

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 VIDEO TELECONFERENCE March 9, 2022 9:00 A.M.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. This meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/81569810348>
- Meeting ID: 815 6981 0348
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

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. Communications:

- A. Letter from Cal Fire, TCU - Appreciation for Twain Harte Community Emergency Response Team (CERT).

6. Consent Agenda:

- A. Presentation and approval of financial statements through February 28, 2022.
- B. Approval of the minutes of the Regular Meeting held on February 9, 2022.

7. New Business

- A. Discussion/action to approve revisions to Policy #1030 – Communication Policy.
- B. Discussion/action to approve revisions to Policy #5020 – Board Meeting Agenda.

- C. Discussion/action to approve revisions to Policy #5030 – Board Meeting Conduct.
- D. Discussion/action to approve an Agreement with Yosemite Community College District to participate in a Regional Internship Program.
- E. Discussion/action regarding the potential hiring of seasonal Firefighters.
- F. Discussion regarding the Twain Harte Pipeline Replacement Project.
- G. Update on Twain Harte Meadows Park Project.
- H. Discussion/action regarding attendance and representation at California Special Districts Association’s Legislative Days.
- I. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #22-08 – Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of March 9, 2022 to April 8, 2022.

8. Reports

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

9. Closed Session

- A. Conference with Legal Counsel – Existing Litigation:
Pursuant to Government Code Section 54956.9(a)
Case Name: Junger v. Twain Harte Community Services District

10. Adjourn

HOW TO VIRTUALLY OBSERVE 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](#)

HOW TO SUBMIT PUBLIC COMMENTS:

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

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - 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:** The public will have opportunity to provide comment before and after the meeting as follows:
 - 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.



* 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.

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



Cooperative Fire Protection Services

In Partnership with **CAL FIRE** Since 1977

Proudly serving the County of Tuolumne, Jamestown, Groveland and Columbia College

Nick Casci, County Fire Chief
Andrew Murphy, Assistant County Fire Chief

18440 Striker Ct. • Sonora, CA 95370
Tel: (209) 533-5100 • Fax: (209) 533-5103

January 9, 2022

Fire Chief Neil Gamez
Twain Harte Community Services District, Fire Department
18781 Cedar Drive
Twain Harte, CA 95383

Chief Gamez:

Yesterday resources from the Tuolumne County Fire Department, CAL FIRE, Tuolumne Fire District, Sonora Fire Department, and Twain Harte Fire District operated at a residential structure fire on Blue Bell Road. The operation went on for approximately nine hours.

Very early in the incident I requested that the Duty Officer of Twain Harte CSD Fire Department be contacted about the use of Twain Harte's CERT for firefighter rehab. You immediately answered on the command frequency that the request was approved.

Within about thirty minutes, four members of Twain Harte CERT arrived ready to work. They set up a shade tent near the incident. Tables and chairs were also set up. Medical monitoring in compliance with NFPA standards, hydration, and nourishment in the form of energy bars were provided. Close to the five o'clock hour I was asked if sandwiches were needed. The CERT team arranged for and picked up about thirty sandwiches for working members.

Having Twain Harte CERT at this incident was crucial to firefighter safety and well-being. With the shortage of firefighters in the County, having the few that we have properly cared for is a tremendous service to the County.

Thank you to you, General Manager Tom Trott, and all members of your amazing CERT for the selfless service that they provide to all members of the Tuolumne County Fire Service.

Respectfully,

William R. Barteau
Incident Commander

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 OPERATING EXPENDITURE SUMMARY
As of February 28, 2022**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 66.67%)
Park	89,124	53,788	35,336	60.35%
Water	1,303,888	745,539	558,349	57.18%
Sewer	1,103,931	555,674	548,257	50.34%
Fire	1,249,616	837,169	412,447	66.99%
Admin	649,891	403,248	246,643	62.05%
TOTAL	\$ 4,396,450	\$ 2,595,418	\$ 1,801,032	59.03%

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 CAPITAL EXPENDITURE SUMMARY
As of February 28, 2022**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 66.67%)
Park	604,791	15,403	589,388	2.55%
Water	1,707,550	21,080	1,686,470	1.23%
Sewer	454,100	42,293	411,807	9.31%
Fire	504,100	105,928	398,172	21.01%
Admin		-	-	
TOTAL	\$ 3,270,541	\$ 184,704	\$ 3,085,837	5.65%

Reflects Budget Rev #4 - Approved 02/09/22

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of February 28, 2022

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,792,385	243,744	(316,642)	1,719,487
U.S. Bank - D Grunsky #1**:	55,688			55,688
U.S. Bank - D Grunsky #2**:	60,328			60,328
LAIF	2,972,295			2,972,295
TOTAL	\$ 4,880,696	\$ 243,744	\$ (316,642)	\$ 4,807,798

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
February 9, 2022

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

DIRECTORS:

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

STAFF:

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

AUDIENCE: 4 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Dane Wadle from CSDA congratulated the District on receiving the COVID relief fund for \$38k and thanked THCS D for our advocacy letters and continued support on the need for these funds.

Carol Hallet from CERT spoke to the December storm and how the vulnerability it showed for our community should encourage us to look for ways to mitigate these issues in the future.

COMMUNICATIONS:

- A. Letter to Tuolumne County – Comments on General Plan Amendment GPA21-005

PRESENTATIONS:

- A. Presentation of the Fiscal Year 2020-21 Audit Report by Blomberg and Griffin.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through January 31, 2022.
- B. Approval of the minutes of the Regular Meeting held on January 12, 2022.
- C. Approval of Resolution #22-04 – Directing Preparation of the Engineer’s Report for Continuation of the Fiscal Year 2022-23 Assessment for the Twain Harte Park and Recreation Maintenance District.
- D. Approval of Resolution #22-05 – Accepting the Fire Chief’s 2021 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

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

SECOND: Director Mannix

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #22-06 – Approval of a Fiscal Year 2021-22 Fire CERT Fund Budget Adjustment in the Amount of \$28.850 for Purchasing Equipment and Conducting Emergency Preparedness Workshops.

MOTION: Director Bohlman made a motion to adopt Resolution #22-06 – Approval of a Fiscal Year 2021-22 Fire CERT Fund Budget Adjustment in the Amount of \$28.850 for Purchasing Equipment and Conducting Emergency Preparedness Workshops.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN: None

- B. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #22-07 – Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of February 9, 2022 to March 11, 2022.

MOTION: Director Sipperley made a motion to approve the continuation of remote teleconference meetings and to adopt Resolution #22-07– Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of February 9, 2022 to March 11, 2022.

SECOND: Director Mannix

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN: None

- C. Discussion/action regarding the impact of future development in Twain Harte and consideration of initiating a development impact fee study.

MOTION: Director Mannix made a motion regarding the impact of future development in Twain Harte and consideration of initiating a development impact fee study and after a lengthily discussion decided to take no action to initiate a development impact study fee at this time.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN: None

- D. Discussion/action to approve sending a letter to Tuolumne County discussing road conditions, potential partnerships, and possible revenue sources.

MOTION: Director deGroot made a motion to approve sending a letter to Tuolumne County discussing road conditions, potential partnerships, and possible revenue sources.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN: None

- E. Semi-annual review of the District's Strategic Plan.

The board reviewed/discussed the Strategic Plan and reached consensus that the District is making good progress and the Strategic Plan does not require revisions at this time.

- F. Discussion/presentation on the history of Eproson Park and other Park facilities.

Director Knudsen provided a verbal presentation on the history of the Twain Harte CSD park facilities speaking specifically to the development of Eproson Park.

REPORTS:

President and Board Member Reports.

- *President Sipperley provided a report stating that there was no IRWM JPA Meeting this month.*
- *Director deGroot thanked the THCS staff for their continued hard work.*
- *Director Mannix noted that Lynn Crook had to step down from the Park committee should anyone know someone in the community that might be interested in serving on the citizens committee.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez and Carol Hallet from CERT provided a verbal summary of her report as well.*

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

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

General Manager Report Provided by General Manager Trott

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

CLOSED SESSION: *The Board of Directors convened into closed session at 12:12 p.m.*

- A. Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Junger v. Twain Harte Community Services District
- B. Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Oyarzo v. Twain Harte Community Services District
- *President Sipperley reconvened the meeting into regular session at 12:59 p.m. with no reportable action.*

ADJOURNMENT:

The meeting was adjourned at 12:59 p.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Communications Policy**
POLICY NUMBER: **1030**
ADOPTED: **July 12, 2012**
AMENDED: **9/10/2015**
LAST AMENDED: **March 11, 2020**

1030.10 PURPOSE

The purpose of this policy is to provide direction to Twain Harte Community Services District Board of Directors and staff in responding to various forms of public communication.

1030.20 PREPARATION

Prior to responding to any form of communication received from the public, another agency/business or the media, the following items must be considered:

- a. **Source:** Identify who communicated the information and who the communication was specifically directed toward.
- b. **Topic:** Determine the main objective of the communication and whether it is based on factual or false information.
- c. **Level of Importance:** Evaluate the level of importance and the level of response needed, if any.
- d. **Sensitivity:** Determine the level of interest in the community and the degree of sensitivity.
- e. **Timelines:** Determine how quickly a response needs to be made.
- f. **Resolution:** Attempt to identify any resolutions to keep issues from becoming long term or ongoing.
- g. **Form:** Identify how the information was distributed (i.e. letter, public meeting, email, phone call, etc.).
- h. **Response Form:** Identify the most appropriate form of response (i.e. individual letter, letter to all customers, website post, press release, media interview, etc.).
- i. **Responder:** Identify the appropriate person to communicate the response.
- j. **Approval:** Identify who needs to approve and/or review the response before release.

1030.30 COMMUNICATION AUTHORITY

Except as specifically described in this policy or as is necessary for the normal carrying

out of staff job functions, all communications shall be approved or designated by the General Manager or approved by the Board of Directors. If communications received by the District are determined to have high importance and/or sensitivity, the General Manager may wish to consult with the Board to determine the best communication strategy.

1030.40 PUBLIC COMMENTS AT BOARD MEETINGS

In accordance with State law, the Board is prohibited from discussing items not calendared on the agenda. The public may address the Board on any item not listed on the agenda and is within the Board's jurisdiction, under the "Public Comment" agenda item. Matters brought up which are not on the agenda may be simply received, referred to staff for follow-up, or calendared on a future agenda.

For public comments regarding items on the agenda, if the comment is erroneous and a staff person can correct the misstatement, staff is encouraged to do so. If a staff person or Board member has some factual data that clarifies and or addresses the comment being made, the staff person or Board member shall respond/answer at that time, instead of waiting for the matter to be put on a future agenda. Public discussion, as in extended question and answer, debate and/or pontification is discouraged.

1030.50 WRITTEN CORRESPONDENCE FROM DIRECTORS

Directors may wish to have letters on District letterhead written to customers, businesses or other entities. Typically, the General Manager and/or Board President (only if authorized by policy or Board action) shall be charged with communicating the District's written position on matters to customers, businesses or other entities.

On occasion, Directors may disagree with a position the District has taken on an issue. In these instances, Directors may communicate their individual position as private citizens only (no use of title) and shall not use District letterhead or District staff to prepare such responses.

1030.60 DIRECTORS SPEAKING ON BEHALF OF THE DISTRICT

When Directors are asked the District's position on an issue, the response should reflect the position of the District as a whole, based on Board action, policy or ordinance. A Director may clarify his/her vote on an issue by stating, "While I voted against XX, the District voted in support of it." The General Manager has authority to speak on behalf of the District at all times. When communicating the District's position, the General Manager's communication shall be based on prior Board action, policy or ordinance.

A Director may represent the District at meetings or other venues if the entire Board first authorizes such representation through official Board action. When representing the District, the Director can state the District's position, not their individual position on any issue.

1030.70 PUBLIC COMPLAINTS

1030.71 Definition. An official public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal

statute of which the individual has been adversely affected and shall be submitted in writing and signed by the person filing the complaint.

1030.72 Method of Resolution. The Board of Directors desires that official public complaints be resolved at the lowest possible administrative level and that the method for resolution of complaints be logical and systematic, generally adhering to the following process:

1. The individual with a complaint (“complainant”) shall first be directed to the department manager to discuss the matter with the objective of resolving the matter informally.
2. If the complainant is not satisfied with the disposition of the complaint by the department manager, the department manager shall refer the complainant to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager may document his/her decision in writing, with the complainant being provided a copy; otherwise the resolution or decision of the General Manager will take effect immediately after conferring with the complainant.
3. If the complainant is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager’s decision. The Board may consider the matter at its next regular Board meeting or call a Special Meeting. In making a decision, the Board may conduct conferences, refer the matter to Committee, hear testimony, as well as utilize the transcripts of written documentation. The Board’s final decision shall be in writing with the complainant being provided a copy.

1030.74 Other Public Complaints. When Directors receive a complaint or inquiry from the public regarding the District’s services and/or staff, the Director should acknowledge the complaint/inquiry without making any comment/promise as to what will happen on behalf of the District and forward the message to the General Manager. The General Manager shall either respond to the complaint or designate response to the appropriate staff member.

1030.75 No Discouragement of Public Complaints. This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to action of the Board, District programs and services, or impending considerations of the Board.

1030.80 MEDIA CONTACTS

1030.81 Authority. The General Manager has sole authority to contact and respond to media inquiries on behalf of the District. The General Manager may choose to designate personnel or Directors to speak to the media on behalf of the

District for specific or routine District activities.

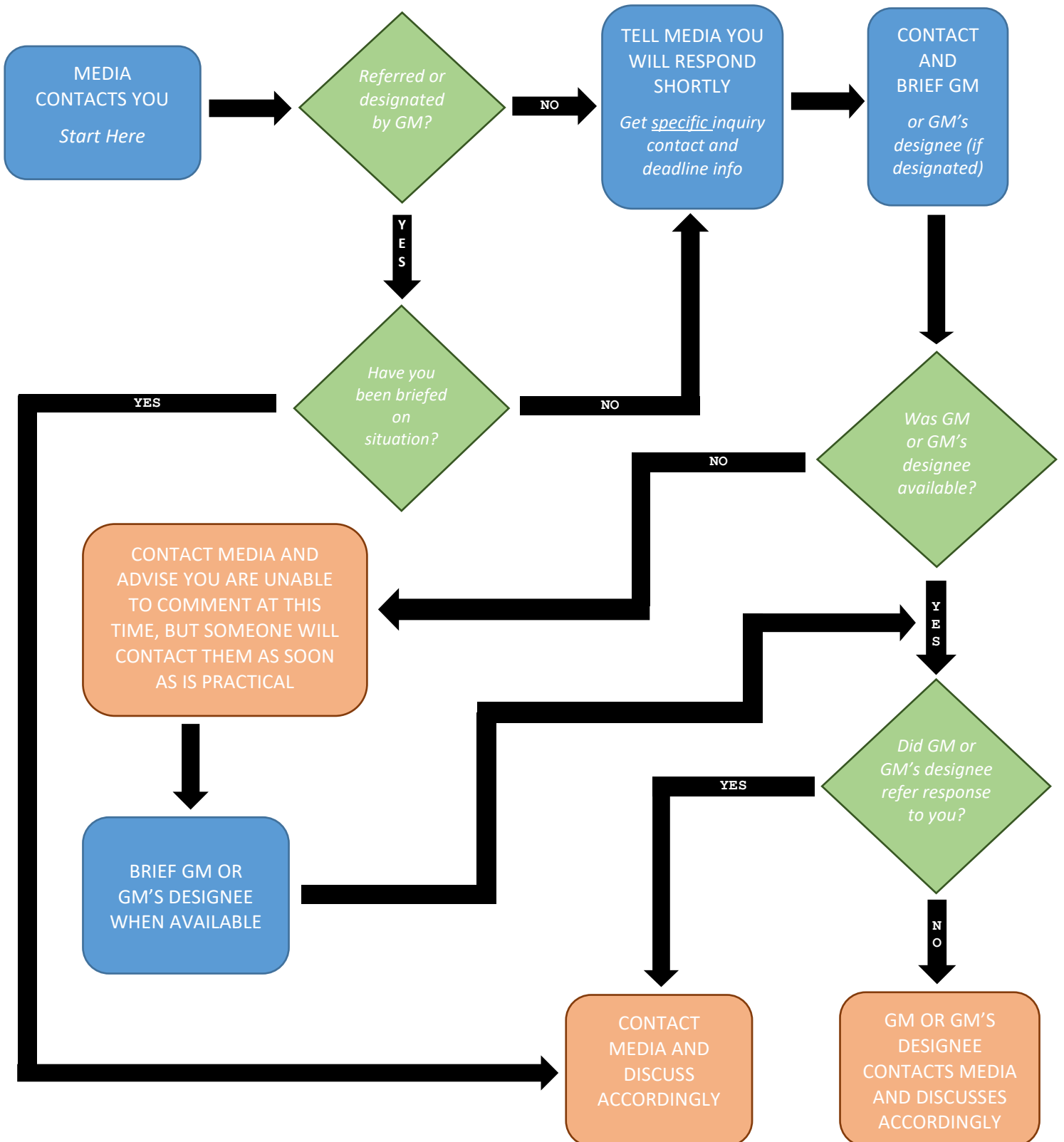
The Board of Directors may vote to designate media contact authority to a Director for a specific time frame in the event the General Manager is unavailable or specific circumstances warrant such action.

