

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Water & Sewer Committee Meeting**

Chair: *Richard Knudson*
Co-Chair: *Mary Dearborn*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
May 1, 2024 8:00 a.m.**

NOTICE: Public May Attend this Meeting In-Person.

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

- Videoconference Link: <https://us02web.zoom.us/j/82597222399>
- Meeting ID: 825 9722 2399
- Telephone: (669) 900-6833

AGENDA

- 1. Review/discuss draft 20-year Vehicle/Equipment Replacement Plan.**
- 2. Review/discuss draft Fiscal Year 2024-25 Water Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 3. Review/discuss draft Fiscal Year 2024-25 Sewer Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 4. Discuss upcoming sewer lining project.**
- 5. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

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

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

your name and email. Your email will remain private and you may enter “anonymous” for your name.

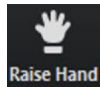
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

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

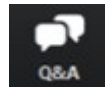
SUBMITTING PUBLIC COMMENT

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

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



Raise Hand Icon:



Q&A Icon:

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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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



**TWAIN HARTE COMMUNITY SERVICES DISTRICT
20-YR VEHICLE/EQUIPMENT REPLACEMENT PLAN**

Adopted: **5/8/2024**

	Life Left	Life New	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	FY 33-34	FY 34-35	FY 35-36	FY 36-37	FY 37-38	FY 38-39	FY 39-40	FY 40-41	FY 41-42	FY 42-43	FY 43-44
Water/Sewer (65%/35%)																						
Truck #1 (Ops Mgr) - 2019 Jeep Grand Cherokee	12	15													54,500							
Truck #2 (Utility/Goose/Plow) - 2015 Ford F350	6	15							95,500													
Truck #3 (Utility/Goose/Plow) - 2023 Ford F350	14	15																132,000				
Truck #4 (Utility/Plow) - 2023 Ford F350 (Utility Bed)	14	15																132,000				
Truck #5 (Utility) - 2019 Ford F350	10	15											107,500									
Truck #6 (Utility/Goose) - 2018 Chevy 3500	8	15									101,300											
Truck #7 (Small Utility) - 2008 Chevy C15*	3	15				32,800																\$ 51,100
Mini-Excavator - 2016	18	25																			105,000	
Backhoe - 2005	11	30												135,000								
Water/Sewer (50%/50%)																						
Mobile Generator*	5	25						35,000														
Forklift*	13	25														43,000						
Sewer (100%)																						
Flush Truck - 2022 Ford F600	19	20																				\$ 310,900
Vacuum Trailer - 2015 Pipe Hunter	18	25																	273,000			
Fire (100%)																						
C720 (Chief) - 2023 Chevy 1500	14	15																	105,900			
U721 (Utility) - 2006 GMC Sierra 2500 Diesel	3	15				80,000																
U722 (Utility) - 2017 Chevy Colorado Diesel	15	15	35,000																			
E721 (Primary Engine) - 2005 HME SEO 1871	14	25																				
E723 (Primary Engine) - 2014 International	11	20											904,400									
E722 (Reserve Engine) - 2001 HME Westates	12	35												80,000								
WT721 (Tactical Tender) - 2016 Pierce Intl.	19	25																				\$ 596,500
Vehicles not to be Replaced																						
Flush Trailer (Trixie) - 1998 Shamrock	1	25																				
E722 (Reserve Engine) - 1986 Sparton Pumper	1	25																				
CERT Utility - 2004 Chevy 2500	5	25																				
TOTAL Water			\$ -	\$ -	\$ -	\$ 21,320	\$ -	\$ 17,500	\$ 62,075	\$ -	\$ 65,845	\$ -	\$ 69,875	\$ 87,750	\$ 35,425	\$ 21,500	\$ -	\$ 171,600	\$ -	\$ -	\$ 68,250	\$ 33,215
TOTAL Sewer			\$ -	\$ -	\$ -	\$ 11,480	\$ -	\$ 17,500	\$ 33,425	\$ -	\$ 35,455	\$ -	\$ 37,625	\$ 47,250	\$ 19,075	\$ 21,500	\$ -	\$ 92,400	\$ 273,000	\$ -	\$ 36,750	\$ 328,785
TOTAL Fire			\$ 35,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,400	\$ 80,000	\$ -	\$ 1,215,900	\$ 46,700	\$ -	\$ -	\$ -	\$ 596,500
DISTRICT GRAND TOTAL			\$ 35,000	\$ -	\$ -	\$ 112,800	\$ -	\$ 35,000	\$ 95,500	\$ -	\$ 101,300	\$ -	\$ 107,500	\$ 1,039,400	\$ 134,500	\$ 43,000	\$ 1,215,900	\$ 310,700	\$ 273,000	\$ -	\$ 105,000	\$ 958,500

NOTES:

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- All future vehicle purchases are assumed to be new vehicles, unless noted otherwise.
 - Vehicle values are based on current year values with an added inflation factor of 3% per year.
 - All new vehicles (excluding fire engines) are planned to be replaced every 15 years and/or 100,000 miles.
 - Remaining life of existing vehicles/equipment is based on staff evaluation and will be re-evaluated each year.
 - Vehicles needing consecutive years of excessive repair work may need to be replaced earlier than planned.
 - Vehicles that reach their estimated useful life will be evaluated by staff to determine whether they need replacement prior to purchase of a new vehicle.
- * Vehicle/equipment anticipated to be replaced with a used vehicle.

