

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

**Chair:** *Eileen Mannix*

**Co-Chair:** *Richard Knudson*

**VIDEO TELECONFERENCE  
June 2, 2021 8:00 a.m.**

**IMPORTANT NOTICE:**

To help slow the spread of COVID-19, the District's board room is closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/85879587327>
- Meeting ID: 858 7958 7327
- Telephone: (669) 900-6833

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

**AGENDA**

1. Operations report.
2. Review/discuss final draft of Fiscal Year 2021-22 Water Fund Budget and Capital Outlay Plan.
3. Review/discuss 5-year Water Fund revenue and expense projections.
4. Review/discuss final draft Fiscal Year 2021-22 Sewer Fund Budget and Capital Outlay Plan.
5. Review/discuss 5-year Sewer Fund revenue and expense projections.
6. Discuss potential actions related to drought and water supply conditions.
7. Adjourn.

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**HOW TO OBSERVE THIS MEETING:**

The public can 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](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSD 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.



- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

\* 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](http://www.twainhartecsd.com)

Twain Harte Community Services District  
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,703	5%	-	-	0%	1,135,367	1,190,422	5%	134,556	139,366	4%	-	-	0%	1,443,490
Grants & Donations	6,821	225,000	3199%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	979,000
Other Revenue	13,775	8,000	-42%	8,725	5,500	-37%	104,374	35,600	-66%	2,250	4,700	109%	1,000	1,000	0%	54,800
<b>Total Program Revenue</b>	<b>\$ 1,613,438</b>	<b>\$ 1,845,226</b>	<b>14%</b>	<b>\$ 1,485,170</b>	<b>\$ 1,293,753</b>	<b>-13%</b>	<b>\$ 1,274,286</b>	<b>\$ 1,461,022</b>	<b>15%</b>	<b>\$ 252,376</b>	<b>\$ 531,566</b>	<b>111%</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0%</b>	<b>\$ 5,132,567</b>
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,613,908</b>	<b>\$ 1,845,696</b>	<b>14%</b>	<b>\$ 1,485,420</b>	<b>\$ 1,294,003</b>	<b>-13%</b>	<b>\$ 1,274,466</b>	<b>\$ 1,461,202</b>	<b>15%</b>	<b>\$ 252,476</b>	<b>\$ 531,666</b>	<b>111%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 5,132,567</b>
<b>Operating Expenses</b>																
Salaries	\$ 314,797	\$ 317,932	1%	\$ 188,650	\$ 180,287	-4%	\$ 529,464	\$ 484,369	-9%	\$ 9,345	\$ 5,157	-45%	\$ 338,551	\$ 362,571	7%	\$ 1,350,316
Benefits	165,858	156,235	-6%	94,617	86,493	-9%	229,306	235,056	3%	5,425	2,736	-50%	155,760	168,995	8%	649,515
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	72,500	57%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,450
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	253,800	176%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	462,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	161,625	4%	508,652	517,605	2%	83,500	92,650	11%	23,500	23,900	2%	57,200	66,700	17%	862,480
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
<b>Total Program Expenses</b>	<b>\$ 1,069,667</b>	<b>\$ 1,264,361</b>	<b>18%</b>	<b>\$ 1,207,858</b>	<b>\$ 1,032,879</b>	<b>-14%</b>	<b>\$ 1,032,685</b>	<b>\$ 995,990</b>	<b>-4%</b>	<b>\$ 91,970</b>	<b>\$ 81,243</b>	<b>-12%</b>	<b>\$ 598,361</b>	<b>\$ 647,516</b>	<b>8%</b>	<b>\$ 4,021,989</b>
Administrative Cost Allocation	281,230	304,332	8%	149,590	161,879	8%	107,705	116,553	8%	59,836	64,752	8%	(598,361)	(647,516)	8%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,350,897</b>	<b>\$ 1,568,693</b>	<b>16%</b>	<b>\$ 1,357,448</b>	<b>\$ 1,194,758</b>	<b>-12%</b>	<b>\$ 1,140,390</b>	<b>\$ 1,112,543</b>	<b>-2%</b>	<b>\$ 151,806</b>	<b>\$ 145,995</b>	<b>-4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,021,989</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 263,012</b>	<b>\$ 277,003</b>		<b>\$ 127,972</b>	<b>\$ 99,246</b>		<b>\$ 134,075</b>	<b>\$ 348,658</b>		<b>\$ 100,670</b>	<b>\$ 385,671</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
<b>Total Capital Expenses</b>	<b>\$ 381,220</b>	<b>\$ 808,850</b>	<b>112%</b>	<b>\$ 339,900</b>	<b>\$ 365,150</b>	<b>7%</b>	<b>\$ 219,230</b>	<b>\$ 492,500</b>	<b>125%</b>	<b>\$ 170,240</b>	<b>\$ 368,000</b>	<b>116%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,034,500</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,732,117</b>	<b>\$ 2,377,543</b>	<b>37%</b>	<b>\$ 1,697,348</b>	<b>\$ 1,559,908</b>	<b>-8%</b>	<b>\$ 1,359,620</b>	<b>\$ 1,605,043</b>	<b>18%</b>	<b>\$ 322,046</b>	<b>\$ 513,995</b>	<b>60%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,056,489</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (118,208)</b>	<b>\$ (531,847)</b>		<b>\$ (211,928)</b>	<b>\$ (265,904)</b>		<b>\$ (85,155)</b>	<b>\$ (143,842)</b>		<b>\$ (69,570)</b>	<b>\$ 17,671</b>		<b>\$ -</b>	<b>\$ -</b>		