1030.82 Board and Staff Media Response. In the event Directors or staff are approached for comment by the news media, they shall refer all inquiries to the General Manager in accordance with the attached Media Response Flow Chart.

1030.83 No Authority to Take Responsibility. No employee or Director shall have any right or authority to make any representation to members of the public or others that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.

MEDIA RESPONSE FLOW CHART

Twain Harte Community Services District



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Communications Policy
POLICY NUMBER: 1030
ADOPTED: July 12, 2012
AMENDED: 9/10/2015
LAST AMENDED: March 11, 2020

1030.10 PURPOSE

The purpose of this policy is to provide direction to Twain Harte Community Services District Board of Directors and staff in responding to various forms of public communication.

1030.20 PREPARATION

Prior to responding to any form of communication received from the public, another agency/business or the media, the following items must be considered:

- a. **Source:** Identify who communicated the information and who the communication was specifically directed toward.
- b. **Topic:** Determine the main objective of the communication and whether it is based on factual or false information.
- c. **Level of Importance:** Evaluate the level of importance and the level of response needed, if any.
- d. **Sensitivity:** Determine the level of interest in the community and the degree of sensitivity.
- e. **Timelines:** Determine how quickly a response needs to be made.
- f. **Resolution:** Attempt to identify any resolutions to keep issues from becoming long term or ongoing.
- g. **Form:** Identify how the information was distributed (i.e. letter, public meeting, email, phone call, etc.).
- h. **Response Form:** Identify the most appropriate form of response (i.e. individual letter, letter to all customers, website post, press release, media interview, etc.).
- i. **Responder:** Identify the appropriate person to communicate the response.
- j. **Approval:** Identify who needs to approve and/or review the response before release.

1030.30 COMMUNICATION AUTHORITY

[THCSD 1030 Communications Policy REV 2022-03-09](#)~~[THCSD 1030 Communications Policy](#)~~

Except as specifically described in this policy or as is necessary for the normal carrying out of staff job functions, all communications shall be approved or designated by the General Manager or approved by the Board of Directors. If communications received by the District are determined to have high importance and/or sensitivity, the General Manager may wish to consult with the Board to determine the best communication strategy.

1030.40 PUBLIC COMMENTS AT BOARD MEETINGS

~~1030.41~~ In accordance with State law, the Board is prohibited from discussing items not calendared on the agenda. The public may address the Board on any item not listed on the agenda and is within the Board's jurisdiction, under the "Public Comment" agenda item. ~~"Public Comment: This time is provided to receive information from the public."~~ Matters brought up which are not on the agenda may be simply received, referred to staff for ~~action~~ follow-up, or calendared on a future agenda.

For public comments regarding items on the agenda, if the comment is erroneous and a staff person can correct the misstatement, staff is encouraged to do so.

~~1030.42~~ If a staff person or Board member has some factual data that clarifies and or addresses the comment being made, the staff person or Board member shall respond/answer at that time, instead of waiting for the matter to be put on a future agenda. Public discussion, as in extended question and answer, debate and/or pontification is discouraged.

1030.50 WRITTEN CORRESPONDENCE FROM DIRECTORS

~~1030.51~~ Directors may wish to have letters/~~correspondence on District letterhead~~ written to customers, businesses or other entities. Typically, the General Manager and/or Board President (only if authorized by policy or decision made by the entire Board action of Directors) shall be charged with ~~transmitting~~ communicating the District's written position on matters to ~~the~~ customers, businesses or other entities.

~~1030.52~~ On occasion, Directors may disagree with a position the District has taken on an issue. In these instances, Directors may communicate their individual position as private citizens only (no use of title); and shall not use District letterhead or District staff to prepare such responses. ~~If speaking as a Director, Directors shall comply with Section 1030.65 of this Policy.~~

1030.60 DIRECTORS SPEAKING ON BEHALF OF THE DISTRICT

When Directors are asked the District's position on an issue, the response should reflect the position of the District as a whole, based on Board action, policy or ordinance. A Director may clarify his/her vote on an issue by stating, "While I voted against XX, the District voted in support of it." The General Manager has authority to speak on behalf of the District at all times. When communicating the District's position, the General Manager's communication shall be based on prior Board action, policy or ordinance.

A Director may represent the District at meetings or other venues if the entire Board first authorizes such representation through official Board action. When representing the

THCSD 1030 Communications Policy REV 2022-03-09~~THCSD 1030 Communications Policy~~

District, the Director can state the District's position, not their individual position on any issue.

1030.760 PUBLIC COMPLAINTS

~~1030.761 **Definition.** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level and that the method for resolution of complaints be logical and systematic.~~

~~1030.62~~ An official public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected and shall be submitted in writing and signed by the person filing the complaint.

~~1030.63-72 **Method of Resolution.** The Board of Directors desires that official public complaints be resolved at the lowest possible administrative level and that the method for resolution of complaints be logical and systematic, generally adhering to the following process:~~

- ~~1. The individual with a complaint ("complainant") shall first be directed to the department manager to discuss the matter with the objective of resolving the matter informally.~~
- ~~2. If the complainant is not satisfied with the disposition of the complaint by the department manager, the department manager shall refer the complainant to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager may document his/her decision in writing, with the complainant being provided a copy; otherwise the resolution or decision of the General Manager will take effect immediately after conferring with the complainant.~~
- ~~3. If the complainant is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular Board meeting or call a Special Meeting. In making a decision, the Board may conduct conferences, refer the matter to Committee, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be in writing with the complainant being provided a copy.~~

~~4.~~

~~1030.63.1 If the complainant is not satisfied with the disposition of the complaint by the department manager, the department manager shall refer the complainant to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager may document his/her decision in writing, with the complainant being provided a~~

~~THCSD 1030 Communications Policy REV 2022-03-09 THCSD 1030 Communications Policy~~

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~~copy; otherwise the resolution or decision of the General Manager will take effect immediately after conferring with the complainant.~~

~~1030.63.2 If the complainant is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular Board meeting or call a Special Meeting. In making a decision, the Board may conduct conferences, refer the matter to Committee, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be in writing with the complainant being provided a copy.~~

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1030.764 Responding to Other Public Complaints. When Directors receive a complaint or inquiry from the public regarding the District's services and/or staff, the Director should acknowledge the complaint/inquiry without making any comment/promise as to what will happen on behalf of the District and forward the message to the General Manager. The General Manager shall either respond to the complaint or designate response to the appropriate staff member.

~~1030.65 Speaking for the District. When Directors are asked the District's position on an issue, the response should reflect the position of the District as a whole, based on Board action, policy or ordinance. A Director may clarify his/her vote on an issue by stating, "While I voted against XX, the District voted in support of it." The General Manager has authority to speak on behalf of the District at all times. When communicating the District's position, the General Manager's communication shall be based solely on prior Board action, policy or ordinance.~~

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~~A Board Director may represent the District at meetings or other venues if the entire Board first authorizes such representation through official Board action. When representing the District, the Director can state the District's position, not their individual position on any issue.~~

1030.75 No Discouragement of Public Complaints. ~~66~~This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to action of the Board, District programs and services, or impending considerations of the Board.

1030.780 MEDIA CONTACTS

1030.781 Authority. The General Manager has sole authority to contact and respond to media inquiries on behalf of the District. The General Manager may choose to designate personnel or Directors to speak to the media on behalf of the District for specific or routine District activities.

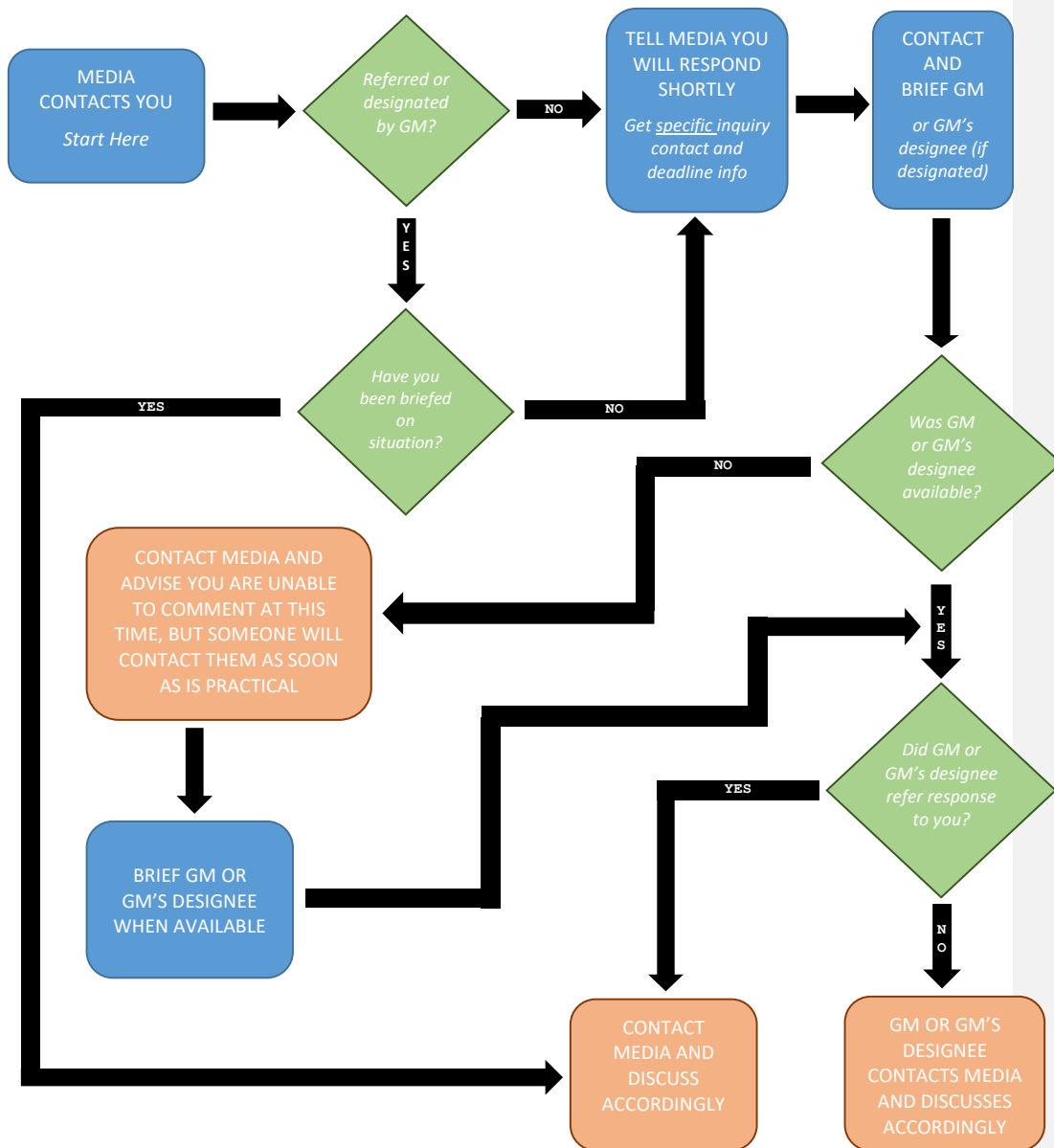
The Board of Directors may vote to designate media contact authority to a Director for a specific time frame in the event the General Manager is unavailable or specific circumstances warrant such action.

[THCSD 1030 Communications Policy REV 2022-03-09](#) ~~THCSD 1030 Communications Policy~~

1030.782 Board and Staff Media Response. In the event Directors or staff are approached for comment by the news media, they shall refer all inquiries to the General Manager in accordance with the attached Media Response Flow Chart.

1030.783 No Authority to Take Responsibility. No employee or Director shall have any right or authority to make any representation to members of the public or others that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.

MEDIA RESPONSE FLOW CHART Twain Harte Community Services District



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Communications Policy**
POLICY NUMBER: **1030**
ADOPTED: **July 12, 2012**
AMENDED: **9/10/2015**
LAST AMENDED: **March 11, 2020**

1030.10 PURPOSE

The purpose of this policy is to provide direction to Twain Harte Community Services District Board of Directors and staff in responding to various forms of public communication.

1030.20 PREPARATION

Prior to responding to any form of communication received from the public, another agency/business or the media, the following items must be considered:

- a. **Source:** Identify who communicated the information and who the communication was specifically directed toward.
- b. **Topic:** Determine the main objective of the communication and whether it is based on factual or false information.
- c. **Level of Importance:** Evaluate the level of importance and the level of response needed, if any.
- d. **Sensitivity:** Determine the level of interest in the community and the degree of sensitivity.
- e. **Timelines:** Determine how quickly a response needs to be made.
- f. **Resolution:** Attempt to identify any resolutions to keep issues from becoming long term or ongoing.
- g. **Form:** Identify how the information was distributed (i.e. letter, public meeting, email, phone call, etc.).
- h. **Response Form:** Identify the most appropriate form of response (i.e. individual letter, letter to all customers, website post, press release, media interview, etc.).
- i. **Responder:** Identify the appropriate person to communicate the response.
- j. **Approval:** Identify who needs to approve and/or review the response before release.

1030.30 COMMUNICATION AUTHORITY

Except as specifically described in this policy or as is necessary for the normal carrying

out of staff job functions, all communications shall be approved or designated by the General Manager or approved by the Board of Directors. If communications received by the District are determined to have high importance and/or sensitivity, the General Manager may wish to consult with the Board to determine the best communication strategy.

1030.40 PUBLIC COMMENTS AT BOARD MEETINGS

In accordance with State law, the Board is prohibited from discussing items not calendared on the agenda. The public may address the Board on any item not listed on the agenda and is within the Board's jurisdiction, under the "Public Comment" agenda item. Matters brought up which are not on the agenda may be simply received, referred to staff for follow-up, or calendared on a future agenda.

For public comments regarding items on the agenda, if the comment is erroneous and a staff person can correct the misstatement, staff is encouraged to do so. If a staff person or Board member has some factual data that clarifies and or addresses the comment being made, the staff person or Board member shall respond/answer at that time, instead of waiting for the matter to be put on a future agenda. Public discussion, as in extended question and answer, debate and/or pontification is discouraged.

1030.50 WRITTEN CORRESPONDENCE FROM DIRECTORS

Directors may wish to have letters on District letterhead written to customers, businesses or other entities. Typically, the General Manager and/or Board President (only if authorized by policy or Board action) shall be charged with communicating the District's written position on matters to customers, businesses or other entities.

On occasion, Directors may disagree with a position the District has taken on an issue. In these instances, Directors may communicate their individual position as private citizens only (no use of title) and shall not use District letterhead or District staff to prepare such responses.

1030.60 DIRECTORS SPEAKING ON BEHALF OF THE DISTRICT

When Directors are asked the District's position on an issue, the response should reflect the position of the District as a whole, based on Board action, policy or ordinance. A Director may clarify his/her vote on an issue by stating, "While I voted against XX, the District voted in support of it." The General Manager has authority to speak on behalf of the District at all times. When communicating the District's position, the General Manager's communication shall be based on prior Board action, policy or ordinance.

A Director may represent the District at meetings or other venues if the entire Board first authorizes such representation through official Board action. When representing the District, the Director can state the District's position, not their individual position on any issue.

1030.70 PUBLIC COMPLAINTS

1030.71 Definition. An official public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal

statute of which the individual has been adversely affected and shall be submitted in writing and signed by the person filing the complaint.

1030.72 Method of Resolution. The Board of Directors desires that official public complaints be resolved at the lowest possible administrative level and that the method for resolution of complaints be logical and systematic, generally adhering to the following process:

1. The individual with a complaint (“complainant”) shall first be directed to the department manager to discuss the matter with the objective of resolving the matter informally.
2. If the complainant is not satisfied with the disposition of the complaint by the department manager, the department manager shall refer the complainant to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager may document his/her decision in writing, with the complainant being provided a copy; otherwise the resolution or decision of the General Manager will take effect immediately after conferring with the complainant.
3. If the complainant is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager’s decision. The Board may consider the matter at its next regular Board meeting or call a Special Meeting. In making a decision, the Board may conduct conferences, refer the matter to Committee, hear testimony, as well as utilize the transcripts of written documentation. The Board’s final decision shall be in writing with the complainant being provided a copy.