Twain Harte Community Services District
2024-2025 Budget - DRAFT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	8,500	20%	-	-	0%	41,100
Taxes & Assessments	41,382	42,209	2%	-	-	0%	1,329,463	1,367,279	3%	152,245	156,758	3%	-	-	0%	1,566,246
Grants & Donations	1,506,007	-	-100%	25,000	140,000	460%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	820,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
Total Program Revenue	\$ 3,126,256	\$ 1,739,590	-44%	\$ 1,251,817	\$ 1,531,923	22%	\$ 1,920,820	\$ 1,634,054	-15%	\$ 3,032,824	\$ 630,210	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,536,777
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,126,726	\$ 1,740,060	-44%	\$ 1,252,067	\$ 1,532,173	22%	\$ 1,921,000	\$ 1,634,234	-15%	\$ 3,032,924	\$ 630,310	-79%	\$ -	\$ -	0%	\$ 5,536,777
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 631,516	-10%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 395,106	-7%	\$ 1,588,685
Benefits	200,538	204,553	2%	109,650	112,265	2%	346,968	407,287	17%	18,072	9,431	-48%	219,242	230,365	5%	963,900
Equip, Auto, Maint, & Repairs	166,200	142,400	-14%	85,700	68,800	-20%	165,550	118,600	-28%	24,370	31,350	29%	14,700	12,000	-18%	373,150
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,000	1%	4,500	4,500	0%	64,900	101,300	56%	203,000
Other (Utilities, Prop/Liab Ins, TUD)	254,100	259,900	2%	611,400	700,900	15%	104,700	121,400	16%	29,300	34,500	18%	77,350	85,200	10%	1,201,900
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,164,310	-26%	\$ 1,037,433	\$ 1,122,607	8%	\$ 1,352,604	\$ 1,315,603	-3%	\$ 98,041	\$ 101,623	4%	\$ 806,983	\$ 828,271	3%	\$ 4,532,414
Administrative Cost Allocation	379,282	389,287	3%	201,746	207,068	3%	145,257	149,089	3%	80,698	82,827	3%	(806,983)	(828,271)	3%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,553,597	-21%	\$ 1,239,179	\$ 1,329,675	7%	\$ 1,497,861	\$ 1,464,692	-2%	\$ 178,739	\$ 184,450	3%	\$ -	\$ -	0%	\$ 4,532,414
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 186,463		\$ 12,888	\$ 202,498		\$ 423,139	\$ 169,543		\$ 2,854,185	\$ 445,859		\$ -	\$ -		
Capital Expenses																
Capital Outlay	480,000	798,000	66%	316,800	385,000	22%	450,900	316,000	-30%	2,940,427	540,000	-82%	-	-	0%	2,039,000
Total Capital Expenses	\$ 480,000	\$ 798,000	66%	\$ 316,800	\$ 385,000	22%	\$ 450,900	\$ 316,000	-30%	\$ 2,940,427	\$ 540,000	-82%	\$ -	\$ -		\$ 2,039,000
GRAND TOTAL EXPENSES	\$ 2,436,702	\$ 2,351,597	-3%	\$ 1,555,979	\$ 1,714,675	10%	\$ 1,948,761	\$ 1,780,692	-9%	\$ 3,119,166	\$ 724,450	-77%	\$ -	\$ -	0%	\$ 6,571,414
Transfer To/(From) Reserve	\$ 690,024	\$ (611,537)		\$ (303,912)	\$ (182,502)		\$ (27,761)	\$ (146,457)		\$ (86,242)	\$ (94,141)		\$ -	\$ -		\$ (1,034,637)

Twain Harte Community Services District
2024-2025 Budget
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Service Charges					
Water Service Charge	\$ 1,506,217	\$ 1,632,581	\$ 126,363	8%	Rate Increase
TOTAL SERVICE CHARGES	\$ 1,506,217	\$ 1,632,581	\$ 126,363	8%	
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	1,500	1,500	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 18,800	\$ 18,800	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 41,382	\$ 42,209	\$ 828	2%	
Davis Grunsky Assessment			-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 41,382	\$ 42,209	\$ 828	2%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,506,007	\$ -	\$ (1,506,007)	-100%	Grant projects complete last FY
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,506,007	\$ -	\$ (1,506,007)	-100%	
Other Revenue					
Miscellaneous Revenue	\$ 16,000	\$ 14,000	\$ (2,000)	-13%	Trending lower over last few years
Interest Revenue	32,000	32,000	-	0%	
Lease Revenue			-	0%	
Sale of Assets	5,850	-	(5,850)	-100%	Truck sold last FY
TOTAL OTHER REVENUE	\$ 53,850	\$ 46,000	\$ (7,850)	-15%	
GRAND TOTAL REVENUE	\$ 3,126,256	\$ 1,739,590	\$ (1,386,666)	-44%	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
GRAND TOTAL WITH ADMIN	\$ 3,126,726	\$ 1,740,060	\$ (1,386,666)	-44%	

Twain Harte Community Services District
2024-2025 Budget
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 295,434	\$ 314,049	18,615	6%	Vacant positions last FY + COLA
Standby Pay	9,785	9,785	-	0%	
Overtime	18,500	17,000	(1,500)	-8%	More OT last FY to cover vacant positions
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	0	0	-	0%	
Uniform Allowance	4,712	3,824	(887)	-19%	
Cell Phone Stipend	1,118	1,560	442	40%	
TOTAL SALARIES	\$ 335,849	\$ 352,518	\$ 16,669	5%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 88,019	\$ 84,346	(3,673)	-4%	Change in personnel
HRA Reimbursement	29,618	25,768	(3,849)	-13%	Change in personnel
CALPERS Retirement	41,777	48,705	6,929	17%	PERS rate increases
FICA	20,823	21,856	1,033	5%	Vacant positions last FY + COLA
Medicare	4,870	5,112	242	5%	
Workers Comp	14,341	17,800	3,459	24%	SDRMA Projected increases
Unemployment Ins/ETT	1,091	966	(125)	-11%	
TOTAL BENEFITS	\$ 200,538	\$ 204,553	\$ 4,015	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,400	\$ 6,300	(1,100)	-15%	Had to replace backhoe tires last FY
Facilities Maintenance & Repair					
Source of Supply	14,300	10,000	(4,300)	-30%	
Pumping	4,100	4,100	-	0%	
Water Treatment	20,000	26,800	6,800	34%	Increased costs for sludge tank pumping
Transmission & Distribution	53,200	45,000	(8,200)	-15%	Less pavement patching due to fewer leaks
General & Administrative	1,300	1,300	-	0%	
Vehicle Maintenance & Repair	24,900	11,000	(13,900)	-56%	Large truck repair needed last FY
Janitorial Cleaning Fees	400	0	(400)	-100%	
Fuel	23,700	23,000	(700)	-3%	
Equipment Under \$5,000	14,900	13,000	(1,900)	-13%	Less equipment needed than last FY
Personal Protective Equipment	2,000	1,900	(100)	-5%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 166,200	\$ 142,400	\$ (23,800)	-14%	

