
Legal Fees	8,500	8,500	0	0%	
IT Services	5,600	5,600	0	0%	
Medical Exams			0	0%	
Other Professional Services	\$ 1,650	\$ 2,100	450	27%	
TOTAL OUTSIDE SERVICES	\$ 29,450	\$ 29,900	\$ 450	2%	
Other - 56XXX					
Utilities	\$ 8,500	\$ 9,300	\$ 800	9%	
Phone/Communications	4,900	5,000	100	2%	
Software Licenses & Maintenance	20,000	20,000	0	0%	
Property/Liability Insurance	14,500	14,400	(100)	-1%	
Dues & Memberships	5,000	5,200	200	4%	
Licenses & Certifications	650	650	0	0%	
Training, Conferences & Travel	22,900	21,000	(1,900)	-8%	Deleted a conference
Advertising & Public Education	1,000	1,000	0	0%	
Bank/Investment Fees	200	800	600	300%	
TOTAL OTHER	\$ 77,650	\$ 77,350	\$ (300)	0%	
GRAND TOTAL EXPENSES	\$ 807,852	\$ 813,730	\$ 5,878	1%	
Admin Transfer Out	\$ (807,852)	\$ (813,730)	\$ 5,878		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-04 – Resolution of Appreciation for Carolyn Higgins		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #24-04 – Resolution of Appreciation for Carolyn Higgins.

SUMMARY:

After providing more than ten years of excellent service to the Twain Harte community as the District’s Finance Officer, Carolyn Higgins has accepted a finance director position at a larger organization. During her tenure, Carolyn created and established sound financial systems, performed studies and reports typically requiring the assistance of professional consultants, kept records that resulted in perfect audits, and ensured that the District’s operations always remained fiscally responsible.

In recognition and honor of her service to this community, the District would like to present Carolyn Higgins with a resolution of appreciation.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Resolution #24-04 – Resolution of Appreciation for Carolyn Higgins

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION #24-04**

**A Resolution of Appreciation for
*Carolyn Higgins***

WHEREAS, over the past ten years, Carolyn Higgins has been more than the District Finance Officer – she has been a living example of the District’s mission to provide *quality* and *efficient* services in a *professional, reliable* and *fiscally responsible* manner; and

WHEREAS, in her dedication to professionalism and ongoing reliability, Ms. Higgins established numerous financial management systems and practices that have created a District culture of fiscal responsibility; and

WHEREAS, Ms. Higgins’ excellent financial oversight was often praised by independent auditors who never found an error with District finances while she was at the helm; and

WHEREAS, while Ms. Higgins’s coworkers lovingly called her the “Dream Crusher,” it was her creativity and knack for efficiency that enabled many District dreams to become reality; and

WHEREAS, Ms. Higgins’ coworkers, Board and community hold her in the highest regard, having experienced firsthand her kindness, commitment, passion, trustworthiness, proficiency, and heart to do what is best for everyone around her; and

WHEREAS, although Ms. Higgins has chosen to leave the District’s very green pastures to become the finance director of a larger agency, her legacy of fiscal responsibility will live on in the financial systems she established and the positive impact she had on her coworkers and Board will linger in the District’s culture for years to come.

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

SINCERELY THANK AND HONOR

Carolyn Higgins

FOR HER YEARS OF SERVICE TO THIS DISTRICT AND COMMUNITY.

APPROVED:

*By Unanimous Vote of the Twain Harte
Community Services District Board*

*I certify that the above resolution was adopted
by the Board of Directors at their regular
meeting on January 10, 2024.*

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

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



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-05 – Appointing the position of General Manager as the District Treasurer.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #24-05 – Appointing the position of General Manager as the District Treasurer.

SUMMARY:

California Government Code Section 61050 requires the board of directors of community services districts to appoint a General Manager. In addition to the General Manager, boards who have chosen to designate a depository separate from their district’s principal county must appoint a District Treasurer. The Government Code states that the board of directors may appoint the same person to be General Manager and District Treasurer.

On June 13, 2013, the District Board adopted Resolution #13-19 to appoint the District’s Finance Officer as the District Treasurer. Since that time, the District’s Finance Officer has served in that role. On January 3, 2024, the District’s Finance Officer took a position at another agency. District staff are currently exploring options to fill the role, which include hiring a new Finance Officer or transferring the Finance Officer duties to the General Manager and a financial consultant that specializes in government finance. No matter the final solution, there will be a period of time where the District will not have an employed Finance Officer. Therefore, staff recommends that the Board appoint the General Manager to fill the role of District Treasurer. If the position of Finance Officer is filled at a future date, it is recommended that the Board rescind the attached resolution and re-appoint the Finance Officer as District Treasurer.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Resolution #24-05 – Appointing the position of General Manager as the District Treasurer.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-05**

**APPOINTING THE POSITION OF GENERAL MANAGER AS THE DISTRICT
TREASURER**

WHEREAS, California Government Code Section 61050 requires community services districts to appoint a Treasurer, who shall serve at the pleasure of the Board of Directors; and

WHEREAS, California Government Code Section 61050 states that the General Manager may serve as the Treasurer, but the Treasurer cannot be a Board member; and

WHEREAS, the District shall employ the position of General Manager, with the qualifications necessary to fulfill the statutory responsibility of District Treasurer.

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

1. The District's General Manager shall serve in the capacity of District Treasurer and shall fulfill such responsibilities in accordance with law; and
2. Resolution #13-19 (A Resolution Appointing the Position of Finance Officer as the Treasurer of the Board of Directors) shall be rescinded.

PASSED AND ADOPTED, by the Board of Directors of the Twain Harte Community Services District at a regular meeting held on January 10, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07D	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #4010 – General Duties of the Board of Directors		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept the annual review of Policy #4010 – General Duties of the Board of Directors.

SUMMARY:

Section 4010.40 of District Policy #4010 (General Duties of the Board of Directors) requires the Board to perform an annual review of the Policy for refresher training and self-evaluation. The Board’s Finance/Policy Committee reviewed the Policy and recommends that no changes be made at this time.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #4010 – General Duties of the Board of Directors

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Duties of the Board of Directors
POLICY NUMBER: 4010
ADOPTED: September 17, 1996
AMENDED: April 14, 2011
LAST AMENDED: September 15, 2021

4010.10 PURPOSE

The Board of Directors serves as the governing body for the District. This policy sets forth some of the general duties required of the Board of Directors in carrying out governance of the District.