1030.74 Other Public Complaints. When Directors receive a complaint or inquiry from the public regarding the District’s services and/or staff, the Director should acknowledge the complaint/inquiry without making any comment/promise as to what will happen on behalf of the District and forward the message to the General Manager. The General Manager shall either respond to the complaint or designate response to the appropriate staff member.

1030.75 No Discouragement of Public Complaints. This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to action of the Board, District programs and services, or impending considerations of the Board.

1030.80 MEDIA CONTACTS

1030.81 Authority. The General Manager has sole authority to contact and respond to media inquiries on behalf of the District. The General Manager may choose to designate personnel or Directors to speak to the media on behalf of the

District for specific or routine District activities.

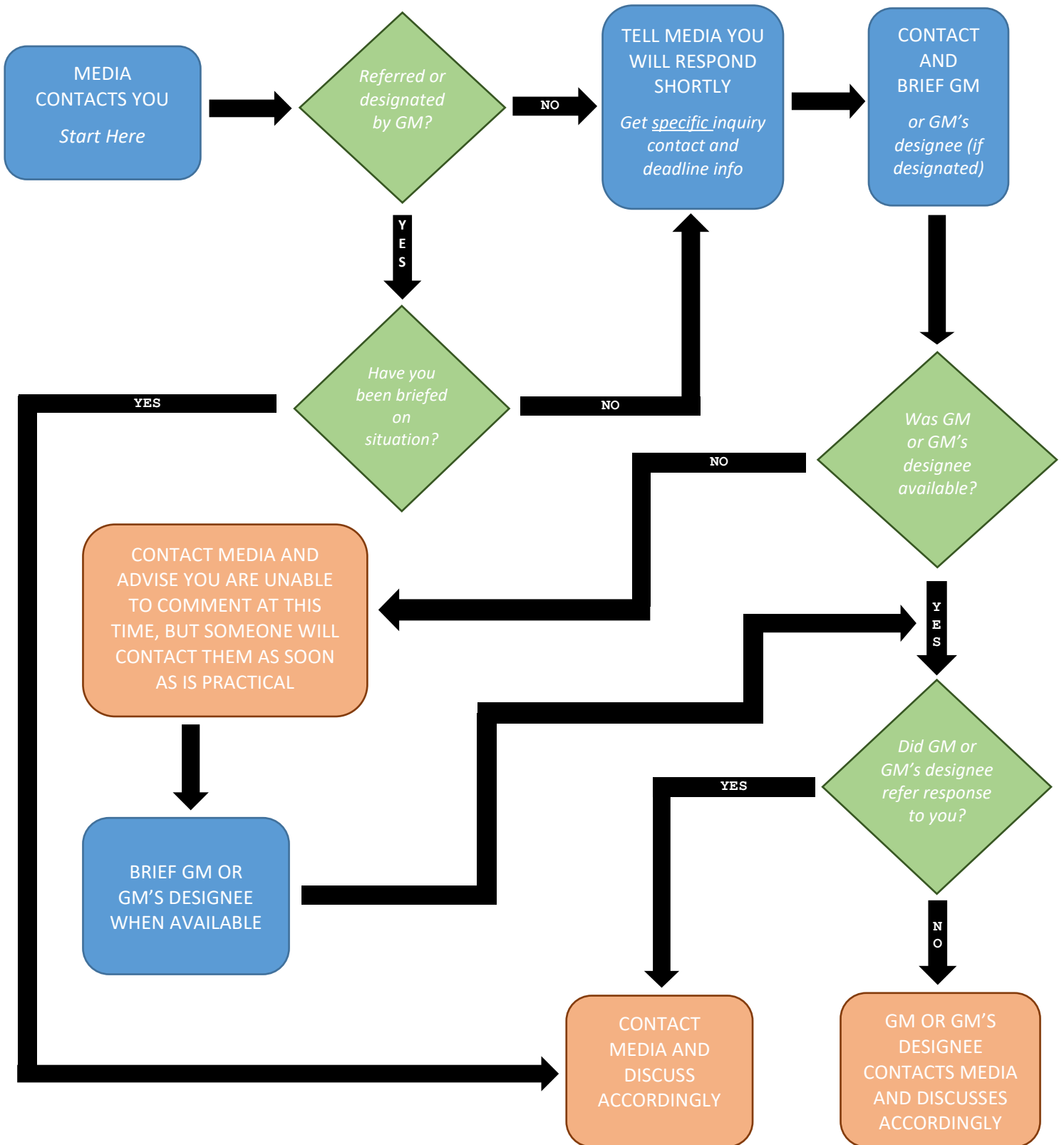
The Board of Directors may vote to designate media contact authority to a Director for a specific time frame in the event the General Manager is unavailable or specific circumstances warrant such action.

1030.82 Board and Staff Media Response. In the event Directors or staff are approached for comment by the news media, they shall refer all inquiries to the General Manager in accordance with the attached Media Response Flow Chart.

1030.83 No Authority to Take Responsibility. No employee or Director shall have any right or authority to make any representation to members of the public or others that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.

MEDIA RESPONSE FLOW CHART

Twain Harte Community Services District



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

ADOPTED: September 20, 2005

AMENDED: 7/9/2015

LAST AMENDED: July 9, 2015

5010.10 AGENDA CREATION

The General Manager, or his/her designee, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item be placed on the agenda no later than five working days before a regular meeting and no later than 48 hours prior before a special meeting. After an agenda is posted, agenda items may only be added if the Board determines (by a 2/3 vote) that there is an immediate need to take action and the need arose after the posting of the agenda.

5010.20 ADDITION OF AGENDA ITEMS BY PUBLIC

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

1. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, ten (10) calendar days prior to the date of the meeting;
2. The General Manager shall be the judge of whether the public request is or is not a matter directly related to District business.
3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted for addition to the agenda;
4. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
5. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5010.30 POSTING OF AGENDAS

The Board secretary will be responsible for posting and distributing Board meeting agendas in compliance with the Ralph M. Brown Act and Policy #5010, "Board Meetings".

5010.40 AGENDA ORDER AND FORMAT

Agendas for regular Board meetings shall typically follow the below format and order. Agenda items will normally be discussed/considered in the order in which they appear on the agenda unless special circumstances exist. If special circumstances exist, the Board President (Chairperson) shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. The Board may take action on any item listed on the agenda.

1. Call to Order: Chairperson officially begins the meeting.
2. Pledge of Allegiance and Roll Call: Chairperson initiates Pledge of Allegiance and Board Secretary takes roll of Directors in attendance.
3. Reading of Mission Statement: Chairperson reads the District mission statement to remind all why the District exists and to ensure that Board discussion and action centers around the mission.
4. Public Comment: Typically, comments received during the Public Comment portion of the agenda should deal with items not listed on the agenda. No action will be taken or conducted on items not listed on the agenda; however staff may be directed to place the item on a future agenda for consideration of action. In response to comments received during Public Comment, clarifying statements may be given by the Board or staff.
5. Communications: All written communications including letters, memoranda and similar documents addressed to the Board of Directors or District may be discussed during this portion of the agenda.
6. Presentations: Any presentations given by or involving other parties may be placed under Presentations.
7. Consent Agenda: Board meeting minutes, financial statements and non-controversial items such as but not limited to proclamations, resolutions of appreciation, procedural resolutions required by funding agencies and rescission of policies, resolutions and ordinances may be placed on the Consent Agenda and said Consent Agenda may be approved with a single motion. A Director may request that any item on the Consent Agenda be removed for separate consideration by the Board in the same or future meeting.
8. Old Business: Items that have appeared and were considered by the Board on a previous agenda may be considered under Old Business on the Agenda.

9. New Business: Items that have not previously been considered by the Board and which do not qualify for consideration on the Consent Agenda shall be heard under New Business on the agenda.
10. Reports: Director and staff reports will be discussed during this portion of the agenda. No action will be taken on items or issues associated with reports; however staff may be directed to place the item on a future agenda for consideration of action.
11. Closed Session: Any items that qualify to be discussed/considered in closed session by the Ralph M. Brown Act will be placed under Closed Session. Only Directors, staff and relevant District consultants may be present during the discussion/consideration of Closed Session items.
12. Adjourn: The Chairperson shall officially adjourn the meeting when discussion/consideration of all matters on the agenda is complete.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

ADOPTED: September 20, 2005

AMENDED: 7/9/2015

LAST AMENDED: July 9, 2015

5010.10 AGENDA CREATION

~~5020.10~~—The General Manager, or his/her designee, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item ~~to be placed on the regular meeting~~ agenda no later than ~~5 five~~ working days ~~prior before to the meeting date~~ a regular meeting and no later than 48 hours prior before a special meeting. After an agenda is posted, agenda items may only be added if the Board determines (by a 2/3 vote) that there is an immediate need to take action and the need arose after the posting of the agenda.

5010.20 ADDITION OF AGENDA ITEMS BY PUBLIC

~~5020.11~~— Any Director may contact the General Manager and request any item to be placed on a special meeting agenda no later than 48 hours prior to the meeting time.

~~5020.20~~— Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

1. ~~5020.21~~— The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, ten (10) calendar days prior to the date of the meeting;
2. ~~5020.22~~— The General Manager shall be the judge of whether the public request is or is not a "matter directly related to District business."
3. ~~5020.23~~— No matter which is legally a proper subject for consideration by the Board in ~~closed session~~ will be accepted under this policy for addition to the agenda;

4. ~~5020.24~~—The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
5. ~~5020.30~~—This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

~~5020.40~~—At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and any public bulletin board or website maintained by the District.

~~5020.41~~—The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

5010.30 POSTING OF AGENDAS

The Board secretary will be responsible for posting and distributing Board meeting agendas in compliance with the Ralph M. Brown Act and Policy #5010, “Board Meetings”.

5010.40 AGENDA ORDER AND FORMAT

Agendas for regular Board meetings shall typically follow the below format and order. Agenda items will normally be discussed/considered in the order in which they appear on the agenda unless special circumstances exist. If special circumstances exist, the Board President (Chairperson) shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. The Board may take action on any item listed on the agenda.

1. Call to Order: Chairperson officially begins the meeting.
2. Pledge of Allegiance and Roll Call: Chairperson initiates Pledge of Allegiance and Board Secretary takes roll of Directors in attendance.
3. Reading of Mission Statement: Chairperson reads the District mission statement to remind all why the District exists and to ensure that Board discussion and action centers around the mission.
4. ~~_____~~—~~5020.52~~—Public Comments: Typically, comments received during the Public Comment portion of the agenda should deal with items not listed on the agenda. No action will be taken or conducted on items not listed on the agenda; however staff may be directed to place the item on a future agenda for consideration of action. In response to comments received during Public Comment, clarifying statements may be given by the Board or staff.
5. ~~_____~~—~~5020.53~~—Communications: All written communications including letters, memoranda and similar documents addressed to the Board of Directors or District may be discussed during this portion of the agenda. ~~No action will be taken on~~

~~communications items; however staff may be directed to place the item on a future agenda for consideration of action.~~

2.6. Presentations: Any presentations given by or involving other parties may be placed under Presentations.

~~3.7.~~ 5020.54 Consent Agenda: Board meeting minutes, financial statements and non-controversial items such as but not limited to proclamations, resolutions of appreciation, procedural resolutions required by funding agencies and rescission of policies, resolutions and ordinances may be placed on the Consent Agenda and said Consent Agenda may be approved with a single motion. A Director may request that any item on the Consent Agenda be removed for separate consideration by the Board in the same or future meeting.

~~4.8.~~ 5020.55 Old Business: Items that have appeared and were considered by the Board on a previous agenda may be considered under Old Business on the Agenda.

~~5.9.~~ 5020.56 New Business: Items that have not previously been considered by the Board and which do not qualify for consideration on the Consent Agenda shall be heard under New Business on the agenda.

~~10.~~ 5020.57 Reports: Director and staff reports will be discussed during this portion of the agenda. No action will be taken on items or issues associated with reports; however staff may be directed to place the item on a future agenda for consideration of action.

11. Closed Session: Any items that qualify to be discussed/considered in closed session by the Ralph M. Brown Act will be placed under Closed Session. Only Directors, staff and relevant District consultants may be present during the discussion/consideration of Closed Session items.

~~6.12.~~ Adjourn: The Chairperson shall officially adjourn the meeting when discussion/consideration of all matters on the agenda is complete.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

ADOPTED: September 20, 2005

AMENDED: July 9, 2015

5020.10 The General Manager, or his/her designee, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item to be placed on the regular meeting agenda no later than 5 working days prior to the meeting date.

5020.11 Any Director may contact the General Manager and request any item to be placed on a special meeting agenda no later than 48 hours prior to the meeting time.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, ten (10) calendar days prior to the date of the meeting;

5020.22 The General Manager shall be the judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and any public bulletin board or website maintained by the District.

5020.41 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

5020.50 The regular meeting agenda shall be prepared containing the following items:

5020.51 Call to Order: The President will call the meeting to order and conduct the Pledge of Allegiance.

5020.52 Public Comments: Typically, comments received during the Public Comment portion of the agenda should deal with items not listed on the agenda. No action will be taken or conducted on items not listed on the agenda; however staff may be directed to place the item on a future agenda for consideration of action. In response to comments received during Public Comment, clarifying statements may be given by the Board or staff.

5020.53 Communications: All written communications including letters, memoranda and similar documents addressed to the Board of Directors may be discussed during this portion of the agenda. No action will be taken on communications items; however staff may be directed to place the item on a future agenda for consideration of action.

5020.54 Consent Agenda: Board meeting minutes, financial statements and non-controversial items such as but not limited to proclamations, resolutions of appreciation, procedural resolutions required by funding agencies and rescission of policies, resolutions and ordinances may be placed on the Consent Agenda and said Consent Agenda may be approved with a single motion. A Director may request that any item on the Consent Agenda be removed for separate consideration by the Board in the same or future meeting.

5020.55 Old Business: Items that have appeared and were considered by the Board on a previous agenda may be considered under Old Business on the Agenda.

5020.56 New Business: Items that have not previously been considered by the Board and which do not qualify for consideration on the Consent Agenda shall be heard under New Business on the agenda.

5020.57 Reports: Director and staff reports will be discussed during this portion of the agenda. No action will be taken on items or issues associated with reports; however staff may be directed to place the item on a future agenda for consideration of action.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

ADOPTED: September 20, 2005

AMENDED:

5030.10 GENERAL MEETING CONDUCT

Meetings of the Board of Directors shall be conducted by the Chairperson (Board President or Vice President for Board Meetings and assigned Director for Board Committee Meetings). The Chairperson will be responsible to ensure that Board Meetings are conducted in accordance with Policy # 5070, "Rules of Order for Board Meetings". The Chairperson shall also ensure that both Board and Committee Meetings are conducted as follows:

1. Meetings shall commence at the time stated on the agenda and shall be guided by the agenda.
2. Meetings shall be run in an efficient and thorough manner that makes the best use of the Board's, staff's and public's time.
3. To the fullest possible extent, meetings shall be conducted in a manner that enables Directors to effectively consider problems and opportunities, receive reports, and take any necessary actions needed for District operations or improvement.

5030.20 PUBLIC COMMENT CONDUCT

The Chairperson shall ensure that the times set aside in Board Committee Meetings for public comment are conducted as follows:

1. Five minutes may be allotted to each speaker.
2. If a large number of public members wish to provide comment on a particular item, the Chairperson may reduce the amount of time for each person to less than 5 minutes to ensure all members have an opportunity to address the Board. Such reduction in time shall be announced by the Chairperson at the beginning of the public comment period.
3. Public members providing public conduct shall not conduct themselves in a manner that is disruptively noisy, profane, or creates a health or safety risk to members of the Board, staff or other members of the public. Public members conducting themselves

in such a manner will be given one verbal warning by the Chairperson. If the public member persists in such behavior, the Chairperson may revoke that person's privilege of addressing the Board.