Twain Harte Community Services District
2024-2025 Budget
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	5,000	5,400	400	8%	
Food Supplies	400	400	-	0%	
Chemical Supplies	42,500	43,800	1,300	3%	Chemical price increases
Janitorial Supplies	300	400	100	33%	
TOTAL MATERIALS & SUPPLIES	\$ 49,400	\$ 51,200	\$ 1,800	4%	
Outside Services - 55XXX					
Legal Fees	2,500	2,000	(500)	-20%	
IT Services	1,700	1,800	100	6%	
Engineering Services	452,600	35,500	(417,100)	-92%	Completed water assessment planning grant
Medical Exams	550	600	50	9%	
Other Professional Services	3,300	3,300	-	0%	
TOTAL OUTSIDE SERVICES	\$ 460,650	\$ 43,200	\$ (417,450)	-91%	
Other - 56XXX					
Utilities	\$ 43,100	\$ 45,800	2,700	6%	Projected electrical rate increases
Phone/Communications	7,700	8,100	400	5%	
Computer Licenses & Maintenance	19,800	19,800	-	0%	
Property/Liability Insurance	45,600	51,500	5,900	13%	SDRMA projected 13% premium increases
Property Tax	500	500	-	0%	
Memberships/Publications/Subscriptions	11,900	12,200	300	3%	
Licenses & Certifications	1,400	1,700	300	21%	
Training, Conferences & Travel	4,100	4,100	-	0%	
Uncollectable accounts	500	500	-	0%	
Advertising & Public Education	3,400	2,500	(900)	-26%	
Laboratory Fees	27,300	25,300	(2,000)	-7%	Less sampling required this FY
Regulatory Fees	20,000	23,000	3,000	15%	State water permit fee increases
Purchased Water	53,700	53,500	(200)	0%	
Bank & Credit Card Fees	11,500	11,400	(100)	-1%	
Claims	3,600	0	(3,600)	-100%	No claims anticipated
TOTAL OTHER	\$ 254,100	\$ 259,900	\$ 5,800	2%	

Twain Harte Community Services District
2024-2025 Budget
WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 20,353	\$ 16,595	(3,758)	-18%	Actual loan payment
Principal on Long Term Debt	90,330	93,944	3,613	4%	Actual loan payment
TOTAL DEBT SERVICE	\$ 110,684	\$ 110,539	\$ (145)	0%	
GRAND TOTAL EXPENSES	\$ 1,577,420	\$ 1,164,310	\$ (413,110)	-26%	
Admin Transfer Out	\$ 379,282	\$ 389,287	\$ 10,005		
GRAND TOTAL WITH ADMIN	\$ 1,956,702	\$ 1,553,597	\$ (403,105)	-21%	

Twain Harte Community Services District
2024-2025 Budget

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Capital Outlay - 57XXX					
Turbidimeter Replacement	40,000	0	(40,000)	-100%	Completed last FY
Refurbish Treatment Filters	21,650	0	(21,650)	-100%	Completed last FY
Truck #4 Plow	6,200	0	(6,200)	-100%	Completed last FY
MG Tank #2 Rehabilitation & Recoat	1,089,000	0	(1,089,000)	-100%	Completed last FY
WTP Motor Control Center Upgrade	153,000	153,000	-	0%	Anticipated Rollover from last FY
FH Improvements	15,000	15,000	-	0%	
SCADA Upgrade	365,000	370,000	5,000	1%	Anticipated Rollover from last FY
Cedar Pines Pressure Zone Upgrades	100,000	100,000	-	0%	Anticipated Rollover from last FY
Manzanita Ct Waterline Upgrade	0	160,000	160,000	160000%	New Project
TOTAL CAPITAL OUTLAY	\$ 480,000	\$ 798,000	\$ (991,850)	-207%	
GRAND TOTAL WITH CAPITAL	\$ 2,436,702	\$ 2,351,597	\$ (1,394,955)	-57%	