4010.20 CORPORATE DUTIES

As a corporate governing body, the Board of Directors are responsible to:

1. Establish the District's mission, vision and strategic objectives.
2. Formulate, adopt and review policies and ordinances that govern the operations of the District.
3. Conduct District business for the public benefit in an ethical and transparent manner, abiding by the requirements of the Ralph M. Brown Act, conflict of interest laws, and ethics laws.
4. Appoint a General Manager to implement the District's policies, carry out the District's mission and accomplish strategic objectives.
5. Review and adopt an annual budget that is fiscally responsible and provides sufficient resources to accomplish the District's mission.
6. Monitor the District's financial condition and plan for long term financial sustainability.

4010.30 INDIVIDUAL DUTIES

Individual Directors are responsible to:

1. Exercise independent judgment on behalf of the interests of the entire District,

including residents, property owners, and the public as a whole.

2. Engage with the community to best understand needs and assist in building positive community relations.
3. Represent the District at public and agency meetings and gatherings.
4. Keep the General Manager informed of community reaction to the District's services.
5. Attend regular, special and emergency meetings of the Board of Directors and any assigned committee meetings of the Board of Directors.
6. Prepare themselves to effectively discuss agenda items at meetings of the Board of Directors and to seek any needed information from the General Manager.
7. Study methods of improving District services and attend training classes to build knowledge and improve performance as a Director.

4030.40 ANNUAL REVIEW

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07E	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #4030 – Code of Ethics and Conduct		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept the annual review of Policy #4030 – Code of Ethics and Conduct.

SUMMARY:

Section 4030.30 of District Policy #4030 (Code of Ethics and Conduct) requires the Board to perform an annual review of the Policy for refresher training and self-evaluation. The Board’s Finance/Policy Committee reviewed the Policy and recommends that no changes be made at this time.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #4030 – Code of Ethics and Conduct

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics and Conduct
POLICY NUMBER: 4030
ADOPTED: September 17, 1996
AMENDED: 3/10/2011, 3/12/2015
LAST AMENDED: September 15, 2021

4030.10 PURPOSE

The Board of Directors of the Twain Harte Community Services District is committed to providing excellence in legislative leadership to its constituents. This policy sets forth requirements for the Board of Directors to ensure that their service to the public and staff is conducted in a professional, reliable, responsible, and transparent manner.

4030.20 PRACTICES AND VALUES

The Board of Directors shall be committed to the following practices and values:

1. At all times, conduct yourself with courtesy and respect toward other Directors, staff, agencies and members of the public.
2. Always consider the District's mission, vision, and values when evaluating and making decisions.
3. Act with independent judgment for the good of the District as a whole.
4. Focus on policy creation rather than policy implementation.
5. Maintain an open mind, looking to learn from others. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions.
6. In meetings, be present and listen attentively to the public, staff and other Directors.
7. Always provide opportunity for all members of the public to take part in District decision-making.
8. Respect and follow the rules and procedure set forth in the Board Meeting Conduct Policy.

9. Once the Board of Directors makes a collective action, commit to supporting the decision even if you voted against it.
10. Understand that it takes a quorum to act on behalf of the District - no Director can act on behalf of the District by himself or herself.
11. Seek the knowledge, skills and information needed to improve decision-making:
 - A. Refer requests for information items to the appropriate department head or General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge.
 - B. Refer requests for clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming directly to the General Manager.
 - C. Request attendance of applicable training courses by contacting the Board President and General Manager.
12. Report concerns and other important information to staff in a timely manner.
 - A. Report concerns related to safety or hazards directly to the General Manager or appropriate department head. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - B. Report community concerns to the General Manager or appropriate department head.
13. Respect the chain of command.
 - A. Direct all concerns regarding District operations and staff to the General Manager.
 - B. When presented with inquiries from District staff, direct such inquiries to the General Manager.
14. Respond to constituent requests in a courteous, professional, positive and timely manner; routing questions through the appropriate channels and to the responsible management personnel.

4030.30 ANNUAL REVIEW

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.



Board Meeting Agenda Item Summary

January 10, 2024

ITEM #:	07F	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Annual Board self-evaluation of performance and identification of improvement opportunities.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.1</u>		

RECOMMENDED ACTION:

None.

SUMMARY:

The District Board evaluates its performance each year to identify opportunities to continually improve. This self-evaluation enables Board members to express dissatisfaction with areas of performance and for discussion of ideas that will help the Board work more effectively, transparently and efficiently with each other, staff, and the public. The goal of the evaluation is to better achieve the District's mission:

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

The attached Board Effectiveness self-evaluation survey is designed to identify areas of growth, celebrate areas of excellence, and spur discussion about overall Board performance.

FINANCIAL IMPACT:

No financial impact.

ATTACHMENTS:

- Board Effectiveness Survey

ASSESSING GOVERNING BOARD EFFECTIVENESS

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

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

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

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

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

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

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

ISSUE

POINTS

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

ISSUE

POINTS

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

ISSUE

POINTS

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

ASSESSING GOVERNING BOARD EFFECTIVENESS

Record your answers here.