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET  
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Service Charges</b>					
Water Service Charge	\$ 1,470,488	\$ 1,480,003	\$ 9,515	1%	Due to increased consumption
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,470,488</b>	<b>\$ 1,480,003</b>	<b>\$ 9,515</b>	<b>1%</b>	
<b>Fees</b>					
Late Fee	\$ -	\$ 9,000	\$ 9,000	9000%	20/21 late fees waived due to COVID
Door Notice Fee	-	2,000	2,000	2000%	20/21 late fees waived due to COVID
Hookup Fees	13,560	5,800	(7,760)	-57%	Five Year Historical Average
Reconnection Fees	-	800	800	800%	20/21 late fees waived due to COVID
Property Transfer Fee	850	800	(50)	-6%	
Returned Check Fee	120	120	-	0%	
<b>TOTAL FEES</b>	<b>\$ 14,530</b>	<b>\$ 18,520</b>	<b>\$ 3,990</b>	<b>27%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 33,660	\$ 35,889	\$ 2,229	7%	Due to increasing property values
Davis Grunsky Assessment	74,165	77,813	3,648	5%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 107,825</b>	<b>\$ 113,703</b>	<b>\$ 5,878</b>	<b>5%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue - Misc	\$ 6,821	\$ 225,000	\$ 218,179	3199%	Water System Eval Planning Grant
Grant Revenue - Wells			\$ -	0%	
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 6,821</b>	<b>\$ 225,000</b>	<b>\$ 218,179</b>	<b>3199%</b>	
<b>Other Revenue</b>					
Miscellaneous Revenue	\$ -		\$ -	0%	
Interest Revenue	11,500	8,000	(3,500)	-30%	Due to lower interest rates
Lease Revenue	-		-	0%	
Sale of Assets	2,275	-	(2,275)	-100%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 13,775</b>	<b>\$ 8,000</b>	<b>\$ (5,775)</b>	<b>-42%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,613,438</b>	<b>\$ 1,845,226</b>	<b>\$ 231,787</b>	<b>14%</b>	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,613,908</b>	<b>\$ 1,845,696</b>	<b>\$ 231,787</b>	<b>14%</b>	

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET

**WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 266,955	\$ 275,453	8,499	3%	Due to creation of new position
Standby Pay	17,605	17,605	-	0%	
Overtime	9,550	12,500	2,950	31%	Based on 4 year historical average
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	9,600	1,560	(8,040)	-84%	Reduced use due to new permanent position
Uniform Allowance	3,981	3,438	(543)	-14%	
Cell Phone Stipend	807	1,076	269	33%	Due to creation of new position
<b>TOTAL SALARIES</b>	<b>\$ 314,797</b>	<b>\$ 317,932</b>	<b>\$ 3,135</b>	<b>1%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 62,019	\$ 59,942	(2,077)	-3%	New demographic of employees
HRA Reimbursement	25,190	23,215	(1,975)	-8%	New demographic of employees
CALPERS Retirement	43,052	41,109	(1,944)	-5%	New demographic of employees
FICA	19,517	19,712	194	1%	
Medicare	4,565	4,610	45	1%	
Workers Comp	10,210	6,500	(3,710)	-36%	Reduction of rates
Unemployment Ins/ETT	1,304	1,147	(157)	-12%	
<b>TOTAL BENEFITS</b>	<b>\$ 165,858</b>	<b>\$ 156,235</b>	<b>\$ (9,623)</b>	<b>-6%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 5,700	\$ 6,000	300	5%	
Facilities Maintenance & Repair					
Source of Supply	8,400	8,500	100	1%	
Pumping	5,400	5,900	500	9%	Added Weed abatement
Water Treatment	14,700	25,400	10,700	73%	One-time WTP per condition assessment
Transmission & Distribution	31,500	35,500	4,000	13%	Extra pavement patching required
General & Administrative	1,500	1,500	-	0%	
Vehicle Maintenance & Repair	8,400	10,500	2,100	25%	Winter tires needed for all trucks
Janitorial Cleaning Fees	2,000	1,900	(100)	-5%	
Fuel	11,400	12,800	1,400	12%	Increases + Additional Staff
Equipment Under \$5,000	19,900	29,300	9,400	47%	Need to replace obsolete turbidimeters
Personal Protective Equipment	1,500	2,700	1,200	80%	COVID-related price increases
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 110,400</b>	<b>\$ 140,000</b>	<b>\$ 29,600</b>	<b>27%</b>	

## Twain Harte Community Services District

## 2021-2022 ANNUAL BUDGET

## WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 1,000	\$ 1,200	200	20%	
Postage	5,000	5,000	-	0%	
Food Supplies	400	400	-	0%	
Chemical Supplies	35,000	39,000	4,000	11%	Increased chemical costs
Janitorial Supplies	350	400	50	14%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 41,750</b>	<b>\$ 46,000</b>	<b>\$ 4,250</b>	<b>10%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	4,000	4,000	-	0%	
IT Services	1,900	1,900	-	0%	
Engineering Services	82,000	244,000	162,000	198%	Water System Eval Planning Grant
Medical Exams	900	800	(100)	-11%	
Other Professional Services	3,100	3,100	-	0%	
Other Professional Services-Tree Mortality			-	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 91,900</b>	<b>\$ 253,800</b>	<b>\$ 161,900</b>	<b>176%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 32,100	\$ 31,700	(400)	-1%	
Phone/Communications	6,400	6,700	300	5%	
Computer Licenses & Maintenance	11,500	13,900	2,400	21%	Paperless Billing Addition
Property/Liability Insurance	22,500	28,775	6,275	28%	Projected SDRMA Increase
Property Tax	450	450	-	0%	
Memberships/Publications/Subscriptions	10,900	11,300	400	4%	
Licenses & Certifications	800	1,100	300	38%	
Training, Conferences & Travel	4,800	5,600	800	17%	Additional training for new employees
Uncollectable accounts	1,500	1,500	-	0%	
Advertising & Public Education	1,000	700	(300)	-30%	
Laboratory Fees	22,700	19,700	(3,000)	-13%	New Lab is cheaper
Regulatory Fees	8,000	8,200	200	3%	
Purchased Water	29,400	27,500	(1,900)	-6%	Wells used more
Bank & Credit Card Fees	4,000	4,500	500	13%	Increased credit card usage
<b>TOTAL OTHER</b>	<b>\$ 156,050</b>	<b>\$ 161,625</b>	<b>\$ 5,575</b>	<b>4%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 35,268	\$ 30,171	(5,097)	-14%	
Principal on Long Term Debt	153,644	158,598	4,954	3%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 188,912</b>	<b>\$ 188,769</b>	<b>\$ (143)</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,069,667</b>	<b>\$ 1,264,361</b>	<b>\$ 194,694</b>	<b>18%</b>	
Admin Transfer Out	\$ 281,230	\$ 304,332	\$ 23,102		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,350,897</b>	<b>\$ 1,568,693</b>	<b>\$ 217,796</b>	<b>16%</b>	