5-YEAR CAPITAL OUTLAY PLAN

Water Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	TOTAL
Turbidimeter Replacement		\$ 39,603							\$ 39,603
Refurbish Treatment Filters		\$ 21,635							\$ 21,635
Truck #4 Plow (35% Sewer)		\$ 6,117							\$ 6,117
Million Gallon Tank #2 Rehab/Recoat ^{3,5}	\$ 185,120	\$ 942,936	\$ -						\$ 1,128,056
WTP Motor Control Center Upgrade ⁴	\$ 36,191	\$ 877	\$ 153,000						\$ 190,068
FH Improvements		\$ 1,478	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 151,478
SCADA Upgrade ⁴		\$ 25,000	\$ 370,000						\$ 395,000
Cedar Pines Pressure Zone Upgrades ⁴		\$ -	\$ 100,000	\$ 575,000					\$ 675,000
Manzanita Ct Waterline Upgrade			\$ 160,000						\$ 160,000
Sherwood Forest Water System Upgrade ⁶				\$ 300,000	\$ 3,000,000	\$ 3,000,000			\$ 6,300,000
Rehab/Recoat Black Oak Tanks					\$ 300,000				\$ 300,000
High Pressure Pipe/Lateral Replacement						\$ 100,000	\$ 150,000	\$ 2,500,000	\$ 2,750,000
Replace Truck #7 (35% S)						\$ 21,320			\$ 21,320
Shadybrook Dredging/Bypass							\$ 100,000	\$ 850,000	\$ 950,000
Recoat Sherwood Tank								\$ 100,000	\$ 100,000
Vehicle/Equipment Replacement								\$ 145,420	\$ 145,420
TOTAL CAPITAL OUTLAY	\$ 221,311	\$ 1,037,646	\$ 798,000	\$ 890,000	\$ 3,315,000	\$ 3,136,320	\$ 265,000	\$ 3,670,420	\$ 13,333,697

NOTES:

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

FY 24-25 Water Fund Capital Reserves Analysis

FY 23-24 Starting Capital Reserve	\$ 1,688,161
FY 23-24 Anticipated Operational Surplus (Est 4/23)	\$ 1,033,074
FY 23-24 Anticipated Capital Outlay	\$ (1,037,646)
FY 24-25 Operating Surplus (Est. 4/23)	\$ 186,463
FY 24-25 Capital Outlay	\$ (798,000)
Capital Reserve Balance	\$ 1,072,052

Twain Harte Community Services District
2024-2025 Budget - DRAFT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	8,500	20%	-	-	0%	41,100
Taxes & Assessments	41,382	42,209	2%	-	-	0%	1,329,463	1,367,279	3%	152,245	156,758	3%	-	-	0%	1,566,246
Grants & Donations	1,506,007	-	-100%	25,000	140,000	460%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	820,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
Total Program Revenue	\$ 3,126,256	\$ 1,739,590	-44%	\$ 1,251,817	\$ 1,531,923	22%	\$ 1,920,820	\$ 1,634,054	-15%	\$ 3,032,824	\$ 630,210	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,536,777
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,126,726	\$ 1,740,060	-44%	\$ 1,252,067	\$ 1,532,173	22%	\$ 1,921,000	\$ 1,634,234	-15%	\$ 3,032,924	\$ 630,310	-79%	\$ -	\$ -	0%	\$ 5,536,777
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 631,516	-10%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 395,106	-7%	\$ 1,588,685
Benefits	200,538	204,553	2%	109,650	112,265	2%	346,968	407,287	17%	18,072	9,431	-48%	219,242	230,365	5%	963,900
Equip, Auto, Maint, & Repairs	166,200	142,400	-14%	85,700	68,800	-20%	165,550	118,600	-28%	24,370	31,350	29%	14,700	12,000	-18%	373,150
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,000	1%	4,500	4,500	0%	64,900	101,300	56%	203,000
Other (Utilities, Prop/Liab Ins, TUD)	254,100	259,900	2%	611,400	700,900	15%	104,700	121,400	16%	29,300	34,500	18%	77,350	85,200	10%	1,201,900
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,164,310	-26%	\$ 1,037,433	\$ 1,122,607	8%	\$ 1,352,604	\$ 1,315,603	-3%	\$ 98,041	\$ 101,623	4%	\$ 806,983	\$ 828,271	3%	\$ 4,532,414
Administrative Cost Allocation	379,282	389,287	3%	201,746	207,068	3%	145,257	149,089	3%	80,698	82,827	3%	(806,983)	(828,271)	3%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,553,597	-21%	\$ 1,239,179	\$ 1,329,675	7%	\$ 1,497,861	\$ 1,464,692	-2%	\$ 178,739	\$ 184,450	3%	\$ -	\$ -	0%	\$ 4,532,414
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 186,463		\$ 12,888	\$ 202,498		\$ 423,139	\$ 169,543		\$ 2,854,185	\$ 445,859		\$ -	\$ -		
Capital Expenses																
Capital Outlay	480,000	798,000	66%	316,800	385,000	22%	450,900	316,000	-30%	2,940,427	540,000	-82%	-	-	0%	2,039,000
Total Capital Expenses	\$ 480,000	\$ 798,000	66%	\$ 316,800	\$ 385,000	22%	\$ 450,900	\$ 316,000	-30%	\$ 2,940,427	\$ 540,000	-82%	\$ -	\$ -		\$ 2,039,000
GRAND TOTAL EXPENSES	\$ 2,436,702	\$ 2,351,597	-3%	\$ 1,555,979	\$ 1,714,675	10%	\$ 1,948,761	\$ 1,780,692	-9%	\$ 3,119,166	\$ 724,450	-77%	\$ -	\$ -	0%	\$ 6,571,414
Transfer To/(From) Reserve	\$ 690,024	\$ (611,537)		\$ (303,912)	\$ (182,502)		\$ (27,761)	\$ (146,457)		\$ (86,242)	\$ (94,141)		\$ -	\$ -		\$ (1,034,637)

Twain Harte Community Services District
2024-2025 Budget
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Service Charges					
Sewer Service Charge	1,189,867	1,358,123	168,256	14%	Rate Increase
TOTAL SERVICE CHARGES	\$ 1,189,867	\$ 1,358,123	\$ 168,256	14%	
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	1,000	1,000	-	0%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 13,800	\$ 13,800	\$ -	0%	
Grants & Donations					
Grant Revenue	25,000	140,000	\$ 115,000	460%	Anticipated construction grant
TOTAL GRANTS & DONATIONS	\$ 25,000	\$ 140,000	\$ 115,000	460%	
Other Revenue					
Interest Revenue	20,000	20,000	-	0%	
Sale of Assets	3,150	-	(3,150)	-100%	Truck sold last FY
Other			-	0%	
TOTAL OTHER REVENUE	\$ 23,150	\$ 20,000	\$ (3,150)	-14%	
GRAND TOTAL REVENUE	\$ 1,251,817	\$ 1,531,923	\$ 280,106	22%	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,252,067	\$ 1,532,173	\$ 280,106		