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

TOTALS

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

ASSESSING GOVERNING BOARD EFFECTIVENESS

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



Board Meeting Agenda Item Summary

January 10, 2024

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

January 10, 2024

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

December 2023 Operations Report Fire Division



STAFFING

Full-Time Captains-3

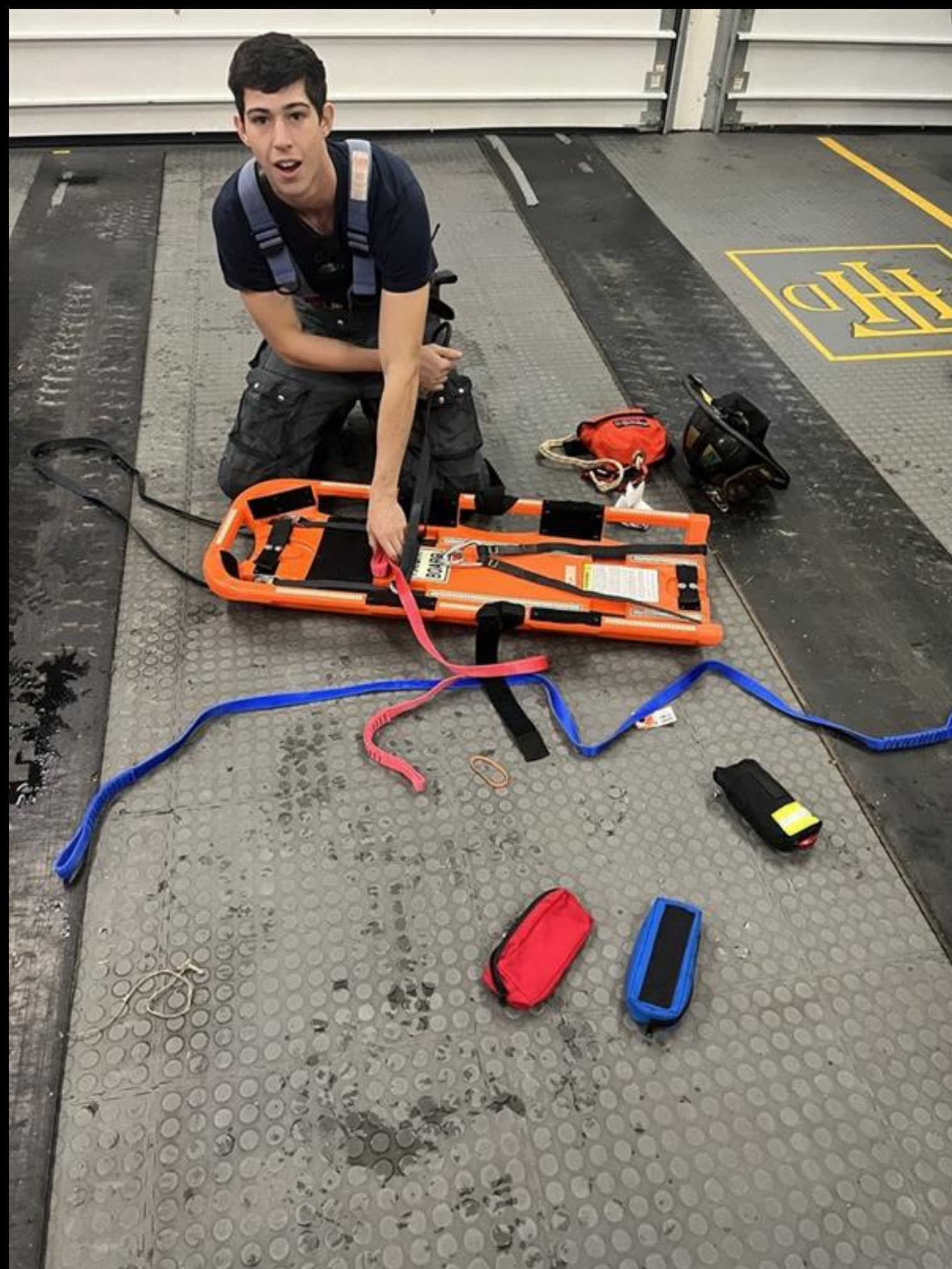
Seasonal Engineers-3

Relief Captains-4

Reserve Firefighters-4

Intern Firefighters-2





Congratulations to Drew Giglio and Jesse Hart-McNeal on passing their six-month evaluation test.



December Training Hours-125



December Responses-28



**December 17th, E-721 responded to a
Vegetation Fire on South Knox Drive.**



Community Outreach



**Thank you to Sonora Sunrise Rotary
for dropping off care bags for
emergency incidents that involve
children. These bags come with a
stuffed animal and blanket.**



Intern Highlights



Congratulations to A-Shift Intern Aaron Dahl on completing the Columbia College Fire Academy.



THFD INCIDENT STATISTICS

December 2023



EMS Incidents-63%



Structure Fires -7%



Good Intnet- 26%



False Alarms 4%

Responses by District

December 2023



Twain Harte District 74%



Tuolumne County Fire-23%



Mi Wuk District-3%



SERVING OUR COMMUNITY

MONTHLY UPDATE

December 2023

Mary Schreiner, Editor & PIO
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NOTES FROM THE PROGRAM MANAGER

by Christmas Carol



This is said all the time but seriously, where does the time go? I cannot believe this is the last newsletter of 2023. It has been an amazing year! THA-CERT volunteers accomplished so much each month.

Some of our great accomplishments this year included our being able to purchase the LUCAS device for the THFD through the generosity of the community and the hard work of our volunteers.

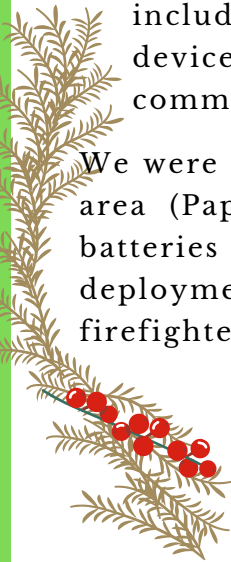
We were also able to purchase and renovate our storage area (Papa Smurf). We installed smoke alarms and batteries for many local residents. We had several deployments, which allowed us to support our firefighters and our community.

We had so many great training classes throughout the year which helps our volunteers and the community to be more prepared. Each newsletter included safety tips as reminders to help keep us and our families safe throughout the year.

December is a busy month for us as individuals with Christmas shopping, gift wrapping, cooking, and planning the celebrations for the season.

I always like to reflect on Christmas past, present and possible future... you know the story... A Christmas Carol!

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.



— From our family to yours —

MERRY CHRISTMAS

TWAIN HARTE AREA



We hope your holidays are filled with laughter & love.



For each of us, the end of the year, Christmas time, and the beginning of a new year means something different.

For some, it is having those special moments with friends and family. Celebrating with joy and song.

For others, it is a time for planning, reflecting on the accomplishments of the past year and making goals for the new year.



This time of year always means cooking those special treats and meals that bring friends and family together. The aroma and warmth of the home brings a smile to everyone's face.

We hope that your holiday will be all of the above.

Have a safe and Merry Christmas and the happiest New Year!