5030.30 WILLFUL DISRUPTION NOT ALLOWED

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. Among other things, this may include conduct that is loud; noisy; disruptive; disturbing; creates a health or safety risk to Board members, staff or other members of the public; or makes it difficult to conduct District business. If the Chairperson finds that there is willful disruption of any meeting, he/she shall adhere to the following:

1. Ask the person(s) to stop such behavior immediately.
2. If the person(s) persists in willful disruption after being asked to stop, the Chairperson may order the person(s) to leave the building where the meeting is being conducted.
3. If the person(s) refuses to leave the meeting, the Chairperson or the General Manager shall contact law enforcement.
4. If any person(s) are ordered to leave the meeting due to willful disruption, the Board shall only consider matters appearing on the agenda.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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5030.10 GENERAL MEETING CONDUCT

~~5030.10~~ Meetings of the Board of Directors shall be conducted by the Chairperson (Board President or Vice President for Board Meetings and assigned Director for Board Committee Meetings). The Chairperson will be responsible to ensure that Board Meetings are conducted in a manner consistent accordance with the policies of the District. ~~Policy No. # 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.~~ The Chairperson shall also ensure that both Board and Committee Meetings are conducted as follows:

1. ~~5030.20~~ All Board m Meetings shall commence at the time stated on the agenda and shall be guided by ~~same~~ the agenda.
- 1.2. Meetings shall be run in an efficient and thorough manner that makes the best use of the Board's, staff's and public's time.
2. ~~5030.30~~ The conduct of meetings shall, ~~to~~ To the fullest possible extent, meetings shall be conducted in a manner that enables Directors to effectively :
3. ~~5030.31~~ Consider problems and opportunities, receive reports to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and improve services take any necessary actions needed for District operations or improvement. ~~and~~

5030.20 PUBLIC COMMENT CONDUCT

The Chairperson shall ensure that

1. ~~5030.32~~ Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

~~5030.40~~ Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, the times set aside in Board Committee Meetings for public comment are conducted as follows: shall be as followed:

1. ~~—————5030.41~~ Five minutes may be allotted to each speaker.
2. If a large number of public members wish to provide comment on a particular item, the Chairperson may reduce the amount of time for each person to less than 5 minutes to ensure all members have an opportunity to address the Board. Such reduction in time shall be announced by the Chairperson at the beginning of the public comment period. ~~and a maximum of 20 minutes to each subject matter.~~
3. ~~—————5030.42~~ No boisterous Public members providing public conduct shall not conduct themselves in a manner that is disruptively noisy, profane, or creates a health or safety risk to members of the Board, staff or other members of the public. Public members conducting themselves in such a manner will be given one verbal warning by the Chairperson. shall be permitted at any Board meeting. ~~If the public member persistences in boisterous conduct shall be grounds for summary termination, by such behavior,~~ the Chairperson, ~~of that~~ may revoke that person's privilege of addressing the Board.

5030.30 WILLFUL DISRUPTION NOT ALLOWED

~~5030.50~~ Willful disruption of any of the meetings of the Board of Directors shall not be permitted. Among other things, this may include conduct that is loud; noisy; disruptive; disturbing; creates a health or safety risk to Board members, staff or other members of the public; or makes it difficult to conduct District business. If the Chairperson finds that there is ~~in fact~~ willful disruption of any meeting ~~of the Board,~~ he/she shall adhere to the following:

1. Ask the person(s) to stop such behavior immediately.
2. If the person(s) persists in willful disruption after being asked to stop, the Chairperson may order the person(s) to leave the building where the meeting is being conducted.
3. If the person(s) refuses to leave the meeting, the Chairperson or the General Manager shall contact law enforcement.
4. If any person(s) are ordered to leave the meeting due to willful disruption, the Board shall only consider matters appearing on the agenda.
~~1. —room cleared and subsequently conduct the Board's business without the audience present.~~

~~—————5030.51~~ In such an event, only matters appearing on the agenda may be considered in such a session.

~~—————5030.52 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.~~

~~—————5030.53 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

ADOPTED: September 20, 2005

AMENDED:

5030.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.31 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and improve services; and,

5030.32 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.40 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.41 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.42 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.50 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.51 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.52 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.53 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

**AGREEMENT BETWEEN YOSEMITE COMMUNITY COLLEGE DISTRICT
AND THE PARTICIPATING FIRE AGENCIES**

Regional Internship Program

THIS AGREEMENT (“Agreement”) is made and entered into by, and between the YOSEMITE COMMUNITY COLLEGE DISTRICT (“District”) and the FIRE AGENCIES IN TUOLUMNE COUNTY (Sonora City Fire Department, Mi-Wuk Sugar Pine Protection District, Tuolumne Fire District, Twain Harte Community Services District, Tuolumne County Fire Department, Columbia Fire Protection District, Tuolumne Rancheria Fire Department, Groveland Community Services District Fire Department) through its Fire Department (“Agency”).

The purpose of this Agreement is to:

- 1) Serve the community with student interns;
- 2) Provide opportunities for students of Columbia College to gain on the training;
- 3) Provide a career pathway through a college education;
- 4) Help promote student recruitment to Columbia College;
- 5) Serve as a communication and training tool to help promote solid working relationships by all parties; and
- 6) Increase recruitment in local fire agencies.

This Agreement also meets two goals of the Columbia College Strategic Plan:

- 1) Goal 4 – Promote economic development by providing employer/student connections through workforce training;
- 2) Goal 5 – Expand modes of communication to improve community outreach, information sharing, and marketing efforts.

IT IS AGREED AS FOLLOWS:

1. TERM

The term of this Agreement shall be from _____ through _____. This Agreement may be extended by mutual written consent for one (1) one-year terms. Designated representatives of Agency and District shall administer this Agreement. Either party may terminate this Agreement with a sixty (60) day notice.

2. SCOPE OF SERVICE

2.1 Agencies and all parties agree that to be a part of the Yosemite Community College District (Columbia College) Regional Internship Program they will need to provide the following: workers compensation while the students work for the home agency, (Home agency will be where the students are currently working) provide a stipend for the students that will be designated by a set amount per month determined by the local participating fire agencies. The duties of the agencies are to professionally supervise, mentor, train the students so that each student can complete their FF1 and FF2 State Fire Training task book. The State Fire Training Office has produced the 2019 curriculum that has to be completed by each student in order to receive certification. Students will have to complete a minimum internship of 6 months in order to fulfill their obligation to the task book and State Fire Training

Curriculum. (A student that wishes to volunteer for an agency will have to complete a year of training as outlined by SFT). The total length of the Internship program is 2 years.

2.2 YCCD (Columbia College) will assign students Personal Protection Equipment (PPE) for the Columbia College Regional Internship Program. This equipment will be checked out to each student to be worn on all emergency calls, training, and any other time it is deemed that safety gear must be worn. Students will wear their Class B Columbia College Academy uniforms as required and permitted to wear an Agency T-shirt for their Class C uniform.

2.3 YCCD (Columbia College) will have the student maintain a minimum of nine (9) semester units and keep a "B" average in order to be eligible for the program each semester. This will help in maintaining credibility for the program and set a standard for new students coming into the program.

2.4 Students will be responsible for making an appointment for their own Health Screening through the approved health care facilities. The Health Screening will be a pre-employment Health Screening that consists of a medical questionnaire, spirometry, DMV physical exam, and drug test. The Agency will pay for the Health Screening.

2.5 Students will be responsible for making an appointment and complete a Live Scan. The Agency will pay for a Live Scan prior to entry into the Columbia College Regional Internship Program.

3. PAYMENT AND COMPENSATION

3.1 Participating agencies will be responsible for giving the students a minimum stipend of \$500.00 per month (Agency's standard fire fighter work schedule of 2 days on and 4 days off) for the length of the program or upon termination of the student from the program.

3.2 All Participating fire agencies have agreed on a background check being conducted by a licensed background investigator. All participating agencies have agreed on how extensive this background will be and have agreed to incur the cost. Each student will participate in a background check after the completion of the Columbia College Fire Academy (or equivalent Accredited Fire Academy).

4. INDEMNIFICATION AND HOLD HARMLESS

4.1 Indemnification by District. District shall indemnify and hold Agency, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever based or asserted upon any act or omission of any claim or liability whatsoever based or asserted upon any act or omission of Agency, its officers, agents, employees, subcontractors, independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, occurring in the performance of the Agreement to the extent that such liability is imposed on the District by the California Government Code, Section 895.2, and District shall defend at its expense, including attorney fees, Agency, its officers, agents, employees and independent contractor in any legal action of any kind based upon such alleged acts or omissions.

4.2 Indemnification by Agency. Agency shall indemnify and hold District, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever based or asserted upon any act or omission of any claim or liability whatsoever based or asserted upon any act or omission of District, its officers, agents, employees, subcontractors, independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, occurring in the performance of the Agreement to the extent that such liability is imposed on the Agency by the California Government Code, Section 895.2, and Agency shall defend at its expense, including attorney

fees, District, its officers, agents, employees and independent contractor in any legal action of any kind based upon such alleged acts or omissions.

5. WORKERS COMPENSATION

5.1 Agency will provide workers compensation coverage for the interns while staffed at their home agency, responding to and from emergencies, on emergency incidents, and during training.

5.2 Agency shall be responsible for providing applicable training and maintaining training records for the student interns using the SFT Firefighter 1/2 Certification task book.

6. ALTERATION OF TERMS

6.1 No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by all parties.

7. ENTIRE AGREEMENT

7.1 This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral, written, in connection therewith.

IN WITNESS WHEREOF, the duly authorized representative of the parties hereto have signed in confirmation of the Agreement of the dates indicated below.

Twain Harte Community Services District

Yosemite Community College District

Signature

Signature

Gary Sipperley / Board President
Name/Title

Name/Title

Date _____

Date _____

POTENTIAL SEASONAL FIREFIGHTERS

3 Seasonal Firefighters

Wage: \$15/hour

Cost/month: \$14,000

Cost/5 month season: \$70,500

Historical Strike Team Net Revenue

FY 17-18: \$82,910

FY 18-19: \$88,103

FY 19-20: \$11,325

FY 20-21: \$50,508

FY 21-22: \$81,969

5-Year Average: \$62,963

5-Year Median: \$81,969

**NOTICE OF PUBLIC HEARING AND INTENT TO ADOPT
MITIGATED NEGATIVE DECLARATION**

NOTICE IS HEREBY GIVEN that the Twain Harte Community Services District will conduct a special public meeting Wednesday, March 23, 2022, at 9:00 a.m. to consider and accept public comment for the proposed Twain Project Pipeline Improvement Project. This is to advise that the Twain Harte Community Services District has prepared a Mitigated Negative Declaration for the project. *To help slow the spread of COVID-19, the District's board room is closed to the public. This meeting will be held remotely by teleconference using Zoom.*

Project Title: Twain Project Pipeline Improvement Project

Project Location: The proposed Project is located within the boundaries of the Twain Harte Community Service District (District). The District serves the unincorporated community of Twain Harte, Tuolumne County, California.

Project Description: The proposed project consists of the replacement of existing deteriorating 4- to 10-inch diameter sewer pipelines within existing road rights-of-way and utilities easements. In addition, severely damaged manhole covers will also be replaced. These areas include the following:

- Adjacent to Twain Harte Lake;
- Two (2) located around Marquis Drive;
- Twain Harte Drive to Spruce Drive;
- Fuller to Manzanita Drive;
- Golf Club Drive (South);
- Sewer crossing of inlet to Twain Harte Lake;
- Willowood Drive and Tuolumne Drive; and
- Golf Club Drive.

The District is seeking funding through the California's Clean Water State Revolving Fund (CWSRF) for the areas listed above. Implementation of the proposed project will allow the District to maintain, replace, and upgrade its collection system so that it can continue to comply with regulations, avoid sanitary sewer overflows into critical waterways, provide adequate capacity, and protect groundwater and surface water quality. Some of the pipeline runs above ground sitting on cradles and in some areas the pipe is belowground. The pipelines being replaced belowground will be abandoned in place and remain under ground. Construction is anticipated to take approximately 5 months.

The document and documents referenced in the Initial Study/Mitigated Negative Declaration are available for review at the Twain Harte Community Services District at 22912 Vantage Pointe Drive, Twain Harte, CA 93245. Persons wishing to review information on file must contact staff by phone at (209) 586-3172. or by email at info@twainhartecsd.com to make arrangements. Due to the limits mandated by State law, mailed responses must be filed with the District office, 22912 Vantage Pointe Drive, Twain Harte CA 95383 no later than March 16, 2022, at 5:00 p.m.

Persons having comments or concerns about the proposed project **must submit your public comments by e-mail to:** Jaymie.Brauer@qkinc.com. Persons unable to email comments may send them via USPS mail or other courier to Jaymie Brauer, c/o Quad Knopf, Inc, 5080 Californian Avenue, Ste 220, Bakersfield CA 93309. Mailed comments must be received by 5:00 p.m. the day of the meeting to be entered into record.

As mandated by the California Environmental Quality Act (CEQA), the public review period for this document is 30 days (CEQA Section 15073[b]). The public review period begins on February 15, 2022 and ends on March 16, 2022. For further information, please contact Jaymie Brauer at (661) 626-2600.

MITIGATED NEGATIVE DECLARATION

As Lead Agency under the California Environmental Quality Act (CEQA), the Twain Harte Community Service District (District) reviewed the project described below to determine whether it could have a significant effect on the environment because of its development. In accordance with CEQA Guidelines Section 15382: “significant effect on the environment” means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the project, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance.

Project Name

Twain Harte Pipeline Improvement Project

Project Location

The proposed project is located within the boundaries of the Twain Harte Community Service District (District). The District serves the unincorporated community of Twain Harte, Tuolumne County, California.

Project Description

The proposed project consists of the replacement of existing deteriorating 4- to 10-inch diameter sewer pipelines, within existing road rights of way and utility easements. In addition, severely damaged manhole covers will also be replaced. These areas include the following locations:

- Adjacent to Twain Harte Lake.
- Two located around Marquis Drive.
- Twain Harte Drive to Spruce Drive.
- Fuller to Manzanita Drive.
- Golf Club Drive (South).
- Sewer crossing of inlet to Twain Harte Lake.
- Willowood Drive and Tuolumne Drive.
- Golf Club Drive.

The District provides water, parks, recreation, and fire protection services and operates and maintains the sewer collection system serving the community with an estimated population of 2,500, which includes a total of 1,607 equivalent single-family resident units and 1,436 physical connections (1,347 residential, 84 commercial and 5 public facilities).

The District is seeking funding through the California’s Clean Water State Revolving Fund (CWSRF) for the areas listed above. Implementation of the proposed project will allow the District to maintain, replace, and upgrade its sewer system so that it can continue to comply

with regulations, avoid sanitary sewer overflows into critical waterways, provide adequate capacity, and protect groundwater and surface water quality.

Construction is expected to take approximately five months, with construction anticipated to start in Q2 of 2023 (depending on funding). Some of the pipeline runs above ground sitting on cradles and in some areas the pipe is belowground. The pipelines being replaced belowground will be abandoned in place and remain under ground.

The construction will require approximately 10 crew members. Construction equipment will include a backhoe, bobcat, trencher, generator, grader, dump truck, concrete truck, and three pickup trucks. Construction will include exposing the existing sewer pipeline for replacement. The depth of ground excavation or trenching will be no more than 6 ft below grade.

Mailing Address and Phone Number of Contact Person

Twain Harte Community Services District
22912 Vantage Pointe Drive
Twain Harte, CA 95383
Contact person: Jeff Black, PE
(209) 586-3172

Findings

As Lead Agency in compliance with CEQA Guidelines Section 15102, the Twain Harte Community Services District (District) finds that the project will not have a significant adverse effect on the environment. The Initial Study (IS) (see *Section 3 – Initial Study*) identified one or more potentially significant effects on the environment, but revisions to the project have been made before the release of this Mitigated Negative Declaration (MND) or mitigation measures would be implemented that reduce all potentially significant impacts less-than-significant levels. The County further finds that there is no substantial evidence that this project would have a significant effect on the environment.

Mitigation Measures Included in the Project to Avoid Potentially Significant Effects

MM BIO-1: If project construction activities will be initiated during the nesting season (February 1 to September 15), a pre-activity nesting bird survey shall be conducted within 14 days prior to the start of project activities. The surveys shall encompass the proposed project footprint and accessible areas or land visible from accessible areas within a 250-foot buffer for songbirds and a 500-foot buffer for raptors. If no active nests are found, no further action is required. However, existing nests may become active and new nests may be built at any time prior to and throughout the nesting season, including when construction activities are in progress.

If active nests are found during the survey or at any time during construction of the proposed project, an avoidance buffer ranging from 50 feet to 500 feet may be required, with the avoidance buffer from any specific nest being determined by a qualified biologist. The avoidance buffer will remain in place until the biologist has determined that the young are no longer reliant on the adults or the nest, or if breeding attempts have otherwise been unsuccessful. Work may occur within the avoidance buffer under the approval and guidance of the biologist, but full-time monitoring may be required. The biologist shall have the ability to stop construction if nesting adults show any sign of distress.