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 157,364	\$ 167,332	9,968	6%	Vacant positions last year + COLA
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	2,525	2,047	(478)	-19%	
Cell Phone Stipend	602	840	238	40%	
TOTAL SALARIES	\$ 179,875	\$ 189,603	\$ 9,728	5%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,064	\$ 45,053	(2,011)	-4%	Change in personnel
HRA Reimbursement	15,848	13,775	(2,073)	-13%	Change in personnel
CALPERS Retirement	22,162	25,762	3,599	16%	PERS rate increases
FICA	11,152	11,755	603	5%	
Medicare	2,608	2,749	141	5%	
Workers Comp	10,150	12,598	2,448	24%	SDRMA Projected increases
Unemployment Ins/ETT	666	573	(93)	-14%	
TOTAL BENEFITS	\$ 109,650	\$ 112,265	\$ 2,615	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,600	\$ 8,300	(300)	-3%	
Facilities Maintenance & Repair					
General & Administrative	800	800	0	0%	
Lift Stations	21,900	9,000	(12,900)	-59%	Major lift station repairs completed last FY
Collections	20,500	19,200	(1,300)	-6%	Less Root-X needed this year
Vehicle Maintenance & Repair	14,400	6,600	(7,800)	-54%	Major truck repair completed last FY
Janitorial/Cleaning Fees	200	0	(200)	-100%	
Fuel	12,200	11,900	(300)	-2%	
Equipment Under \$5,000	5,500	11,400	5,900	107%	Need to replace sewer jetter nozzles
Personal Protective Equipment	1,600	1,600	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 85,700	\$ 68,800	\$ (16,900)	-20%	

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 800	\$ -	0%	
Postage	4,500	4,600	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 6,000	\$ 6,100	\$ 100	2%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,300	0	0%	
Engineering Services	22,000	22,000	0	0%	
Medical Exams	350	500	150	43%	
Other Professional Services	2,700	2,700	0	0%	
TOTAL OUTSIDE SERVICES	\$ 27,850	\$ 28,000	\$ 150	1%	
Other - 56XXX					
Utilities	\$ 7,900	\$ 9,400	\$ 1,500	19%	Electric rate increases anticipated
Phone/Communications	3,700	4,300	600	16%	
Computer Licenses & Maintenance	17,100	17,900	800	5%	
Property/Liability Insurance	27,500	31,000	3,500	13%	SDRMA projects 13% premium increase
Property Tax	0	0	0	0%	
Dues & Memberships	6,200	6,300	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	2,800	2,100	(700)	-25%	
Regulatory Fees	500	600	100	20%	
Sewer Service Charge	530,300	614,000	83,700	16%	TUD Rate increases
Bank & Credit Card Fees	10,800	10,700	(100)	-1%	
Claims			0	0%	
TOTAL OTHER	\$ 611,400	\$ 700,900	\$ 89,500	15%	

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 690	\$ 77	\$ (613)	-89%	
Principal on Long Term Debt	16,268	16,862	594	4%	
TOTAL DEBT SERVICE	\$ 16,958	\$ 16,939	\$ (19)	0%	
GRAND TOTAL EXPENSES	\$ 1,037,433	\$ 1,122,607	\$ 85,174	8%	
Admin Transfer Out	\$ 201,746	\$ 207,068	\$ 5,322	3%	
GRAND TOTAL WITH ADMIN	\$ 1,239,179	\$ 1,329,675	\$ 90,496	7%	
Capital Outlay - 57XXX					
Truck #4 Plow	3,300	0	(3,300)	-100%	Completed last FY
Push Camera	15,500	0	(15,500)	-100%	Completed last FY
Lift Station Backup Pump	28,000	0	(28,000)	-100%	Completed last FY (Anticipated)
Sewer Main Re-Lining/Replacement	150,000	150,000	0	0%	
SCADA Upgrade	\$ 95,000	\$ 95,000	\$ -	0%	Anticipated Rollover from last FY
TH Pipeline Replacement Project	25,000	140,000	115,000	460%	Delayed due to Grant
TOTAL CAPITAL OUTLAY*	\$ 316,800	\$ 385,000	\$ 68,200	22%	
GRAND TOTAL WITH CAPITAL	\$ 1,555,979	\$ 1,714,675	\$ 158,696	10%	

5-YEAR CAPITAL OUTLAY PLAN

Sewer Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	TOTAL
Truck #4 Plow (65% W) ³		\$ 3,300							\$ 3,300
Push Camera ³		\$ 15,500							\$ 15,500
Lift Station Backup Pump ³		\$ 28,000							\$ 28,000
Sewer Main Re-Lining/Replacement		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	\$ 1,650,000
SCADA Upgrade ⁴		\$ 5,000	\$ 95,000						\$ 100,000
TH Pipeline Replacement Project ⁵			\$ 140,000	\$ 3,050,000	\$ 1,300,000				\$ 4,490,000
Replace Sewer Tractor Camera				\$ 50,000					\$ 50,000
Sequoia Dr - 6" Replacement				\$ 75,000					\$ 75,000
East Ave/Cedar Pines - 8" Replacement						\$ 70,000	\$ 330,000		\$ 400,000
Replace Truck #7 (65% W)						\$ 11,480			\$ 11,480
Cresta/Oakview - 6" Replacement							\$ 80,000	\$ 500,000	\$ 580,000
Little Fuller/Virgina - 6" Replacement								\$ 80,000	\$ 80,000
Big Pine - 6" Replacement								\$ 40,000	\$ 40,000
Sherwood Forest Sewer ⁶								\$ 3,575,000	\$ 3,575,000
Vehicle/Equipment Replace								\$ 86,380	\$ 86,380
TOTAL CAPITAL OUTLAY	\$ -	\$ 201,800	\$ 385,000	\$ 3,325,000	\$ 1,450,000	\$ 231,480	\$ 560,000	\$ 5,031,380	\$ 11,184,660