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET

**WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
FH Improvements	15,000	15,000	-	0%	
Water Sewer Material Bins*	6,000	-	(6,000)	-100%	Complete in FY 20/21
Well 3 - Sherwood Forest*	7,000	-	(7,000)	-100%	Complete in FY 20/21
SCADA Upgrade	285,000	285,000	-	0%	Rollover
Vantage Pt. Equipment Strucure	9,000	10,000	1,000	11%	Rollover
Training/Admin Parking Lot*	5,900	0	(5,900)	-100%	Moved to Fire
GM Vehicle Replace	16,160	0	(16,160)	-100%	Complete in FY 20/21
Surface Scatter 7 for SWTP	7,160	0	(7,160)	-100%	Complete in FY 20/21
Well #1 Generator	30,000	0	(30,000)	-100%	Complete in FY 20/21
Cedar Pines Pressure Zone Upgrades	0	350,000	350,000	350000%	
Truck #1 Replacement	0	5,850	5,850	5850%	Split 65/35 with Sewer
Truck #3 Replacement	0	39,000	39,000	39000%	Split 65/35 with Sewer
Snow Plow	0	4,000	4,000	4000%	Back-up plow (split 50/50 with sewer)
WTP Motor Control Center Upgrade	0	100,000	100,000	100000%	Per WTP condition Assessment
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 381,220</b>	<b>\$ 808,850</b>	<b>\$ 427,630</b>	<b>112%</b>	

**GRAND TOTAL WITH CAPITAL      \$ 1,732,117    \$ 2,377,543    \$ 645,426      37%**

\*Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.



**5-YEAR CAPITAL OUTLAY PLAN**

**Water Fund - FY 21/22**

	Previously Expended	Projected FY 20-21	Requested FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Out Years 6 to 10	TOTAL
Vantage Pointe Materials Bins	\$ 1,000	\$ 5,956							\$ 6,956
GM Vehicle Replace (Admin Split)		\$ 16,159							\$ 16,159
SWTP Scatter 7 Turbidimeter		\$ 7,154							\$ 7,154
Well #1 Generator		\$ 27,000							\$ 27,000
Well #3 - Sherwood Forest	\$ 335,654	\$ 7,000							\$ 342,654
FH Improvements	\$ 4,150	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 154,150
Cedar Pines Pressure Zone Upgrades		\$ -	\$ 350,000						\$ 350,000
SCADA Upgrade <sup>4</sup>		\$ -	\$ 285,000						\$ 285,000
Vantage Pt. Equipment Structure <sup>4,5</sup>		\$ -	\$ 10,000						\$ 10,000
Truck #1 Replace (35% Sewer)			\$ 5,850						\$ 5,850
Truck #3 Replace (35% Sewer)			\$ 39,000						\$ 39,000
Snow Plow (35% Sewer)			\$ 4,000						\$ 4,000
WTP Motor Control Center Upgrade			\$ 100,000						\$ 100,000
Golf Club Dr. Line Extension				\$ 75,000					\$ 75,000
Cedar Drive Main Extension				\$ 35,000					\$ 35,000
Emergency Response Trailer				\$ 5,000					\$ 5,000
Truck #4 Replace (35% Sewer)					\$ 37,700				\$ 37,700
Recoat Black Oak Tank					\$ 75,000				\$ 75,000
Million Gallon Tank #2 Rehab/Recoat						\$ 850,000			\$ 850,000
Rebed Treatment Filters						\$ 85,000			\$ 85,000
Sherwood Forest Water System							\$ 140,000	\$ 1,700,000	\$ 1,840,000
Shadybrook Dredging/Bypass							\$ 300,000		\$ 300,000
Recoat Sherwood Tank							\$ 75,000		\$ 75,000
Vehicle/Equipment Replacement								\$ 68,330	\$ 68,330
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 340,804</b>	<b>\$ 63,269</b>	<b>\$ 808,850</b>	<b>\$ 130,000</b>	<b>\$ 127,700</b>	<b>\$ 950,000</b>	<b>\$ 530,000</b>	<b>\$ 1,843,330</b>	<b>\$ 4,793,953</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Water fund portion of shared \$60,000 project