MM BIO-2: Prior to the initiation of construction activities, all construction personnel shall attend a Worker Environmental Awareness Training program developed by a qualified biologist. Any personnel associated with construction that did not attend the initial training shall be trained by the authorized biologist prior to working on the project area. Any employee responsible for the operations and maintenance or decommissioning of the project facilities shall also attend the Worker Environmental Awareness Training program prior to starting work on the project and on an annual basis. The Program shall be developed and presented by the project qualified biologist(s) or designee approved by the qualified biologist(s). The program shall include information on the life histories of special-status species with potential to occur on the proposed project, their legal status, course of action shall these species be encountered onsite, and avoidance and minimization measures to protect these species. It shall include the components described below:

- a. Information on the life history and identification of special-status species that may occur or that may be affected by project activities. The program shall also discuss the legal protection status of each such species, the definition of “take” under the Federal Endangered Species Act and California Endangered Species Act, measures the project proponent/operator shall implement to protect the species, reporting requirements, specific measures for workers to avoid take of special-status plant and wildlife species, and penalties for violation of the requirements outlined in the California Environmental Quality Act mitigation measures and agency permit requirements.
- b. An acknowledgement form signed by each worker indicating that the Worker Environmental Awareness Training and Education Program has been completed shall be kept on file at the construction site.
- c. A copy of the training transcript and/or training video, as well as a list of the names of all personnel who attended the Worker Environmental Awareness Training and Education Program, and signed acknowledgement forms shall be submitted to the Tuolumne County Planning Department.
- d. A copy of the training transcript, training video or informational binder for specific procedures shall be kept available for all personnel to review and be familiar with as necessary.
- e. A sticker shall be placed on hard hats indicating that the worker has completed the Worker Environmental Awareness Training and Education Program. Construction

workers shall not be permitted to operate equipment within the construction areas unless they have attended the Worker Environmental Awareness Training and Education Program and are wearing hard hats with the required sticker.

MM BIO-3: If the proposed project is expected to occur during the blooming period, as listed in Table 3.4.4-1, positive plant identification may occur. If these species are observed, they shall be avoided to maximum extent possible. If project activities cannot avoid those areas, a qualified botanist or biologist may have opportunity to salvage and relocate the plants that will be impacted.

**Table 3.4.4-1
Blooming Period of Special-status Plants with Potential to Occur**

Special-Status Plant Species	Optimal Blooming Period
<i>Clarkia australis</i> Small's southern clarkia	May - August
<i>Clarkia biloba</i> ssp. <i>australis</i> Mariposa clarkia	April - July
<i>Diplacus pulchellus</i> yellow-lip pansy monkeyflower	April - July
<i>Erythronium tuolumnense</i> Tuolumne fawn lily	March - June
<i>Iris hartwegii</i> ssp. <i>columbiana</i> Tuolumne iris	May - June
<i>Navarretia miwukensis</i> Mi-Wuk navarretia	May - August
<i>Rhynchospora capitellata</i> brownish beaked-rush	July - August

MM BIO-4: The introduction and spread of invasive and non-native plant species shall be avoided and controlled wherever possible during construction, on both the project and surrounding areas. This may be achieved through measures such as cleaning vehicles and equipment before they enter construction areas, removing invasive species that exist on the site and disposing of the removed debris in a manner that prohibits their spread on- and off-site.

MM BIO-5: To reduce any indirect impacts to special-status plants that may be in the vicinity of the proposed project, best management practices (BMPs) shall be implemented to control dust pollution, prevent discharge of potentially harmful chemicals, and prevent changes in hydrology. BMPs may include the installation of erosion and sedimentation control devices, applying water to control dust, placing drip pans under equipment when not in use, refueling in designated areas, and containing concrete washout properly, among other practices.

MM CUL-1: Prior to any ground disturbance, the project developer/contractor shall retain a qualified archaeologist, defined as an archaeologist meeting the Secretary of the Interior's

Standards for professional archaeology (U.S. Department of the Interior, 2011), to carry out all mitigation measures related to archaeological and historical resources.

- a. Prior to the start of any ground-disturbing or construction activities, Cultural Resources Sensitivity Training shall be conducted. This includes an overview of potential cultural resources that could be encountered during ground disturbing activities to facilitate worker recognition, avoidance, and subsequent immediate notification of the qualified archaeologist and/or Native American monitor for further evaluation and action, as appropriate; and penalties for unauthorized artifact collecting or intentional disturbance of archaeological resources.
- b. The project operator shall ensure all new employees who have not participated in earlier Cultural Resources Sensitivity Trainings shall:
 - Participate in Cultural Resources Sensitivity Training as described above.
 - Shall be provided a Cultural Resources Sensitivity Training guide for all personnel that is approved by the Lead archaeologist and.
 - The Cultural Resources Sensitivity Training guide shall be kept available for all personnel to review and be familiar with as necessary.

MM CUL-2: Prior to any ground disturbance, the developer/contractor shall enter into an agreement with the Chicken Ranch Rancheria of Me-Wuk Indians of California. If requested, the developer shall:

- a. Retain a qualified native American monitor to be onsite during initial ground disturbance activities.
- b. Retain a qualified tribal member to conduct a Cultural Resources Sensitivity training session with the construction crew prior to ground disturbance activities.

Evidence of the agreement with the Chicken Ranch Rancheria of Me-Wuk Indians of California tribe shall be submitted to the lead agency as evidence of compliance.

MM CUL-3: The Wildwood Ditch (**P-55-006544**) shall be substantially flagged as an Environmentally Sensitive Area (ESA) prior to construction as determined by the Lead Archaeologist in consultation with the Native American monitor and carefully monitored to ensure avoidance.

MM CUL-4: Prior to any excavation in Marquis Drive (Sections 3A and 3B), a Phase II test excavation program shall be implemented to determine whether significant artifacts or features occur in the proposed locations for sewer line improvements. Significant features would include, but not limited to, house and round house floors and other structural remains, human burials, cooking hearths, other stone features, storage pits, food processing areas and tool manufacturing loci.

MM CUL-5: If prehistoric or historic-era cultural materials are encountered during construction activities, all work in the immediate vicinity of the find shall halt until a

qualified archaeologist can evaluate the find and make recommendations. Cultural resource materials may include prehistoric resources such as flaked and ground stone tools and debris, shell, bone, ceramics, and fire-affected rock as well as historic resources such as glass, metal, wood, brick, or structural remnants. If the qualified archaeologist determines that the discovery represents a potentially significant cultural resource, additional investigations may be required to mitigate adverse impacts from project implementation. These additional studies may include avoidance, testing, and evaluation or data recovery excavation.

MM CUL-6: If human remains are discovered during construction or operational activities, further excavation or disturbance shall be prohibited pursuant to Section 7050.5 of the California Health and Safety Code. The specific protocol, guidelines, and channels of communication outlined by the NAHC, in accordance with Section 7050.5 of the Health and Safety Code, Section 5097.98 of the Public Resources Code (Chapter 1492, Statutes of 1982, Senate Bill 297), and Senate Bill 447 (Chapter 44, Statutes of 1987), shall be followed. Section 7050.5(c) shall guide the potential Native American involvement, in the event of discovery of human remains, at the direction of the county coroner.

MM GEO-1: Prior to issuing of grading or building permits, if required, (a) the project developer shall prepare and implement a Type 1 Linear Underground/Overhead Projects SWPPP (LUP SWPPP), if applicable. The LUP SWPPP shall comply with the General National Pollutant Discharge Elimination System (NPDES) from the Central Valley Regional Water Quality Control Board. The requirements of the SWPPP and NPDES shall be incorporated into design specifications and construction contracts.

MM GEO-2: The project shall avoid and minimize impacts to paleontological resources. If a potentially significant paleontological resource is encountered during ground disturbance activities, all construction within a 100-foot radius of the find shall immediately cease until a qualified paleontologist determines whether the resources require further study. The owner shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. The paleontologist shall notify the Lead Agency and the project proponent of the procedures that must be followed before construction is allowed to resume at the location of the find.

If the find is determined to be significant and the Lead Agency determines avoidance is not feasible, the paleontologist shall design and implement a data recovery plan consistent with the applicable standards. The plan shall be submitted to the Lead Agency for review and approval. Upon approval, the plan shall be incorporated into the project.

MM NSE-1: During construction, the project developer shall implement the following measures:

- a. All stationary construction equipment on the project site shall be located so that noise emitting objects or equipment faces away from any potential sensitive receptors.
- b. The construction contractor shall ensure that all construction equipment is equipped with manufacturer-approved mufflers and baffles and cover equipment with sound

blankets, to the extent feasible. During construction, stationary construction equipment shall be placed such that emitted noise is directed away from sensitive noise receivers.

- c. Construction activities shall take place during daylight hours, when feasible.

SECTION 1 - INTRODUCTION

1.1 - Overview

The Twain Harte Community Service District (District/Lead Agency) proposes the replacement of existing deteriorated sewer pipelines and the replacement of manhole covers project. The project will be funded with State Revolving Funds. The Lead Agency has developed this CEQA document to fulfill both the CEQA and the federal cross-cutter regulation requirements.

1.2 - California Environmental Quality Act

This IS/MND examines the potential environmental effects of the replacement of existing 4- to 10-inch diameter pipelines, within existing rights of way and utility easements. In addition, severely damaged manhole covers will also be replaced. The project site is located within the Twain Harte Community Service District service area.

The Twain Harte Community Service District is the Lead Agency for this project pursuant to the CEQA Guidelines (Public Resources Code Section 15000 *et seq.*). Section 15063 of the CEQA Guidelines requires the Lead Agency to prepare an IS to determine whether a discretionary project will have a significant effect on the environment. A Mitigated Negative Declaration (MND) is appropriate when an IS has been prepared and a determination can be made that no significant environmental effects will occur because revisions to the project have been made or mitigation measures will be implemented that reduce all potentially significant impacts to less-than-significant levels. The content of an MND is the same as a Negative Declaration, with the addition of identified mitigation measures and a Mitigation Monitoring and Reporting Program (MMRP) (See *Section 4 - Mitigation Monitoring and Reporting Plan*).

Based on the IS, the Lead Agency has determined that the environmental review for the proposed application can be completed with an MND.

1.3 - Impact Terminology

The following terminology is used to describe the level of significance of impacts.

- A finding of *no impact* is appropriate if the analysis concludes that the project would not affect the particular topic area in any way.
- An impact is considered *less than significant* if the analysis concludes that it would cause no substantial adverse change to the environment and requires no mitigation.
- An impact is considered *less than significant with mitigation incorporated* if the analysis concludes that it would cause no substantial adverse change to the environment with the inclusion of environmental commitments that have been agreed to by the applicant.
- An impact is considered *potentially significant* if the analysis concludes that it could have a substantial adverse effect on the environment.

1.4 - Document Organization and Contents

The content and format of this IS/MND is designed to meet the requirements of CEQA. The report contains the following sections:

- *Section 1 – Introduction:* This section provides an overview of CEQA requirements, intended uses of the IS/MND, document organization, and a list of regulations that have been incorporated by reference.
- *Section 2 – Project Description:* This section describes the project and provides data on the site's location.
- *Section 3 – Initial Study:* This section contains the evaluation of 21 different environmental resource factors contained in Appendix G of the CEQA Guidelines. Each environmental resource factor is analyzed to determine whether the proposed project would have an impact. One of four findings is made which include: no impact, less-than-significant impact, less than significant with mitigation, or significant and unavoidable. If the evaluation results in a finding of significant and unavoidable for any of the 21 environmental resource factors, then an Environmental Impact Report will be required.
- *Section 4 – Mitigation Monitoring and Reporting Plan:* This section contains a Mitigation Monitoring and Reporting Program that summarizes the impacts, mitigation measures, and level of significance after mitigation.
- *Section 5 – List of Preparers:* This section identifies the individuals who prepared the IS/MND.
- *Section 6 – References:* This section contains a full list of references that were used in the preparation of this IS/MND.

1.5 - Regulation Incorporated by Reference

The following regulations are incorporated into this IS/MND by reference. Other applicable federal, State, and regional regulations are referenced throughout this document:

- Tuolumne County General Plan.
- Tuolumne County Zoning Ordinance.
- Tuolumne County Water Urban Management.
- Tuolumne County Airport Land Use Compatibility Plan.
- Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan- Annex C Twain Harte Community Services District.
- Tuolumne County Multi-Hazard Emergency Response Plan.
- Twain Harte Community Services District Strategic Plan.

SECTION 2 - PROJECT DESCRIPTION

2.1 - Introduction/Background

The Twain Harte Community Service District (District/Lead Agency) proposes the replacement of existing deteriorated 4- to 10-inch diameter sewer pipelines so that it can continue to comply with regulations, avoid sanitary sewer overflows into critical waterways, provide adequate capacity, and protect groundwater and surface water quality (project). In addition, severely damaged manhole covers will also be replaced.

The project will be funded with State Revolving Funds. The Lead Agency has developed this CEQA document to fulfill both the CEQA and the federal cross-cutter regulation requirements.

2.2 - Project Location

The proposed project is located in the unincorporated community of Twain Harte, Tuolumne County, California (Figure 2-1). The project area is within the boundaries of the Twain Harte Community Service District (Figure 2-2).

2.3 - Project Environment


The proposed project is located in the unincorporated community of Twain Harte in Tuolumne County, California. Twain Harte is accessible via State Route (SR) 108 and is in the foothills of the western Sierra Nevada Mountain range, approximately 50 miles northeast of Modesto, California and 8.5 miles northeast of Sonora, California. The topography of Twain Harte comprises of hillsides slope upward away from this valley to the northwest and southeast with various changes in topography. Elevation in the project area ranges from approximately 3,500 feet above mean sea level at the southwest end of the project to approximately 3,760 feet above mean sea level at its northern end.

The proposed project is in portions of Sections 8, 9, 16 and 17, Township 2 North, Range 16 East, Mount Diablo Base & Meridian of the Public Land Survey System. It located within the Twain Harte United States Geological (USGS) 7.5-minute topographic quadrangle.



Figure 2-1
Regional Map



 **Figure 2-2
Project Area**

2.4 - Proposed Project

The proposed project consists of the replacement of existing deteriorating 4- to 10-inch diameter sewer pipelines within existing road rights of way and utilities easements. In addition, severely damaged manhole covers will also be replaced. These areas include the following:

- Adjacent to Twain Harte Lake.
- Two located around Marquis Drive.
- Twain Harte Drive to Spruce Drive.
- Fuller to Manzanita Drive.
- Golf Club Drive (South).
- Sewer crossing of inlet to Twain Harte Lake.
- Willowood Drive and Tuolumne Drive.
- Golf Club Drive.

The District provides water, parks, recreation, and fire protection services and operates and maintains the sewer collection system serving the community with an estimated population of 2,500, which includes a total of 1,607 equivalent single-family resident units and 1,436 physical connections (1,347 residential, 84 commercial and 5 public facilities).

The District is seeking funding through the California's Clean Water State Revolving Fund (CWSRF) for the areas listed above. Implementation of the proposed project will allow the District to maintain, replace, and upgrade its sewer system so that it can continue to comply with regulations, avoid sanitary sewer overflows into critical waterways, provide adequate capacity, and protect groundwater and surface water quality.

Construction is expected to take approximately five months, with construction anticipated to start in Q2 of 2023 (depending on funding). Some of the pipeline runs above ground sitting on cradles and in some areas the pipe is belowground. The pipelines being replaced belowground will be abandoned in place and remain under ground. The depth of ground excavation or trenching will be no more than 6 ft below grade.

The construction will require approximately 10 crew members. Construction equipment will include a backhoe, bobcat, trencher, generator, grader, dump truck, concrete truck, and three pickup trucks. Some of the pipeline runs above ground sitting on cradles and in some areas the pipe is belowground. The pipelines being replaced belowground will be abandoned in place and remain under ground.

9 CWSRF Funding and CEQA

THCSD is seeking funding through the California’s Clean Water State Revolving Fund (CWSRF) for the projects listed in **Table 5**. **Table 5** combines the short-term CIPs identified in **Table 3** into a singular project identified as the THCSD I&I Reduction Project. The proposed project will require CEQA work and approval by the State. It is estimated that the construction cost for the project is \$3.43 million. Additional funds should be allotted for 10% contingencies and engineering design assistance during bidding, construction management and services during construction. It is estimated these associated expenses will result in a total \$4.49 million. The CIPs included in the THCSD I&I Reduction Project are shown in red on **Figure 7**.