NOTES:

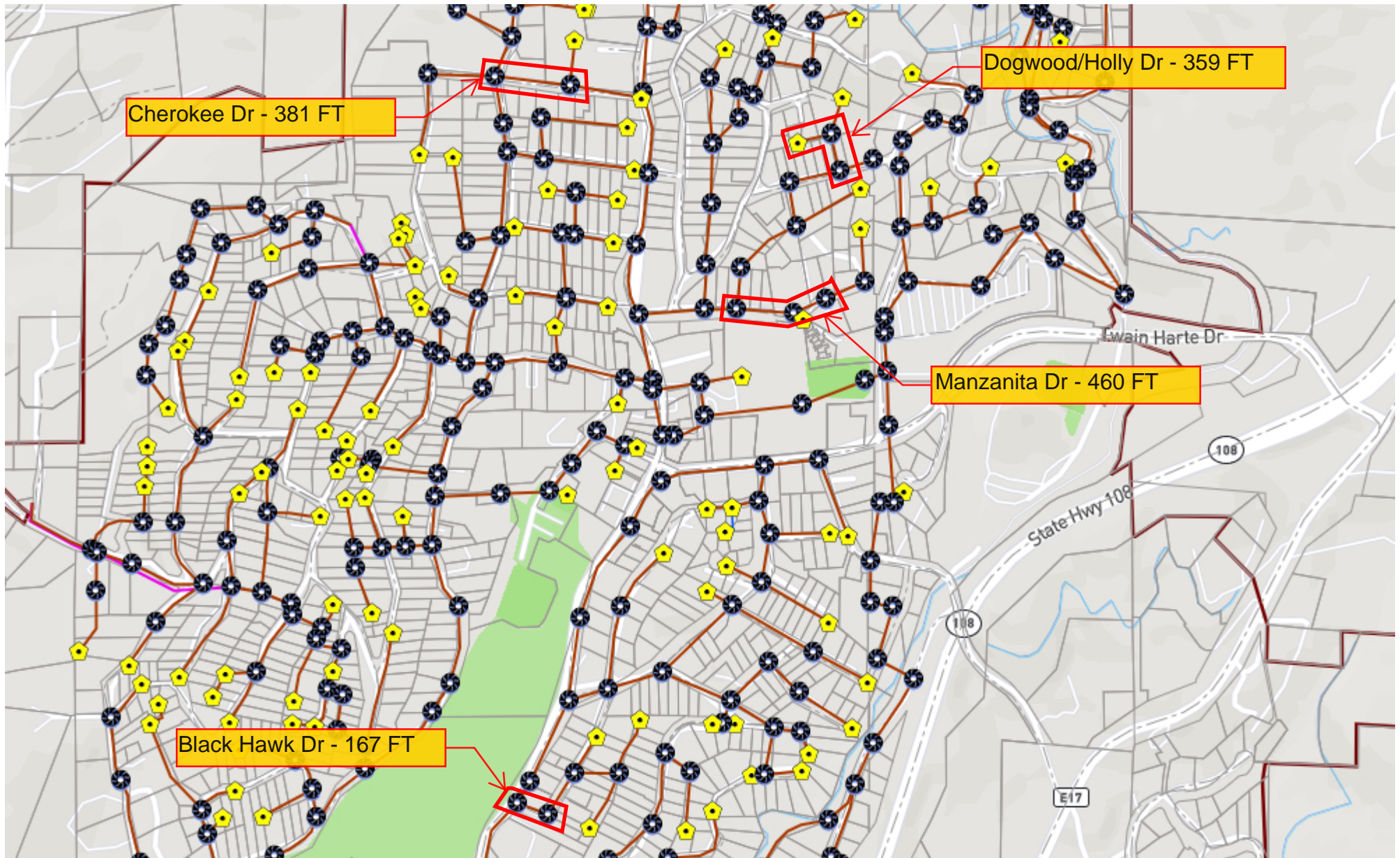
- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal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

FY 24-25 Sewer Fund Capital Reserves Analysis

FY 23-24 Starting Capital Reserve	\$ 862,038
FY 23-24 Anticipated Operational Surplus (Est. 4/23)	\$ (9,612)
FY 23-24 Anticipated Capital Outlay	\$ (201,800)
FY 24-25 Operating Surplus (Est. 4/26)	\$ 202,498
<u>FY 24-25 Capital Outlay</u>	<u>\$ (385,000)</u>
Capital Reserve Balance	\$ 468,124

Assumes no additional operational savings

THCSD Sewer Relining Project



1" = 858 ft

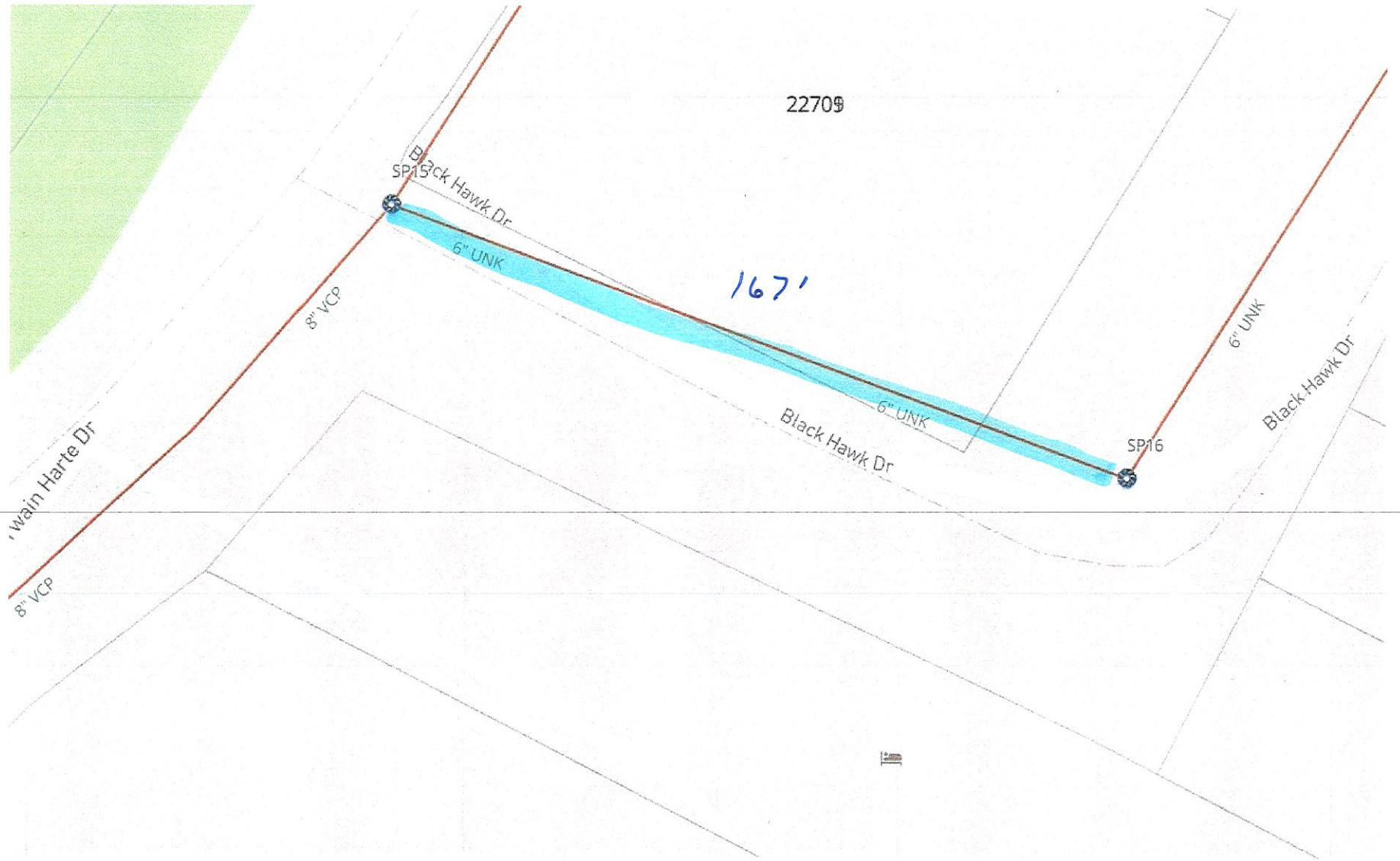
FY 23-24

04/26/2024



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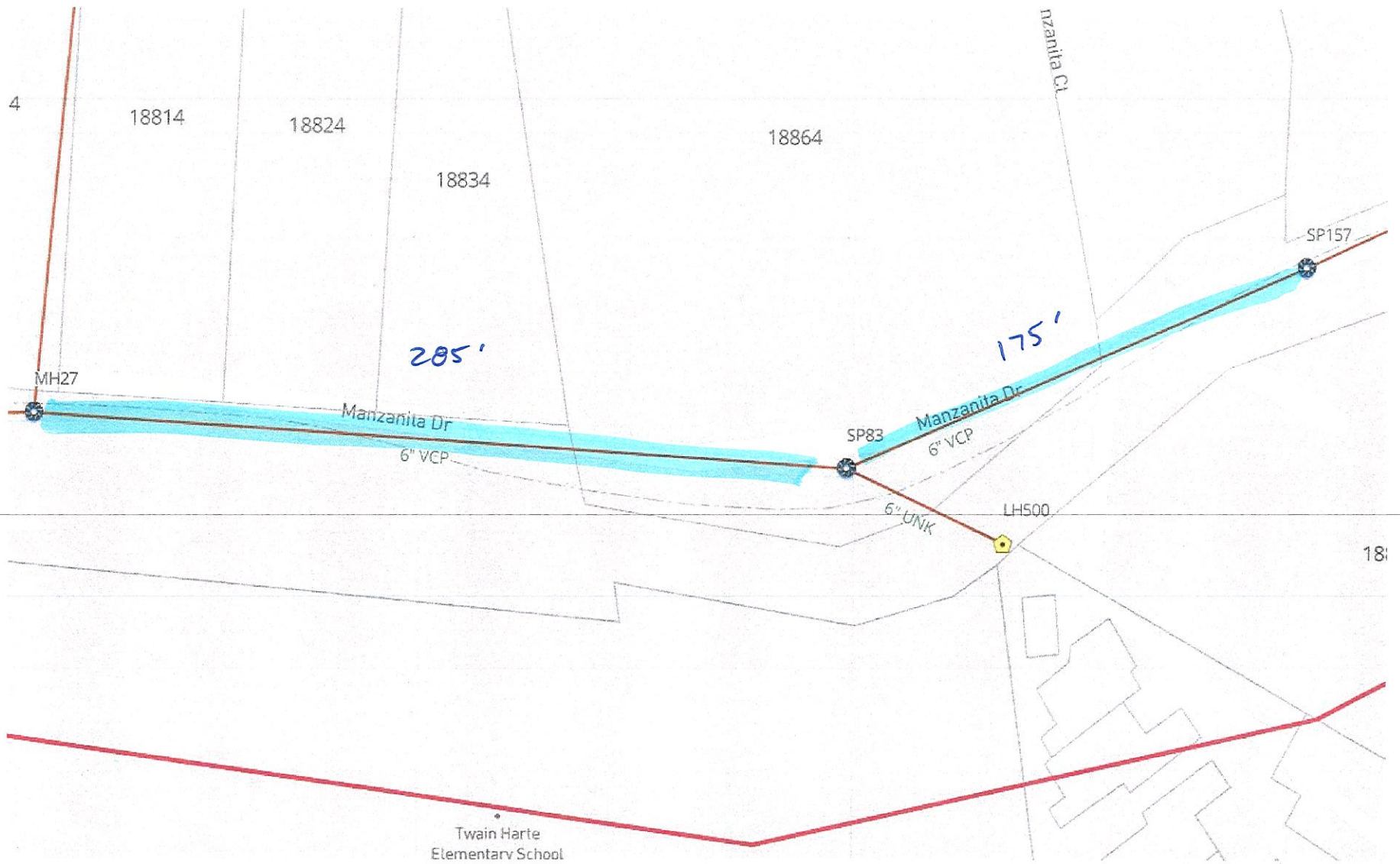
Default Title



1" = 36 ft	Sub Title	03/20/2024	
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Default Title




1" = 59 ft	Sub Title	03/20/2024	
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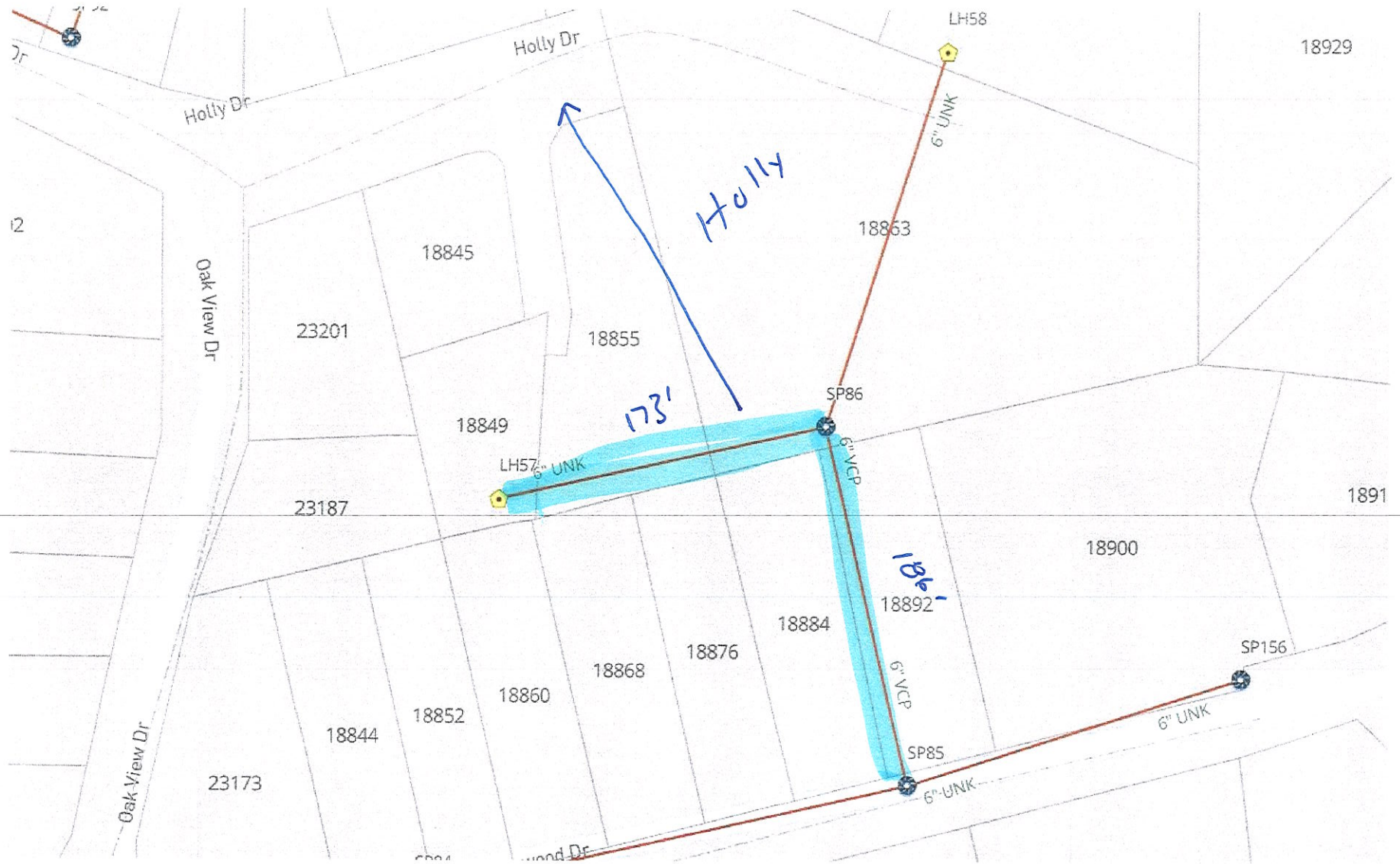
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Default Title



1" = 66 ft	Sub Title	03/20/2024	
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Default Title



1" = 87 ft	Sub Title	03/20/2024	
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