TWAIN HARTE FIRE DEPARTMENT CORNER

by Neil Gamez, THFD Fire Chief



29 RESPONSES



Vehicle Fire



Structure Fire



Vegetation Fire



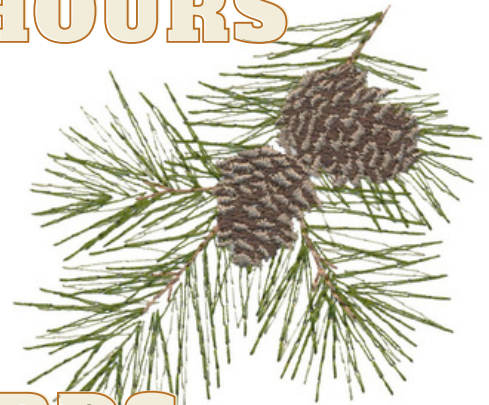
Structure Fire

THFD STAFF

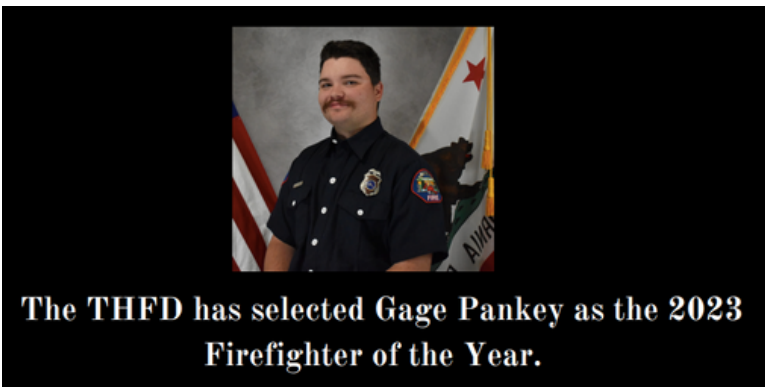
- Full Time Chief - 1
- Full Time Captains - 3
- Seasonal Engineers - 3
- Relief Captains - 4
- Reserve Firefighters - 4
- Intern Firefighters - 2



200 TRAINING HOURS



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.

THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD 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.

RECOGNIZED AND WELL DESERVED

by: Bob Schreiner, Logistics Section Chief

The THA-CERT staff was asked (or voluntold) to attend the THCSO board meeting this month. I wondered why there were so many people there, besides us, but it became clear when the presentations started.



Neil Gamez, THFD Chief, initiated a couple of awards each year as a salute to the men and women who give so much to this community. It has turned out to be a wonderful tribute. The recipients of the awards are determined by different factors.



Tom Trott, GM THCSO, congratulates Gage Pankey

The first award was the “**2023 Firefighter of the Year**”. This recipient was selected for his dedication to service, his accomplishments during the year and his continued commitment to the fire department and the community. The award went to Firefighter Gage Pankey.

The second award was a very special tribute, it is the “**2023 Paul Waite Memorial Award**”. Captain Paul Waite Jr. had a wonderful career in fire service but succumbed to fire related cancer in 2016. He worked at THFD and was a pillar in our society. This award holds great emotion with it, especially for those who knew and worked with him. This year the award went to Captain Mark Slater. It was a moving presentation because both Chief Gamez and Captain Slater worked with Captain Waite.



THFD Chief Gamez presents Captain Slater with his award



Carol Hallett and Mike Mandel with his award

The third award (this was only the second year for this award) was presented by Carol Hallett, Program Manager for THA-CERT. It is the “**2023 Community Excellence Award**” Carol was honored to receive the award last year and was asked to choose the recipient for this year’s presentation. The choice was easy, the beneficiary is Mike Mandell, Team Leader for THA-CERT. Mike as a retired firefighter and a community minded individual that has been active in many different organizations and joined CERT in 2017. He has brought a wealth of knowledge, common sense, hard work and dedication to the team... along with his great sense of humor. Having worked closely with Mike on the Smoke Detector Program, among other projects, I can honestly say it is a pleasure working with him.

This month was also the swearing in of a new board member for the Twain Harte Community Services District (THCSO), Mary Dearborne. Mary is extremely active in the community. She is a Rotarian, a CERT volunteer and secretary of the Fire Association, works in a CPA office part time, and is now on the board for THCSO. We were proud to be there to see her starting her newest adventure.



Kim Silva swears in Mary Dearborn

TIME FLIES!

by Mary Schreiner, Public Information Officer



Time certainly does fly by. Did you know that we have been producing this publication for three years now? We started in the midst of the COVID-19 pandemic, trying to provide information and education while we were unable to host in-person training. My, how we have grown! I think for our first several issues, all articles were written by either myself or Carol Hallett.

As with anything you are creating out of thin air, there were growing pains. But it has been a learning experience for all of us who have been involved and we hope you have enjoyed reading this these past three years. We continue to improve, as we ourselves become more informed and proficient at publishing this every month.

We are also coming up on the first anniversary of our Smoke Detector Program. We received a grant to provide smoke detectors, or install new batteries in existing smoke detectors, for disabled and/or senior members of our community. This year, we have been able to assist 66 people in Tuolumne county. Some of the calls have been urgent requests at “interesting” hours. Thanks to Mike Mandell, who oversees this program and answers the off-hours calls, and Bob Schreiner, for assisting Mike. If you, or someone you know, qualify for this program and need assistance with a smoke detector, please call Mike Mandell at (209) 770-2674.

WHAT TIME?

by Mike Mandell, Team Leader



We respond no matter what time... but seriously 1:00 AM, WOW! That said, we were there right on time. THCSO sewer/water needed traffic control so that they could fix a leak on Fuller Rd in Twain Harte. We are always happy to help them, it truly helps our community and our environment. I hate water waste.

Carol, Bob Schreiner, and I met prior to the event to sort out what we would need. Carol was thinking blankets, coffee, a cot, and did I mention blankets? We decided that we would need our portable lights, high visibility vests or jackets, head lamps, slow/stop signs and lots of layers of clothing. Carol brought blankets too!



In the initial investigation, it looked like the leak was on the right lane heading into town. The THCSO crew started digging to find that the leak was coming from elsewhere. They followed the line and found the problem. Once it was found, they did a great job fixing it and closing up the hole as the town woke up. They worked hard to open one lane so that people could make it to school and work. It was a cold night but it was warmed up by all the friendly people wishing us well and thanking us for the job being done. It warmed our hearts. The breakfast burritos helped too!

TRAINING PLANS



by Margaret Lawrence, Training Officer



We are very excited to kick off 2024 with some great training. We are so appreciative of our trainers that give their time to THA-CERT to keep us informed and safe.