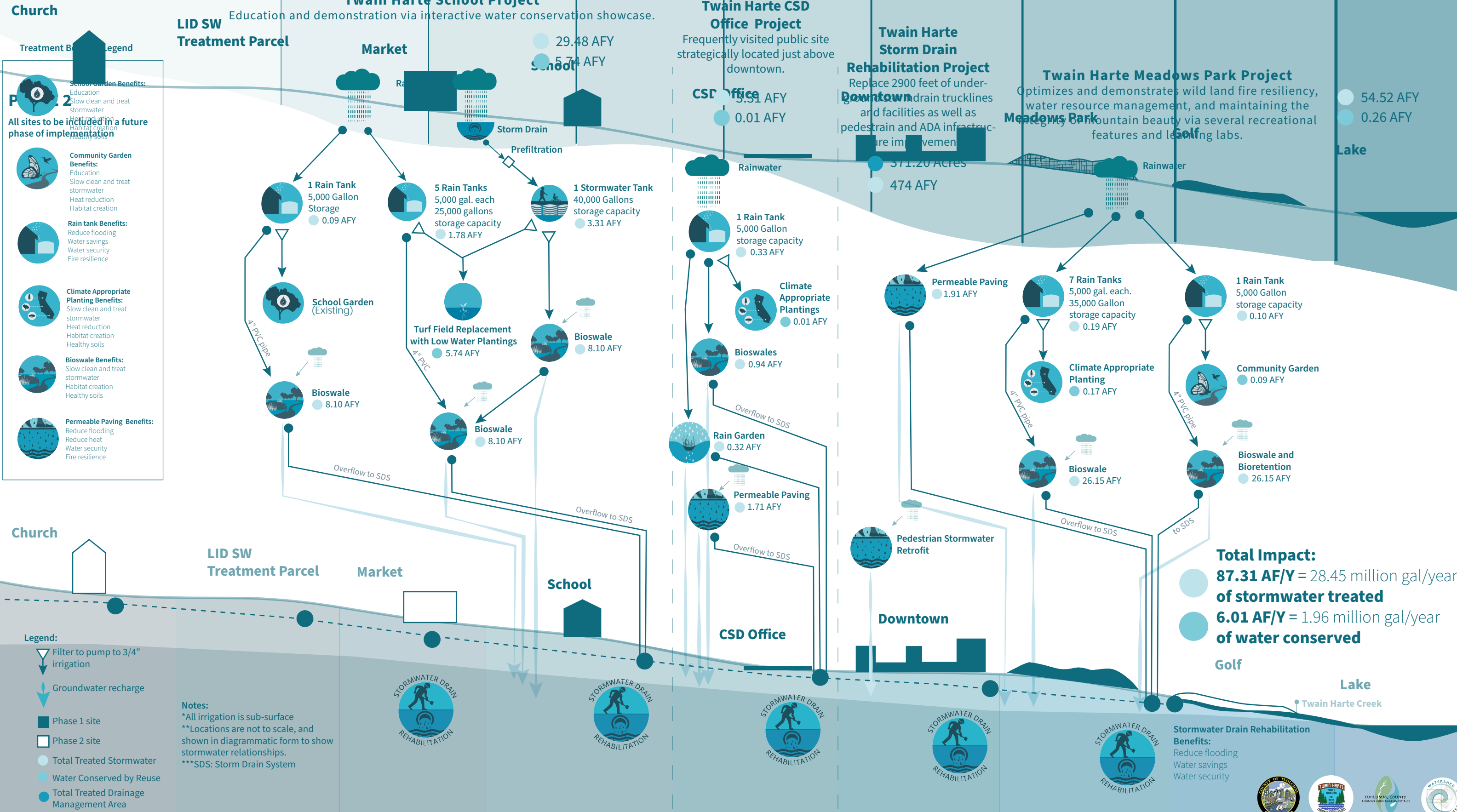
Table 5: Proposed THCSD I&I Project

Item	Description	Replace ex MH (ea)	New MH (ea)	Lateral Conn. (ea)	Asphalt Rest. (ft ²)	Pipe (ft)	Construction / Total Cost Est.
THCSD I&I Reduction Project	Short term CIPs combined into a single large project for which THCSD is seeking CWSRF funding.	60	9	172	28,022	11,534	\$ 3,428,000/ \$ 4,491,000



TWAIN HARTE STORMWATER COMMUNITY ENHANCEMENT PROJECT

SWRCB SWGP Prop 1 2020 Attachment 4: Process Flow Schematic





California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

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Agenda At A Glance

Agenda subject to change

ADVOCACY FOCUS – MAY 17, 2022 – 9:30 a.m. - 6:30 p.m.
(free time from 3:30 – 5:00 p.m.)

Explore how decisions are really made in the Capitol and help shape the outcome of special districts' priorities. Highlights include:

- State and federal legislative briefings from CSDA and NSDC lobbyists
- Lunch meeting with Legislators and State Capitol staff invited
- Private legislative reception

POLICY FOCUS – MAY 18, 2022 – 8:00 - 11:00 a.m.

Enjoy a breakfast keynote speaker and then select one of three in-depth breakout sessions. Learn from leading experts tackling the biggest challenges facing special districts and interact with state decision-makers molding the policy surrounding those issues:

- Climate adaptation and resilience: innovative pilot projects and practical insights from special districts leading the way
- Putting infrastructure funding to work: Little Hoover Commission's recommendations for improving state permitting for local projects
- Safeguarding our communities' assets from cyber threats: deploying critical cybersecurity resources, tools, and trainings

HOTEL INFORMATION

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento,
CA 95814

CSDA room rate starts at \$205 plus tax.

Room reservation cut-off is April 25, 2022.

Link for reservations will be emailed following registration



@CSDAdistricts



FACEBOOK.COM/CSDADISTRICTS



California Special Districts Association

Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS

2022 Special Districts Legislative Days: Advocacy Day and Policy Day

Gain the edge on policy changes impacting your agency and exchange ideas with California's top decision-makers at the 2022 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol.

EARLY BIRD DISCOUNT! Register at legislatedays.csdanet.net.

May 17-18, 2022

SHERATON GRAND SACRAMENTO HOTEL

1230 J Street • Sacramento, CA 95814



#DistrictsAdvocate



SPECIAL DISTRICTS LEGISLATIVE DAYS

Advocacy Day and Policy Day

EARLY BIRD DISCOUNT!

Register at legislatedays.csda.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 15, 2022

- **CSDA Member - \$275 Early Registration / \$350 Regular Registration**
- **Non-member - \$410 Early Registration / \$525 Regular Registration**

Three Ways to Register

- **Online:** Visit legislatedays.csda.net
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for “member” rates?

All California Special Districts Association and Special District Risk Management Authority members.

Not sure if you are a member? Simply contact member services at membership@csda.net or call toll-free at 877-924-2732.

It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.

Payment must accompany registration in order to process.

CSDA Member: \$275/EARLY BIRD

Non-member: \$410/EARLY BIRD

CSDA Member: \$350/AFTER APRIL 15

Non-member: \$525/AFTER APRIL 15 Total \$:

Name/Title:

District:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

CVC:

Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made in writing and received via fax, mail, or email no later than April 15, 2022, at 5:00 p.m. All cancellations made within the specified time will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 15, 2022. Substitutions are acceptable and must be done in writing no later than May 6, 2022, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

ANTI-DISCRIMINATION POLICY: Our Anti-Discrimination and Harassment Policy can be found under “CSDA Transparency” at www.csda.net/about-csda/who-we-are.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-08**

**PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S
ORDER DATED MARCH 4, 2020, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS FOR THE PERIOD OF MARCH 9, 2022 TO APRIL
8, 2022**

WHEREAS, the Twain Harte Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution #22-07 on February 9, 2022, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, with the current state of emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, Tuolumne County Public Health strongly encourages the continued practice of preventive actions like wearing a mask in public, keeping your distance, avoiding crowds, washing hands, and staying home when sick will help slow the spread attributable to the rise in SARS-CoV-2 Omicron Variant.; and

WHEREAS, the Board of Directors hereby finds that the rise in SARS-CoV-2 Omicron Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors hereby finds that the District's legislative bodies may conduct their meetings remotely via teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted alternate meeting locations and virtual meeting protocols on April 1, 2020, which include options for public participation.

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

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and
2. Affirmation that the Local Emergency Persists. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and
3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020; and
4. Remote Teleconference Meetings. The General Manager and District staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and
5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption on March 9, 2022 and shall be effective until the earlier of (i) April 8, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District's legislative bodies may continue to

teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on March 9, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



COVID-19

COVID-19 by County

Updated Mar. 3, 2022

Know Your COVID-19 Community Level

COVID-19 Community Levels are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.



COVID-19 County Check

Find community levels and prevention steps by county.

Select a Location (all fields required)

California Tuolumne County

[< Start Over](#)

High

In Tuolumne County, California, community level is **High**.

- Wear a [mask](#) indoors in public
- Stay [up to date](#) with COVID-19 vaccines
- [Get tested](#) if you have symptoms
- Additional precautions may be needed for people [at high risk for severe illness](#)

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised, learn more about [how to protect yourself](#).

March 3, 2022

[How are these data measured?](#)

Add This Widget To Your Site

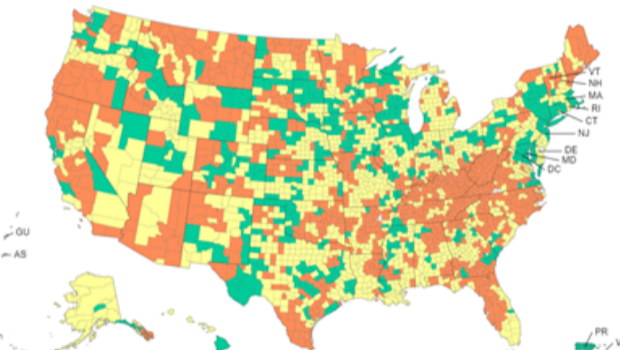
What Prevention Steps Should You Take Based on Your COVID-

19 Community Level?

Low	Medium	High
<ul style="list-style-type: none">• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms	<ul style="list-style-type: none">• If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms	<ul style="list-style-type: none">• Wear a mask indoors in public• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms• Additional precautions may be needed for people at high risk for severe illness

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised or high risk for severe disease, learn more about [how to protect yourself](#).



U.S. COVID-19 Community Levels by County

Compare COVID-19 Community Levels across all counties in the United States.

[Check County Map](#)

Related Pages

- › [How to Protect Yourself and Others](#)
- › [Vaccines for COVID-19](#)
- › [Masks](#)
- › [Frequently Asked Questions about Data and Surveillance](#)

OPERATIONS REPORT

FIRE DIVISION

FEBRUARY 2022



STAFFING

Full-Time Captains-3

Relief Captains-6

Seasonal Engineers-0

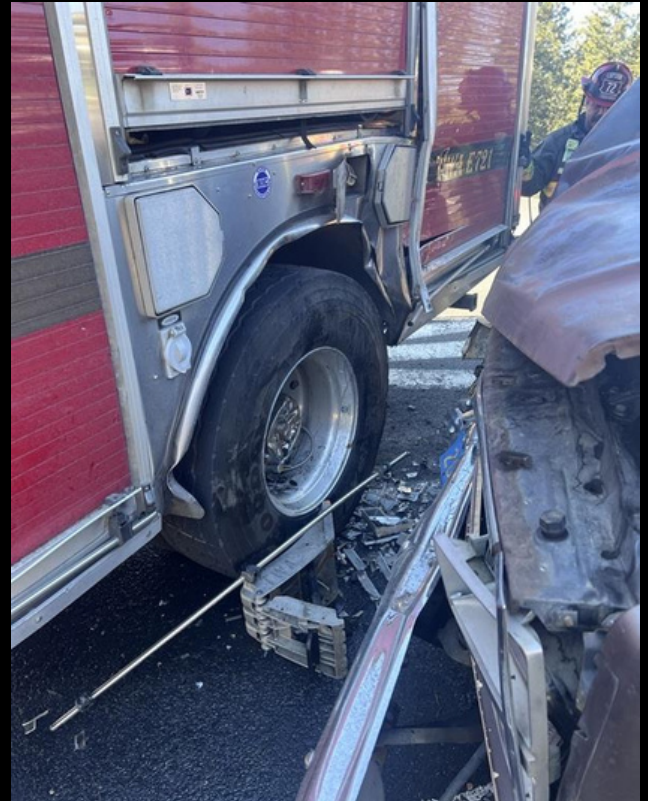
Intern Operator-1

Intern Firefighter-1

Relief Firefighter-2



FLEET/FACILITIES



On February 25th, 2022, at approximately 13:13, Twain Harte Fire (E-721), Chief 720, and Cal Fire E-4475 responded to a reported vehicle accident on Highway 108 and the West entrance of Twain Harte Drive. When E-721 arrived, Captain Neftali and Intern Pankey parked E-721 in a "Block" position on the West lane end of Highway 108 just north of the accident. Cal Fire E-4475 arrived at the scene and positioned their engine in the

FLEET/FACILITIES

East lane of Highway 108 in the "Block" position. At approximately 13:20, while crews were assessing the two patients from the vehicle accident, a pickup truck towing a vehicle on a trailer traveling in the West lane of highway traveling at an unknown speed noticed the accident and attempted to slow his vehicle. During this time, the driver of the brown truck locked up his brakes, causing his trailer to fishtail uncontrollably. The pickup was unable to stop and subsequently collided with the side of E-721, causing significant body damage to the rear driver side and undercarriage of the engine. Crew members from E-721 and E-4475 rushed over to the pickup and rendered care to the two occupants in the pickup truck. Both patients in the brown truck sustained minor injuries. One person was transported to the hospital for observation.

The actions of Captain Neftali to position his apparatus in this manner potentially saved many lives. This method is taught not only for convenience but also for safety, which truly made a difference today.

FLEET/FACILITIES



February 24th All fire ladders received their annual ladder test. All fire ladders passed with flying colors.



FEBRUARY RESPONSES-47



February 8th E-721 responded to a Vegetation fire on Standard Road.



February 8th, While returning from Stockton Fire Captain Max Fortunas Funeral. E-723 was requested Mutual Aid for a Residential Structure Fire in the Blue Bell subdivision.



February 8th E-721 responded to a motor vehicle accident at the west entrance to Twain Harte. Both drivers were investigated for driving under the influence.



FEBRUARY RESPONSES



February 22nd E-721, C-720 responded to a reported vehicle accident with possible entrapment on Middle Camp road. Both occupants were uninjured.



Twain Harte Fire Department A-shift participated in a funeral procession for Stockton Fire Captain Max Fortuna



FEBRUARY TRAINING

Crews completed-204 hours



Cal Fire TCU, THFD assisted Tuolumne County Fire Volunteers with a live-fire training at Vantage Point training center.



February 11th, THCS D water and sewer, fire, and Twain Harte CERT participated in the PG&E Responding to Electrical and Gas emergencies program. Big thank you to Pam Perdue.



FEBRUARY TRAINING



Chief Gamez completed a forty-hour training for Division Group Supervisor in El Dorado Hills



C-Shift worked on Chain Saw training with all the recent down trees around the training prop.



Planning Meetings



Captain Nathaniel and Chief Gamez have contacted the California Conservation Corps to set up a meeting to create a feeder program for Interns.



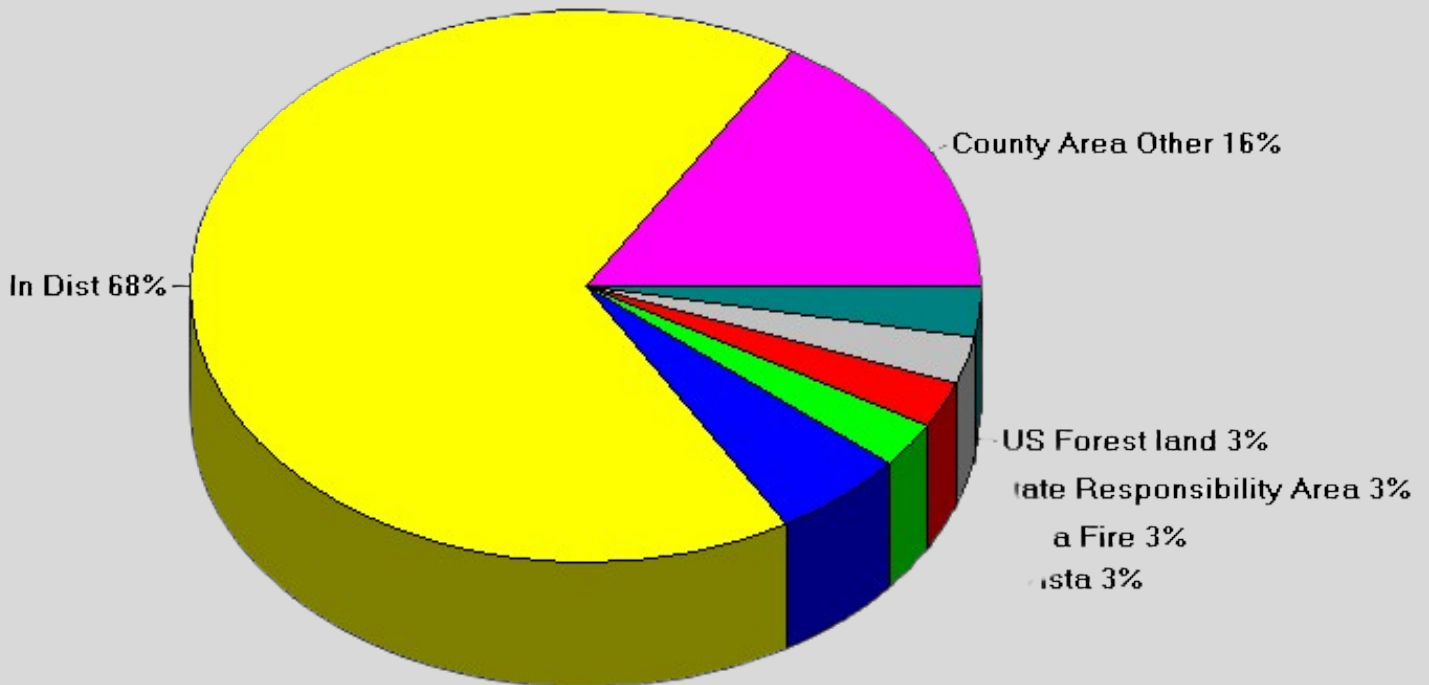
THFD is working with Columbia College and other fire agencies to finalize the proposed county-wide Intern program.