Twain Harte Community Services District

WATER

5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
<b>Current Revenue</b>							
Service Charges	\$ 1,446,545	\$ 1,470,487	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003
Fees	11,263	14,530	18,520	13,320	13,320	13,320	13,320
Taxes & Assessments	115,411	107,825	113,703	114,419	37,287	38,033	38,794
Grants & Donations	68,884	36,821	225,000	-	-	-	-
Other Revenue	27,732	13,775	8,000	8,000	8,000	8,000	8,000
<b>Total Program Revenue</b>	<b>\$ 1,669,835</b>	<b>\$ 1,643,438</b>	<b>\$ 1,845,226</b>	<b>\$ 1,615,742</b>	<b>\$ 1,538,611</b>	<b>\$ 1,539,356</b>	<b>\$ 1,540,117</b>
Administrative Cost Allocation	383	470	470	484	499	514	529
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,670,218</b>	<b>\$ 1,643,908</b>	<b>\$ 1,845,696</b>	<b>\$ 1,616,226</b>	<b>\$ 1,539,110</b>	<b>\$ 1,539,870</b>	<b>\$ 1,540,646</b>
<b>Expenses</b>							
Salaries	\$ 304,461	\$ 314,798	\$ 317,932	\$ 334,410	\$ 345,837	\$ 354,504	\$ 367,360
Benefits	154,978	165,857	156,235	162,439	168,159	173,934	180,188
Equip, Auto, Maint, & Repairs	82,614	110,400	140,000	144,200	148,526	152,982	157,571
Materials & Supplies	34,617	41,750	46,000	47,380	48,801	50,265	51,773
Outside Services	16,122	91,900	253,800	29,664	30,554	31,471	32,415
Other	135,164	156,050	161,625	166,474	171,468	176,612	181,910
Debt Service	186,169	188,912	188,769	186,169	114,297	114,297	114,297
<b>Total Program Expenses</b>	<b>\$ 914,125</b>	<b>\$ 1,069,667</b>	<b>\$ 1,264,361</b>	<b>\$ 1,070,736</b>	<b>\$ 1,027,642</b>	<b>\$ 1,054,065</b>	<b>\$ 1,085,515</b>
Administrative Cost Allocation	237,654	281,230	304,332	315,129	316,058	327,962	340,033
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,151,779</b>	<b>\$ 1,350,897</b>	<b>\$ 1,568,693</b>	<b>\$ 1,385,865</b>	<b>\$ 1,343,700</b>	<b>\$ 1,382,027</b>	<b>\$ 1,425,548</b>
<b>Total Operating Balance</b>	<b>\$ 518,439</b>	<b>\$ 293,011</b>	<b>\$ 277,003</b>	<b>\$ 230,362</b>	<b>\$ 195,409</b>	<b>\$ 157,843</b>	<b>\$ 115,098</b>
<b>Capital Expenses</b>							
Capital Outlay	600,244	63,269	808,850	130,000	127,700	950,000	530,000
<b>Total Capital Expenses</b>	<b>600,244</b>	<b>63,269</b>	<b>808,850</b>	<b>130,000</b>	<b>127,700</b>	<b>950,000</b>	<b>530,000</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,752,023</b>	<b>\$ 1,414,166</b>	<b>\$ 2,377,543</b>	<b>\$ 1,515,865</b>	<b>\$ 1,471,400</b>	<b>\$ 2,332,027</b>	<b>\$ 1,955,548</b>
<b>TRANSFER TO/(FROM) RESERVE</b>	<b>\$ (81,805)</b>	<b>\$ 229,742</b>	<b>\$ (531,847)</b>	<b>\$ 100,362</b>	<b>\$ 67,709</b>	<b>\$ (792,157)</b>	<b>\$ (414,902)</b>
<b>Capital Reserve Balance</b>	<b>\$ 926,156</b>	<b>\$ 1,100,058</b>	<b>\$ 613,918</b>	<b>\$ 724,821</b>	<b>\$ 792,530</b>	<b>\$ (9,209)</b>	<b>\$ (434,991)</b>

Twain Harte Community Services District  
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,703	5%	-	-	0%	1,135,367	1,190,422	5%	134,556	139,366	4%	-	-	0%	1,443,490
Grants & Donations	6,821	225,000	3199%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	979,000
Other Revenue	13,775	8,000	-42%	8,725	5,500	-37%	104,374	35,600	-66%	2,250	4,700	109%	1,000	1,000	0%	54,800
<b>Total Program Revenue</b>	<b>\$ 1,613,438</b>	<b>\$ 1,845,226</b>	<b>14%</b>	<b>\$ 1,485,170</b>	<b>\$ 1,293,753</b>	<b>-13%</b>	<b>\$ 1,274,286</b>	<b>\$ 1,461,022</b>	<b>15%</b>	<b>\$ 252,376</b>	<b>\$ 531,566</b>	<b>111%</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>0%</b>	<b>\$ 5,132,567</b>
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,613,908</b>	<b>\$ 1,845,696</b>	<b>14%</b>	<b>\$ 1,485,420</b>	<b>\$ 1,294,003</b>	<b>-13%</b>	<b>\$ 1,274,466</b>	<b>\$ 1,461,202</b>	<b>15%</b>	<b>\$ 252,476</b>	<b>\$ 531,666</b>	<b>111%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 5,132,567</b>
<b>Operating Expenses</b>																
Salaries	\$ 314,797	\$ 317,932	1%	\$ 188,650	\$ 180,287	-4%	\$ 529,464	\$ 484,369	-9%	\$ 9,345	\$ 5,157	-45%	\$ 338,551	\$ 362,571	7%	\$ 1,350,316
Benefits	165,858	156,235	-6%	94,617	86,493	-9%	229,306	235,056	3%	5,425	2,736	-50%	155,760	168,995	8%	649,515
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	72,500	57%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,450
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	253,800	176%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	462,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	161,625	4%	508,652	517,605	2%	83,500	92,650	11%	23,500	23,900	2%	57,200	66,700	17%	862,480
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
<b>Total Program Expenses</b>	<b>\$ 1,069,667</b>	<b>\$ 1,264,361</b>	<b>18%</b>	<b>\$ 1,207,858</b>	<b>\$ 1,032,879</b>	<b>-14%</b>	<b>\$ 1,032,685</b>	<b>\$ 995,990</b>	<b>-4%</b>	<b>\$ 91,970</b>	<b>\$ 81,243</b>	<b>-12%</b>	<b>\$ 598,361</b>	<b>\$ 647,516</b>	<b>8%</b>	<b>\$ 4,021,989</b>
Administrative Cost Allocation	281,230	304,332	8%	149,590	161,879	8%	107,705	116,553	8%	59,836	64,752	8%	(598,361)	(647,516)	8%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,350,897</b>	<b>\$ 1,568,693</b>	<b>16%</b>	<b>\$ 1,357,448</b>	<b>\$ 1,194,758</b>	<b>-12%</b>	<b>\$ 1,140,390</b>	<b>\$ 1,112,543</b>	<b>-2%</b>	<b>\$ 151,806</b>	<b>\$ 145,995</b>	<b>-4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,021,989</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 263,012</b>	<b>\$ 277,003</b>		<b>\$ 127,972</b>	<b>\$ 99,246</b>		<b>\$ 134,075</b>	<b>\$ 348,658</b>		<b>\$ 100,670</b>	<b>\$ 385,671</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
<b>Total Capital Expenses</b>	<b>\$ 381,220</b>	<b>\$ 808,850</b>	<b>112%</b>	<b>\$ 339,900</b>	<b>\$ 365,150</b>	<b>7%</b>	<b>\$ 219,230</b>	<b>\$ 492,500</b>	<b>125%</b>	<b>\$ 170,240</b>	<b>\$ 368,000</b>	<b>116%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,034,500</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,732,117</b>	<b>\$ 2,377,543</b>	<b>37%</b>	<b>\$ 1,697,348</b>	<b>\$ 1,559,908</b>	<b>-8%</b>	<b>\$ 1,359,620</b>	<b>\$ 1,605,043</b>	<b>18%</b>	<b>\$ 322,046</b>	<b>\$ 513,995</b>	<b>60%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,056,489</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (118,208)</b>	<b>\$ (531,847)</b>		<b>\$ (211,928)</b>	<b>\$ (265,904)</b>		<b>\$ (85,155)</b>	<b>\$ (143,842)</b>		<b>\$ (69,570)</b>	<b>\$ 17,671</b>		<b>\$ -</b>	<b>\$ -</b>		

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET  
**SEWER - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Service Charges</b>					
Sewer Service Charge	1,136,732	1,138,433	1,702	0%	
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,136,732</b>	<b>\$ 1,138,433</b>	<b>\$ 1,702</b>	<b>0%</b>	
<b>Fees</b>					
Late Fee	\$ -	\$ 6,300	\$ 6,300	6300%	20/21 late fees waived due to COVID
Door Notice Fee	-	2,000	2,000	2000%	20/21 late fees waived due to COVID
Hookup Fees	9,400	4,500	(4,900)	-52%	Five Year Historical Average
Reconnection Fees		800	800	800%	20/21 late fees waived due to COVID
Inspection Fees	200	200	-	0%	
Property Transfer Fee	615	900	285	46%	Five Year Historical Average
Returned Check Fee	120	120	-	0%	
<b>TOTAL FEES</b>	<b>\$ 10,335</b>	<b>\$ 14,820</b>	<b>\$ 4,485</b>	<b>43%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue-Sewer Planning Grant	329,378	135,000	\$ (194,378)	-59%	Estimated remaining sewer planning grant
Donation Revenue			-	0%	
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 329,378</b>	<b>\$ 135,000</b>	<b>\$ (194,378)</b>	<b>-59%</b>	
<b>Other Revenue</b>					
Interest Revenue	7,500	5,500	(2,000)	-27%	Due to lower interest rates
Sale of Assets	1,225	-	(1,225)	-100%	
Other	-	-	-	0%	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 8,725</b>	<b>\$ 5,500</b>	<b>\$ (3,225)</b>	<b>-37%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,485,170</b>	<b>\$ 1,293,753</b>	<b>\$ (191,416)</b>	<b>-13%</b>	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,485,420</b>	<b>\$ 1,294,003</b>	<b>\$ (191,416)</b>		

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Salaries - 51XXX</b>					
Regular Time	\$ 148,299	\$ 148,648	349	0%	
Standby Pay	17,605	17,605	0	0%	
Overtime	7,000	6,000	(1,000)	-14%	Based on 4 year historical average
Sick Leave/Vacation Pay	3,500	3,500	0	0%	
Intern Stipend	9,600	1,560	(8,040)	-84%	Reduced use due to new permanent position
Uniform Allowance	2,205	2,385	180	8%	
Cell Phone Stipend	441	588	147	33%	Due to creation of new position
<b>TOTAL SALARIES</b>	<b>\$ 188,650</b>	<b>\$ 180,287</b>	<b>\$ (8,363)</b>	<b>-4%</b>	
<b>Benefits - 52XXX</b>					
Health & Vision Insurance	\$ 34,112	\$ 32,384	(1,728)	-5%	New demographic of employees
HRA Reimbursement	13,913	12,558	(1,355)	-10%	New demographic of employees
CALPERS Retirement	23,974	22,129	(1,845)	-8%	New demographic of employees
FICA	11,696	11,178	(519)	-4%	Staffing restructure
Medicare	2,735	2,614	(121)	-4%	Staffing restructure
Workers Comp	7,365	4,900	(2,465)	-33%	Reduction of rates
Unemployment Ins/ETT	821	731	(90)	-11%	Reduction in Unemployment Insurance Rates
<b>TOTAL BENEFITS</b>	<b>\$ 94,617</b>	<b>\$ 86,493</b>	<b>\$ (8,124)</b>	<b>-9%</b>	
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>					
Equipment Maintenance & Repair	\$ 6,800	\$ 7,100	300	4%	
Facilities Maintenance & Repair					
Lift Station	8,500	7,900	(600)	-7%	
Collections	6,850	30,900	24,050	351%	Line repairs and maintenance per condition assessment
General & Administrative	1,100	900	(200)	-18%	
Vehicle Maintenance & Repair	5,650	7,600	1,950	35%	Snow tires needed for all trucks
Janitorial/Cleaning Fees	1,100	1,100	0	0%	
Fuel	6,700	7,300	600	9%	Price increases + Extra staff
Equipment Under \$5,000	7,600	7,200	(400)	-5%	
Personal Protective Equipment	1,800	2,500	700	39%	COVID-related cost increases
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 46,100</b>	<b>\$ 72,500</b>	<b>\$ 26,400</b>	<b>57%</b>	

## Twain Harte Community Services District

## 2021-2022 ANNUAL BUDGET

## SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Materials &amp; Supplies - 54XXX</b>					
Office Supplies	\$ 500	\$ 900	\$ 400	80%	
Postage	4,100	4,200	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	300	400	100	33%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,200</b>	<b>\$ 5,800</b>	<b>\$ 600</b>	<b>12%</b>	
<b>Outside Services - 55XXX</b>					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,300	0	0%	
Engineering Services	12,000	12,000	0	0%	
Medical Exams	450	400	(50)	-11%	
Other Professional Services	332,378	138,000	(194,378)	-58%	Estimated remaining sewer planning grant expenses
Other Professional Services-Tree Mortality			0	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$ 347,628</b>	<b>\$ 153,200</b>	<b>\$ (194,428)</b>	<b>-56%</b>	
<b>Other - 56XXX</b>					
Utilities	\$ 4,700	\$ 5,000	\$ 300	6%	
Phone/Communications	2,887	3,000	113	4%	
Computer Licenses & Maintenance	9,365	12,500	3,135	33%	Paperless Billing initial setup + Smart Covers
Property/Liability Insurance	17,600	22,205	4,605	26%	Projected SDRMA Increase
Property Tax			0	0%	
Dues & Memberships	5,500	5,700	200	4%	
Licenses & Certifications	1,900	2,000	100	5%	
Training, Conferences & Travel	4,300	4,300	0	0%	
Uncollectable accounts	1,500	1,500	0	0%	
Advertising & Public Education	1,200	700	(500)	-42%	
Regulatory Fees	400	500	100	25%	
Sewer Service Charge	455,300	456,000	700	0%	
Bank & Credit Card Fees	4,000	4,200	200	5%	
<b>TOTAL OTHER</b>	<b>\$ 508,652</b>	<b>\$ 517,605</b>	<b>\$ 8,953</b>	<b>2%</b>	
<b>Debt Service - 58XXX</b>					
Interest on Long Term Debt	\$ 2,403	\$ 1,853	\$ (551)	-23%	
Principal on Long Term Debt	14,608	15,141	534	4%	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 17,011</b>	<b>\$ 16,994</b>	<b>\$ (17)</b>	<b>0%</b>	
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,207,858</b>	<b>\$ 1,032,879</b>	<b>\$ (174,979)</b>	<b>-14%</b>	
Admin Transfer Out	\$ 149,590	\$ 161,879	\$ 12,289	8%	
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 1,357,448</b>	<b>\$ 1,194,758</b>	<b>\$ (162,690)</b>	<b>-12%</b>	

Twain Harte Community Services District  
2021-2022 ANNUAL BUDGET

**SEWER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
<b>Capital Outlay - 57XXX</b>					
SCADA Upgrade*	\$ 85,000	\$ 85,000	\$ -	0%	Rollover
Vantage Pt. Equip Structure*	\$ 37,000	\$ 40,000	\$ 3,000	8%	Increased steel prices
GM Vehicle Replace	8,600	0	(8,600)	-100%	Complete in FY 20/21
Sewer Main Re-Lining	75,000	0	(75,000)	-100%	Focus on repairs this year
TH School Sewer Re-Alignment*	125,000	15,000	(110,000)	-88%	Rollover
Training Admin Parking Lot	3,300	0	(3,300)	-100%	Shift to Fire
Water Sewer Material Bins	6,000	0	(6,000)	-100%	Complete in FY 20/21
Manhole Smart Covers	0	10,000	10,000	10000%	Monitor I&I Flows
Snow Plow	0	4,000	4,000	4000%	Back-up plow (50/50 split w/sewer)
Truck #1 Replacement	0	3,150	3,150	3150%	Split 65/35 with Sewer
Truck #3 Replacement	0	21,000	21,000	21000%	Split 65/35 with Sewer
Sewer Jetter Replacement	0	92,000	92,000	92000%	
I&I Manhole Repair/Replacement	0	60,000	60,000	60000%	Based on condition assessment
Mono Sewer Line Replacement	0	35,000	35,000	35000%	Reduce Sewer Spills
<b>TOTAL CAPITAL OUTLAY*</b>	<b>\$ 339,900</b>	<b>\$ 365,150</b>	<b>\$ 25,250</b>	<b>7%</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 1,697,348</b>	<b>\$ 1,559,908</b>	<b>\$ (137,440)</b>	<b>-8%</b>	

\*Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.

**5-YEAR CAPITAL OUTLAY PLAN**

**Sewer Fund - FY 21-22**

	Previously Expended	Projected FY 20-21	Requested FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Out Years 6 to 10	TOTAL
Redwing Lift Station Generator	\$ 20,136	\$ 1,527							\$ 21,663
Mark Twain Lift Station Generator	\$ 22,476	\$ 1,391							\$ 23,867
Vantage Pointe Materials Bins	\$ 1,000	\$ 5,811							\$ 6,811
GM Vehicle Replace (Admin Split)		\$ 8,595							\$ 8,595
Sewer Main Re-Lining	\$ 5,265	\$ 43,000	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000	\$ 723,265
TH School Sewer Re-alignment <sup>4</sup>		\$ 15,000	\$ 15,000						\$ 30,000
SCADA Upgrade <sup>4</sup>		\$ -	\$ 85,000						\$ 85,000
Vantage Pointe Equipment Structure <sup>5</sup>		\$ -	\$ 40,000						\$ 40,000
Mono Sewer Line Replacement			\$ 35,000						
Manhole Smart Covers			\$ 10,000						
I&I Manhole Repair/Replacement			\$ 60,000						\$ 60,000
Truck #1 Replace (65% W)			\$ 3,150						\$ 3,150
Truck #3 Replace (65% W)			\$ 21,000						\$ 21,000
Snow Plow (50/50 split w/water)			\$ 4,000						\$ 4,000
New Sewer Jetter			\$ 92,000						\$ 92,000
Emergency Response Trailer				\$ 5,000					\$ 5,000
Truck #4 Replace					\$ 20,300				\$ 20,300
Sherwood Forest Sewer					\$ 150,000	\$ 200,000	\$ 2,700,000		\$ 3,050,000
Vehicle/Equipment Replace								\$ 44,870	\$ 44,870
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 48,877</b>	<b>\$ 75,324</b>	<b>\$ 365,150</b>	<b>\$ 80,000</b>	<b>\$ 245,300</b>	<b>\$ 275,000</b>	<b>\$ 2,775,000</b>	<b>\$ 419,870</b>	<b>\$ 4,239,521</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Sewer fund portion of shared \$60,000 project



Twain Harte Community Services District  
SEWER  
5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
<b>Revenue</b>							
Service Charges	\$ 1,132,278	\$ 1,136,731	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433
Fees	9,563	10,335	14,820	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	156,160	329,378	135,000	-	-	-	-
Other Operating Revenue	21,151	8,725	5,500	5,500	5,500	5,500	5,500
<b>Total Program Revenue</b>	<b>\$ 1,319,152</b>	<b>\$ 1,485,169</b>	<b>\$ 1,293,753</b>	<b>\$ 1,157,313</b>	<b>\$ 1,157,313</b>	<b>\$ 1,157,313</b>	<b>\$ 1,157,313</b>
Administrative Cost Allocation	204	250	250	258	265	273	281
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,319,356</b>	<b>\$ 1,485,419</b>	<b>\$ 1,294,003</b>	<b>\$ 1,157,571</b>	<b>\$ 1,157,578</b>	<b>\$ 1,157,586</b>	<b>\$ 1,157,594</b>
<b>Expenses</b>							
Salaries	\$ 164,504	\$ 188,650	\$ 180,287	\$ 189,136	\$ 195,329	\$ 199,300	\$ 205,452
Benefits	87,459	94,616	86,493	89,819	92,904	95,908	99,164
Equip, Auto, Maint, & Repairs	33,815	46,100	72,500	59,225	61,002	62,832	64,717
Materials & Supplies	4,575	5,200	5,800	5,974	6,153	6,338	6,528
Outside Services	175,224	347,628	153,200	18,746	19,308	19,888	20,484
Other	485,956	508,652	517,605	533,133	549,127	565,601	582,569
Debt Service	17,028	17,011	16,994	17,478	17,478	17,478	17,478
<b>Total Program Expenses</b>	<b>\$ 968,561</b>	<b>\$ 1,207,857</b>	<b>\$ 1,032,879</b>	<b>\$ 913,511</b>	<b>\$ 941,301</b>	<b>\$ 967,344</b>	<b>\$ 996,392</b>
Administrative Cost Allocation	126,412	149,590	161,879	167,622	168,116	174,448	180,869
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,094,973</b>	<b>\$ 1,357,447</b>	<b>\$ 1,194,758</b>	<b>\$ 1,081,133</b>	<b>\$ 1,109,417</b>	<b>\$ 1,141,792</b>	<b>\$ 1,177,261</b>
<b>Total Operating Balance</b>	<b>\$ 224,383</b>	<b>\$ 127,972</b>	<b>\$ 99,246</b>	<b>\$ 76,439</b>	<b>\$ 48,162</b>	<b>\$ 15,794</b>	<b>\$ (19,666)</b>
<b>Capital Expenses</b>							
Capital Outlay	69,211	75,324	365,150	80,000	245,300	275,000	2,775,000
Admin Capital Transfer							
<b>Total Capital Expenses</b>	<b>69,211</b>	<b>75,324</b>	<b>365,150</b>	<b>80,000</b>	<b>245,300</b>	<b>275,000</b>	<b>2,775,000</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,164,184</b>	<b>\$ 1,432,771</b>	<b>\$ 1,559,908</b>	<b>\$ 1,161,133</b>	<b>\$ 1,354,717</b>	<b>\$ 1,416,792</b>	<b>\$ 3,952,261</b>
<b>TRANSFER TO/(FROM) RESERVE</b>	<b>\$ 155,172</b>	<b>\$ 52,648</b>	<b>\$ (265,904)</b>	<b>\$ (3,561)</b>	<b>\$ (197,138)</b>	<b>\$ (259,206)</b>	<b>\$ (2,794,666)</b>
<b>Capital Reserve Balance</b>	<b>\$ 904,634</b>	<b>\$ 915,910</b>	<b>\$ 678,412</b>	<b>\$ 667,780</b>	<b>\$ 470,641</b>	<b>\$ 203,342</b>	<b>\$ (2,600,192)</b>

## **ARTICLE 7. CONSERVATION MEASURES**

### **7.1 General**

It is the District's Policy to take reasonable and prudent measures to conserve water and energy in the operations and development of the District. The District in its operation shall:

1. Develop pricing structures to encourage conservation of water and energy.
2. Promote through public relations a public consciousness of the need to conserve.
3. Assist customers to optimize efficient use of water.
4. Maintain facilities to conserve water.
5. Design facilities with conservation of water and energy in mind.
6. Construct facilities to conserve or retrieve water and energy.
7. Seek to halt all illegal use of water.

### **7.2 Phased Water Conservation Programs**

The District shall have the power to restrict use of District water during any shortage or other emergency, upon the making of any findings or the taking of any other actions that may be authorized or required by law, including Sections 350-359 and 71640-71644 of the Water Code.

#### **7.2.1 Phase I – Ongoing Water Conservation**

The District will implement the following conservation measures on an ongoing basis:

1. Education programs.
2. Promotion of water-saving landscaping.
3. Community education programs.
4. Requirement of low-flow fixtures in new developments.
5. Meter and/or flow control for all customer accounts and plant production activities.
6. Maintain tiered water rates for treated water.
7. Prohibit wasteful use of water.
8. Review for accuracy water measuring and/or metering devices.

### **7.2.2 Phase II – Voluntary Conservation Measures**

If the District Board of Directors determines that there is a potential threat of an emergency or water shortage based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne Utilities District calls for Phase II conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a threat of emergency or shortage exists; and
2. Identifies a water reduction goal; and
3. Implements Phase II conservation measures immediately.

Phase II conservation measures include:

1. Increase public awareness.
2. Prohibit fire hydrant flow testing.
3. Restaurants shall serve water only upon customer request.
4. Voluntary customer water usage reduction:  
Notify water customers of low water year, request reduction from previous year's usage, and provide information on conservation methods.
5. Contact high water users:  
Contact highest water users to encourage use of water conservation methods.

### **7.2.3 Phase III – Mandatory Water Conservation Measures**

If the District Board of Directors determines that an emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne Utilities District calls for Phase III conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
2. Identifies a water reduction goal; and
3. Implements Phase III conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase III conservation measures include (in addition to Phase II measures):

1. Water reduction goal:  
Establish a Phase III water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase III conservation measures, the District's water reduction goal must match or exceed the water reduction goal

identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.

The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.

2. Landscape watering restrictions:
  - a. Watering of lawns, gardens and other outdoor vegetation by use of irrigation systems, hoses, faucets or other outlets connected to the public water supply is prohibited, unless specified otherwise below.
  - b. Individual garden plants or trees may be irrigated only by the use of buckets, containers or properly maintained irrigation drip systems.
  - c. Watering lawns is allowed whenever the reduction goal is 40% or less.
  - d. Landscape watering allowed under this section may only be undertaken at the following times:
    - i. Properties with addresses ending in an even number may irrigate only on Thursday and Sunday.
    - ii. Properties with addresses ending in an odd number may irrigate only on Wednesday and Saturday.
    - iii. Irrigation may only occur between 7:00 p.m. and 9:00 a.m.
  - e. Irrigation which results in water running onto driveways, gutters, streets, adjoining property, and/or any other water runoff is prohibited.
3. Washing of cars, boats, trailers, equipment or other vehicles by hose or by use of water directly from faucets or outlets connected to the public water supply is prohibited. Washing such vehicles may occur at District-approved commercial washing facilities that utilize water recycling capabilities.
4. Washing of sidewalks, walkways, driveways, patios, parking lots, graveled areas, tennis courts or other hard-surfaced areas, including commercial establishments, by hose or by use of water from faucets or other outlets connected to the public water supply is prohibited.
5. New construction service applications shall be granted upon condition that water shall be used only for interior purposes and landscaping that does not require watering. Any landscaping requiring the use of water shall be delayed until repeal of Phase III restrictions.
6. Use of water in decorative fountains, pools, recreational ponds and the like shall be limited to the minimum necessary to preserve aquatic life if present.
7. Use of water for dust control, earth compaction, and other outdoor construction activities is prohibited.
8. Filling of new or existing swimming pools, spas and recreation ponds is prohibited.
9. Fire hydrants shall be used only for emergency purposes.

- 10. Leak Restrictions:
  - a. Allowing any plumbing system leak to remain un-repaired, without reasonable cause, for seven calendar days following written notification by the District is prohibited.
  - b. Failure to repair leaks as specified is subject to the following special enforcement:
    - i. Water service will be shut off until such time that leak(s) are repaired.
    - ii. Reinstatement of water service will be subject to the fees listed on the District's most current rate schedule.

- 11. Excessive Water Use:
  - a. Excessive water use, without reasonable cause, is prohibited.
  - b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20 to 25%	90%
30 to 35%	85%
40 to 45%	80%
50%	75%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 80% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
  - i. First Violation. Payment of a \$50 penalty.
  - ii. Second Violation. Payment of a \$100 penalty and customer's service will be restricted by a flow restriction device for 30 days.
  - iii. Third Violation. Payment of a \$500 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
  - iv. Continued Violation. Payment of a \$500 penalty and continued water service restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

#### **7.2.4 Phase IV – Mandatory Water Conservation Measures for Extreme Emergency**

If the District Board of Directors determines that an extreme emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or an emergency event, or if Tuolumne Utilities District calls for Phase IV conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
2. Identifies a water reduction goal; and
3. Implements Phase IV conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase IV conservation measures include (in addition to Phase III measures):

1. Water reduction goal:  
Establish a Phase IV water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase IV conservation measures, the District's water reduction goal must match or exceed the water reduction goal identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.  
The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.
2. Immediately notify appropriate media outlets, and post local road signage notifying the public of the current water use restrictions.
3. Landscape/outdoor watering by hose or by use of water directly from faucets or outlets connected to the public water supply shall be strictly prohibited.
4. New construction services shall not be started until after the repeal of Phase IV restrictions.
5. Excessive Water Use:
  - a. Excessive water use, without reasonable cause, is prohibited.
  - b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20%	90%
25%	85%
30%	80%
35%	75%
40%	70%
45%	65%
50%	60%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 70% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
  - i. First Violation. Payment of a \$50 penalty and customer's service will be restricted by a flow restriction device for 30 days.
  - ii. Second Violation. Payment of a \$100 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
  - iii. Third Violation. Payment of a \$500 penalty and continued water service restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

### 7.3 **Enforcement**

In addition to any and all lawful remedies, violations of this section shall result in the following penalties, unless special enforcement measures are otherwise specified:

1. First Violation:  
Customer will receive a written warning from the District that a further violation will result in water restrictions and penalties.
2. Second Violation:  
Customer's water service will be restricted by a flow restriction device for 30 days. The device will be removed upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.
3. Third Violation:  
Customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or

shortage and upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.

**7.4 Variances**

Variances may be granted from any of the above regulations by the General Manager upon application in writing stating the detailed circumstances meriting special consideration. Appeals of decisions by the General Manager may be taken to the Board of Directors.

**7.5 Low Water Use Plumbing Fixtures Required**

All applicants for new water service connections for new construction shall be required to furnish proof of installation in residential, commercial and/or industrial buildings, ultra-low flow toilets with a maximum tank size or flush capacity of 1.6 gallons and shower heads with a maximum flow capacity of 3 gallons per minute.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Special Meeting of said Board held on February 25, 2014 by the following vote:

AYES: *Sipperley, Johnson, Knudson, Jordan*

NOES:

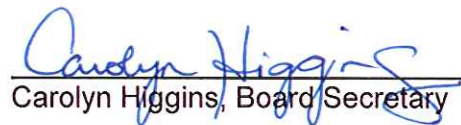
ABSENT: *Maxwell*

ABSTAIN:



Gary Sipperley, Board President

ATTEST:



Carolyn Higgins, Board Secretary