Will Harris, a Safety Specialist from PGE, will help provide information for electrical emergency responses. What we need to know to stay safe during storms, wildfires, and outages. He will also talk about hazards associated with natural gas emergencies. This training is oriented for First Responders, but we can all learn something valuable from this training.

The second half of the training is with Michelle Wagner, retired Deputy Sheriff, member of the Sheriff's Department Small unmanned aircraft system team, and THA CERT UAV Team Lead. She will instruct us on the basics of UAVs (unmanned aerial vehicles), the Do's and Don'ts of using UAVs, and what additional training is required to become a UAV pilot

This training is free of charge and open to the public. I hope you will join us for this informative and interesting training.


Speaking of training. Carol Hallett & Matt Kain did a training project we called, "the scavenger hunt". They were locating addresses around Twain Harte for THCSO. It was good practice to learn the street names, drive the command truck and have

PG&E Safety Training	Intro to UAV's
Date: 01/27/2024	Time: 09:00-12:00pm

Location: 18775 Manzanita Dr., Twain harte, CA

A two part training:

1. Staying safe around PG&E electrical lines & equipment.
2. When does CERT use UAV's & How can you get involved?




Safety

Instructor: Will Harris
Public Safety Specialist
Public Safety Preparedness


This training focus is First Responders, but everyone will benefit from this information.

- Learn what to do when responding to an electrical emergency
- Learn about hazards associated with natural gas
- Become familiar with the types of equipment that PG&E uses.



Intro to UAV
Instructor: Michelle Wagner
THA-CERT UAV Unit Leader

- What is a UAV (unmanned aerial vehicle)?
- How and when does CERT use UAV's?
- Training requirements to become a pilot?
- Do's and don'ts of UAV flying.



This class is open to all.

people recognize the THA-CERT vehicle driving around town. The community was welcoming and appreciative that we are around. The team was happy to be of assistance.

HAVE YOU SEEN THIS?

by Matt Kain, Operations Section Chief



Well, I was just driving around town the other day and to my surprise I discovered something new in Twain Harte. The Meadow Park expansion has changed tremendously.

The day I was there, the entire street was blocked off. There were large trucks, tractors and people with shovels hard at work.

They planted trees, placed boulders, roughed in paths, poured the foundation for the gazebo, man this project is coming right along!

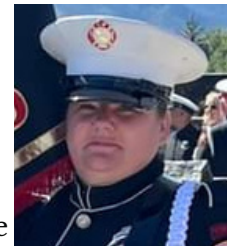
You can really imagine what the finished park is going to look like. I cannot wait to use it when it is complete. I am sure my wife and I will be there having picnics and listening to the music in the park... wait a minute we will be dancing in the park!



Thank you to the staff at THCS D for doing all the hard work in getting the grant for this project and then being the project managers for it as well. I know how much work that is and I truly appreciate it. The result will be years and years of family fun in our beautiful town for both our residents and visitors. Thanks for making a difference.

CONNECTING WITH CAL FIRE

by Emily Kilgore, Unit PIO CAL FIRE



Are you tired of searching the web for local information? Not sure where to look for emergency preparedness resources? Want quick access to all things CAL FIRE Tuolumne-Calaveras Unit? Connect with us through our NEW Linktree! With links to our other social media pages, ability to join our email list for important information, and centralized access to great resources locally and statewide.

Stay connected with
CAL FIRE
Tuolumne-Calaveras Unit

ACCESS RESOURCES

- Sign-Up for Emails
- TCU Social Media
- Emergency Preparation and more!

https://linktr.ee/calfiretcu





Breakfast Casserole



8-10
servings



20 min prep
45 min bake
10-20 min browning

INGREDIENTS

- 1 30 oz pkg tater tots
- 8 eggs
- 2 cups half & half or evaporated milk
- 1 lb bulk sausage
- 2 cups cheddar cheese, grated
- 1 tsp dry mustard
- 1 tsp salt
- ½ tsp pepper
- 1/2 tsp granulated garlic
- 1/4 c chopped onion (opt)

NOTES

Bacon, diced ham, and pork or turkey sausage all work well in this casserole. You'll need about 1 pound (or 2 cups cooked) of whichever meat you choose to add.

DIRECTIONS

1. Place a layer of tater tots in the bottom of a casserole dish
2. In a sauce pan, brown sausage (crumble) and onion, drain
3. In a bowl, mix eggs, milk, mustard and salt, beat well
4. Add sausage to egg mixture and pour over tater tots
5. Sprinkle cheddar cheese on top
6. Place covered casserole in refrigerator overnight
7. Bake covered in the morning at 350 for 45 minutes
8. Remove cover and brown for 10-20 minutes.
9. Serve warm

To freeze the cooked casserole for easy breakfasts, portion it into individual servings and store in zip-close bags. Place the individual bags in a larger freezer bag or container and freeze until needed. To reheat, thaw portions overnight in the fridge and reheat in the microwave OR reheat frozen portions at half power for 2 minutes and then at regular power until warm.

Recipe shared by: Marilyn Finnley

4 P'S OF WINTER SAFETY

by John Buckingham, Safety Officer



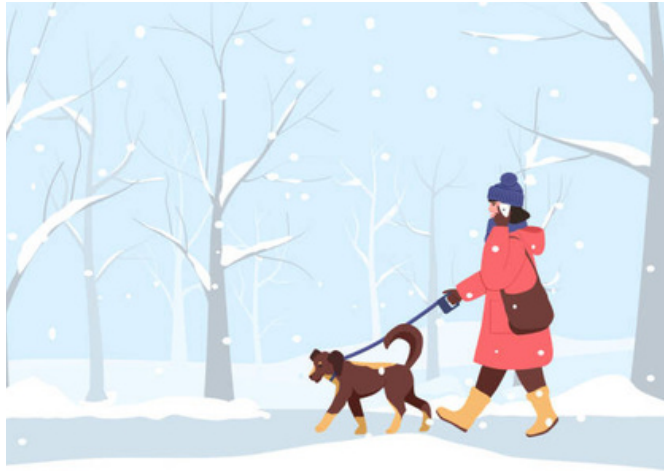
What are the 4 P's of winter safety?

Friends, I give you the 4Ps of winter safety: people, pets, pipes, and plants. I'm going to take some creative liberties with this common construct used by weather folks across the nation to highlight areas we should address so we may thrive and survive when the temperatures dip.

PEOPLE

Avoid serious conditions such as frostbite and hypothermia, by keeping warm.

- Wear layers of loose-fitting, lightweight warm clothing as they provide better insulation and warmth. Wear a hat, hood, or scarf, as most heat is lost through the head.
- Keep fingertips, earlobes, and noses covered if you go outside. Mittens, snug at the wrist are better than gloves because your fingers will create body heat when cozy in the mittens rather than in single fingered gloves.
- Keep clothing dry; if a layer becomes wet, remove it.
- Cover your mouth to protect your lungs from extreme cold. Try to stay dry and out of the wind.



PIPES

Pay attention to your pipes before the next storm. Water in pipes can freeze when outside temperatures plummet. The pressure caused by the freezing water can cause pipes to burst. Burst pipes will most definitely throw a wrench in your day.



PETS

If your four-legged friend is a frequent travel partner, you might need to make some additions to your winter safety kit. Gift your furry friend with new leashes, harnesses, coats and treats that get stored in your vehicle for emergencies. Also, make sure you are keeping up-to-date on your pet's vaccinations. The last thing you want is to be turned away at an evacuation shelter because your pet's vaccinations are out of date so include copies of your pet's records in your winter survival kit and a picture of the two of you together as ID.



PLANTS

When winter storms bring large amounts of snow or heavy ice, it can cause stress and damage to some of your trees and perennials. Well-pruned trees and scrubs are the best defense for heavy snow or ice.

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



THA-CERT Volunteer Hours 2023				
	Admin	Training	Deployment	Total
January	300	392	169	861
February	148.5	20	0	168.5
March	203.5	85	3	291.5
April	194.5	87	0	281.5
May	268	0	19.5	287.5
June	510	65.5	150	725.5
July	170.5	0	164.5	335
August	203	45	74	322
September	492	0	15	507
October	234	0	168	402
November	298	32	0	330
December	183	15	25	223
Total	3025	741.5	788	4734.5

Training in Twain Harte

January Class

PG&E safety training and Introduction to UAV's

Date: 27 Jan 2024

Time: 0900-1200

Location: Community Center

18775 Manzanita Dr, Twain Harte

Events

ATCAA Food Distribution

Community Center
18775 Manzanita Dr, Twain Harte
Wednesday, Jan 3, 2024 10am to 12 pm

Soroptomist Crab Feed

Tuolumne Memorial Hall
18375 Fir Ave, Tuolumne
Saturday, Jan 13, 2024
Great food, Beer, Wine, Raffle Tickets. For tickets, contact Patt Koral (209) 352-0127

Barn Dance at Aronos



Aronos Research Federation
37 Elkin St, Sonora
Saturday, Jan 20, 2024 7-9 PM

Come to an old fashioned barn dance. We'll be dancing in lines, circles, squares and a waltz or two. Our live string band plays old time music with a wonderful atmosphere from times past. FREE event

Meetings

THCSD Board Meeting, 22912 Vantage Point, TH
<https://www.twainhartecsd.com/board-meetings>
Wednesday, January 10, 2024 9:00 am

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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



January's full Wolf Moon reaches peak illumination on Thursday, January 25, 2024

2024 Yearly Calendar

The last page of this newsletter you will find a printable calendar. Each month we will give more detail about each training. All of our trainings are open to the public. Plan on attending and bring a friend.



January's full moon is named after the howling of hungry wolves lamenting the scarcity of food in midwinter. Other names for this month's full moon include old moon and ice moon.



NEIGHBORHOOD RADIO WATCH
WE LOOK OUT FOR EACH OTHER™

Join the weekly:
Twain Harte
Neighborhood Radio Watch
Wednesday: 7:00 PM
Sunday: 9:00 AM
FRSM: ch 18

THA-CERT & Fire Association Board Meeting
Community Center, 18775 Manzanita Dr, TH
Thursday, January 4, 2024 9:30 am

TWAIN HARTE AREA



2024 Training Calendar

Location:

Community Center
18775 Manzanita Dr
Twain Harte, CA

March

Fire Behavior
with THFD

June

PHI Helicopter
Training

September

Basic Search and
Rescue

December

No Training

February

Fire Fighter Rehab

May

Volunteer
Appreciation

August

CERT member only
training

November

No Training

January

PG&E Safety/
Introduction to UAV

April

CERT 3 day Basic
Training

July

No Training

October

Traffic Control
with CHP

SCHEDULED TRAININGS SUBJECT TO CHANGE DURING THE YEAR
TRAINING SCHEDULED TYPICALLY FOR THE LAST SATURDAY OF EACH MONTH
FOLLOW US ON FACEBOOK FOR DETAILS, CHANGES OR UPDATES.

FACEBOOK: TWAIN HARTE AREA CERT EMAIL: TWAINHARTECERT@GMAIL.COM



Board Meeting Agenda Item Summary

January 10, 2024

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

- Open Utility Operator I position has been filled. The new operator will be on probation for a minimum of 12 months.
- Preparations for winter occurred, including freeze prevention, snowplow preparations, snow tires etc.



Water/Sewer/Park
Division

For December 2023

Board Meeting 1/13/24

Water

- 2 main line leaks repaired. One was located on Fuller and required night work for completion. Road flagging was performed by THA CERT. The other leak occurred at the top of Golf Club Dr.





Sewer

- Collections system winter Inflow and Infiltration (I&I) inspections continued. Additional potential sources of I&I were located and mitigated.
- All liftstations were cleaned.



Parks and Recreation

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



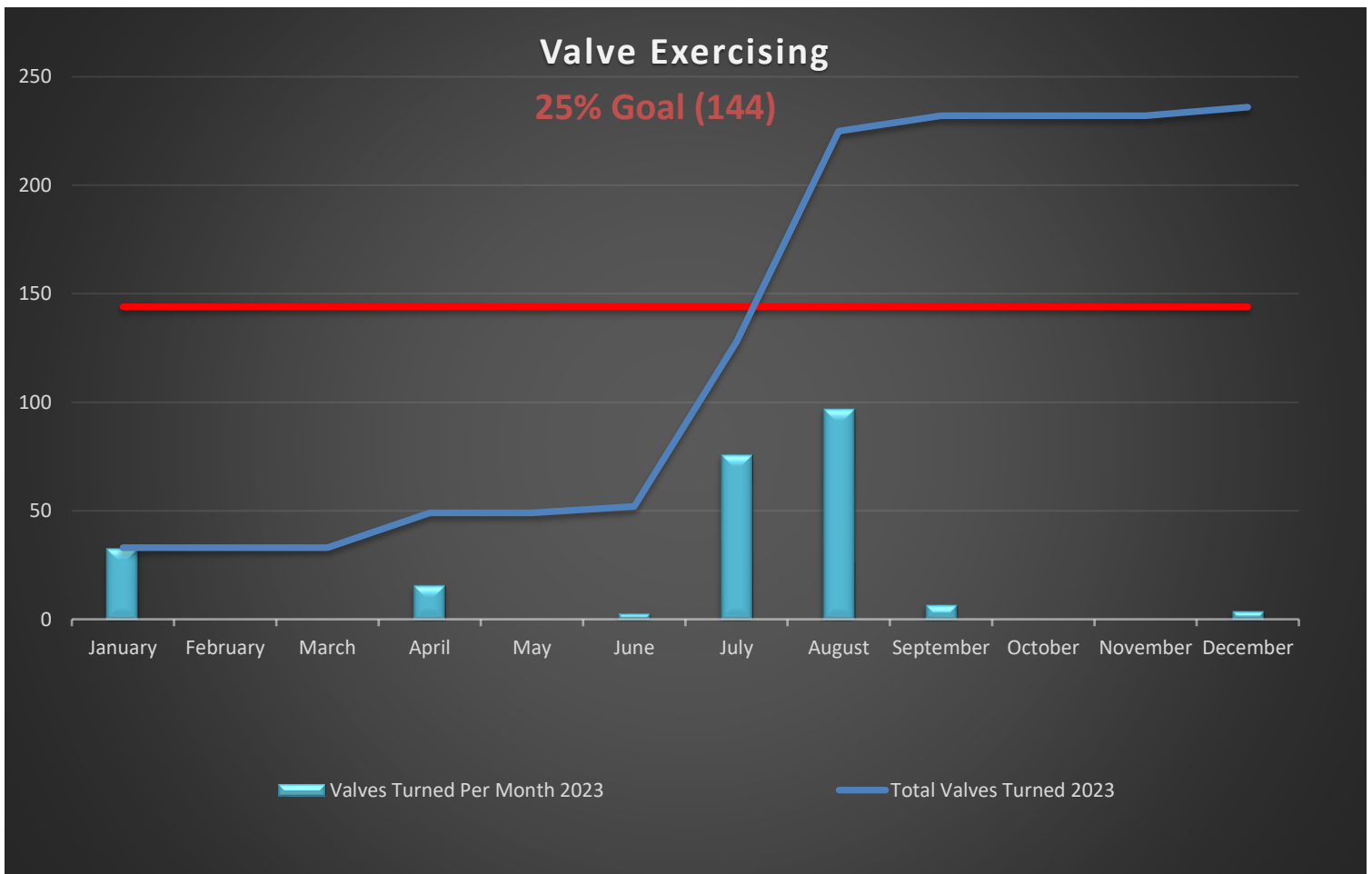
Vehicles, Equipment & Facilities

- Preventative maintenance was performed for the vacuum trailer.
- New tires for trucks 7 and 8 were installed.
- All three plows are fully operational.

Water, Sewer and Parks Statistics

Water

- Number of customer service calls were below average for this time of year (20-30) for a total of 15.
- 9 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 236 or 40.3%. (Context: 148 were inspected and maintained by this time last year).

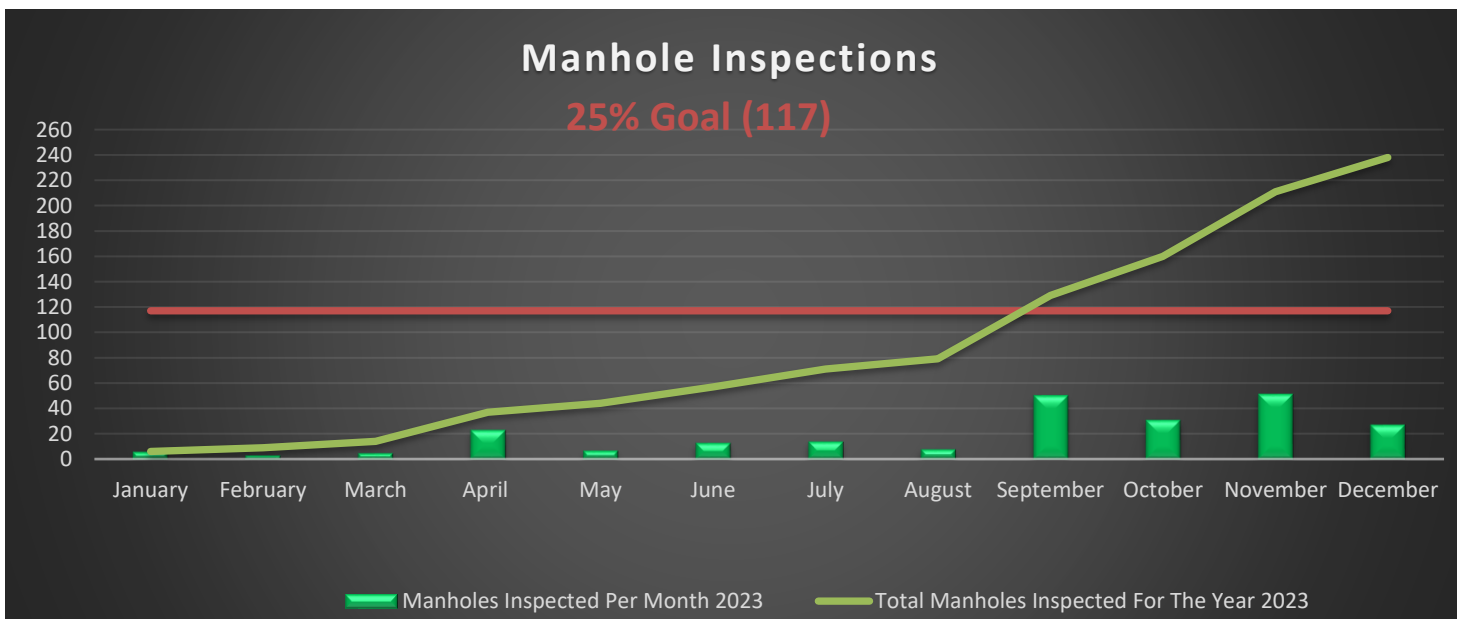


Sewer

- Number of customer service calls were average for this time of year (1-5) for a total of 5.
- Sewer main footage cleaned out of 142,072': 56,840' or 40.0%. (Context: 89,965,' were cleaned by this time last year with an annual goal of 25% cleaned).

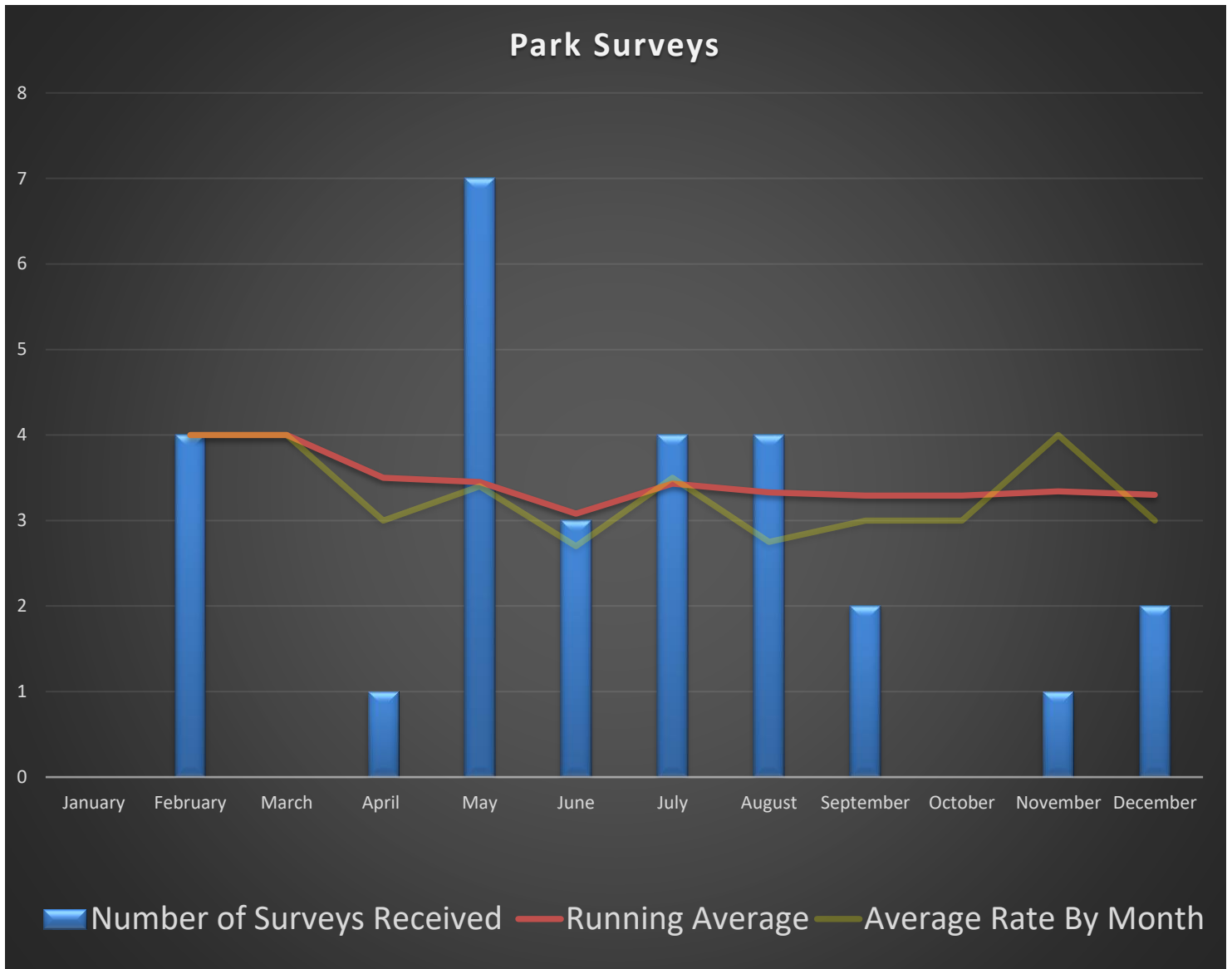


- Manholes inspected and maintained out of 468: 238 or 50.9%. (Context: 213 were cleaned by this time last year with an annual goal of 25%).



Parks

- Number of Parks surveys submitted for November was 2 with a 3 star ratings each.



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	5,385,404	0	0	0	446,662	5,385,404	7,410,084	27.32%	3.24	0
Total	82,042,338	3,032,973	5,899,208	385,768	5,734,103	91,360,287	112,346,562	18.68%	45.39	106.4



Board Meeting Agenda Item Summary

January 10, 2024

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

January 10, 2024



ADMIN ACTIVITIES

- Finance Officer Responsibility Re-Assignment
- Mid-Year Budget Adjustment
- TH Meadows Park Construction Management
- Median Household Income Survey
- Skate Park Senior Project Design
- 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: \$3,000,000

The majority of grading and underground utilities for the new, grant-funded community park is complete, as well as the pavilion foundation and some planting. Planting, pavilion and underground work will continue this month dependent on weather. Project completion is anticipated in early fall 2024.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

All major work for this grant-funded project is complete.

Tennis/Pickleball Court Improvements

Budget: \$310,000

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

Community Center Improvements

Budget: \$74,000 Fire / \$74,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Front doors and entryway will be improved to meet ADA requirements. Parking lot is anticipated to be complete by spring.

MEETINGS OF INTEREST

- 12/12** Community Rate Increase Presentation
- 12/14** Tennis Court Cali-Clay Assessment
- 12/20** County Multi-Hazard Mitigation Plan
- 12/27** TH Meadows Additional Grant Funds
- 1/4** LAFCO – Staffing Option Analysis

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Design of Sherwood Forest water lines replacement is almost 90% complete.

FUNDING OPPORTUNITIES

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

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

PROP 1 STORMWATER GRANT - \$1.75M
TH Meadows Park / AWARDED

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

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

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

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