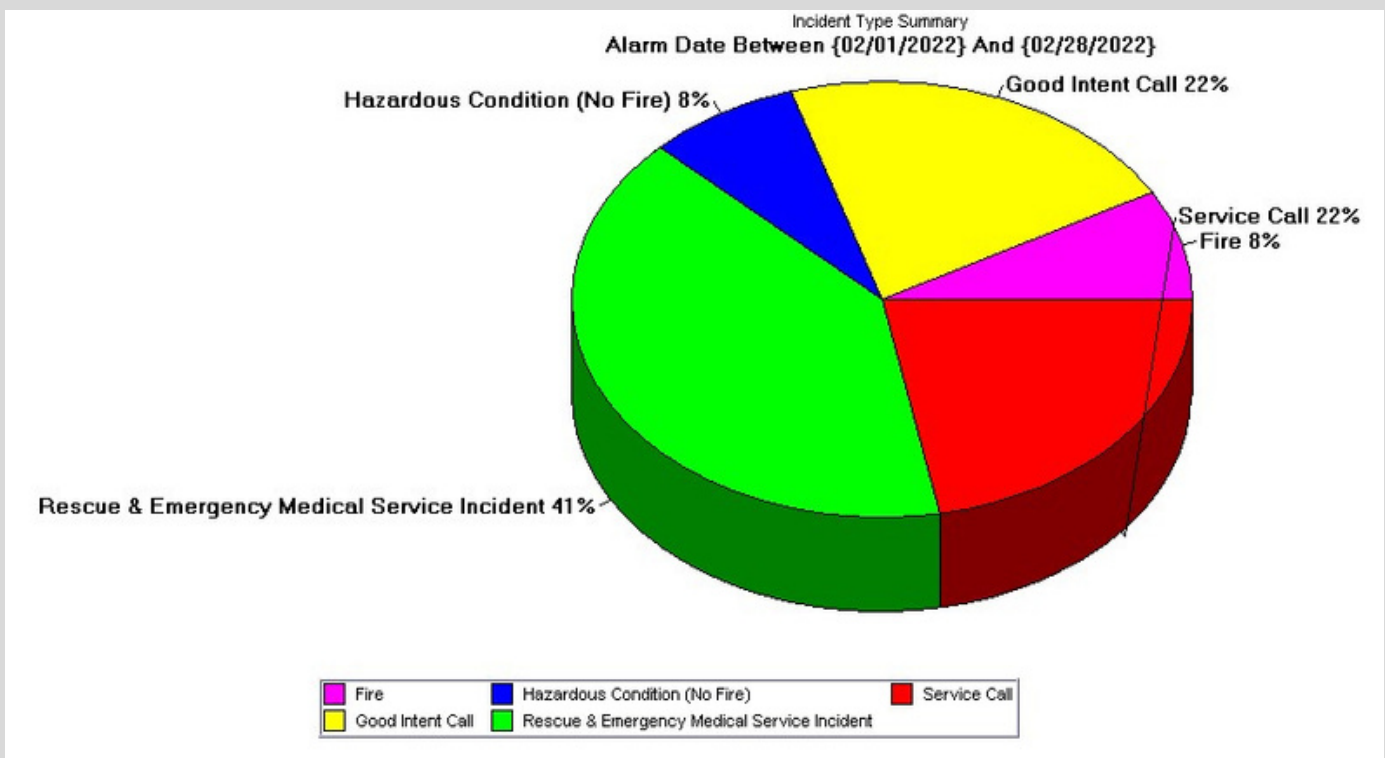
Captain Nathaniel and Chief Gamez are currently in talks with R.C. Health to create an operating agreement for THFD to become a National testing facility for E.M.T, Advanced E.M.T, and American Heart Association C.P.R. This agreement would assist us in bringing back our E.M.T program and reimburse us for our facilities use.

Incidents by district

Incidents by District
Alarm Date Between {02/01/2022} And {02/28/2022}

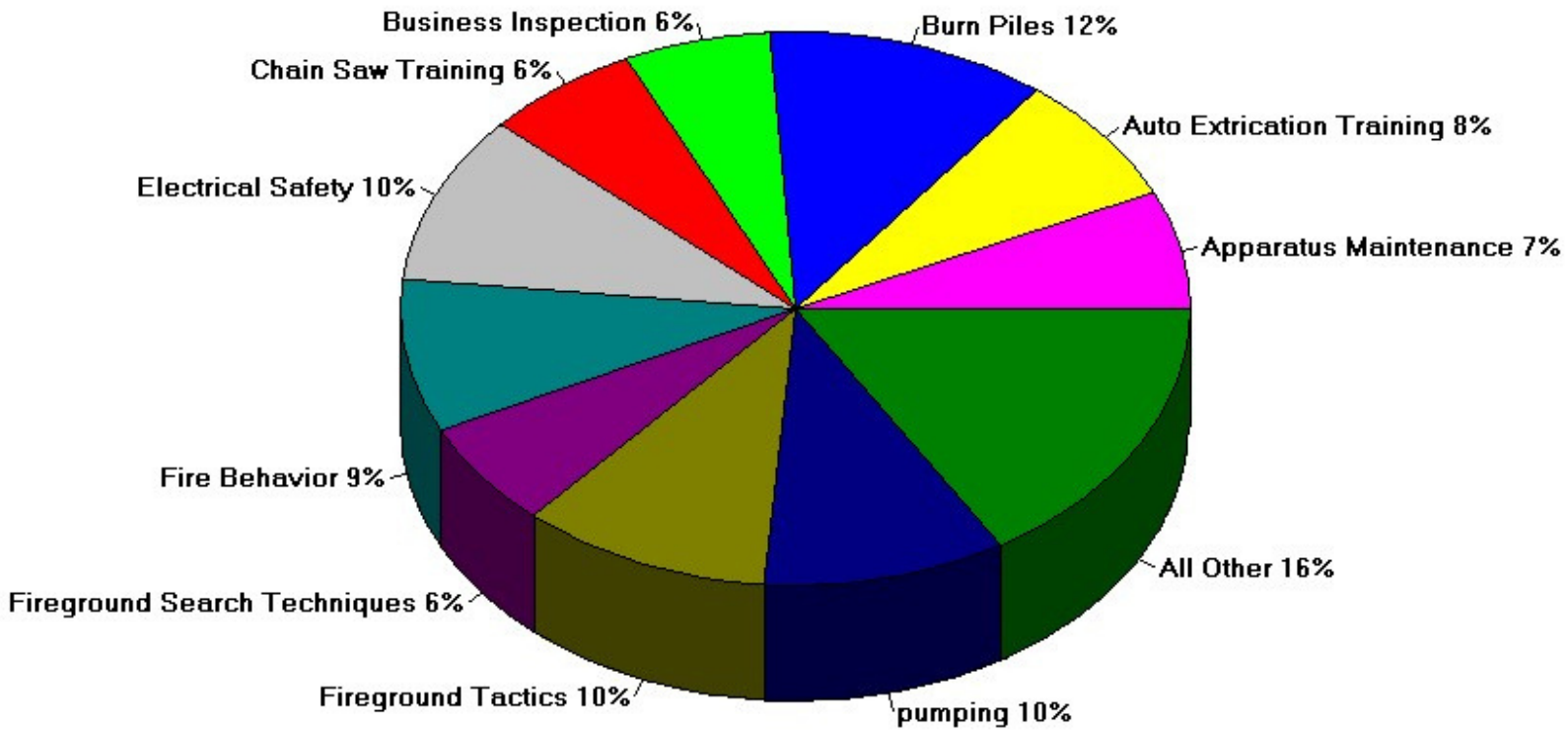


Incidents by type



Training by type

Average Attendee Hours by Training Category
Date Between {02/01/2022} And {02/28/2022}



February Report





MONTHLY UPDATE

February 2022

Mary Schreiner, Editor
twainhartecert@gmail.com

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- Receiving Thanks Page 6
- Pump Inspection Page 7
- Where Does The Time Go? Page 7
- Fifth Season Page 8
- Dam, Dam, Dam Page 8 & 9
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- FF Rehab Update Page 11
- PG&E Class Pages 11 & 12
- What's Next? Page 13

IN THIS ISSUE...

Carol Hallet, Program Manager, starts us off with some thoughts about February. We also learn more about Michelle Wagner, UAS Unit Leader, and hear about our deployment to the Bluebell Fire, for which we received a nice letter of thanks. Our Twain Harte Fire Department engines passed their annual pump inspection, Lise Lemonnier tells us more about shaded fuel breaks, and we hear from our UAS Unit regarding the inspection with which they assisted on the Twain Harte dam back in December.

John Buckingham provides with some Safety Tips for this month, we hear from the UAS and Firefighter Rehab units, and you'll learn the most important take-aways from the PG&E Safety class many of us attended. And, of course, we'll fill you in on some upcoming events that may be of interest to you.

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.



Emergency pack from this month's training, article to follow next month

NOTES FROM THE PROGRAM MANAGER

by Carol Hallett

I am cold, anyone else? February is mostly recognized for Groundhog Day, Valentine's Day, flowers and, depending on where you are, being incredibly cold! Oddly enough, even though this is just another month, there's a lot of history behind this month of romance and love!

February is the second month of the year in the Julian and Gregorian calendar. It is the shortest month with only 28 days in common years and 29 days in leap years. The birthstone is Amethyst, which is purple quartz and is a beautiful blend of violet and red. I always think the reason for the birthstone being Amethyst is because when you are cold you can turn purple.



In the northern hemisphere usually February is considered the last month of winter. A fact that I think is unusual is that having only 28 days in common years, February is the only month of the year that can pass without a single full moon. Using Coordinated Universal Time (CUT) as the basis for determining the date and time of a full moon, this last happened in 2018 and will next happen in 2037.

I have enjoyed all things that February brought us especially the accomplishments of THA-CERT this month but I will be happy to turn the calendar to a new month and look forward to the warmer days coming to us.

MEMBER PROFILE: MICHELLE WAGNER

by Mary Schreiner, PIO, THA-CERT

I sat down with THA-CERT UAS Unit Leader, Michelle Wagner, a couple of weeks ago to hear about how she came to be involved with CERT and the UAS (Unmanned Aerial Systems) program.

Michelle grew up in the bay area, spending summers in Alaska with her dad. Her time in Alaska fostered a love for nature and the outdoors and led to a degree in Conservation Biology from San Jose State.

She spent 20 years working as a park ranger in places like the Pinnacles, Yosemite (fighting fires), and Palo Alto. After the birth of her son, Ben, Michelle worked part time



Michelle and son, Ben, on the Northern coast of Italy

MEMBER PROFILE: MICHELLE WAGNER, cont'd

so she and partner Randie (Revilla, subject of our Member Profile in the September 2021 issue) could share child care duties.

By the time Michelle was ready to return to work full-time, there were no full-time ranger jobs available so she took a 'side step' to the Sheriff's office. Michelle took the entrance exam



Michelle takes a break from fighting fire

for the Basic Police Academy in Santa Rosa and earned the highest score ever on the exam. This ensured that Michelle could attend the Police Academy without any delay.

During her 10 years working as a Deputy, she held collateral duties as a Hostage Negotiator, member of the Honor Guard, Range Master (including being 'Last Man Standing' in the range competition), Armorer, Field Training Officer, Background Investigator, and a member of the Peer Support and CISD Team.



Michelle working as a Marin County Sheriff's Deputy

Michelle and Randie bought a cabin in Twain Harte 4 years ago and Michelle is now semi-retired. She still teaches Firearms, Tactical Medicine, Basic First Aid, and Active Shooter Response at the Basic Police Academy.

Michelle's interest in UAVs started when her son, Ben, bought his first UAV, and developed further when the Marin Sheriff's department started a UAV program. She was asked to be the Unit Leader for our UAS Unit after seeing a meeting notice in Twain Harte and attending a meeting.



Michelle on foot patrol among the redwoods

Michelle wanted to join CERT to get more involved with her community. Although Michelle is one busy woman, she enjoys spending time with Ben, shooting, hiking, cooking, or "anything ending in 'ing' that doesn't start with 'work'". One of the things we all enjoy about Michelle, aside from her fabulous cooking, is her sense of humor.

(Left) Michelle, Ben, and Randie sailing in the San Juan Islands



FIREFIGHTER REHAB UNIT DEPLOYED

by Carol Hallett, Program Manager, THA-CERT

We had just concluded a CERT meeting at my house when I received a phone call from Chief Gamez. He asked if we could get a crew from firefighter rehab to respond to a structural fire. I said hang on, and turned to the room to say, “who can deploy to a fire with me”? Mike Mandell and Margaret Lawrence volunteered. I told the Chief I have a crew. The Chief told me the location and asked me to let him know when we were ready to go.



Heading out to the fire

How prepared is the CERT team? I grabbed my backpack on my way out the door and Mike grabbed his from his car. Margaret is a new member so we gave her a CERT shirt to wear; Mike and I were already wearing ours. We all jumped into my car and headed over to Vantage Point.

Lise Lemonnier (who was also at the meeting) said that she would go over to help load things up. We had some logistical things to do

Within minutes we were ready to head out. Mike was in charge of communications, Margaret took on navigation and I was the driver and off we went. Lise stayed behind as back up.

As we were driving to the incident Mike called San Andreas dispatch to let them know we were on our way, we also informed the Chief. From the time we received the request to arrival on scene was 35 minutes.

My first task was to locate the Incident Commander (IC) and let him know we were there and determine where he would like us to set up. The location was figured out and again our team worked like a well-oiled machine unloading all the items needed and ensuring a good flow for the firefighters. At first the firefighters, who are not used to having someone on site to help take care of them looked at us and said, “no worries,

we have water”. We had more to offer than just water. We had Gatorade, water flavoring and snack bars...”oh, you got snacks...oh, ok!” and the firefighters started to visit us. The word spread that we had more than just water and more firefighters came by. We also offered them “Hero’s Wipes” which are used to wipe off the carcinogens.



THA-CERT Firefighter Rehabilitation at the Bluebell Fire

As time went on we realized that this fire started around the noon hour and some of these guys may not have had lunch. We also knew that the fire was going to go on for a long time. I as the leader went over to the IC and asked if he would like me to get sandwiches there for the guys. He looked at me and asked, “could you do that?” I said, “of course! How many?” He answered, “30”. I responded, “copy” and off I went.

FIREFIGHTER REHAB UNIT DEPLOYED, cont'd

Within 1 hour, the sandwiches and chips were onsite. I let the IC know and he sent the firefighters over. They were stunned that someone did this for them. Some of the guys were just getting relieved by the mop up crew and thought maybe they should not take a sandwich, I told them we have enough for them and all the others. They were pleased because they were hungry.



House fully engulfed

The home was engulfed with flame when we first got there and as the day went on we saw more of the structure burn all except for one room. When you looked in the window of the room (which I did from a distance) you could see on one wall a bookcase full of books, a picture on the wall, possibly a desk with a lamp on it but the most important thing I saw was that the door was closed. I have heard many times that closing doors can save lives and slow the fire. Here I was able to see it first hand. It was an amazing part of what we learned that day.

We were there for 4-5 hours. We learned a lot of lessons; how we can be more efficient, whom we need to communicate with, and that it felt great to be able to do something to support the firefighters as they worked diligently and effortlessly to fight this fire, each very dedicated to the work.

THA-CERT will be doing a fundraiser so that we can support our firefighters going forward with energy bars, liquid IV, Gatorade and when needed have funds so that we can buy them food. If you would like to donate in the form of gift cards, monetary donations etc. please send to: THCS D/CERT. You can drop it off at the office, send to the THCS D office or contact me at twainhartecert@gmail.com and I will pick it up. This is one way we can all support and thank our firefighters!



(Above) The closed door, which you can see through the window, spared this room from severe damage



(Left) Unfortunately, the entire house was destroyed, except for the one room that had the door closed

RECEIVING THANKS

by Mary Schreiner, PIO, THA-CERT

While it's not unusual for us to hear people say "thank you" while we are out on deployments, we never take it for granted. Every single time someone expresses their appreciation, it makes us smile. We do what we do to help our community. The thanks we receive is just icing on the cake.

Every once in a while, someone takes the time and effort to write a nice note about what we did. This month, CalFire Battalion Chief William Barteau, who served as Incident Commander for the Bluebell Fire, sent the letter below to our "big boss", THFD Chief Neil Gamez. Thank you, Chief Barteau, it was a pleasure working with you and we appreciate being called to assist with this incident.



Cooperative Fire Protection Services

In Partnership with **CAL FIRE** Since 1977

Proudly serving the County of Tuolumne, Jamestown, Graveland and Columbia College

Mick Casci, County Fire Chief
Andrew Murphy, Assistant County Fire Chief

18440 Striker Ct. • Sonora, CA 95370
Tel: (209) 533-5100 • Fax: (209) 533-5103

January 9, 2022

Fire Chief Neil Gamez
Twain Harte Community Services District, Fire Department
18781 Cedar Drive
Twain Harte, CA 95383

Chief Gamez:

Yesterday resources from the Tuolumne County Fire Department, CAL FIRE, Tuolumne Fire District, Sonora Fire Department, and Twain Harte Fire District operated at a residential structure fire on Blue Bell Road. The operation went on for approximately nine hours.

Very early in the incident I requested that the Duty Officer of Twain Harte CSD Fire Department be contacted about the use of Twain Harte's CERT for firefighter rehab. You immediately answered on the command frequency that the request was approved.

Within about thirty minutes, four members of Twain Harte CERT arrived ready to work. They set up a shade tent near the incident. Tables and chairs were also set up. Medical monitoring in compliance with NPPA standards, hydration, and nourishment in the form of energy bars were provided. Close to the five o'clock hour I was asked if sandwiches were needed. The CERT team arranged for and picked up about thirty sandwiches for working members.

Having Twain Harte CERT at this incident was crucial to firefighter safety and well-being. With the shortage of firefighters in the County, having the few that we have properly cared for is a tremendous service to the County.

Thank you to you, General Manager Tom Trott, and all members of your amazing CERT for the selfless service that they provide to all members of the Tuolumne County Fire Service.

Respectfully,

William R. Barteau
Incident Commander

FIRE ENGINE PUMP INSPECTION

by Carol Hallett, Program Manager, THA-CERT

It was time for the annual pump inspection for our fire trucks in Twain Harte and Strawberry. It was a bright cool morning but the work was already in progress when I arrived.

Two Twain Harte Fire Department trucks were there and one truck from Strawberry. The driver for Strawberry was THA-CERT member Rich Combs. He alerted me that this inspection was happening and as always it was a pleasure to meet up with him. Why was Rich there? He is the driver and pump operator for Strawberry Fire Department.

Burton's Fire, Inc owned, and operated by Ken and his brother John Burton, was doing the job. The brothers established Burton's Fire, Inc in 1991. Prior to opening the business, they gained experience in fire truck manufacture and repair during their years of working at Van Pelt Fire Trucks, which was later purchased by FMC. Burton's Fire specializes in chassis changeovers, refurbishes, wreck repairs, pump overhauls, electrical (new and troubleshooting), as well as new build-ups. They have a complete fabrication shop, with a design engineer on staff.



THFDs fire engine undergoes inspection

Utilizing all that background and expertise, Ken Burton was onsite that day to test the pumps for pressure, checked the gauges, and ran water through the system. They do the annual check for all the fire stations in Tuolumne County.

As I mentioned this is a yearly inspection and our rigs passed with flying colors.

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief, THA-CERT

The hours worked by THA-CERT volunteers in the month of February are as follows:

Administration = 209.5
Training = 109
Deployment = 19
Total February = 337.5

FIFTH SEASON

by Lise Lemonnier, Planning Section Chief, THA-CERT

I have lived in Tuolumne County for over 40 years. In no way do I have a green thumb, and yet, everything around me grew without me noticing. That little skinny tree suddenly became huge. The underbrush thickened in the blink of an eye.



Lise's cleared property, also known as a shaded fuel break

Like everyone else, I have come to realize that we have, not four seasons, but actually a fifth season: Fire Season! And, it's just around the corner. To prepare for this fifth season, and to get some insurance against disaster, I had Ron Yates masticate my 4+ acres, shredding all the underbrush into park-like ground cover. I want to report that it looks wonderful. I can see the trees rather than the forest; I feel safer knowing I have three sides of my house cleared of brush.

Are you ready for this fire season?

DAM, DAM, DAM

by Michelle Wagner, UAS Unit Leader, THA-CERT

There was a lot happening toward the end of December with major storms and power outages. So much that I was unable to get an article out regarding our UAS Unit deployment. And although some time has passed, I felt it was important to highlight another useful service provided by THA-CERT.

On 12/23/21, while most of Tuolumne County was making last minute preparations for their holiday celebrations, Randie Revilla and I were standing in the rain with folks from Twain Harte CSD, Twain Harte Fire



Sewer line on the face of "the Rock"

Department, and representatives from several other state and county agencies waiting for a break in the weather so we could launch our UAV to get photos and video footage of the face of Twain Harte Lake Dam, as well as the sewer line that runs across the back side of the Rock.

We were notified earlier in the day that there was some concern about a potential breach in the dam and because of the potential danger of sending people out to inspect

DAM, DAM, DAM, cont'd



the area, we were asked to fly the area to gather digital data to aid officials in their inspection.

We got a very short break in the weather, which allowed us to grab some good video and pics, which were later provided to the Fire Department and THCS. As luck would have it, we got hit with weather as we were finishing up, but thankfully Curtis Doty was there and provided us a place in his truck to dry out our aircraft. Thank you, Curtis!

All in all, a very productive day of hurry up and wait, followed by a mad scramble to get out and back before the sky opened up again.

Then...maybe...a sampling of the spiked egg nog. Purely for medicinal purposes.

SAFETY TIPS

by John Buckingham, Safety Officer, THA-CERT

Although there are efforts being made to get rid of Daylight Saving Time for good, it's happening again this year in much of the U.S the rest of the world. Here is your Spring Checklist for the Change to Daylight Saving, Sunday, March 13:

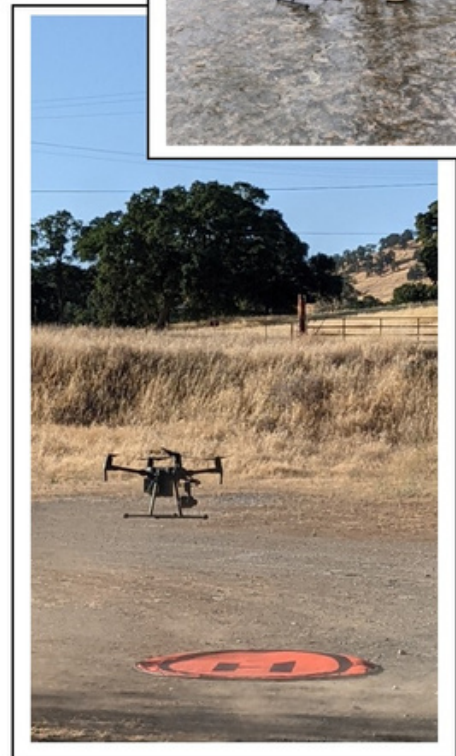
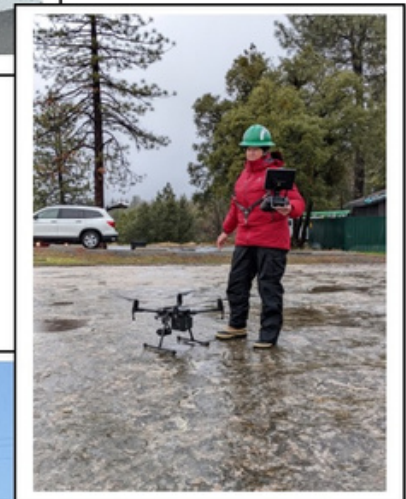
- 1) On the second Sunday in March, the 13th, set your clocks forward one hour. Remember "Spring forward, Fall back" if you can't remember which way to set your clocks. Don't forget to change clocks on appliances, in your car, etc. Mobile phones automatically update to the new time.
- 2) Consequences of fatigue are common and can be serious so plan ahead and be aware of others actions. If you are driving, pull over somewhere safe where you can rest, if need be. There is still time to begin to acclimate yourself and your family before the time change.
- 3) Time to check smoke alarms and Carbon Monoxide (CO) detectors. Change batteries and check working conditions. Don't have working smoke alarms and CO detectors? Now is the time to buy one; smoke alarms and CO detectors save lives!
- 4) Time to get rid of unwanted medicines at a Prescription Drop Box located at most pharmacies near you. Medications flushed down the toilet get into the water supply and endanger fish and animals.

Be safe!!

UAS UNIT RECRUITING NEW MEMBERS

by Michelle Wagner, UAS Unit Leader, THA-CERT

Editor's note: If you've been reading the articles written about the UAS Unit and are looking for a way to help out in the community, why not give the UAS Unit a try. You'll be working with and learning with a great group of really nice people who have a lot of varied and interesting life experiences.



CERT
UAS UNIT

WE ARE RECRUITING!

If you have an interest in giving to your community by flying UAVs or helping out as ground support, please contact us at

twainhartecert@gmail.com!

No prior experience required.

FIRE FIGHTER REHABILITATION UPDATE

by **Randie Revilla, Fire Fighter Rehab Unit Leader, THA-CERT**

In addition to a great Fire Fighter Rehab training at the end of January, we had a great kickoff meeting for FF Rehab last week.

We are making a few changes in how we function to allow things to provide the best rehab possible to our firefighters with as little impact on the longevity of our rehab crews. To that end, we have created a list of rotating crews and have scheduled them through the end of the year.

As far as training goes, in addition to regularly scheduled Unit training, we will be focusing on driver training and are planning on running scenarios for each and every crew. This will, hopefully, highlight any training deficiencies we need to focus on this year, as well as strengthen crew cohesiveness.

There is still time to become part of this active and vital unit. No previous experience required. All you need to do is contact us at twainhartecert@gmail.com.

It was really great to see everyone out there. Looking forward to a successful and fulfilling year!



CERT members practice taking vitals and recording them during Firefighter Rehab training in January

PG&E GAS AND ELECTRICAL SAFETY CLASS

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



Pam Purdue from PG&E presents the class

Earlier this month, a group of THA-CERT members, THCSO workers, and Twain Harte FD firefighters attended a class on safety around gas and electrical lines.

This was a free class put on by PG&E and if you ever get an opportunity to take it, I strongly suggest you do. The class was presented by Pamela Perdue at the THCSO offices. There was a lot of material presented, much more than I can provide here, but here are a few important takeaways from the class:

- Always call 811 before you dig, even if you're absolutely positive that it is safe. Call a couple of days before you plan to dig with any kind of machinery.
- Any electrical exposure requires medical attention, even if you feel ok.

PG&E GAS AND ELECTRICAL SAFETY CLASS, cont'd

- Stay at least 30' away from downed power lines, even if they aren't arcing or sparking.
- Treat every down power line as a live line, until you are told it is safe by utility company personnel.
- If you spot a downed power line call the utility company (PG&E in Tuolumne County) and 911 to inform first responders of the hazard.
- If a power line falls on your car, stay in your car, even if the line isn't arcing or sparking. If you must evacuate your car, do not touch the outside of your vehicle. Jump away with ankles together, or take small shuffling steps, until you are a safe distance away.



PG&E Emergency Response Vehicle

At the end of the class, we went out where we could see the PG&E Emergency Response Vehicle, which is equipped to handle pretty much any electrical emergency (PG&E does not currently have any gas infrastructure in Tuolumne County).

WHAT'S NEXT?

Here are a few events to look forward to in March:

Free Mattress and Automobile Recycling

Saturday, March 5th

8 am - 12 pm

Greater Valley Conservation Corps satellite offices located at 14993 Camage Avenue
Sponsored by Green Vally Disposal, the Mattress Recycling Council, and the County of Tuolumne, Department of Public Works

For more information, please see the flier on the next page.

St. Patrick's Day

Thursday, March 17th

How about doing something "green" on St. Paddy's day? Plant a tree or pick up trash along your neighborhood roads.

THA-CERT Monthly Training

Saturday, March 26th

9:00 am - 1:00 pm

Location: TBD (please check our Facebook page for any updates on the location, or contact us at twainhartecert@gmail.com)

The topic for the March training is Medical

We are excited to announce that Eric Marvel (Badge #002), one of our founding members, is coming to town to be our instructor. He is the most energetic, knowledgeable, and caring instructors. He is one of the reasons Twain Harte CERT is what it is today. Mark your calendar, you do not want to miss this training class.

MATTRESS AND TIRE COLLECTION

Saturday, March 5th • 8am - 12pm

**RECYCLE YOUR OLD
MATTRESSES AND UP TO
9 CAR/PASSENGER
TRUCK TIRES** (No rims)

If dropping off more than 8 mattresses, please call (209) 588-8992

Location: **GREATER VALLEY
CONSERVATION CORPS**

14993 Camage Ave, Sonora



Mattress
Recycling
Council





TWAIN HARTE CSD OPERATIONS REPORT

What's New



Miguel Hernandez is our new Operator II. He comes with several years of experience in the water and utility industry.



Water/Sewer/Park
Division

For February 2022

Board Meeting 3/9/22

Highlights



Water

- Number of customer service calls were below average for this time of year (20-30) for a total of 12.
- Valves inspected and maintained out of 575: 7 or 1.2%. (Context: 0 were inspected and maintained by this time last year with an annual goal of 25%)
- Electrical system is now in place to power the Sherwood Forest pumphouse during power outages with the generator at well #3 instead of hauling a generator to location and 10 GPD of fuel which was very difficult during storm events.

- Several large trees that were knocked down by the large December storm into the upper Shadybrook Reservoir were removed in early February.



- A mainline leak serving the cottages at All Saints Church was repaired.





Sewer

- Number of customer service calls were slightly above average for this time of year (1-10) for a total of 11.
- Sewer main footage cleaned out of 142,072': 1,786' or 1.3%. (Context: 536' were cleaned by this time last year with an annual goal of 25% cleaned).
- Manholes inspected and maintained out of 468: 18 or 3.8%. (Context: 69 were cleaned by this time last year with an annual goal of 25%).

Parks and Recreation

- Community Center painting is complete



- We are currently speaking with 2 entities to rehabilitate some of the infield and outfield borders as well as smoothing out the clumps in the infield. The uneven ground is causing a safety issue for the baseball players. The clay areas are also being worked on to provide a playable surface.



Vehicles and Equipment

- Backhoe maintenance and repairs made; loader blade replaced, new window hinges and latch, backup alarm and horn repaired. Pictured below is Operator II, Steve Wise using a torch to remove the bolts to replace the loader blade.



Truck #2: Went to shop to replace fuel filter which captured a lot of rust. In process to determine cause.

Truck #3: New headlights

Truck #6: Went to shop to replace glow plug.



**Special Thanks to THFD
for organizing PG&E
Safety Training!!!**

Year: 2022

Month	Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0
Feb	2,020,580	980,732	1,821,746	0	157,417	4,823,058	5,836,362	17.36%	0	2
Mar						0				
Apr						0				
May						0				
Jun						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	4,636,159	2,134,747	3,813,637	204,178	401,028	10,788,721	14,140,624	23.70%	0.15	2

GM REPORT

MARCH 9, 2022



ADMIN ACTIVITIES

- Park Donations ~ \$21,400
- Union Negotiation Preparation
- Emergency Response Storm Funding
- Design, Build, Manage Contract for TH Meadows Park
- Funding Agreement for Stormwater & Tank Grants
- Paperless Billing & Emergency Contact Outreach
- Records Retention Organization & Destruction

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$120,000

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

Mono Sewer Bench Replacement

Budget: \$35,000

Replacement of 200-ft section of deteriorated sewer line ready to proceed as soon as weather allows. April completion anticipated.

Vantage Pointe Equipment Structure

Budget: \$115,000

Preliminary design initiated. Anticipated completion in summer.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Getting proposals to finish design. Anticipated 2023 construction.

Fire Station Backwall Excavation & Sealing

Budget: \$35,000

Design initiated to keep drainage from seeping through apparatus bay walls. Completion anticipated in early summer.

SCADA Upgrade Project

Budget: \$285,000 Water / \$85,000 Sewer

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

MEETINGS OF INTEREST

- 2/9 TH Homeowners Planning Meeting
- 2/19 IRWM Wells Closeout Presentation
- 2/18 Countywide Drought Task Force
- 2/24 Countywide Utility Coordination
- 3/9 Eagle Scout Project Meeting

PLANNING PROJECTS

Sewer System Evaluation/Analysis

Budget: \$500,000

Sewer system assessment and analysis complete. CEQA and submittal of a construction grant application for a project to replace deteriorated sewer lines will be complete this month.

Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model and water loss analysis complete. Workshop to assess risk and prioritize projects is scheduled for April 12th.

FUNDING OPPORTUNITIES

CAL OES STORM DAMAGE - \$60,000

Various Storm Damage & Response / SOON

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / Awards: Summer 2022

FEMA SAFER GRANT - \$1M

Engineer Staffing / Due: Fall 2022

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED