

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
22912 Vantage Pointe Drive, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE June 12, 2024 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/85286190273>
- Meeting ID: 852 8619 0273
- Telephone: (669) 900-6833

AGENDA

The Board may take action on any item on the agenda.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

This time is provided to the public to speak regarding items not listed on this agenda.

5. Consent Agenda

- A. Presentation and approval of financial statements through May 31, 2024.
- B. Approval of the minutes of the Regular Meeting held on May 8, 2024.
- C. Discussion/action to Adopt Resolution #24-17 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

6. Public Hearing

- A. Open public hearing.
- B. Presentation on continuation of assessments for Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.
- C. Receive public comment regarding continuation of assessments.
- D. Presentation of the proposed Fiscal Year 2024-25 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

- E. Receive public comment regarding budget.
- F. Close public hearing.
- G. Discussion/action to adopt Resolution #24-18 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2024-25.
- H. Discussion/action to adopt Resolution #24-19 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2024-25.
- I. Discussion/action to adopt Resolution #24-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2024-25.
- J. Discussion/action to adopt Resolution #24-21 – Adoption of the Fiscal Year 2024-25 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

7. New Business

- A. Discuss Twain Harte Meadows Park grand opening ribbon cutting ceremony.
- B. Discussion/action to approve proposed revisions to Policy #1065 – Facility Rental Fee Schedule.
- C. Discussion/action to approve proposed revisions to Policy #2300 – Volunteer Program.
- D. Discussion/action to approve proposed revisions to Policy #2301 (Program Description: Reserve Firefighter/Reserve Operator) and rescind Policy #2302 (Program Description: Volunteer Firefighter/Operational Support Unit).
- E. Discussion/action to approve proposed revisions to Policy #2303 (Program Description: Firefighter Intern) and rescind Policy #2304 (Program Description: Apparatus Operator Intern).
- F. Discussion/action to authorize the General Manager to enter into an agreement to participate in the California Cooperative Liquid Assets Securities System (California CLASS).

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 – Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(1 case)

10. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

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

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

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

SUBMITTING PUBLIC COMMENT

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

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

Raise Hand Icon: 

Q&A Icon: 

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

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

comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	05A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through May 31, 2024		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through May 31, 2024

SUMMARY:

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through May 31, 2024:

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

As a general summary of the financial statements:

- Operating expenses for all funds except Fire are at or below the target of 91.7% expended.
- Operating expenses for the Fire Fund is above the target level of 91.7% primarily due to unbudgeted, reimbursable strike team costs.
- Operating expenses for the Sewer Fund are low because the Sewer Fund’s largest expense is a quarterly wastewater treatment invoice from Tuolumne Utilities District. If that bill was provided monthly, the Sewer Fund expenses would be 84% of budget.
- Bank balances are healthy and in line with expectations. The month of May included a large deposit from a grant reimbursement that covers the Twain Harte Meadows Park Project. Large capital project payments related to the Twain Harte Meadows Park Project are included, which will be reimbursed later by state grant funding.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
23/24 OPERATING EXPENDITURE SUMMARY
As of May 31, 2024

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent <small>(Target 91.7%)</small>
Park	98,041	65,940	32,101	67.26%
Water	1,577,421	1,343,083	234,338	85.14%
Sewer	1,037,433	784,559	252,874	75.63%
Fire	1,352,603	1,287,076	65,527	95.16%
Admin	806,983	678,599	128,384	84.09%
TOTAL	\$ 4,872,481	\$ 4,159,257	\$ 713,224	85.36%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
23/24 CAPITAL EXPENDITURE SUMMARY
As of May 31, 2024

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 91.7%)
Park	2,940,427	1,714,367	1,226,060	58.30%
Water	1,789,850	1,012,683	777,167	56.58%
Sewer	316,800	27,714	289,086	8.75%
Fire	450,900	24,788	426,112	5.50%
Admin		-	-	
TOTAL	\$ 5,497,977	\$ 2,779,552	\$ 2,718,425	50.56%

Reflects Budget Rev #6 - Approved 04/11/24

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of May 31, 2024

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star - Operating	1,215,497	1,250,063	(606,761)	(1,145,000)	713,799
US Bank - Operating	219,286	1,746	(73)		220,959
Five Star - Money Market	584,806	3,521		1,145,000	1,733,327
LAIF - Investment	1,822,887	-			1,822,887
TOTAL	\$ 3,842,476	\$ 1,255,330	\$ (606,834)	\$ -	\$ 4,490,972



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	05B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting Held on May 8, 2024.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Special Meeting held on May 8, 2024.

SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on May 8, 2024, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Minutes of the Regular Meeting held on May 8, 2024

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
May 8, 2024

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

DIRECTORS:

Director Mannix
Director Knudson
Director Bohlman

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Lewis Giambruno, Operations Manager

AUDIENCE: 30 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallet made a public comment.

PRESENTATIONS:

- A. CAL FIRE presentation on Standards of Coverage study.

CAL FIRE TCU Chief Casci gave a presentation regarding the recent standards of coverage study completed by Tuolumne County. The report is intended to be used to establish data-driven recommendations to improve fire protection and emergency medical services response times throughout the county.

- B. Twain Harte Area CERT presentation honoring years of service.

Member Mike Mandell of Twain Harte Area CERT presented an award to Carol Hallet honoring her ten years of service.

- C. Fire Division field save recognition awards.

Chief Gamez presented awards in recognition of those individuals involved in a field save that took place within the District.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through April 30, 2024.
- B. Approval of the minutes of the Regular Meeting held on April 10, 2024.
- C. Discussion/action to adopt Resolution #24-13 – Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Park and Recreation Maintenance District.
- D. Discussion/action to adopt Resolution #24-14 – Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire Protection and Emergency Response Services Assessment District.

- E. Discussion/action to adopt Resolution #24-15 –Intention to Continue Assessments for Fiscal Year 2024-25, Approval of Preliminary Engineer’s Report and Notice of Hearing for the Fire and Rescue Assessment District.

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

SECOND: Director Mannix

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

PUBLIC HEARING:

- A. Open public hearing.
- B. Presentation of the proposed Mitigated Negative Declaration for the Twain Harte Community Services District Water System Improvements Project.
- C. Review written comments.
- D. Receive public comment.
- E. Close public hearing.
- F. Discussion/action to adopt Resolution #24-16 – Adoption of a Mitigated Negative Declaration for the Twain Harte Community Services District (THCSD) Water System Improvements Project.

MOTION: Director Knudson made a motion to adopt Resolution #24-16 – Adoption of a Mitigated Negative Declaration for the Twain Harte Community Services District (THCSD) Water System Improvements Project.

SECOND: Director Mannix

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

NEW BUSINESS:

- A. Discussion/action to adopt the 20-Year Vehicle/Equipment Replacement Plan for Fiscal Year 2024-25.

MOTION: Director Bohlman made a motion to adopt the 20-Year Vehicle/Equipment Replacement Plan for Fiscal Year 2024-25.

SECOND: Director Knudson

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

- B. Update on District sewer relining program and high priority sewer system projects.

GM Trott provided an update regarding the progress the District has made toward addressing the highest risk portions of the sewer system and the plan in place to complete all projects on the 20-year plan within the next 10 years.

- C. Discussion/action to approve General Manager Employment Agreement Amendment #3.

MOTION: Director Mannix made a motion to approve General Manager Employment Agreement Amendment #3 with the following revisions: (1) increase the General Manager's salary by 12% and (2) add a clause requiring the District to perform another General Manager salary comparison study in 2025.

SECOND: Director Bohlman

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

- D. Discussion/action to approve proposed revisions to Policy #2004 - Alcohol-Tobacco-Vapor Products and Drug Abuse Policy.

MOTION: Director Knudson made a motion to approve proposed revisions to Policy #2004 - Alcohol-Tobacco-Vapor Products and Drug Abuse Policy.

SECOND: Director Bohlman

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

- E. Discussion/action to adopt Policy #2005 - DOT Employee Substance Abuse and Testing.

MOTION: Director Bohlman made a motion to adopt Policy #2005 - DOT Employee Substance Abuse and Testing.

SECOND: Director Knudson

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

- F. Discussion/action to approve proposed revisions to Policy #2031 — Vacation.

MOTION: Director Knudson made a motion to approve proposed revisions to Policy #2031 — Vacation.

SECOND: Director Bohlman

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley,

G. Discussion/action to approve proposed revisions to Policy #2161 – Whistleblowers Policy.

MOTION: Director Bohlman made a motion to approve proposed revisions to Policy #2161 – Whistleblowers Policy.

SECOND: Director Knudson

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

H. Discussion/action to approve an Agreement for Professional Services with Watershed Progressive for the Office and Training Parking Lot Stormwater Improvements Design.

MOTION: Director Bohlman made a motion to approve an Agreement for Professional Services with Watershed Progressive for the Office and Training Parking Lot Stormwater Improvements Design.

SECOND: Director Knudson

AYES: Knudson, Mannix, Bohlman

NOES: None

ABSTAIN: None

ABSENT: Dearborn, Sipperley

REPORTS:

President and Board Member Reports

- Director Mannix reported on attending the LAFCO meeting.

Fire Chief Report by Chief Gamez

- A verbal summary of the written report was provided.

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

- A verbal summary of the written report was provided.

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

ADJOURNMENT:

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	05C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-17 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-17 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

SUMMARY:

In 1981, the Twain Harte taxpayers voted in favor of a fire parcel tax proposed in Ordinance 81-1 to augment funding for fire protection and prevention services. The Board determines each year whether the tax is still required to achieve the original purposes and sets the rate to be levied, which shall not exceed \$4.75 per benefit unit, as specified in the original language of the ordinance.

The rate is currently at its maximum of \$4.75 per benefit unit. Staff recommends that the Special Tax be continued in order to provide sufficient fire protection and prevention services. The District’s Fire Committee reviewed the proposed Fiscal Year 2024-25 Budget with anticipated revenue generated from the Special Fire Tax and recommends its continuance.

FINANCIAL IMPACT:

The approval of a \$4.75 per benefit unit tax will generate approximately \$167,000 in revenue.

ATTACHMENTS:

- Resolution #24-17 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-17**

**APPROVE CONTINUANCE OF THE 1981 SPECIAL TAX FOR FIRE PROTECTION
AND PREVENTION**

WHEREAS, on February 10, 1981, the Twain Harte Fire Protection District, now the Twain Harte Community Services District (District) adopted Ordinance #81-1 to impose a special tax for fire protection and prevention and adopted Resolution #1-81 to hold an election for the proposed special tax; and

WHEREAS, On June 9, 1981, the special tax set forth in Ordinance #81-1 passed with a vote of more than two-thirds of District voters; and

WHEREAS, Ordinance #81-1 requires the District Board to determine the tax per benefit unit each fiscal year at a rate that achieves the purposes of Ordinance #81-1 and that does not exceed \$4.75 per benefit unit; and

WHEREAS, in 2006, due to increasing fire protection and prevention costs, the District levied the maximum tax per benefit unit of \$4.75; and

WHEREAS, District fire protection and prevention costs continue to require the District to levy the maximum tax per benefit unit.

NOW THEREFORE, BE IT RESOLVED, by the District Board of Directors that the 1981 Special Tax for Fire Protection and Prevention, established by vote in accordance with Ordinance #81-1, continue to be levied at the rate of \$4.75 per benefit unit.

PASSED AND ADOPTED, by the District Board of Directors of Twain Harte Community Services District at their Regular Meeting held on June 12, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	06G	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-18 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2024-25.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-18 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2024-25.

SUMMARY:

In 2002, the District’s limited Fire Fund revenue was insufficient to provide adequate fire protection and suppression services. As a result, the District proposed the establishment of its Fire and Rescue Assessment District special benefit assessment (Rescue Assessment). The Rescue Assessment was approved by a majority vote of property owners and was levied by the District’s Board of Directors on April 16, 2002, via Resolution #02-13. The voter-approved Rescue Assessment does not sunset and allows a maximum 3% annual adjustment based on the January Consumer Price Index (CPI) for the San Francisco Bay Area. The annual CPI adjustment is not automatic and is subject to the approval of the Board.

Since 2002, the Rescue Assessment has continued to provide annual Revenue to the Fire Fund to provide improved fire suppression, safety and emergency services to the 1,756 properties within its boundaries.

A Rescue Assessment Engineer’s report is prepared each year to evaluate the Fire Fund’s budget requirements, the annual CPI adjustment, the maximum authorized assessment rate, and any changes to parcels within the assessment area. The Engineer’s Report this year recommends that Rescue Assessment Rates be increased by 3% based on combining January’s CPI value of 2.62% with the unused CPI carried forward from the previous fiscal year of 3.71%.

Based on the Fire Fund’s projected revenue needs for the coming year, staff recommends that the Board approve the Rescue Assessment Engineer’s Report, diagram and assessment and orders the continuance of the Rescue Assessment with a 3% CPI adjustment for Fiscal Year 2024-25.

FINANCIAL IMPACT:

With a 3% CPI adjustment, the Fire Rescue Assessment is projected to generate \$171,532 in revenue for the Fire and Rescue Fund in Fiscal Year 2024-25.

ATTACHMENTS:

- Affidavit of Publication for Public Hearing – Union Democrat
- Resolution #24-18 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2024-25.
- FY 24-25 Engineer’s Report – Fire and Rescue Assessment District

AFFP
NOTICE OF PUBLIC HEARINGS

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

NOTICE OF PUBLIC HEARINGS FOR THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, FIRE AND RESCUE ASSESSMENT DISTRICT & FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT DISTRICT FOR THE FISCAL YEAR 2024-25

Carey Martin, being duly sworn, says:


That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

May 31, 2024

NOTICE IS HEREBY GIVEN that the Twain Harte Community Services District Board of Directors intends to conduct two public hearings on Wednesday, June 12, 2024, for the CONTINUATION of the benefit assessments in the fiscal year 2024-25 for the Twain Harte Community Services District, Fire and Rescue Assessment District & Fire Protection and Emergency Response Services Assessment District. The public hearings to consider the ordering of the services and the continuation of the assessments for the fiscal year 2024-25 for the Fire and Rescue Assessment District & Fire Protection and Emergency Response Services Assessment District shall be held on Wednesday, June 12, 2024, at 9:00 a.m. at the Twain Harte Community Services District offices located at 22912 Vantage Pointe Drive, Twain Harte, California. The proposed fiscal year 2024-25 assessment rate for the fire and rescue assessment district is \$101.86 per single-family equivalent & the fire protection and emergency response services assessment district is \$223.90 per single-family equivalent. If you desire additional information concerning the above, please contact the Twain Harte Community Services District at (209) 586-3172. Publication date: May 31, 2024
The Union Democrat, Sonora, CA 95370

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 31st day of May 2024.



Carey Martin, Principal Clerk, Tuolumne County, California

00000309 00032743

SCI CONSULTING GROUP
4745 MANGELS BLVD
FAIRFIELD, CA 94534

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-18**

**APPROVAL OF THE ENGINEER'S REPORT, DIAGRAM OF ASSESSMENTS AND
ORDER TO CONTINUE ASSESSMENTS FOR THE FIRE AND RESCUE ASSESSMENT
DISTRICT FOR FISCAL YEAR 2024-25**

WHEREAS, in Fiscal Year 2002-03, the Twain Harte Community Services District ("District") adopted the first Engineer's Report the Twain Harte Fire and Rescue Assessment District ("Assessment District"), which described how the Assessment District would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors ("Board"); and

WHEREAS, by its Resolution #24-15, the District Board, designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the California Codes Government Code Sections 50078 et. seq. and Article XIID of the California Constitution; and

WHEREAS, the purpose of the Assessment District is to fund facilities and operations, fire suppression, protection and emergency service and firefighting personnel, as described in the annual Engineer's Report; and

WHEREAS, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

WHEREAS, the Fiscal Year 2024-25 Engineer's Report was accepted and filed via Resolution #24-15, which also set a public hearing for June 12, 2024, to consider the question of the continuation of the proposed assessment, notice of which hearing was given as required by law; and

WHEREAS, said hearing was held at the appointed time and place and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the assessments were fully heard and considered by the District Board, and all oral statements and all written protests or communications were heard, considered and overruled, and the Board thereby acquired jurisdiction to order the continuation of the assessments and the confirmation of the diagram and assessment in the Engineer's Report to pay the costs and expenses thereof;

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

1. The public interest, convenience and necessity require that the continuation be made.
2. The assessment is levied without regard to property valuation.
3. The Engineer's Report as a whole and each part thereof, to wit:
 - (a) The Engineer's estimate of the itemized and total costs and expenses of providing the services and improvements and of the incidental expenses in connection therewith;
 - (b) The diagram showing the assessment district, plans and specifications for the services and improvements to be provided and the boundaries and dimensions of the respective lots and parcels of land within the District; and
 - (c) The assessments for the fiscal year 2024-25 shall be continued at the rate of ONE HUNDRED ONE DOLLARS AND EIGHTY-SIX CENTS (\$101.86) per single family equivalent benefit unit, which is the same as the maximum authorized rate, as specified in the final Engineer's Report for the fiscal year 2024-25 with estimated total annual assessment revenues as set forth in the Engineer's Report; and
 - (d) The assessment of the total amount of the cost and expenses of the proposed services and improvements upon the several lots and parcels of land in the District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the services and improvements, and of the expenses incidental thereto;

are finally approved and confirmed.

4. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, an estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
5. The assessment to pay the costs and expenses of the services and improvements for fiscal year 2024-25 is hereby continued. For further particulars pursuant to the provisions of the California Codes Government Code Sections 50078 et. seq., reference is hereby made to the Resolution Directing Preparation of the Engineer's Report.
6. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the services and improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor

of, the aforesaid finding and determination as to special benefits.

7. Funds collected from the Twain Harte Fire and Rescue Assessment District shall be expended only for the special benefit of parcels within the District boundaries as defined by the assessment diagram included with the Engineer's Report. Any unexpended funds raised by the Assessment remaining at the end of any fiscal year shall be carried over to be utilized for the same purposes in the next fiscal year.
8. The Twain Harte Fire and Rescue Assessment District assessments shall be collected in the same manner, and subject to the same penalties as property taxes in Tuolumne County.

PASSES AND ADOPTED by the Board of Directors of the Twain Harte Community Services District at their regular meeting held on June 12, 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

FY 2024-25

ENGINEER'S REPORT

Twain Harte Community Services District

Fire Rescue Assessment District

April 2024

Final Report

Engineer of Work:



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Twain Harte Community Services District

Board of Directors

Gary Sipperley, President
Eileen Mannix, Vice President
Charlotte Bohlman, Director
Mary Dearborn, Director
Richard Knudson, Director

General Manager

Tom Trott

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Neil Gamez

Secretary of the Board

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Assessment Engineer

SCI Consulting Group

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Introduction

The Twain Harte Community Services District ("District") currently provides fire suppression services for approximately 1,795 properties within its boundaries.

This Engineer's Report (the "Report") was prepared to:

- Describe the fire suppression, safety and emergency response services and equipment that would be funded by the assessments (the "Services")
- Establish a budget for the Services that would be funded by the proposed 2024-25 assessments
- Determine the benefits received from the Services by property within the Twain Harte Community Services District Fire and Rescue Assessment (the "Assessment District") and
- Determine and assign a method of assessment apportionment to lots and parcels within the Assessment District.

This Report and the proposed assessments have been made pursuant to the California Government Code Section 50078 et seq. (the "Code") and Article XIID of the California Constitution (the "Article").

The Assessment District is narrowly drawn to include only properties that will benefit from the additional fire protection services that are provided by the assessment funds. The Assessment Diagram included in this report shows the boundaries of the Assessment District.

Legal Analysis

Proposition 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996 and is now Article XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District

This Engineer’s Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article XIII C and XIII D of the California Constitution because the Services to be funded are clearly defined; the Services are available to all benefiting property in the Assessment District, the benefiting property in the Assessment District will directly and tangibly benefit from improved protection from fire damage, increased safety of property and other special benefits and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. There have been a number of clarifications made to the analysis, findings and supporting text in this Report to ensure that this consistency is well communicated

Dahms v. Downtown Pomona Property

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

Bonander v. Town of Tiburon

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

Beutz v. County of Riverside

On May 26, 2010, the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside (“Beutz”) appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

Golden Hill Neighborhood Association v. City of San Diego

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

Compliance with Current Law

This Engineer’s Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the Services to be funded are clearly defined; the Services are available to and will be directly provided to all benefiting property in the Assessment District; and the Services provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer’s Report is consistent with *Dahms* because, similar to the Downtown Pomona assessment validated in *Dahms*, the Services will be directly provided to property in the Assessment District. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer’s Report establishes a more conservative measure of general benefits.

The Engineer’s Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the Services and proportional special benefit to each property. Finally, the Assessments are consistent with *Beutz* because the general benefits have been explicitly calculated and quantified and excluded from the Assessments.

Assessment Process

In 2002, to address the District's shortfall in fire suppression services funding and the need for improved fire protection and suppression services, the Board proposed an assessment for the Assessment District. In October 2001, the Board conducted an assessment ballot proceeding pursuant to the requirements of Article XIII D of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Government Code Section 50078 et. seq. During this ballot proceeding, property owners in the Assessment District were provided with a notice and ballot for the proposed fire assessment ("the Twain Harte Fire and Rescue Assessment District"). A 45-day period was provided for balloting and a public hearing was conducted March 19, 2002. At the public hearing, all ballots returned within the 45-day balloting period were tabulated.

It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). In fact, the final balloting result was 90% support for the "Assessment District").

As a result, the Board gained the authority to approve the levy of the assessments for fiscal year 2002-03 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the San Francisco Bay Area, not to exceed 3%.

In each subsequent year for which the assessments will continue to be levied, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments.

This Engineer's Report ("Report") was prepared to establish the budget for the services that would be funded by the proposed 2024-25 assessments, determine the benefits received from the fire suppression services by property within the District and the method of assessment apportionment to lots and parcels within the District. This Report and the proposed assessments have been made pursuant to the California Government Code Section 50078 et. seq. (the "Code") and Article XIII D of the California Constitution (the "Article").

If the Board approves this Engineer's Report and the proposed assessments by resolution, a notice of assessment levies must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 12, 2024. At this hearing, the Board will consider approval of a resolution confirming the assessments for fiscal year 2024-25. If so confirmed and approved, the assessments will be submitted to the County Auditor/Controller for inclusion on the property tax rolls for fiscal year 2024-25.

Description of Services

Following is a description of the Services that are provided for the direct benefit of property in the Assessment District. With the passage of this assessment, the fire protection and fire suppression services within the Assessment District were enhanced significantly and such Services are all over and above what otherwise would be provided. The formula below describes the relationship between the final level of services, the baseline level of service had the assessment not been instituted, and the enhanced level of services funded by the assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

The budget to be financed from the Assessment District levies is based on the needs of the Twain Harte Community Services District as well as the results of an independent survey conducted for the District, which indicated the community's priorities for various Services. The Assessment District is responsible for obtaining, furnishing, operating, and maintaining fire suppression equipment or apparatus and for the purpose of paying the salaries and benefits of firefighting personnel who provide fire suppression services to parcels, improvements or property in the Assessment District, or both, whether or not fire suppression services are actually used by or upon a parcel, improvement, or property. Other services include, but are not limited to, fire prevention and fire education.

In addition to the definitions provided by the Code, the Services to be funded by the Assessment District are generally described as follows: obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of volunteer personnel performing fire suppression, protection and emergency services; hazardous material response; disaster preparedness; community fire prevention education and fire inspection.

The Assessment District will also contribute to cover the general costs of administering the District, its facilities and operations, as well as the salaries and benefits of firefighting personnel who provide fire suppression, protection and emergency services to parcels, improvements or property in the Assessment District.

Cost and Budget

Budget for Fiscal Year 2024-25

The following budget lists the elements proposed to be funded by the Assessment District in Fiscal Year 2024-25.

Figure 1 – Estimate of Cost

Twain Harte Community Services District Fire and Rescue Assessment District Estimate of Cost Fiscal Year 2024-25			<i>Total Budget</i>
Beginning Fund Balance			\$0
Fire and Rescue Expenses Services Expenditures			
Services Costs			\$1,315,603
Salaries and Employee Benefits	\$1,038,803		
Maintenance and Repairs	\$118,600		
Materials and Supplies	\$10,800		
Outside Services	\$26,000		
Utilities, Prop/Liab Ins, TUD, etc.	\$121,400		
Debt Service	\$0		
Administrative Cost Allocation			\$144,809
Capital Expenses/Outlay			\$311,000
Total Service, Administrative and Capital Expenditures			\$1,771,412
Additional Expenditures			
Allowance for Uncollectable Assessments			\$0
County Collection, Levy Administration, and Other Incidentals			\$4,280
Total Additional Expenditures			\$4,280
Total Service, Administrative, Capital and Additional Expenditures			\$1,775,692
Total Benefit of Services and Related Expenses			\$1,775,692
SFE Units			1684.00
Benefit received per Single Family Equivalent Unit			\$1,054.45
Less:			
District Contribution for General Benefits			(\$161,588)
District Contribution toward Special Benefits			(\$1,301,114)
Transfers to (from) reserves			(\$141,458)
Total Revenue from Other Sources			(\$1,604,160)
Net Cost of Fire and Rescue Costs			\$171,532
Total Fire and Rescue Assessment District Budget (Net Amount to be Assessed)			\$171,532
Budget Allocation to Property			
	Total SFE Units	Assessment per SFE	Total Assessment
	1,684	\$101.86	\$171,532

Method of Apportionment

Method of Apportionment

This section of the Engineer's Report includes an explanation of the benefits to be derived from providing the Services throughout the Assessment District, and the methodology used to apportion the total assessment to properties within the Assessment District.

The Assessment District consists of all Assessor Parcels within the boundaries of the Twain Harte Community Services District as defined by the County of Tuolumne, and the attached assessment diagram. The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties in the Assessment District over and above general benefits conferred on real property or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process:

1. Identification of all benefit factors derived from the Improvements
 1. Calculation of the proportion of these benefits that are general
 2. Determination of the relative special benefit within different areas within the Assessment District
 3. Determination of the relative special benefit per property type
 4. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

Discussion of Benefit

California Government Code Section 50078 et. seq. allows agencies which provide fire suppression services, such as Twain Harte Community Services District of Tuolumne County to levy assessments for fire suppression services. Section 50078 states the following:

“Any local agency which provides fire suppression services directly or by contract with the state or a local agency may, by ordinance or by resolution adopted after notice and hearing, determine and levy an assessment for fire suppression services pursuant to this article.”

In addition, California Government Code Section 50078.1 defines the term “fire suppression” as follows:

“(c) “Fire suppression” includes firefighting and fire prevention, including, but not limited to, vegetation removal or management undertaken, in whole or in part, for the reduction of a fire hazard.”

Therefore, the Services to be provided by the Assessment District fall within the scope of services that may be funded by assessments under the Code

The assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the District's services or a property owner's specific demographic status. With reference to the requirements for assessments, Section 50078.5 of the Government Code states:

"(b) The benefit assessment shall be levied on a parcel, class of improvement to property, or use of property basis, or a combination thereof, within the boundaries of the local agency, zone, or area of benefit."

"The assessment may be levied against any parcel, improvement, or use of property to which such services may be made available whether or not the service is actually used."

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The following section describes how and why the Services specially benefit properties. This benefit is particular and distinct from its effect on property in general or the public at large.

Benefit Factors

In order to allocate the assessments, the Engineer identified the types of special benefit arising from the Services that will be provided to property in the Assessment District. These benefit factors must confer a direct advantage to the assessed properties; otherwise they would be general benefit.

The following benefit categories have been established that represent the types of special benefit to residential, commercial, industrial, institutional and other lots and parcels resulting from the fire suppression services to the District with the assessment proceeds. These categories of special benefit are derived from the statutes passed by the California Legislature and other studies, which describe the types of special benefit received by property from fire suppression services such as those provided by the District. These types of special benefit are summarized as follows:

Increased safety and protection of health for real property assets for all property owners within the District

The Assessments will fund improved emergency, educational and prevention services, and thereby can reduce significantly the risk of property damage associated with fires. Clearly, fire mitigation helps to protect and specifically benefits both improved properties and vacant properties in the Assessment District.

*"Fire is the largest single cause of property loss in the United States. In the last decade, fires have caused direct losses of more than \$120 billion and countless billions more in related costs."*ⁱ

*"Over 140,000 wildfires occurred on average each year, burning a total of almost 14.5 million acres. And since 1990, over 900 homes have been destroyed each year by wildfires."*ⁱⁱ

*"A reasonably disaster-resistant America will not be achieved until there is greater acknowledgment of the importance of the fire service and a willingness at all levels of government to adequately fund the needs and responsibilities of the fire service."*ⁱⁱⁱ

"The strategies and techniques to address fire risks in structures are known. When implemented, these means have proven effective in the reduction of losses."^{iv}

"Statistical data on insurance losses bears out the relationship between excellent fire protection...and low fire losses."^v

Protection of views, scenery and other resource values for property in the District

The Assessment District will provide funding for improved fire protection and suppression services to protect public and private resources in the Assessment District. This benefits even those properties that are not directly damaged by fire by maintaining and improving the aesthetics and attractiveness of public and private resources in the community, as well as ensuring that such resources remain safe and well maintained.

"Smoke affects people...for example, in producing haze that degrades the visual quality of a sunny day...The other visual quality effect is that of the fire on the landscape. To many people, burned landscapes are not attractive and detract from the aesthetic values of an area."^{vi}

"A visually preferred landscape can be the natural outcome of fuels treatments."^{vii}

Enhanced access to properties in the Assessment District, and utility and desirability of such properties

The Assessments will fund improved fire suppression services in the District. In addition to preventing damage to property from fires, the assessments will also protect access to property, because fires can impede or prevent access to property. In addition, the Services will enhance the utility and desirability of the properties in the Assessment District. This is a benefit to residential, commercial, industrial and other properties.

"A Community committed to saving lives and property needs trained firefighters, proper equipment, and adequate supplies of water. Insurance companies consider it good public policy and good business to promote and encourage the efforts of individual communities to improve their fire-protection services." ^{viii}

State Responsibility Area

The boundaries of the Twain Harte Fire and Rescue Assessment District fall within a State Responsibility Area (SRA). The Twain Harte Fire and Rescue Division responds to all calls within the District regardless of a parcels inclusion in a SRA. Government Code Section 50078.2 (b) states:

"A benefit assessment shall not be levied for wildland or watershed fire suppression on land located in a state responsibility area as defined in Section 4102 of the Public Resources Code."

Therefore, the assessments are not being levied for wildland or watershed fire protection. Those parcels within the State Responsibility Area zoned for development, which receive a special benefit from the services will be assessed according to the use of the parcel, while parcels designated as "wildland or watershed" will not be assessed.

Summary of Benefits

In summary, real property located within the boundaries of the Assessment District distinctly and directly benefits from increased safety and protection of real property, increased protection of scenery and views, and enhanced access and utility of properties in the Assessment District. These are special benefits to property in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

General versus Special Benefit

Article XIII C of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to "separate the general benefits from the special benefits conferred on a parcel." The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

$$\text{Total Benefit} = \text{General Benefit} + \text{Special Benefit}$$

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the 2002 baseline level of service, had the assessment not been approved by the community. The assessment will fund Services “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

$$\text{General Benefit} = \text{Benefit to real property outside of improvement district} + \text{Benefit to real property inside of improvement district} + \text{Benefit to public at large}$$

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, the improved Services are available when needed to all properties in the Assessment District, so the overwhelming proportion of the benefits conferred to property is special, and are only minimally received by property outside the Assessment District or the public at large.

Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) Arguably, all of the Services being funded by the assessment would be a special benefit because the Services would particularly and distinctly benefit the properties in the Assessment District over and above the baseline benefits.

Nevertheless, arguably some of the Services would benefit the public at large and properties outside the Assessment District. In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

Calculating General Benefit

This section provides a measure of the general benefits from the assessments

Benefit to Property Outside the Assessment District

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services will be provided solely in the Assessment District boundaries. (It should be noted that this Services may, at times, be used outside the District boundaries. However, this use is part of a mutual aid agreement and should be exactly offset by use of Services from other agencies within the District boundaries.) Properties proximate to, but outside of, the proposed boundaries of the Assessment District receive some benefit from the proposed Services due to some degree of indirectly reduced fire risk to their property. These parcels that are proximate to the boundaries of the Assessment District are estimated to receive less than 50% of the benefits relative to parcels within the Assessment District because they do not directly receive the improved fire protection resulting from the Services funded by the Assessments.

At the time the Assessment District was formed, there were approximately 130 of these “proximate” properties.

CRITERIA:

130 parcels outside the district but proximate to the District Boundaries
 1,863 parcels in the Assessment District
 50% relative benefit compared to property within the Assessment district

CALCULATION:

General benefit to property outside the Assessment District =
 $130/1,993 * .5 = 3.3\%$

Although it can reasonably be argued that properties protected inside, but near the Assessment District boundaries are offset by similar fire protection provided outside, but near the Assessment District’s boundaries, we use the more conservative approach of finding that 3.3% of the Services may be of general benefit to property outside the Assessment District.

Benefit to Property Inside the District that is Indirect and Derivative

The “indirect and derivative” benefit to property within the Assessment District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Assessment District is special, because the Services are clearly “over and above” and “particular and distinct” when compared with the 2002 baseline level of Services, had the assessment district not passed.

In determining the proposed Assessment District area, the District has been careful to limit it to an area of parcels that will directly receive the benefit of the improved Services. All parcels will directly benefit from the use of the improved Services throughout the Assessment District in order to maintain the same improved level of fire suppression and protection throughout the area. Fire protection and suppression will be provided as needed throughout the area. The shared special benefit - reduced severity and number of fires - will be received on an equivalent basis by all parcels in the Assessment District. Furthermore, all parcels in the Assessment District will directly benefit from the ability to request service from the District and to have a District firefighter promptly respond directly to the parcel and address the owner's or resident's service need.

The SVTA vs. SCCOSA decision indicates that the fact that a benefit is conferred throughout the Assessment District area does not make the benefit general rather than special, so long as the Assessment District is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. We therefore conclude that, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits and it is not possible or appropriate to separate any general benefits from the benefits conferred on parcels in the Assessment District.

Benefit To The Public At Large

With the type and scope of Services to be provided to the Assessment District, it is very difficult to calculate and quantify the scope of the general benefit conferred on the public at large. Because the Services directly serve and benefit all of the property in the Assessment District, any general benefit conferred on the public at large would be small. Nevertheless, there may be some indirect general benefit to the public at large.

The public at large uses the public highways, streets and sidewalks, and when traveling in and through the Assessment District and they may benefit from the services without contributing to the assessment. Although the protection of this critical infrastructure is certainly a benefit to all the property within the district, it is arguably "indirect and derivative" and possibly benefits people rather than property. A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway, street and sidewalk area within the Assessment District relative to the overall land area. An analysis of maps of the Assessment District shows that approximately 5.8% of the land area in the Assessment District is covered by highways, streets and sidewalks. This 5.8% therefore is a fair and appropriate measure of the general benefit to the public at large within the Assessment District.

Summary of General Benefits

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 9.3% of the benefits conferred by the Fire and Rescue Assessment may be general in nature and should be funded by sources other than the assessment.

<p>General Benefit =</p> <p>3.3 % (Outside the district)</p> <p>+ 0.0 % (Inside the district - indirect and derivative)</p> <p>+ 5.8 % (Public at Large)</p> <p>= 9.1 % (Total General Benefit)</p>

The Assessment District's total budget for 2024-25 is \$1,775,692. Of this total budget amount, the District will contribute approximately \$1,462,702 or 90.34% of the total budget from sources other than this assessment. This contribution constitutes significantly more than 9.1% percent general benefits measured by the Assessment Engineer.

Benefit Finding

As noted, the assessment funds will be used to improve fire protection and suppression services throughout the Assessment District. This Engineer's Report finds that the Services are a significant, tangible benefit that should reasonably and rationally confer more special benefit to properties in the Assessment District than the assessment cost of \$98.88 per benefit unit.

Zones of Benefit

As noted, the assessments will fund improved fire suppression and protection services relatively uniformly throughout the Assessment District and the Assessment District boundaries have been narrowly drawn to only include the parcels that directly receive the Services. It therefore is appropriate to provide a District-wide Assessment District without zones of benefit because all parcels of similar type and features benefit similarly.

In *SVTA v. SCCOSA*, the court noted that a local agency-wide assessment district is appropriate under the right conditions: “Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values).” The court therefore acknowledged the appropriateness of a District-wide assessment so long as each parcel receives a direct advantage from the assessment-funded improvement or service. As demonstrated in this engineer's report, each parcel in the Assessment District receives a direct advantage and special benefit from the Services.

Assessment Apportionment

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment exclusively for residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive benefits from the assessments.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from fire suppression services. This benefit ultimately flows to the property. Larger parcels, therefore, receive an increased benefit from the assessments.

As stated previously, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above, use the community's services, and control property values by placing a value on the special benefits to be provided by the services.¹ In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at, or otherwise use a property is an indicator of the relative level of benefit received by a property.

The Assessment Engineer determined that the appropriate method of assessment should be based on the type of property, the relative size of the property, and the potential use of property by residents and employees. This method is further described below.

Method of Assessment

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Benefit Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to a single-family home on one parcel.

The relative benefit to properties from fire related services is:

Residential Properties

All improved residential properties that represent a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Detached or attached houses, zero-lot line houses and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property. The relative benefit for multi-family properties with two units receives twice the benefit of a single family home, and would receive 2 Single family equivalents (2 SFE). Likewise, each condominium unit receives 1.00 SFE and each mobile home receives 1.00 SFE. Single-family residences and mobile homes on parcels greater than one acre receive greater benefit from the services than do such properties on parcels equal to or less than one acre. Therefore, the benefits are deemed to be 1.00 SFE for the first acre and 0.10 SFE per each additional acre over 1 acre.

The single-family equivalency factor of 1.00 per dwelling unit for multifamily residential properties applies to such properties with 5 or fewer units. Moreover, the Engineer's experience with property owners of larger multifamily units has consistently found these owners place a lower level of benefit per dwelling unit to their property from the services relative to owners of single-family residences. Therefore, the benefits for multi-family properties are deemed to reach a maximum benefit of 5.0 SFE.

Commercial/Industrial Properties

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously are also related to the average number of people who work at commercial/industrial properties.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

In comparison, the average number of people residing in a single-family home in the area is 2.53. Since the average lot size for a single-family home in the Assessment district is approximately 0.50 acres, the average number of residents per acre of residential property is 5.06.

The employee density per acre is generally 4.70 times the population density of single-family residential property per acre (24 employees per acre / 5.06 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 4.7 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 4.7 employees is the basis for allocating commercial/industrial benefit. Figure 2 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per half acre for properties in each land use category.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per half acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

Figure 2 – Commercial/Industrial Density and Assessment Factors

Type of Commercial/Industrial Land Use	Average Employees Per Acre ¹	SFE Units per 1/2 Acre ²
Commercial	24	1.00
Office	68	2.83
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.04

¹ Source: San Diego Association of Governments Traffic Generators Study.

² The SFE factors for commercial and industrial parcels are applied by the half acre of land area or portion thereof. Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.

Vacant Properties

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the minimal improvements that can be damaged by fire on vacant properties. Using Assessor data, the average value of improvements on developed properties is approximately 70% of the total value, with land value comprising the remaining 30%. Since land has intrinsic value or utility that is unaffected by fire, it is estimated that a fire could reduce land value or utility by approximately 1/3rd. Therefore, the SFE factor for vacant parcels is deemed to be 0.10 SFE per acre (1 SFE * 30% * 33%).

Other Properties

Article XIID stipulates that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Public right-of-way parcels, well, reservoir or other water rights parcels that cannot be developed into other improved uses, limited access open space parcels, wildland parcels, watershed parcels and common area parcels typically do not generate employees, residents, customers or guests. Moreover, many of these parcels have limited economic value and, therefore, do not benefit from specific enhancement of property value. Such parcels are, therefore, not specially benefited and are not assessed.

Other publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the Twain Harte Community Services District or her or his designee. Any such appeal is limited to correction of an assessment during the then-current fiscal year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District or his or her designee will promptly review the appeal and any information provided by the property owner. If the District or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the District or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District or her or his designee, shall be referred to the Board of Directors and the decision of the Board shall be final.

Assessment

WHEREAS, the Board of Directors of the Twain Harte Community Services District formed the Fire and Rescue Assessment District and is proceeding with the continuation of assessments under California Government Code sections 50078 et seq. (the “Code”) and Article XIID of the California Constitution (the “Article”);

WHEREAS, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the Services upon all assessable parcels within the Assessment District;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of the District, hereby makes the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for the improvements and the expense incidental thereto, to be paid by the Assessment District for the fiscal year 2024-25 is generally as follows:

Figure 3 – Summary of Cost Estimate

	FY 2024-25 Budget
Fire and Rescue Expenses	\$1,315,603
Administrative Cost Allocation	\$144,809
Capital Expenses/Outlay	\$311,000
Incidental Expenses	\$4,280
TOTAL BUDGET	\$1,775,692
Less: District Contribution	(\$1,462,702)
Transfer To/(From) Reserve	(\$141,458)
NET AMOUNT TO ASSESSMENTS	\$171,532

As required by the Article, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Assessment district. The distinctive number of each parcel or lot of land in the Assessment district is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion the net amount of the cost and expenses of the improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within the Assessment district, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2022 to December 2023 was 2.62% and the Unused CPI carried forward from the previous fiscal year is 3.71%. Therefore, the maximum authorized assessment rate for fiscal year 2024-25 is increased by 3% which equates to \$101.86 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2024-25 at the rate of \$101.86, which is equal to the maximum authorized assessment rate.

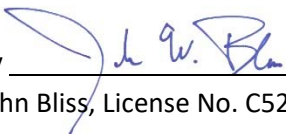
Since property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule, the assessment may continue to be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Tuolumne for the fiscal year 2024-25. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the County Recorder's office.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2024-25 for each parcel or lot of land within the Assessment District.

Dated: April 22, 2024

Engineer of Work

By 
John Bliss, License No. C52091



Assessment Diagram

The Assessment District includes all properties within the boundaries of Twain Harte Community Services District. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of the County of Tuolumne, for fiscal year 2024-25, and are incorporated herein by reference, and made a part of this Diagram and this Report.

FILED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

RECORDED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

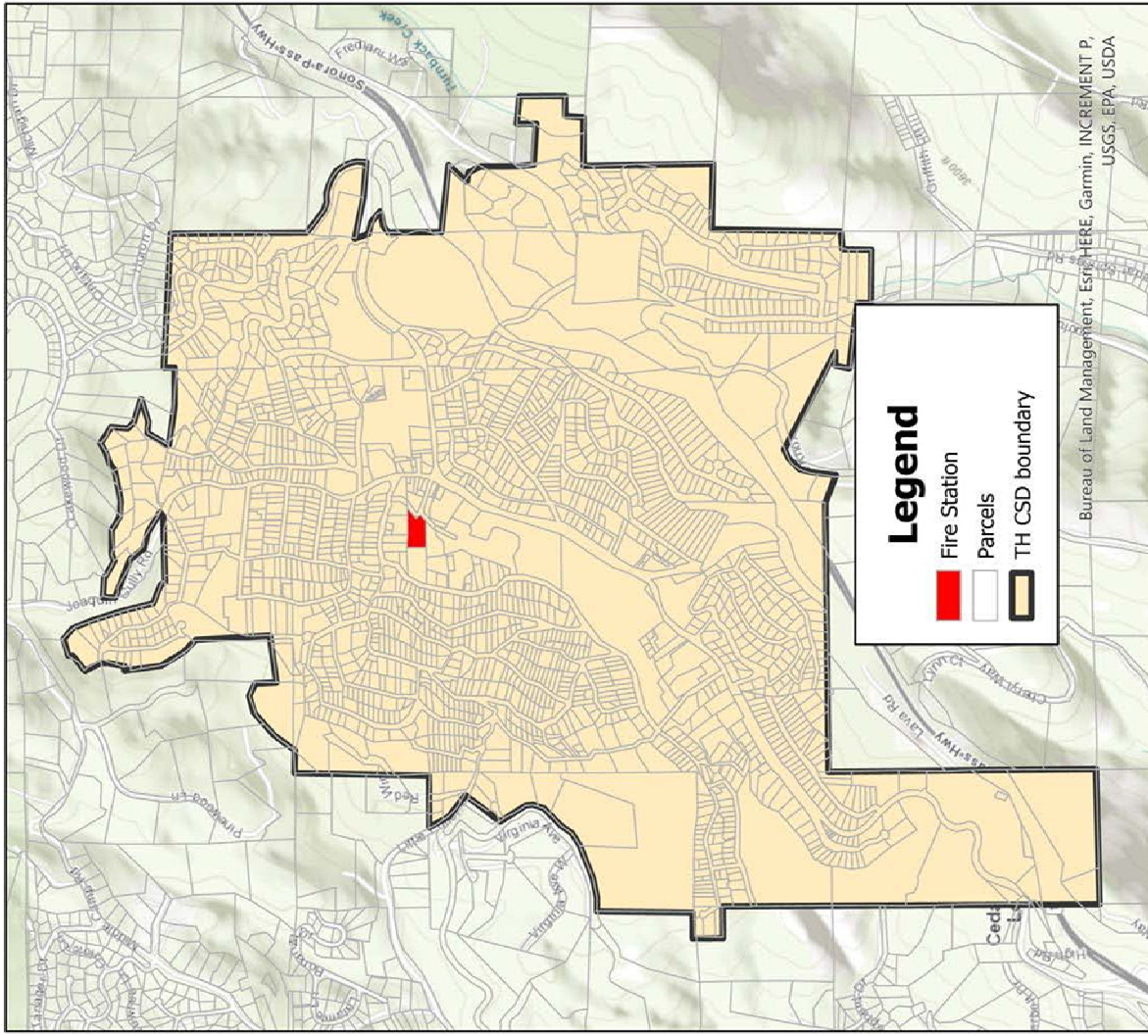
AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF THE TWIN HARTE COMMUNITY SERVICES DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE _____ DAY OF _____, 2024 FOR THE FISCAL YEAR 2024-25 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE ON THE _____ DAY OF _____, 2024. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

SECRETARY OF THE BOARD

FILED THIS _____ DAY OF _____ O'CLOCK _____ M. IN THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE TWIN HARTE COMMUNITY SERVICES DISTRICT.

COUNTY AUDITOR, COUNTY OF TUOLUMNE

Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF TUOLUMNE FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.



**TWIN HARTE COMMUNITY SERVICES DISTRICT
FIRE AND RESCUE ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM**

Bureau of Land Management, Escondido, CA
USGS, EPA, USDA

Assessment Roll

An Assessment Roll (a listing of all parcels assessed within the Assessment district and the amount of the assessment) will be filed with the Secretary of the Board and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

ⁱ Insurance Services Offices Inc.

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

ⁱⁱ Institute for Business & Home Safety, “Protect Your Home Against Wildfire Damage,”

<http://www.ibhs.org/publications/view.asp?id=125>

ⁱⁱⁱ U.S. Fire Administration, Department of Homeland Security, “America Burning, Recommissioned: Principal Findings and Recommendations,” p.1,

<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>

^{iv} U.S. Fire Administration, Department of Homeland Security, “America Burning, Recommissioned: Principal Findings and Recommendations,” p.2,

<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>

^v Insurance Services Offices Inc., p. 1,

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

^{vi} Weldon, Leslie A. C., “Dealing with Public Concerns in Restoring Fire to the Forest,” General Technical Report INT-GTR-341 The Use of Fire in Forest Restoration, U.S. Forest Service, June 1996, p. 3

^{vii} U.S. Forest Service, Department of Agriculture, “Social Science to Improve Fuels Management: A Synthesis of Research on Aesthetics and Fuels Management,” p. 1,

http://ncrs.fs.fed.us/pubs/gtr/gtr_nc261.pdf

^{viii} Insurance Services Offices Inc., p. 1,

<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	06H	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-19 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2024-25.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-19 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2024-25.

SUMMARY:

In 2011, the District’s limited Fire Fund revenue was insufficient to provide adequate fire and emergency serves due to increased operational expenses and failing equipment. As a result, the District proposed the establishment of its Fire Protection and Emergency Response Services Assessment District special benefit assessment (Fire Protection Assessment). The Fire Protection Assessment was approved by a majority vote of property owners and was levied by the District’s Board of Directors on July 14, 2011, via Resolution #11-18. The voter-approved Fire Protection Assessment does not sunset and allows a maximum 4% annual adjustment based on the January Consumer Price Index (CPI) for the San Francisco Bay Area. The annual CPI adjustment is not automatic and is subject to the approval of the Board.

Since 2011, the Fire Protection Assessment has continued to provide annual Revenue to the Fire Fund to improve fire protection and emergency response services by helping to fund the cost of a full-time engine company.

A Fire Protection Assessment Engineer’s report is prepared each year to evaluate the Fire Fund’s budget requirements, the annual CPI adjustment, the maximum authorized assessment rate, and any changes to parcels within the assessment area. The Engineer’s Report this year recommends that Fire Protection Assessment Rates be increased by 3.75% based combining January’s CPI value of 2.62% with the unused CPI carried forward from the previous fiscal year of 1.13%.

Based on the Fire Fund’s projected revenue needs for the coming year and the Fire Committee’s review of the FY 24/25 Fire Fund Budget, the Fire Committee recommends that the Board approve the Fire Protection Assessment Engineer’s Report, diagram and assessment, and orders the continuance of the Fire Protection Assessment with a 3.75% CPI adjustment for Fiscal Year 2024-25.

FINANCIAL IMPACT:

With a 3.75% CPI adjustment, the Fire Protection Assessment is projected to generate \$389,586 revenue for the Fire Protection Fund in Fiscal Year 2024-25.

ATTACHMENTS:

- Affidavit of Publication for Public Hearing – Union Democrat

- Resolution #24-19 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2024-25.
- FY 24-25 Engineer’s Report - Fire Protection and Emergency Response Services Assessment District

AFFP
NOTICE OF PUBLIC HEARINGS

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

NOTICE OF PUBLIC HEARINGS FOR THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, FIRE AND RESCUE ASSESSMENT DISTRICT & FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT DISTRICT FOR THE FISCAL YEAR 2024-25

Carey Martin, being duly sworn, says:


That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

May 31, 2024

NOTICE IS HEREBY GIVEN that the Twain Harte Community Services District Board of Directors intends to conduct two public hearings on Wednesday, June 12, 2024, for the CONTINUATION of the benefit assessments in the fiscal year 2024-25 for the Twain Harte Community Services District, Fire and Rescue Assessment District & Fire Protection and Emergency Response Services Assessment District. The public hearings to consider the ordering of the services and the continuation of the assessments for the fiscal year 2024-25 for the Fire and Rescue Assessment District & Fire Protection and Emergency Response Services Assessment District shall be held on Wednesday, June 12, 2024, at 9:00 a.m. at the Twain Harte Community Services District offices located at 22912 Vantage Pointe Drive, Twain Harte, California. The proposed fiscal year 2024-25 assessment rate for the fire and rescue assessment district is \$101.86 per single-family equivalent & the fire protection and emergency response services assessment district is \$223.90 per single-family equivalent. If you desire additional information concerning the above, please contact the Twain Harte Community Services District at (209) 586-3172. Publication date: May 31, 2024
The Union Democrat, Sonora, CA 95370

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 31st day of May 2024.



Carey Martin, Principal Clerk, Tuolumne County, California

00000309 00032743

SCI CONSULTING GROUP
4745 MANGELS BLVD
FAIRFIELD, CA 94534

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-19**

**APPROVAL OF ENGINEER'S REPORT, DIAGRAM OF ASSESSMENT AND ORDER
TO CONTINUE ASSESSMENTS FOR THE FIRE PROTECTION AND EMERGENCY
RESPONSE SERVICES ASSESSMENT DISTRICT FOR FISCAL YEAR 2024-25**

WHEREAS, the Twain Harte Community Services District ("District") is authorized, pursuant to the authority provided in California Government Code Section 50078 et seq. and Article XIID of the California Constitution, to levy assessments for fire suppression services, equipment and apparatus; and

WHEREAS, the Assessment was authorized by an assessment ballot proceeding conducted in 2011 and approved by 54.85% of the weighted ballots returned by property owners, and such assessments were levied by the District Board by Resolution No. 11-18 passed on July 14, 2011; and

WHEREAS, an assessment for fire protection and emergency response services has been given the distinctive designation of the "Fire Protection and Emergency Response Assessment District" ("Assessment"), and is primarily described as encompassing the District jurisdictional boundaries, which covers the District; and

WHEREAS, the first Engineer's Report for Fiscal Year 2011-12 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

WHEREAS, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

WHEREAS, the purpose of the Assessment District shall be to fund facilities and operations, fire suppression, protection and emergency service and firefighting personnel, as described in the annual Engineer's Report; and

WHEREAS, this Board adopted Resolution No. 24-14 to continue to collect Assessments for the fiscal year 2024-25, preliminarily approving the Engineer's Report, and providing for notice of hearing on June 12, 2024, at the hour of nine (9:00) a.m. at

the Twain Harte Community Services District located at 22912 Vantage Point Drive, Twain Harte, CA 95383; and

WHEREAS, At the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of Assessment were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the continuation of assessments prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

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

1. The public interest, convenience and necessity require that the continuation be made.
2. The assessment is levied without regard to property valuation.
3. The Engineer's Report for the Assessment together with the proposed assessment roll for fiscal year 2024-25 is hereby confirmed and approved.
4. Based on the oral and documentary evidence, including the Engineer's Report offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land subject to the Assessment will be specially benefited by the equipment and apparatus to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; (b) that the Assessment is continued without regard to property valuation; and (c) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property from the fire suppression and protection equipment and apparatus to be financed with assessment proceeds.
5. Those assessments for the fiscal year 2024-25 shall be continued at the rate of TWO HUNDRED TWENTY-THREE AND NINETY CENTS (\$223.90) per single-family equivalent benefit unit, which is less than the maximum authorized rate, as specified in the Engineer's Report for the fiscal year 2024-25 with estimated total annual assessment revenues as set forth in the Engineer's Report.
6. That the fire suppression and protection equipment and apparatus to be financed with assessment proceeds described in the Engineer's Report are hereby ordered.
7. No later than August 10th following such adoption, the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Tuolumne ("County Auditor"). Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or

parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Fire Protection and Emergency Response Services Assessment.

8. All revenues from Assessments shall be deposited in a separate fund established under the distinctive designation of the Twain Harte Community Services, Fire Protection and Emergency Response Services Assessment.
9. The Assessment, as it applies to any parcel, may be corrected, canceled or a refund granted as appropriate, by order of the General Manager of the District. Any such corrections, cancellations, or refunds shall be limited to the current fiscal year.

PASSED AND ADOPTED by the Board of Directors of the Twain Harte Community Services District at their regular meeting held on June 12, 2024, by the following roll call vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

FY 2024-25

ENGINEER'S REPORT

Twain Harte Community Services District Fire Protection and Emergency Response Services Assessment

May 2024
Final Report

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300
www.sci-cg.com

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Twain Harte Community Services District

Board of Directors

Gary Sipperley, President
Eileen Mannix, Vice President
Charlotte Bohlman, Director
Mary Dearborn, Director
Richard Knudson, Director

General Manager

Tom Trott

Fire Chief

Neil Gamez

Secretary of the Board

Kim Silva

Assessment Engineer

SCI Consulting Group

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Introduction

The Twain Harte Community Services District (the "District") was formed in 1996 after the dissolution of the Tuolumne County Water District #1. The District maintains and operates one fire station, and currently has four full time employees and 17 volunteers. In addition to providing fire suppression and prevention, emergency response and emergency services, the District also provides basic hazardous materials response, and other services relating to the protection of lives and property.

The District is located in the rural foothills of Tuolumne County along Highway 108, and its service area encompasses approximately 3.6 square miles. The District includes the town of Twain Harte.

The District is governed by a five member Board of Directors that are elected by the general population within the District boundaries and serve four-year terms.

This Engineer's Report (the "Report") was prepared to:

- Describe the fire suppression, safety and emergency response services and equipment that would be funded by the assessments (the "Services")
- Establish a budget for the Services that would be funded by the proposed 2024-25 assessments
- Reiterate the benefits received from the Services by property within the Twain Harte Community Services District Fire Protection and Emergency Response Services Assessment (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

Real Property Assessment Under Proposition 218

In 1996, Proposition 218 limited local government's ability to impose real property assessments in two significant ways. An assessment can be imposed only for a "special benefit" conferred on real property (art. XIII D, § 2, subd. (b)), and the assessment on any parcel must be in proportion to the special benefit conferred on the particular parcel. (Art. XIII D, § 4, subd. (a)) (*Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority* (2008) 44 Cal.4th 431, 437.)

The special benefit and proportionality requirements are perhaps best understood as being interrelated, not separate, requirements. The proportionality requirement ensures that the *aggregate* assessment imposed on *all* parcels is distributed *among* all assessed parcels *in proportion* to the special benefits conferred on *each parcel*. (See *Town of Tiburon v. Bonander* (2009) 180 Cal.App.4th 1057, 1080–1085, 103 Cal.Rptr.3d 485 (*Tiburon*) [varying amounts assessed on district parcels for the costs of undergrounding utility lines violated the proportionality requirement because the amounts individually assessed were not based on the special benefits the undergrounding project would confer on each assessed parcel].) The special benefit requirement is thus part and parcel of the proportionality requirement. It is useful, however, to separately discuss special benefits in order to ascertain whether the public improvement or property related service underlying the assessment confers *any* special benefits on district parcels in the first place. (*Silicon Valley, supra*, 44 Cal.4th at pp. 450–456, 79 Cal.Rptr.3d 312, 187 P.3d 37 [discussing whether assessment to fund acquisition and maintenance of open space in County of Santa Clara conferred any special benefits on assessed properties].) (*Beutz v. County of Riverside* (2010) 184 Cal.App.4th 1516, 1522, 1523.)

Special Benefits

The services provide both general benefits to the community and special benefits to particular properties, and the agency imposed an assessment based only on the special benefits. It separated the general benefits from the special benefits and secured other funding for the general benefits. (Art. XIID, § 4, subd. (a). (*Silicon Valley Taxpayers v. Santa Clara County Open Space Authority, supra*, 44 Cal.4th 431, 450.))

The assessment district was narrowly drawn; the fact that a benefit was conferred throughout the district did not make it general rather than special. The characterization of a benefit depended on whether the parcel received a direct advantage from the improvement (e.g., proximity to a park) or received an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values). (*Silicon Valley Taxpayers v. Santa Clara County Open Space Authority, supra*, 44 Cal.4th 431, 452, fn. 8.)

The purpose of an assessment was to require the properties which received a special benefit from a “public improvement” “to pay the cost of that improvement,” and not to fund an agency's ongoing budget. (*Silicon Valley Taxpayers v. Santa Clara County Open Space Authority, supra*, 44 Cal.4th 431, 457.)

A project confers a special benefit when the affected property receives a “direct advantage” from the improvement funded by the assessment. (*Silicon Valley, supra*, 44 Cal.4th at p. 452, fn. 8, 79 Cal.Rptr.3d 312, 187 P.3d 37.) By contrast, general benefits are “derivative and indirect.” (*Id.* at p. 453, 79 Cal.Rptr.3d 312, 187 P.3d 37.) The key is whether the asserted special benefits can be tied to particular parcels based on proximity or other relevant factors that reflect a direct advantage enjoyed by the parcel. (*Id.* at pp. 455–456, 79 Cal.Rptr.3d 312, 187 P.3d 37.) (*Tiburon v. Bonander* (2010) 180 Cal.App.4th 1057, 1077.)

The mere fact that a project or service has the effect of enhancing property values in a community does not necessarily mean those properties enjoy a special benefit. On the other hand, the prohibition against basing assessments on *general* property value enhancements does not mean any benefit that enhances property values is a general benefit. Nearly every assessment that confers a particular and distinct advantage on a specific parcel will also enhance the overall value of that property in some respect. Such an effect does not transform a special benefit into a general benefit. An increase in property value attributable to a project that provides a direct advantage to a particular property—instead of an indirect or derivative benefit—is a specific rather than a general enhancement in property value. Here, any enhancement in property values arises from specific benefits conferred on parcels in the Supplemental District. (*Tiburon v. Bonander, supra*, 180 Cal.App.4th 1057, 1079.)

When determining whether benefits are general or special, we must be mindful of the rationale for making the distinction. The purpose of limiting assessments to special benefits conferred on particular properties is to avoid having property owners in an assessment district pay for general benefits enjoyed by the public at large. Conversely, if a project confers particular and distinct benefits upon specific properties in an assessment district, it would be unfair to have taxpayers outside the assessment district pay for those benefits that specifically benefit only property owners within the district. (*Tiburon v. Bonander, supra*, 180 Cal.App.4th 1057, pp.1079-1080.)

Furthermore, the mere fact that properties throughout the District share the same special benefit does not render that benefit “general” and therefore an improper subject of an assessment. Section 2, subdivision (i) of article XIII D of the California Constitution specifies that a special benefit is a “particular and distinct benefit over and above general benefits conferred on real property located in the district....” As the court in *Silicon Valley* observed, in a properly drawn district—“limited to only parcels receiving special benefits from the improvement—every parcel within that district receives a shared special benefit.” (*Silicon Valley, supra*, 44 Cal.4th at p. 452, fn. 8, 79 Cal.Rptr.3d 312, 187 P.3d 37.) One might be tempted to characterize these shared special benefits as “general” because they are not “particular and distinct” or “over and above” the benefits conferred on other properties in the district. However, the Supreme Court stated it did not “believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefitting from an improvement.” (*Ibid.*) As the court explained: “[I]f an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).” (*Ibid.*) (*Tiburón v. Bonander, supra*, 180 Cal.App.4th 1057,1080.)

Proportionality

“The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the... property-related service being provided.” (*Silicon Valley Taxpayers v. Santa Clara County Open Space Authority, supra*, 44 Cal.4th 431, 443.)

Under subdivision (a) of section 4 of article XIII D, of the California Constitution, the assessment imposed on a parcel shall not “exceed the reasonable cost of the proportional special benefit conferred on that parcel.” But article XIII D does not require that the assessment *be no less than* the reasonable cost of the proportional special benefit conferred on that parcel. That is, article XIII D leaves local governments free to impose assessments that are less than the proportional special benefit conferred—in effect, to allow discounts. Moreover, nothing in article XIII D precludes local governments from allowing discounts across the board for all parcels in the assessment district or from allowing them selectively, for certain parcels in the district but not for others. (*Dahms v. Downtown Pomona Property* (2009) 174, Cal.App.4th 708, 716.)

“[A public entity must] meet its burden under article XIII D, section 4, subdivision (f) to demonstrate that the amounts of the contested assessments are proportional to, and no greater than, the benefits conferred on the properties in question.” (*Tiburón v. Bonander, supra*, 180 Cal.App.4th 1057,1080.)

For the sake of clarity, it must be emphasized that an assessment is not measured by the precise amount of special benefits enjoyed by the assessed property. (*White v. County of San Diego* (1980) 26 Cal.3d 897, 905, 163 Cal.Rptr. 640, 608 P.2d 728.) Instead, an assessment reflects costs allocated according to relative benefit received. As a general matter, an assessment represents the entirety of the cost of the improvement or property-related service, less any amounts attributable to general benefits (which may not be assessed), allocated to individual properties in proportion to the relative special benefit conferred on the property. (*Ibid.*; Art. XIII D, § 4, subd. (a).) Proportional special benefit is the “ ‘equitable, nondiscriminatory basis’ ” upon which a project's assessable costs are spread among benefited properties. (*White v. County of San Diego, supra*, at p. 905, 163 Cal.Rptr. 640, 608 P.2d 728.) Thus, the “reasonable cost of the proportional special benefit,” which an assessment may not exceed, simply reflects an assessed property's proportionate share of total assessable costs as measured by relative special benefits. (See Art. XIII D, § 4, subd. (a).) (*Tiburon v. Bonander, supra*, 180 Cal.App.4th 1057, 1081.)

The costs of an improvement project must be considered as a whole. A public improvement such as a utility undergrounding project is either undertaken in an entire district or not at all. In the hypothetical involving certain properties with higher construction costs, the neighboring properties enjoy the benefits of the undergrounding project *only* because the project was pursued in the entire assessment district, which necessarily includes the properties with higher construction costs. It is for this reason that the individual assessments for benefited properties must be apportioned in relation to the *entirety* of the project's assessable costs, as article XIII D requires. (Art. XIII D, § 4, subd. (a).) To reiterate, proportionate special benefit is the basis upon which a project's total assessable costs are apportioned among parcels within an assessment district. This method ensures that each property owner pays an equitable share of the overall assessable cost as measured by the relative special benefit conferred on the property. (*Tiburon v. Bonander, supra*, 180 Cal.App.4th 1057, 1083-1084.)

The court in *Dahms* stated that the formula for determining special benefit turned upon lot size and street frontage because some properties received “more special benefit than others.” (*Dahms v. Downtown Pomona Property* (2009) 174 Cal.App.4th 708, 720, 96 Cal.Rptr.3d 10.) Specifically rejecting an argument that the apportionment formula should have been based on the total length of streets bordering all sides of a business instead of the business's front street footage, the court explained that “[i]t makes sense to use front footage rather than total street length to determine the *proportional special benefit* that a parcel will derive from the services of the [business district] (e.g., increased security, litter removal, and graffiti removal). For example, a clean and safe front entrance to a commercial parcel is more likely to constitute a *special benefit* to that parcel than a clean and safe side or rear, where there may or may not be any entrance at all. At the same time, the City's formula also takes into account other measures (namely, building size and lot size) of each parcel's size and consequent *proportional special benefit*, and those other measures should compensate for any disproportionality that might have resulted from exclusive reliance on front footage.” (*Id.* at p. 721, 96 Cal.Rptr.3d 10, italics added.) The apportionment formula in *Dahms* turned on special benefits and not upon costs. (*Tiburon v. Bonander, supra*, 180 Cal.App.4th 1057, 1085.)

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

Compliance with Current Law

This assessment outlined in this Engineer’s Report is consistent current law because of the following elements of its design:

- The Assessment District (“District”) is narrowly drawn.
- Each parcel in the District receives a direct advantage from the improvement.
- The amount of the assessments has been calculated by and set at the amount of benefit to be received by each parcel.
- The special benefit derived by each identified parcel has been set as a proportional share of the entirety of the service being provided.
- General benefits (e.g., common roadways and indirect, derivative benefits to properties adjacent to but outside the District) have been segregated from special benefits to the parcels within the District, and specified other funding will be utilized for the general benefits.

Baseline Level of Service

The District has been faced with difficulties in delivering its fire and emergency services primarily due to declining revenues and increasing operational expenses. In response to its decreased revenues, the District took several steps to decrease expenses, including keeping firefighters' salaries below average and using part-time staff whenever possible. In addition, the District had not replaced old equipment and vehicles that were in need of repair, and deferred some facility maintenance.

Even after taking these steps to reduce costs, expenses were still projected to exceed revenues. Therefore, the District projected that it would need to make additional cuts to its firefighting capabilities to bring its operational costs in line with revenues. The additional cuts that would be necessary, absent a new revenue source, were eliminating one full-time professional firefighter position starting in fiscal year 2011-12, and a second one in fiscal year 2012-13. This reduced level of service after these cuts, would be the level of service the District would be able to provide in future years, absent approval of the new assessment. In this Report, this reduced level of service, absent the new assessment, was defined as the "Baseline" level of Service.

Assessment Process

In Fiscal Year 2010-11, the Twain Harte Community Service District Board of Directors (the "Board") by Resolution No. 11-09 passed on April 14, 2011, called for an assessment ballot proceeding and public hearing on the proposed establishment of a fire protection and emergency services assessment district. The new assessment was proposed in order to fund the cost of the engine company and thereby improve Services for property in the Assessment District. The Report was prepared to quantify a new benefit assessment that would provide funding for Services within the Assessment District.

On April 14, 2011, the Board approved Resolution No. 11-09, and a notice of assessment and assessment ballot was mailed to property owners within the proposed Assessment District boundaries. Such notice included a description of the Services to be funded by the proposed assessments, a proposed assessment amount for each parcel owned, and an explanation of the method of voting on the assessments. Each notice also included a postage prepaid ballot on which the property owner could mark his or her approval or disapproval of the proposed assessments as well as affix his or her signature.

After the ballots were mailed to property owners in the Assessment District, the required minimum 45 day time period was provided for the return of the assessment ballots. Following this 45 day time period, a public hearing was held on July 14, 2011 for the purpose of allowing public testimony regarding the proposed assessments. At the public hearing, the public had the opportunity to speak on the issue.

It was determined that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (weighted by the proportional financial obligation of the property for which ballots were submitted). Of the ballots received, 54.85% were in support of the proposed assessments.

As a result, Board gained the authority to approve the levy of the assessments for fiscal year 2011-12 and to continue to levy them in future years. The Board took action, by Resolution No. 11-18 passed on July 14, 2011, to approve the first year levy of the assessments for fiscal year 2011-12.

The authority granted by the ballot proceeding was for a maximum assessment rate of \$150.00 per single family home, increased each subsequent year by the San Francisco Bay Area Consumer Price Index (CPI) not to exceed 4% per year. In the event that the annual change in the CPI exceeds 4%, any percentage change in excess of 4% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 4%.

In each subsequent year for which the assessments will be continued, the Board must preliminarily approve at a public meeting a budget for the upcoming fiscal year's costs and services, an updated annual Engineer's Report, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. A new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations. At this meeting, the Board will also call for the publication in a local newspaper of a legal notice of the intent to continue the assessments for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

If the assessments are so confirmed and approved, the assessments will be submitted to the Tuolumne County Auditor/Controller for inclusion on the property tax roll for Fiscal Year 2024-25. The assessments will continue year-to-year until terminated by the District Board of Directors.

The fiscal year 2024-25 assessment budget includes outlays for supplies, firefighter salaries, and other fire suppression and protection programs. If the Board approves this Engineer's Report for fiscal year 2024-25 and the assessments by Resolution, a notice of assessment must be published in a local paper at least 10 days prior to the date of the public hearing. Following the minimum 10-day time period after publishing the notice, a public hearing will be held for the purpose of allowing public testimony about the proposed continuation of the assessments for fiscal year 2024-25.

The public hearing is currently scheduled for June 12, 2024. At this hearing, the Board would consider approval of a resolution confirming the assessments for fiscal year 2024-25. If so confirmed and approved, the assessments would be submitted to the Tuolumne County Auditor/Controller for inclusion on the property tax rolls for Fiscal Year 2024-25.

Description of Services

The Twain Harte Community Services District provides a range of fire suppression, protection, prevention, and educational services to its residents. The Services to be undertaken by the District and the cost thereof paid from the continued levy of the annual assessment will provide special benefit to Assessor Parcels within the Assessment District as defined in the Method of Assessment herein.

Following is a description of the Services that are provided for the direct benefit of property in the Assessment District. With the passage of this assessment, the fire protection and emergency medical services within the Assessment District were enhanced significantly above the Baseline level of service, and such Services are all over and above what otherwise would be provided. The formula below describes the relationship between the final level of services, the Baseline level of service if the assessment is not instituted, and the enhanced level of services funded by the assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

In addition to the definitions provided by the Code, the Services to be funded by the Assessment District are generally described as follows: salaries and benefits of firefighting personnel, fire protection and emergency services equipment and apparatus; and direct costs, training and administration of volunteer firefighting personnel.

The Assessment District will also contribute to cover the general costs of administering the District, its facilities and operations, as well as the salaries and benefits of firefighting personnel who provide fire suppression, protection and emergency services to parcels, improvements or property in the Assessment District.

Cost and Budget

The following budget lists the expenditures to be funded by the Assessment District in Fiscal Year 2024-25.

Table 1 - Cost and Budget

Twain Harte Community Services District Improved Fire Protection and Emergency Response Assessment Estimate of Cost Fiscal Year 2024-25			<i>Total Budget</i>
Beginning Fund Balance			\$0
Fire and Emergency Response Services Expenditures			
Services Costs			\$1,315,603
Salaries and Employee Benefits	\$1,038,803		
Maintenance and Repairs	\$118,600		
Materials and Supplies	\$10,800		
Outside Services	\$26,000		
Utilities, Prop/Liab Ins, TUD, etc.	\$121,400		
Debt Service	\$0		
Administrative Cost			\$140,824
Capital Expenses/Outlay			\$311,000
Total Service, Administrative and Capital Expenditures			\$1,767,427
Additional Expenditures ¹			
Allowance for Uncollectable Assessments		\$3,985	
County Collection, Levy Administration, and Other Incidentals		\$4,280	
Total Additional Expenditures			\$8,265
Total Service, Administrative, Capital and Additional Expenditures			\$1,775,692
Total Benefit of Services and Related Expenses			\$1,775,692
SFE Units			1740.00
Benefit received per Single Family Equivalent Unit			\$1,020.51
Less:			
District Contribution for General Benefits		(\$161,588)	
District Contribution toward Special Benefits		(\$1,083,060)	
Transfers to (from) reserves		(\$141,458)	
Total Revenue from Other Sources ²			(\$1,386,106)
Net Cost of Fire Suppression & Protection Costs			\$389,586
Total Fire Suppression & Protection Costs to Assessment (Net Amount to be Assessed)			\$389,586
Budget Allocation to Property			
	Total SFE Units ⁴	Assessment per SFE	Total Assessment
	1,740	\$223.90	\$389,586

Method of Apportionment

Method of Apportionment

This section includes an explanation of the special benefits to be derived from the Services, the criteria for the expenditure of assessment funds and the methodology used to apportion the total assessments to properties within the Assessment District.

The Assessment District area consists of all Assessor Parcels within the Twain Harte Community Services District, including all parcels within the Town of Twain Harte of Tuolumne County. The method used for apportioning the assessment is based upon the proportional special benefits from the Services to be received by the properties in the assessment area over and above general benefits conferred on real property not subject to assessment (such as public roads) or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process:

1. Identification of all benefit factors derived from the Services
1. Calculation of the proportion of these benefits that are general
2. Determination of the relative special benefit within different areas within the Assessment District
3. Determination of the relative special benefit per property type
4. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

Discussion of Benefit

California Government Code Section 50078 et. seq. allows agencies which provide fire suppression services, such as Twain Harte Community Services District of Tuolumne County to levy assessments for fire suppression services. Section 50078 states the following:

“Any local agency which provides fire suppression services directly or by contract with the state or a local agency may, by ordinance or by resolution adopted after notice and hearing, determine and levy an assessment for fire suppression services pursuant to this article.”

In addition, California Government Code Section 50078.1 defines the term “fire suppression” as follows:

“(c) “Fire suppression” includes firefighting and fire prevention, including, but not limited to, vegetation removal or management undertaken, in whole or in part, for the reduction of a fire hazard.”

Therefore, the Services to be provided by the Assessment District fall within the scope of services that may be funded by assessments under the Code.

The assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner’s specific use of the Services or a property owner’s specific demographic status. With reference to the requirements for assessments, Section 50078.5 of the California Government Code states:

“(b) The benefit assessment shall be levied on a parcel, class of improvement to property, or use of property basis, or a combination thereof, within the boundaries of the local agency, zone, or area of benefit.”

“The assessment may be levied against any parcel, improvement, or use of property to which such services may be made available whether or not the service is actually used.”

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The following section describes how and why the Services specially benefit properties. This benefit is particular and distinct from its effect on property in general or the public at large.

Benefit Factors

In order to allocate the assessments, the Engineer identified the types of special benefit arising from the Services that will be provided to property in the Assessment District. These benefit factors must confer a direct advantage to the assessed properties; otherwise they would be general benefit.

The following benefit categories have been established that represent the types of special benefit conferred to residential, commercial, industrial, institutional and other lots and parcels resulting from the improved fire protection and emergency response services that will be provided in the Assessment District. These types of special benefit, which clearly enhance the utility and desirability of property and make them more functional to use, are summarized as follows:

Protection of real property assets and occupants from fires, fire damage and property loss

The Assessments will fund improved fire protection and emergency response services, and thereby will reduce the risk of property damage associated with fires for property in the Assessment District. This is a direct and tangible special benefit to property in the Assessment District.

“Over 140,000 wildfires occurred on average each year, burning a total of almost 14.5 million acres. And since 1990, over 900 homes have been destroyed each year by wildfires.”^[i]

“Fire is the largest single cause of property loss in the United States. In the last decade, fires have caused direct losses of more than \$120 billion and countless billions more in related cost.”^[ii]

“The strategies and techniques to address fire risks in structures are known. When implemented, these means have proven effective in the reduction of losses.”^[iii]

“Statistical data on insurance losses bears out the relationship between excellent fire protection...and low fire losses.”^[iv]

Prompt response to fires and emergencies directly to any property in the Assessment District and direct delivery of fire and emergency services to any property in the Assessment District

The Enhanced Services funded by the Assessments will be directly provided for and received by property in the Assessment District. These Enhanced Services will result in an improved and more effective response to fires and other emergencies, thereby enhancing the protection of property and reducing the risk of property damage associated with fires. Such improved fire protection services are a tangible and direct advantage that will be received by properties in the Assessment District.

“A reasonably disaster-resistant America will not be achieved until there is greater acknowledgment of the importance of the fire service and a willingness at all levels of government to adequately fund the needs and responsibilities of the fire service.”^[v]

Protection of the use of property and use of improvements on property and protection of the life and safety of occupants of property

The Enhanced Services funded by the Assessments will allow the District to respond to fires and emergencies much more promptly and with more appropriate levels of firefighters and resources in comparison to the Baseline Level of Service. Prompter and more effective responses will better protect the use of property and the life and safety of occupants. This is another direct special benefit from the Assessments.

Enhanced access to properties in the Assessment District, and utility of such properties.

As noted, the Assessments will fund improved fire protection and emergency response services in the Assessment District. In addition to preventing damage to property from fires, the Assessments will also protect access to property, because fires can impede or prevent access to property. Furthermore, the Enhanced Services will enhance the utility of the properties in the Assessment District because safer properties are more functional, usable and desirable. These are additional direct benefits to property in the Assessment District that are not received by other properties or the public at large because the Enhanced Services will be provided for properties in the Assessment District.

Benefit Finding

In summary, real property located within the boundaries of the Assessment District distinctly and directly benefits from the availability and delivery as needed of the Enhanced Services to any property from fire damage; the increased safety of real property, protection of the use and utility of property; and enhanced access and utility of properties in the Assessment District. These are special benefits to property in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access for occupants.

General Versus Special Benefit

Article XIII C of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. The decision in *SVTA vs. SCCOSA* provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the 2011 baseline level of service, if the assessment is not approved by the community. The assessment will fund Services “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to real property outside of improvement district	+	Benefit to real property inside of improvement district	+	Benefit to public at large
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Special benefit, on the other hand, is defined in the State Constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The *SVTA v. SCCOSA* decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, the improved Services will be available when needed to all properties in the Assessment District, so the overwhelming proportion of the benefits conferred to property is special, and there are only minimal benefits that will be received by property outside the Assessment District or the public at large.

It should be noted that in the 2009 *Dahms* case, the court ruled that an assessment was properly considered to be an 100% special benefit because the services funded by the assessments were directly provided only to property in the assessment district. Similar to the assessments in Pomona that were approved in *Dahms*, the Assessments described in this Engineer’s Report fund fire suppression services directly provided only to property in the assessment area. Moreover, every property within the Assessment District will receive the Services if and when a fire occurs. Although the court in *Dahms* found a zero general benefit determination to be acceptable, this report calculates the general benefit more conservatively and then that general benefit is budgeted so that it is funded by sources other than the Assessment.

In the 2010 *Beutz* Case, the Appellate Court overturned an assessment for parks in Wildomar, California based upon to the lack of a specific quantification of the general benefit(s) in the Engineer's Report. As a part of this decision, the court indicated that "virtually all public improvement projects provide general benefits." At first review, this statement and decision seem to contradict the 2009 *Dahms* decision which upheld an assessment with a 100% special benefit finding. However, the *Beutz* decision concludes by clarifying that the specific facts of *Dahms* are fundamentally different from *Beutz* – and the two decisions do not contradict one another. Essentially, in assessment(s), like in the *Dahms* case (and the Assessment described in this Report), the improvements and services provided within each District are specifically provided to and intended for the assessed parcels only. (The Wildomar assessment in the *Beutz* case, on the other hand, supports improvements and services for area parks only, which arguably have an inherent use by, and benefit to, the general public.)

Proposition 218 twice uses the phrase "over and above" general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) Arguably, all of the Services being funded by the assessment would be a special benefit because the Services would particularly and distinctly benefit the properties in the Assessment District over an only to properties in the Assessment District.

Nevertheless, some of the Services could benefit the public at large and properties outside the Assessment District. In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

Calculating General Benefit

This section provides a measure of the general benefits from the assessments.

Benefit to Property Outside the Assessment District

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services will be provided solely in the Assessment District boundaries.¹ Properties proximate to, but outside of, the boundaries of the Assessment District receive some benefit from the Services due to some degree of indirectly reduced fire risk to their property. These parcels that are proximate to the boundaries of the Assessment District are estimated to receive less than 50% of the benefits relative to parcels within the Assessment District because they do not directly receive the improved fire protection resulting from the Services funded by the Assessments.

At the time the Assessment District was formed, the Assessment Engineer, using the Geographic Information System parcel map, counted the number of parcels proximate to the Assessment District boundary but outside the Assessment District, and thereby determined that there were approximately 130 of these “proximate” properties.

CRITERIA:

130 PARCELS OUTSIDE THE DISTRICT BUT PROXIMATE TO THE DISTRICT BOUNDARIES
 1,863 PARCELS IN THE ASSESSMENT DISTRICT
 50% RELATIVE BENEFIT COMPARED TO PROPERTY WITHIN THE ASSESSMENT DISTRICT

CALCULATION:

GENERAL BENEFIT TO PROPERTY OUTSIDE THE ASSESSMENT DISTRICT =
 $130 / (1,863 + 130) * .5 = 3.3\%$

Although it can reasonably be argued that properties protected inside, but near the Assessment District boundaries are offset by similar fire protection provided outside the District boundaries, we use the more conservative approach of finding that 3.3% of the Services may be of general benefit to property outside the Assessment District.

¹ It should be noted that the Services may, at times, be used outside the District boundaries. However, this use is part of a mutual aid agreement and would be offset by the provision of Services by other agencies within the Assessment District boundaries.

Benefit to Property *Inside* the District that is *Indirect and Derivative*

The “indirect and derivative” benefit to property within the Assessment District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Assessment District is special, because the Services are clearly “over and above” and “particular and distinct” when compared with the baseline level of fire suppression and fire protection services had the Assessment District not passed.

In determining the Assessment District area, the District has been careful to limit it to an area of parcels that will directly receive the benefit of the improved Services. All parcels will directly benefit from the use of the improved Services throughout the Assessment District in order to maintain the same improved level of fire suppression and protection throughout the area. Fire protection and suppression will be provided as needed throughout the area. The shared special benefit - reduced severity and number of fires - will be received on an equivalent basis by all parcels in the Assessment District. Furthermore, all parcels in the Assessment District would directly benefit from the ability to request service from the District and to have a District firefighter promptly respond directly to the parcel and address the owner’s or resident’s service need.

The *SVTA vs. SCCOSA* decision indicates that the fact that a benefit is conferred throughout the Assessment District area does not make the benefit general rather than special, so long as the Assessment District is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension or improvement of a local government service to benefit lands. Therefore, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits.

Benefit to the Public At Large

Because the Services will be available to and provide for all of the property in the Assessment District, the *Dahms* decision provides a clear basis for a finding of zero general benefit conferred on the public at large. Nevertheless, to establish a more conservative measure, any general benefit to the public at large is quantified in the following paragraph:

The public at large uses the public highways, streets and sidewalks, and when traveling in and through the Assessment District and they may benefit from the services without contributing to the assessment. Although the protection of this critical infrastructure is certainly a benefit to all the property within the district, it is arguably “indirect and derivative”. A reasonable and appropriate measure of the general benefit to the public at large therefore is the amount of highway, street and sidewalk area within the Assessment District relative to the overall land area. An analysis of maps of the Assessment District shows that approximately 5.8% of the land area in the Assessment District is covered by highways, streets and sidewalks. This 5.8% therefore is a reasonable quantified measure of the general benefit to the public at large within the Assessment District.

Summary of General Benefits

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 9.1% of the benefits conferred by the Fire Protection and Emergency Response Assessment may be general in nature and should be funded by sources other than the assessment.

<p>GENERAL BENEFIT =</p> <p>3.3 % (OUTSIDE THE DISTRICT)</p> <p>+ 0.0 % (INSIDE THE DISTRICT - INDIRECT AND DERIVATIVE)</p> <p>+ 5.8 % (PUBLIC AT LARGE)</p> <p>= 9.1 % (TOTAL GENERAL BENEFIT)</p>
--

Although this analysis supports the findings that 9.1% of the assessment may provide general benefits, this number is increased by the Assessment Engineer to 10% to conservatively ensure that no assessment revenue is used to support general benefit. This additional amount allocated to general benefit also covers general benefit to parcels in the Assessment Area if it is later determined that there is some general benefit conferred on those parcels.

The Assessment District’s budget for 2024-25 is \$1,775,692. The District will contribute approximately \$1,244,648 for fire suppression, fire protection and emergency response services and administrative services costs from revenue sources other than this Fire Protection and Emergency Response Services Assessment. This contribution constitutes significantly more than the 10% calculated above for general benefits, plus an additional 10% allocation for time used on non-fire related services as estimated by the Assessment Engineer.

Zones of Benefit

The assessment area is small and is readily served by a single fire station. The National Fire Protection Association (NFPA) has adopted a standard of response time equal to six minutes. All parcels in the Assessment District will be served within this NFPA response standard. Therefore, all properties will receive substantially the same level of benefit and this Assessment District has been drawn to include the entire area; no zones within the district have been designated.

In *SVTA v. SCCOSA*, the court noted that a local agency-wide assessment district is appropriate under the right conditions: “Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values).” The court therefore acknowledged the appropriateness of a District-wide assessment so long as each parcel receives a direct advantage from the assessment-funded improvement or service.

As demonstrated in this engineer’s report, the assessments will fund improved fire suppression and protection services relatively uniformly throughout the Assessment District, and the Assessment District boundaries have been narrowly drawn to only include the parcels that directly receive the Services. It therefore is appropriate to provide a District-wide Assessment District without zones of benefit because all parcels of similar type and features benefit similarly and will receive a direct advantage from the Services.

Assessment Apportionment

In the process of determining the appropriate method of assessment, the Assessment Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because vacant, commercial, industrial and other properties also receive special benefits from the assessments.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger commercial/industrial properties and residential properties with multiple dwelling units receive a higher degree of benefit than other similarly used properties that are significantly smaller. For properties used for commercial purposes, there clearly is a higher benefit provided to a larger commercial property than to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from improved fire protection and emergency response services. This benefit ultimately flows to the property. Larger parcels, therefore, receive an increased benefit from the assessments.

The Assessment Engineer determined that the appropriate method of assessment should be based on the type of property, the relative risk of fire by type of property, the relative size of the property, and the relative damage value of fires by property type. This method is further described below.

Method of Assessment

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Benefit Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to a single family home on one parcel.

The relative benefit to properties from fire related services is:

Equation 1 – Relative Benefit to Properties

$$\text{Benefit} \approx \sum (\text{Fire Risk Factors}) * \sum (\text{Structure Value Factors})$$

That is, the benefit conferred to property is the "sum" of the fire risk factors multiplied by the "sum" of the structure replacement factors, and then normalized by average areas.

Fire Risk Factors

Typical fire assessments are evaluated based upon the fire risk of a certain property type. These evaluations consider factors such as use of structure (e.g. used for cooking), type of structure (centralized heating), etc.

In 2003, the National Fire Protection Association (“NFPA”), one of the pre-eminent authorities on fire protection in the United States, published the 2003 US Fire Problem Overview Report. This report comprehensively tabulates the number of fires for each property type within the United States in the year 1999, and serves as a reasonable and rational basis to determine fire risk.

The number of fires for each property type is then divided by the total number of that property type to determine un-normalized fire risk factor. Finally, the risk factors are normalized based upon a factor of 1.00 for a single family property. Table 2 below tabulates the Fire Risk Factors for each property type.

Table 2 – Fire Risk Factors

Property Type	Normalized Fire Risk Factors
Single Family	1.0000
Multi-Family & Condo	1.8769
Mobile Home	0.6028
Commercial/Industrial	0.9982
Office	0.3571
Institutional	0.9675
Storage	2.8916
Vacant	0.2221
Agriculture - Orchards & Vineyards	0.3796
Agriculture - Rice & Flood Irrigation	0.3796
Agriculture - Pasture & Row Crops	0.3451
Agriculture - Dairy, Livestock, Animals	0.3106
Range Land & Open Space	0.0598

Analysis based upon: 2003 US Fire Problem Overview Report, NFPA

Structure Replacement Factors

The relative replacement factors of different property types were evaluated within the District area to determine the Structure Replacement Factors according to the following formula:

Equation 2 - Structure Replacement Factors

\sum (Structure Replacement Factors)	\approx	f (Structure Weighting Factor, Average Improved Value, Structure Replacement Factor) $+f$ (Land Weighting Factor, Average Total Value) $*$ (Adjustment Factor)
--	-----------	--

Where:

- “Structure Weighting Factor” = 10 to “weight” relative importance of structure over land.
- "Structure Replacement Factor" is based upon the replacement cost per property type, and the adjusted structure square footage per property type, as provided by the County Assessor records.
- “Average Improved Value” is average of value of all improvements (e.g. structures), per property type, as provided by County Assessor records. It is used as a reference only and the Structure Replacement Value is not derived from it.
- Land Weighting Factor = 1
- “Average Total Value” is average of value of all land + improvements (e.g. structures), per property type, as provided by County Assessor records. County assessor land values were not used directly because experience has shown total values to be more comprehensive. It is used as a reference only and the Structure Replacement Value is not derived from it.
- "Adjustment Factor" may be applied including real estate data, demographic data, economic data and other relevant data.

Table 3 is a tabulation of the Structure Replacement Factors for each property type as defined by Equation 2, above.

Table 3 – Structure Replacement Factors

Property Type	Replacement Factor
Single Family	1.0000
Multi-Family & Condo	0.6400
Mobile Home	0.8000
Commercial/Industrial	0.6400
Office	1.6000
Institutional	0.6400
Storage	0.2400
Vacant	0.1000
Agriculture - Orchards & Vineyards	0.0500
Agriculture - Rice & Flood Irrigation	0.0500
Agriculture - Pasture & Row Crops	0.0500
Agriculture - Dairy, Livestock, Animals	0.0500
Range Land & Open Space	0.0100

An Example of Benefit Calculation

Below is an example of the benefit calculation per Equation 1 for Commercial/Industrial parcels to illustrate the methodology. (A summary of the results of all calculations is given in Table 4):

Commercial/Industrial Example

The benefit is the normalized Fire Risk Factor times the normalized Structure Replacement Factor, then normalized per average square footage.

Benefit = ((Fire Risk Factor) * (Structure Replacement Factor)) * ((Average Structure Sqft by type / Avg Structure Sqft for single family home))

The fire risk of commercial/industrial parcels is determined by taking the percentage of all fires in commercial/industrial parcels, and dividing it by the percentage of square footage area that are commercial/industrial. The fire percentages are taken from the NFPA 2003 US Fire Problem Overview Report. The resulting figure is normalized relative to the risk of a single family home by taking the percentage of fires in single family homes over the percentage of square footage area that are single family homes, and dividing that figure into the commercial/industrial fire risk figure.

Fire Risk \approx ((% of all fires) / (% of square footage area)) / (normalization factor versus Single Family Homes)

% of all fires = 9.222% for commercial/industrial, and 53.846% for single family homes

% of area = 10.664% for commercial/industrial, and 62.157% for single family homes

Fire Risk Factor = ((9.222% of all fires) / (10.644% of all square footage area)) / ((53.846% of all fires) / (62.157% of all square footage area))

Fire Risk Factor = 0.9982

The Structure Replacement Factor is determined by analyzing the County Assessor's data including the average structure square footage area. Also, the local average structure replacement cost is established for each structure type. The local average structure replacement cost is normalized and multiplied by the average square footage area for each property type. These values are then compared against the weighted average improved value, weighted average total value, real estate data, etc. and an Adjustment Factor is applied if necessary.

Structure Replacement Factor \approx Normalized Local Average Replacement Costs * Adjustment Factor

Local Average Replacement Cost for commercial/industrial \approx \$80.00/sqft

Local Average Replacement Cost for single family homes \approx \$125.00/sqft

Structure Replacement Factor = (80.00/125.00) * Adjustment Factor (if needed)

Structure Replacement Factor = 0.6400

Since the Benefit is the Fire Risk Factor times the Structure Replacement Factor, then normalized by average square footage, the Commercial/Industrial benefit is 6.884:

Benefit = (0.9982 * 0.6400) * (14,957/1,396) = 6.884/acre

Summary of Benefits for Each Property Type

Per Equation 1, the relative special benefit for each property type (the "SFE" or "Single Family Equivalent" Benefit Units) is determined as the product of the normalized Fire Risk Factors and the normalized Structure Replacement Factors. Table 4 below, summarizes the benefit for each property type.

Table 4 – Benefit Summary per Property Type

Property Type	Fire Risk Factors	Structure Replacement Factors	SFE Factors	Average Structure Sq Footage (From Previous Tab)	Flat Rate Converted SFE	Unit
Single Family	1.0000	1.0000	1.000000	1,396	1.000	per each
Multi-Family & Condo	1.8769	0.6400	1.201190	857	0.737	per unit
Mobile Home	0.6028	0.8000	0.482240	1,440	0.497	per each
Commercial/Industrial	0.9982	0.6400	0.638879	14,957	6.844	per acre
Office	0.3571	1.6000	0.571387	10,000	6.670	per acre
Institutional	0.9675	0.6400	0.619212	3,543	1.523	per each
Storage	2.8916	0.2400	0.693982	10,000	0.464	per acre
Vacant	0.3451	0.1000	0.034511		0.173	per each
Agriculture - Orchards & Vineyards	0.3796	0.0500	0.018981		0.019	per acre
Agriculture - Rice & Flood Irrigation	0.3796	0.0500	0.018981		0.019	per acre
Agriculture - Pasture & Row Crops	0.3451	0.0500	0.017255		0.017	per acre
Agriculture - Dairy, Livestock, Animals	0.3106	0.0500	0.015530		0.016	per acre
Range Land & Open Space	0.3451	0.0100	0.003451		0.003	per acre

*SFE factor has been converted from “Per Acre” to “Per Each Parcel” by multiplying by effective average area.

Residential Properties

All improved residential properties with a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Residential properties on parcels that are larger than one acre receive additional benefit and are assigned additional SFEs on an “Agricultural/Rangeland” basis. Detached or attached houses, zero-lot line houses and town homes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the Services in proportion to the number of dwelling units that occupy each property. The relative benefit for multi-family properties was determined per Equation 1 to be 0.737 SFEs per residential unit. This rate applies to condominiums as well.

Mobile home properties are assigned 0.497 SFEs per residential unit. Parcels that are larger than one acre receive additional benefit and are assigned additional SFEs on an “Agricultural/Rangeland” basis.

Commercial/Industrial & Office Properties

Commercial and industrial properties are assigned benefit units per acre, since there is a relationship between effective parcel size, structure size and relative benefits. The relative benefit for commercial and industrial properties was determined per Equation 1 to be 6.844 SFEs per acre. The relative benefit for office properties was determined per Equation 1 to be 6.670 SFEs per acre.

Vacant and Undeveloped Properties

The relative benefit for vacant properties was determined per Equation 1 to be 0.173 SFEs per parcel.

Rangeland, Open Space and Duck Club Properties

The relative benefit for range land & open space properties was determined per Equation 1 to be 0.003 SFEs per acre.

Agricultural Properties

The relative benefit for agricultural properties requires additional analysis, as required by Government Code 50078 and the unique agricultural properties within the boundaries. This analysis considered how agricultural operations may mitigate risk, onsite or proximate water availability, response time, capability of the fire suppression service, and any other factors which reflect the benefit to the land resulting from the fire suppression service provided. Agricultural properties have been categorized as Agriculture - Orchards & Vineyards; Agriculture - Rice & Flood Irrigation; Agriculture - Pasture & Row Crops; and Agriculture - Dairy, Livestock, Animals according to use and other attributes, and have been analyzed for fire risk and structure replacement per Equation 1. The relative benefit for agricultural properties was determined per Equation 1 to be 0.019 SFEs per parcel for Agriculture - Orchards & Vineyards; 0.019 SFEs per parcel for Agriculture - Rice & Flood Irrigation; 0.017 SFEs per parcel for Agriculture - Pasture & Row Crops; and 0.016 SFEs per parcel for Agriculture - Dairy, Livestock, Animals. These SFE rates are doubled for parcels between 50 acres and 100 acres and are tripled for parcels greater than 100 acres.

Other Properties

Institutional properties such as publicly owned properties are assessed 1.523 SFEs. The relative benefit for storage properties was determined per Equation 1 to be 0.464 SFEs per acre.

Article XIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from an assessment unless there is clear and convincing evidence that those properties receive no special benefit. Here, all public properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive no special benefit from the fire suppression Apparatus and Equipment and are assessed an SFE benefit factor of 0.

Criteria and Policies

This sub-section describes the criteria that shall govern the expenditure of assessment funds and ensures equal levels of benefit for properties of similar type. The criteria established in this Report, as finally confirmed, cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report or to establish additional criteria or policies that do not conflict with this Report.

Duration of Assessment

The Assessment was levied for fiscal year 2011-12 and may be continued every year thereafter, so long as the risk of fire on property in the Assessment District remains in existence and the Twain Harte Community Services District requires funding from the Assessment for its fire suppression Services. As noted previously, if the Assessment and the duration of the Assessment are approved by property owners in an assessment ballot proceeding, the Assessment can be imposed and levied annually after the Twain Harte Community Services District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Services to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

Appeals of Assessments on Property

Any property owner who feels that the assessment on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment or for any other reason may file a written appeal with the General Manager of the Twain Harte Community Services District or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or his or her designee shall be referred to the Twain Harte Community Services District Board of Directors and the decision of the Board shall be final.

Assessment

WHEREAS, the Board of Directors of the Twain Harte Community Services District is proceeding with the Fire Protection and Emergency Response Services Assessment District and continuation of assessments under California Government Code sections 50078 et seq. (the “Code”) and Article XIID of the California Constitution (the “Article”);

WHEREAS, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the Services upon all assessable parcels within the Assessment District;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Code and Article and the order of the Board of said District, hereby make the following assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for said Services and the expense incidental thereto, to be paid by the Assessment District for the fiscal year 2024-25 is generally as follows:

Table 5 – Summary Cost Estimate

	FY 2024-25 Budget
Services Costs	\$1,315,603
Administrative Cost Allocation	\$140,824
Capital Expenses/Outlay	\$311,000
Incidental Expenses	\$8,265
TOTAL BUDGET	\$1,775,692
Less: District Contribution	(\$1,244,648)
Transfer To/(From) Reserve	(\$141,458)
NET AMOUNT TO ASSESSMENTS	\$389,586

An Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Assessment District. The distinctive number of each parcel or lot of land in the Assessment District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion the net amount of the cost and expenses of the Services, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment District, in accordance with the special benefits to be received by each parcel or lot, from the Services, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 4%. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 4% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2022 to December 2023 was 2.62% and the Unused CPI carried forward from the previous fiscal year is 1.13%. Therefore, the maximum authorized assessment rate for fiscal year 2024-25 is increased by 3.75% which equates to \$223.90 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2024-25 at the rate of \$223.90, which is equal to the maximum authorized assessment rate.

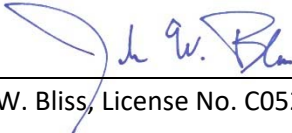
Since property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule, the assessment may be continued annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are assessed at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Tuolumne for the fiscal year 2024-25. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of Tuolumne County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2024-25 for each parcel or lot of land within the said Assessment District.

Dated: May 2, 2024

Engineer of Work

By  _____
John W. Bliss, License No. C052091



Assessment Diagram

The Assessment District includes all properties within the boundaries of the Fire Protection and Emergency Response Services District. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of Tuolumne County, and are incorporated herein by reference, and made a part of this Diagram and this Report.

FILED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

RECORDED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

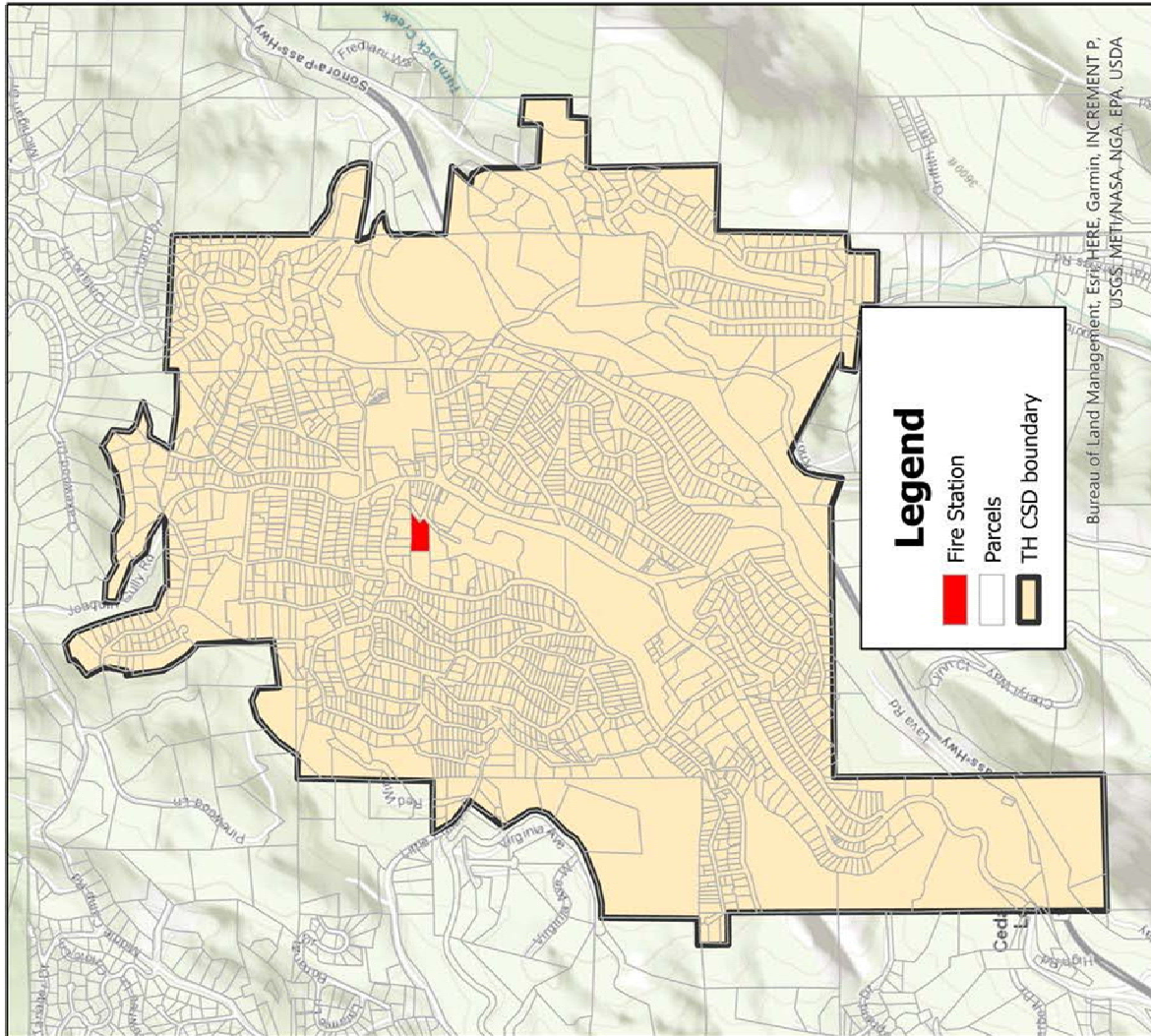
AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE _____ DAY OF _____, 2024 FOR THE FISCAL YEAR 2024-25 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE ON THE _____ DAY OF _____, 2024. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

SECRETARY OF THE BOARD

FILED THIS _____ DAY OF _____ O'CLOCK _____ M. IN THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT.

COUNTY AUDITOR, COUNTY OF TUOLUMNE

Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF TUOLUMNE FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.



SCI Consulting Group
4745 Menlo Park Blvd
Fairfield, CA 94534

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
FIRE PROTECTION AND EMERGENCY SERVICES ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM**

Appendices

Appendix A – Assessment Roll, Fiscal Year 2024-25

The Assessment Roll is made part of this report and is available for public inspection during normal office hours. Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference, made part of this report. These records shall govern for all details concerning the description of the lots of parcels.

End Notes

^[i] Institute for Business & Home Safety, “Protect Your Home Against Wildfire Damage,”
<http://www.ibhs.org/publications/view.asp?id=125>

^[ii] Insurance Services Offices Inc.
<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

^[iii] U.S. Fire Administration, Department of Homeland Security, “America Burning, Re-commissioned: Principal Findings and Recommendations,” p.2,
<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>

^[iv] Insurance Services Offices Inc., p. 1,
<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

^[v] U.S. Fire Administration, Department of Homeland Security, “America Burning, Re-commissioned: Principal Findings and Recommendations,” p.1,
<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	06I	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2024-25.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2024-25.

SUMMARY:

In 2006, the District’s limited Park Fund revenue was insufficient to properly maintain and repair the District’s aging park facilities. As a result, the District proposed the establishment of its Park and Recreation Maintenance District special benefit assessment (Park Assessment). The Park Assessment was approved by a majority vote of property owners and was levied by the District’s Board of Directors on June 4, 2006, via Resolution #06-09. The voter-approved Park Assessment does not sunset and allows a maximum 3% annual adjustment based on the January Consumer Price Index (CPI) for the San Francisco Bay Area. The annual CPI adjustment is not automatic and is subject to the approval of the Board.

Since 2006, the Park Assessment has continued to provide annual revenue to the Park Fund to:

- Improve park maintenance
- Improve safety and security
- Improve children’s playground equipment
- Maintain sports fields
- Maintain the Twain Harte Community Center

A Park Assessment Engineer’s report is prepared each year to evaluate the Park Fund’s budget requirements, the annual CPI adjustment, the maximum authorized assessment rate, and any changes to parcels within the assessment area. The Engineer’s Report this year recommends that Park Assessment Rates be increased by 3% based on combining January’s CPI value of 2.62% with the unused CPI carried forward from the previous fiscal year of 3.71%.

Based on the Park Fund’s projected revenue needs for the coming year and the Park Committee’s review of the FY 24/25 Park Fund Budget, staff and the Park Committee recommend that the Board approve the Park Assessment Engineer’s Report, diagram and assessment, and orders the continuance of the Park Assessment with a 3% CPI adjustment for Fiscal Year 2024-25.

FINANCIAL IMPACT:

With a 3% CPI adjustment, the Park Assessment is projected to generate \$128,434 in revenue for the Park Fund in Fiscal Year 2024-25.

ATTACHMENTS:

- Affidavit of Publication for Public Hearing – Union Democrat

- Resolution #24-20 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2024-25.
- FY 24/25 Engineer’s Report – Parks and Recreation Maintenance District

AFFP
NOTICE OF PUBLIC HEARING FOR T

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

NOTICE OF PUBLIC HEARING FOR THE TWAIN HARTE COMMUNITY SERVICES DISTRICT'S PARK AND RECREATION MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2024-25.

Carey Martin, being duly sworn, says:

NOTICE IS HEREBY GIVEN that the Board of Directors for the Twain Harte Community Services District intends to conduct a public hearing for the CONTINUATION of the benefit assessment in fiscal year 2024-25 that funds the District's Park and Recreation Maintenance District.

That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

The public hearing to consider the ordering of improvements and services and the continuation of the assessments for the fiscal year 2024-25 for the Park and Recreation Maintenance District shall be held on Wednesday, June 12, 2024-25, at 9:00 a.m. at the Twain Harte Community Services District offices located at 22912 Vantage Pointe Drive, Twain Harte, California. The proposed assessment rate for Park and Recreation Maintenance District is \$76.98 per single-family equivalent (SFE).

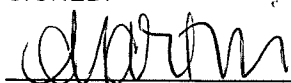
May 31, 2024

Members of the public are invited to provide comments at the public hearing, or, in writing, which must be received by the District on or before June 12, 2024-25. If you desire additional information concerning the above, please contact the Twain Harte Community Services District at (209) 586-3172.

That said newspaper was regularly issued and circulated on those dates.


SIGNED:

Publication date: May 31, 2024
The Union Democrat, Sonora, CA 95370



Principal Clerk

Subscribed to and sworn to me this 31st day of May 2024.



Carey Martin, Principal Clerk, Tuolumne County, California

00000309 00032606

SCI CONSULTING GROUP
4745 MANGELS BLVD
FAIRFIELD, CA 94534

**THE TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-20**

**APPROVAL OF ENGINEER'S REPORT, DIAGRAM OF ASSESSMENT AND ORDER
TO CONTINUE ASSESSMENT FOR THE PARKS AND RECREATION
MAINTENANCE DISTRICT FOR FISCAL YEAR 2024-25**

WHEREAS, on April 18, 2006, by its Resolution No. 06-07, after receiving a weighted majority of ballots in support of the proposed assessment, this Board ordered the formation of and continuation of the assessments within the Twain Harte Community Services District Parks and Recreation Maintenance District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, the first Engineer's Report for Fiscal Year 2006-07 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

WHEREAS, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

WHEREAS, the purpose of the Assessment District shall be to acquire, install, maintain and service those improvements as, as described in the annual Engineer's Report; and

WHEREAS, by Resolution No. 24-06, the Board of Directors ordered the preparation of an Engineer's Report for the Parks and Recreation Maintenance District (the "District") for the fiscal year 2024-25; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with Section 22565, et. seq., of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; and

WHEREAS, by Resolution No. 24-13, the Board of Directors preliminarily approved the Engineer's Report for said District and set a date for a Public Hearing; and

WHEREAS, said report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 12, 2024, at the hour of 9:00 a.m. at the Twain Harte Services District offices, located at 22912 Vantage Point Drive, Twain Harte, California, were appointed as the time and place for a hearing by this Board on the question of the continuation of the levy of the proposed assessment, notice of which hearing was given as required by law; and

WHEREAS, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of the levy were fully heard and considered by the Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this board thereby acquired jurisdiction to order the continuation of the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

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

1. The public interest, convenience and necessity require that the continuation be made.
2. The Assessment District benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Report as a whole and each part thereof, to wit:
 - (a) The Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
 - (b) The diagram showing the assessment district, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and
 - (c) The assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively,

from the maintenance, and of the expenses incidental thereto;

are finally approved and confirmed.

5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
6. The assessments for fiscal year 2024-25 shall be continued at the rate of SEVENTY-NINE AND TWENTY-EIGHT CENTS (\$79.28) per single family equivalent benefit unit as specified in the Engineer's Report for fiscal year 2024-25 with estimated total annual assessment revenues as set forth in the Engineer's Report; and
7. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2024-25 is hereby continued. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation of Engineer's Report.
8. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.
9. Immediately upon the adoption of this resolution, but in no event later than the third Monday in August following such adoption, the Clerk of the Board shall file a copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Tuolumne. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Twain Harte Community Services District Parks and Recreation Maintenance District.

10. Upon receipt of the moneys representing assessments collected by the County, the County shall deposit the moneys in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.

11. The Clerk of the Board shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED by the Board of Directors of the Twain Harte Community Services District at their regular meeting held on June 12, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

FY 2024-25

ENGINEER'S REPORT

Twain Harte Community Services District

Park and Recreation Maintenance District

April 2024

Final Report

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
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Twain Harte Community Services District

Board of Directors

Gary Sipperley, President
Eileen Mannix, Vice President
Charlotte Bohlman, Director
Mary Dearborn, Director
Richard Knudson, Director

General Manager

Tom Trott

Operations Manager

Lewis Giambruno

Secretary of the Board

Kim Silva

Assessment Engineer

SCI Consulting Group

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Introduction

Overview

The Twain Harte Community Services District (“District”) is a California governmental entity formed when the Tuolumne County Water District #1 was dissolved. Formed in 1996, the District provides water, sewer, and fire as well as recreation services. The district maintains Eproson Park and its amenities including the Rotary Stage, youth and tot playgrounds, a skate park, baseball field, and picnic and barbeque areas, the Twain Harte Community Center, Twain Harte Tennis Courts and Twain Harte Creek Trail. The map on page 25 depicts the area served by the District. The District is responsible for operating parks, recreation areas, and other recreation facilities and public resources in the community of Twain Harte. The District encompasses approximately 1,795 parcels within its boundaries, which are primarily of residential single-family and multi-family use.

Prior to 2006, the maintenance and upkeep of local park and recreation areas in the Twain Harte community were funded by a very small amount of property taxes allocated to the District. Since its formation the District’s costs for maintaining park services, such as insurance, fuel, electricity, supplies and maintenance, had increased significantly and the available revenues for park maintenance had actually declined. The District simply did not have sufficient revenues to properly maintain Twain Harte park and recreation facilities and to handle the repairs of aging facilities. Therefore, in absence of a new local revenue source, the baseline level of park and recreation facilities in the District (the “Baseline Service”) was poorly maintained park and recreation facilities.

As a result, the District proposed the establishment of a benefit assessment district that would allow property owners, in an assessment ballot proceeding, to decide if funding should be increased to:

- Improve Park Maintenance
- Improve Safety and Security
- Improve Children’s Playground Equipment
- Maintain Sports Fields
- Maintain the Twain Harte Community Center

The Assessments fund the continued improvements listed above that are provided throughout the District, extending above and beyond the baseline level of service.

Assessment Process

In 2006, the Twain Harte Community Service District Board of Directors (the "Board") conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the District were provided with a notice and ballot for the proposed Park and Recreation Maintenance District (the "Assessment District"). A 45-day period was provided for balloting and a public hearing was conducted on June 20, 2006. After the close of the public input portion of the public hearing, the returned ballots were tabulated. The results of the tabulation were announced at 7 p.m. the same evening.

It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). The final weighted ballot result was 59.28% support for the proposed assessments.

As a result, the District Board (the "Board") gained the authority to approve the levy of the assessments for fiscal year 2006-07 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the San Francisco Bay Area as of January of each succeeding year, with the maximum annual adjustment not to exceed 3%. In the event that the annual change in the CPI exceeds 3%, any percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 3%.

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report ("Report"), budgets and proposed assessments for the upcoming fiscal year. After the Report is completed, the Board may preliminarily approve the Report and proposed assessments and establish the date for a noticed public hearing on the continuation of the assessments.

This Engineer's Report ("Report") was prepared to establish the budget for the improvements, installation, and maintenance and servicing costs that would be funded by the proposed 2024-25 assessments, determine the benefits received by property from such improvements within the Assessment District and apportion the assessments to lots and parcels within the District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").

If the Board approves this Engineer's Report and the continuation of the assessments by resolution, a notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing must be held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 12, 2024. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2024-25. If so confirmed and approved, the assessments would be submitted to the County Auditor for inclusion on the property tax rolls for the fiscal year 2024-25.

Legal Analysis

Proposition 218

This assessment was formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements were satisfied by the process used to establish this assessment.

Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the assessment district

This Engineer's Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article XIIC and XIID of the California Constitution because the improvements to be funded are clearly defined; the benefiting property in the Assessment District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Assessment District and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. There have been a number of clarifications made to the analysis, findings and supporting text in this Report to ensure that this consistency is well communicated.

Dahms v. Downtown Pomona Property

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

Bonander v. Town of Tiburon

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

Beutz v. County of Riverside

On May 26, 2010 the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

Golden Hill Neighborhood Association v. City of San Diego

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

Compliance with Current Law

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the Improvements to be funded are clearly defined; the Improvements are directly available to and will directly benefit property in the Assessment District; and the Improvements provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with *Beutz, Dahms and Greater Goldern Hill* because the Improvements will directly benefit property in the Assessment District and the general benefits have been explicitly calculated and quantified and excluded from the Assessments. The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the Improvements and proportional special benefit to each property.

Plans and Specifications

DEFINITIONS AND DESCRIPTIONS

The improvements to be funded by the Assessment District (the “Improvements”) provide special benefit to parcels within the Assessment District as defined in the Method of Assessment herein. Improvements are legally defined by the Act (Streets & Highways Code §22525) and include, but are not limited to the following:¹

Acquisition, installation, maintenance and servicing of public areas and public facilities, property owned or property rights, easements and/or rights of entry, leases or dedications including, but not limited to, parks, recreation facilities, open space lands, greenbelts, playground equipment, trails, hillsides, viewsheds and watersheds, utility right-of-ways, signage, fencing, fire breaks, picnic areas, restrooms, lighting and other improvements and land preparation such as grading, irrigation or drainage on (1) real property owned by, or encumbered by property rights held by, or maintained by, the Assessment District; or (2) on real property owned by, or encumbered by property rights held by, or maintained by any local agency or non-profit entity within the jurisdictional area of the Assessment District that participates with the Twain Harte Community Services District in any of the installations, maintenance and servicing described herein.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any Improvement, including (a) repair, removal, or replacement of all or part of any Improvement; (b) providing for the life, growth, health and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; (c) the removal of trimmings, rubbish, debris, and other solid waste; and (d) the cleaning, sandblasting and painting of walls and other Improvements to remove or cover graffiti. (Streets & Highways Code §22531)

Servicing means the furnishing of (a) electric current or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other Improvements; and (b) water for irrigation of any landscaping, the operation of any fountains, or the maintenance of any other Improvements. (Streets & Highways Code §22538)

¹. Any Plans and specifications for the Improvements will be filed with the Twain Harte Community Services District and are incorporated herein by reference.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of printing, advertising, and the giving of published and posted notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526)

The assessment proceeds will be exclusively used for Improvements within the District plus Incidental expenses. Reference is made to the plans and specifications, including specific expenditure and improvement plans by park/recreation site, which are on file with the District.

Estimate of Costs And Budget

Introduction

Following are the proposed Improvements, and resulting level of improved park and recreation facilities, for the Assessment District. As previously noted, the baseline level of service included minimal and inadequate maintenance of local park and recreation facilities due to shortages of funds for the District. Improvements funded by the assessments are over and above this baseline level of service. The formula below describes the relationship between the final level of Improvements, the existing baseline level of service, and the enhanced level of Improvements to be funded by the proposed assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

Estimate of Costs

The following is an estimate of the cost of the Improvements that would be funded by the Assessment District in Fiscal Year 2024-25. The expenditures would be governed by the policies and criteria established within this Report.

Table 1 - Estimate of Costs

Twain Harte Community Services District Parks and Recreation Maintenance District Estimate of Cost Fiscal Year 2024-25			<i>Total Budget</i>
Beginning Fund Balance			\$0
Installation, Maintenance & Servicing Costs			
Services Costs			\$89,623
Salaries and Employee Benefits	\$29,373		
Maintenance and Repairs	\$19,350		
Materials and Supplies	\$1,900		
Outside and Debt Services	\$4,500		
Utilities, Prop/Liab Ins, TUD, etc.	\$34,500		
Administrative Cost			\$78,547
Capital Expenses/Outlay			\$525,000
Total Service, Administrative and Capital Expenditures			\$693,170
Additional Expenditures			
Allowance for Uncollectable Assessments			\$0
County Collection, Levy Administration, and Other Incidentals			\$4,280
Total Additional Expenditures			\$4,280
Total Service, Administrative, Capital and Additional Expenditures			\$697,450
Total Benefit of Services and Related Expenses			\$697,450
SFE Units			1620.00
Benefit received per Single Family Equivalent Unit			\$430.52
Less:			
District Contribution for General Benefits			(\$251,082)
District Contribution toward Special Benefits			(\$250,794)
Transfers to (from) reserves			(\$67,140)
Total Revenue from Other Sources			(\$569,016)
Net Cost of Installation, Maintenance and Servicing to Assessment District			\$128,434
Total Installation, Maintenance and Servicing to Assessment District (Net Amount to be Assessed)			\$128,434
Budget Allocation to Property			
	Total SFE Units	Assessment per SFE	Total Assessment
	1,620	\$79.28	\$128,434

Method of Assessment Apportionment

Method of Apportionment

This section of the Engineer's Report explains the special benefits to be derived from the Improvements, the criteria for the expenditure of assessment funds to ensure equal levels of benefit for properties of similar type and the methodology used to apportion the total assessments to properties within the Assessment District.

The Assessment District area consists of all Assessor Parcels within the District as defined by the State Board of Equalization tax rate areas. The method used for apportioning the assessments is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Assessment District or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process.

1. Identification of all benefit factors derived from the Improvements
1. Calculation of the proportion of these benefits that are general
2. Determination of the relative special benefit within different areas within the Assessment District
3. Determination of the relative special benefit per property type
4. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes.

Discussion of Benefit

Assessments can only be levied based on the special benefit to property. Any and all general benefit, including benefit that is indirect or derivative, must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Proposition 218 (Article XIII D of the California Constitution), has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must reasonably exceed the cost of the assessment:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel and that indirect or derivative advantages resulting from the overall public benefits from a service or improvement are general benefits. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

The characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district's property values).

Finally, Proposition 218 twice uses the phrase "over and above" general benefits in describing special benefit. (Art. XIII D, sections 2(i) & 4(f).)

Benefit Factors

Extension of a property's outdoor areas and green spaces for properties within close proximity to the Improvements

The park and recreation facilities in the Assessment District provide larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in the Assessment District. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the “NPRA”), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for parks were specifically established to give all properties within this service radii close proximity and easy access to such public land areas. Eproson Park within the Assessment District is more similar to a community park, since it is larger and has a parking lot and restroom. However, given the somewhat enclosed nature of the properties and roads within the Assessment District, the service area radius for Eproson Park is determined to be approximately one mile. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by many other properties or the public at large. The parcels that are outside of the Assessment District but may also have good proximity and assess the Improvements are addressed in the following general versus special benefit section.

An analysis of the service radii for the Improvements finds that all properties in the Assessment District enjoy the distinct and direct advantage of being close and proximate to a park and recreation facilities within the Assessment District. The benefiting properties in the Assessment District therefore uniquely and specially benefit from the Improvements.

Proximity to improved park and recreational facilities

Only the specific properties within close proximity to the Improvements are included in the Assessment District. Therefore, property in the Assessment District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Assessment District do not share.

In absence of the assessments, the Improvements would not be provided and Eproson Park would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Assessment District, they provide a direct advantage and special benefit to property in the Assessment District.

Access to improved park, open space and recreational areas

Since the parcels in the Assessment District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved park, open space and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Assessment District.

Improved Views

The District, by maintaining the landscaping at its park, recreation and open space facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when property is accessed. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Assessment District.

Benefit Finding

In summary, real property located within the boundaries of the Assessment District distinctly and directly benefits from closer proximity, access and views of the Improvements funded by the Assessments. The Improvements are specifically designed to serve local properties in the Assessment District, not other properties or the public at large. The public at large and other properties outside the Assessment District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Assessment District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

Criteria and Policies

This sub-section describes the criteria that shall govern the expenditure of assessment funds and ensure equal levels of benefit for properties of similar type. The criteria established in this Report, as finally confirmed, cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report or establish additional criteria or policies that do not conflict with this Report.

Assessment Funds Must Be Expended Within the Assessment District

The net available assessment funds, after incidental, administrative, financing and other costs, shall be expended exclusively for Improvements within the boundaries of the Assessment District.

Citizen’s Oversight Committee

A Citizens’ Oversight Committee (the “Citizens’ Oversight Committee”) will be established for the Assessment District. The Citizens’ Oversight Committee shall review potential projects that may be funded by the assessments and shall make recommendations on the expenditure of assessment funds. Members of the Citizen’s Oversight Committee will be nominated by Twain Harte homeowners and/or other recognized organized citizen’s groups and appointed by the Twain Harte Community Services District Board. All members of the Citizens’ Oversight Committee shall own property within Twain Harte Community Services District and shall not have conflicts of interest with the Assessment District or the Improvements and Services funded by the Assessments.

Matching Funds

Matching funds and contributions from other sources are required, thereby maximizing the special benefits from the Assessment District and offsetting any general benefits from the Improvements funded by the Assessments. The District will continue its annual fundraising drives, seek grant funding and special donations towards projects.

General versus Special Benefit

Article XIII C of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

$$\text{General Benefit} = \text{Benefit to real property outside of improvement district} + \text{Benefit to real property inside of improvement district} + \text{Benefit to public at large}$$

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Assessment District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements and other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Assessment District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer’s Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

Calculating General Benefit

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

Benefit to Property Outside the Assessment District

Properties within the Assessment District receive almost all of the special benefits from the Improvements because properties in the Assessment District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Assessment District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Assessment District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Assessment District and within the proximity/access radii for park and recreation facilities in the Assessment District may receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is a form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Assessment District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

Assumptions:

450 parcels outside the district but with good proximity/access of the Improvements within the Assessment District

1,863 parcels in the Assessment District

50% relative benefit compared to property within the Assessment District

Calculation

General benefit to property outside the Assessment District = $450/2,313 * .5 = 9.7\%$

Although it can reasonably be argued that Improvements inside, but near the District boundaries are offset by similar park and recreational improvements provided outside, but near the District's boundaries, we use the more conservative approach of finding that 9.7% of the Improvements may be of general benefit to property outside the Assessment District.

Benefit to Property *Inside* the District that is *Indirect and Derivative and to the Public at Large*

The "indirect and derivative" benefit to property within the Assessment District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Assessment District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Assessment District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit “conferred on real property located in the district”. A measure of the general benefits to property within the Assessment area and/or to the public at large is the percentage of land area within the Assessment District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties used for regional purposes could provide general benefits. Approximately 5.8% of the land area in the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District and/or to the public at large.

The general benefit to the public at large can also be estimated by the proportionate amount of time that the District’s park and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the District². Research conducted by SCI Consulting Group of the park use in similar communities in California has found that between 5% and 10% of park and recreational facility usage in similar rural communities is by those who do not live, work or shop within the jurisdiction’s boundaries. For this Report, we shall use the average of 7.5%. When people outside the Assessment District use the park and recreation facilities, they diminish the availability of the park for people within the Assessment District. Therefore, another 5% of general benefits are allocated for people within the Assessment District.

Combining these measures of general benefits, we find that 18.3% of the benefits from the Improvements may be general benefits to the public at large and property in the Assessment District.

Total General Benefits

Using a sum of these three measures of general benefit, we find that approximately 30% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

<p>GENERAL BENEFIT =</p>
<p>9.7% (Outside the district)</p>
<p>+ 18.3% (Inside the district - indirect and derivative and Public at Large)</p>
<p>= 28% (Total General Benefit)</p>

² . When District facilities are used by those individuals, the facilities are not providing benefit to property within the District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses District facilities but does not reside, work, shop or own property within the District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

Although this analysis finds that 28% of the assessment may provide general benefits, the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 36%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The proposed Assessment District's total budget for installation, maintenance and servicing of the Improvements is \$697,450. Of this total budget amount, the District and other partner agencies and contributors will contribute \$501,876 from sources other than the assessments. This contribution equates to approximately 81.59% of the total budget for installation, maintenance and servicing and constitutes more than the 36% calculated above for general benefits.

Zones of Benefit

The Assessment District is coterminous with the District boundaries. Eproson Park is centrally located so all parcels in the Assessment District are within close proximity to the Improvements. It therefore is appropriate to provide a District-wide Assessment District because all parcels benefit similarly.

In *SVTA v. SCCOSA*, the court noted that a local agency-wide assessment district is appropriate under the right conditions: "Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values)." The court therefore acknowledged the appropriateness of a District-wide assessment so long as each parcel receives a direct advantage from the assessment-funded improvement or service. As demonstrated in this engineer's report, in light of the small District size and the central location of the Improvements in the District, each parcel in the Assessment District receives a direct advantage and special benefit from the Improvements.

Method of Assessment

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the District. These benefits can partially be measured by the occupants on property in the District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.³

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a “benchmark” property, a single family detached dwelling on one parcel (one “Single Family Equivalent Benefit Unit” or “SFE”). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer’s Report, all properties are designated a SFE value, which is each property’s relative benefit in relation to a single family home on one parcel.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for residential improved property was considered but was determined to be inappropriate because commercial, industrial and other property also receive direct benefits from the Improvements.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

³ For example, in *Federal Construction Co. v. Ensign* (1922) 59 Cal.App. 200 at 211, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: “Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city’s sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense.”

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential and its proximity to park and recreational facilities. This method is further described below.

Residential Properties

Residential properties in the District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Detached or attached houses, zero-lot line houses and town homes are included in this category of single family residential property.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property, the average number of people who reside in multi-family residential units versus the average number of people who reside in a single family home and the relative size of each type of residential dwelling unit. The population density factors for District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain property type in the area of the District from the 2000 Census and dividing it by the total number of such households, finds that approximately 2.50 persons occupy each single family residence, whereas an average of 2.33 persons occupy each condominium, 2.29 people per dwelling unit in a multi-family unit, and 2.06 persons per mobile home. These averages, shown in the table below, result in population density equivalent factors for each. Next the relative building areas are factored into the analysis because special benefits are related average size of a property, in addition to average population densities. For example, this calculation results in an SFE factor of 0.85 per dwelling unit for condominiums. As shown in Table 2 on the following page, a similar calculation is used for the SFE Rates for other the residential property types.

Table 2 – Residential Population Factors

	Total Population	Occupied Households	Persons per Household	Pop. Density Equivalent	SqFt Factor	SFE Rate
Single Family Residential	14,428	5,777	2.50	1.00	1.00	1.000
Condominium	543	233	2.33	0.93	0.92	0.8500
Multi-Family Residential	934	412	2.29	0.92	0.71	0.6500
Mobile Homes	1,737	844	2.06	0.82	0.50	0.4100

Source: 2000 Census, Tuolumne County Assessor

Commercial/Industrial Properties

Commercial and industrial properties are generally open and operated for more limited times, relative to residential properties. Therefore, the relative hours of operation can be used as a measure of benefits, since employee density also provides a measure of the relative benefit to property. Since commercial and industrial properties are typically open and occupied by employees approximately one-half the time of residential properties, it is reasonable to assume that commercial land uses receive one-half of the special benefit on a land area basis relative to single family residential property.

The average size of a single-family home with 1.0 SFE factor in the District is 0.40 acres. Therefore, a commercial property with 0.40 acres receives one-half the relative benefit of a single-family home or a 0.50 SFE factor.

The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously are also related to the average number of people who work at commercial/industrial properties.

To determine employee density factors, this Report utilizes the findings from the San Diego County Association of Governments Traffic Generators Study (the "SANDAG Study") because these findings were approved by the State Legislature which determined the SANDAG Study to be a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24. As presented in Table 2, the SFE factors for other types of businesses are determined relative to their typical employee density in relation to the average of 24 employees per acre of commercial property.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per .40 acres for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres. Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.⁴

Table 3 - Commercial/Industrial Density and Assessment Factors

Type of Commercial/Industrial Land Use	Average Employees Per Acre ¹	SFE Units per Fraction Acre ²	SFE Units per Acre After 5
Commercial	24	0.500	0.500
Office	68	1.420	1.420
Shopping Center	24	0.500	0.500
Industrial	24	0.500	0.500
Self Storage or Parking Lot	1	0.021	0.021
Golf Course	3	0.063	0.063

Notes:

¹ Source: San Diego Association of Governments Traffic Generators Study

² The SFE factors for commercial and industrial parcels are applied by 0.40 acre of commercial / industrial use land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

Vacant/Undeveloped Properties

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of Improvements on the property. A measure of the benefits accruing to the underlying land value of land in relation to Improvements for developed property. An analysis of the assessed valuation data from the County of Tuolumne found that approximately 30% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 30% of the benefits are related to the underlying land and 70% are related to the Improvements and the day-to-day use of the property. Using this ratio, the SFE factor for vacant/undeveloped parcels is 0.30 per parcel.

⁴. Benefits to commercial and industrial properties are deemed to be related to the area of parcels that are used for such purposes. In the event that a business/industrial parcel includes undeveloped land area that is clearly not related to the business/industrial use of the parcel, such unused land area shall not be included in the SFE benefit unit calculation.

Other Properties

Article XIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from assessment unless there is clear and convincing evidence that those properties receive no special benefit.

All public properties that are specially benefited are assessed. Public right-of-way parcels, well, reservoir or other water rights parcels that cannot be developed into other improved uses offer similar public resource and open space benefits and/or typically do not generate employees, residents, customers or guests. Moreover, many of these parcels have limited economic value and, therefore, do not benefit from specific enhancement of property value. Such parcels are, therefore, not specially benefited and are not assessed.

Open space parcels, watershed parcels, parks, properties used for educational purposes, greenbelt lands without improvements and common areas typically offer open space and recreational areas on the property that serve to offset the benefits from the Assessment District. Therefore, these parcels receive minimal benefit and are assessed an SFE factor of 0. If such parcels are converted to residential or commercial use they shall be classified to such new use category and shall be assessed as previously described in this Report.

Other publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Appeals of Assessments Levied to Property

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment may file a written appeal with the General Manager of the Twain Harte Community Services District or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or his or her designee shall be referred to the Board and the decision of the Board shall be final.

Assessment

WHEREAS, this Engineer’s Report (the “Report”) has been prepared pursuant to the provisions of the Landscaping and Lighting Act of 1972 (the “Act”) and Article XIID of the California Constitution;

WHEREAS, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the assessment district and an assessment of the estimated costs of the Improvements upon all assessable parcels within the assessment district;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under the Act, Article XIID of the California Constitution and the order of the Board of the Twain Harte Community Services District, hereby make the following assessment to cover the portion of the estimated cost of the Improvements, and the costs and expenses incidental thereto to be paid by the assessment district.

The amount to be paid for the Improvements and the expenses incidental thereto, to be paid by the Assessment District for the fiscal year 2024-25 is generally as follows:

Summary Cost Estimates

	FY 2024-25 Budget
Services Costs	\$89,623
Administrative Cost Allocation	\$78,547
Capital Expenses/Outlay	\$525,000
Incidental Expenses	\$4,280
TOTAL BUDGET	\$697,450
Less: District Contribution	(\$501,876)
Transfer To/(From) Reserve	(\$67,140)
NET AMOUNT TO ASSESSMENTS	\$128,434

As required by the Act, an Assessment Diagram showing the exterior boundaries of the Assessment District is hereto attached and incorporated herein by reference. The distinctive number of each parcel or lot of land in the Assessment District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion the net amount of the cost and expenses of the Improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within the Assessment District, in accordance with the special benefits to be received by each parcel or lot, from the Improvements, and more particularly set forth in the Estimate of Cost and Method of Assessment in the Report.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2022 to December 2023 was 2.62% and the Unused CPI carried forward from the previous fiscal year is 3.71%. Therefore, the maximum authorized assessment rate for the fiscal year 2024-25 is increased by 3% which equates to \$79.28 per single-family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for the fiscal year 2024-25 at the rate of \$79.28, which is equal to the maximum authorized assessment rate.

The assessment is made upon the parcels or lots of land within the Assessment District in proportion to the special benefits to be received by the parcels or lots of land, from the Improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Tuolumne for the fiscal year 2024-25. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2024-25 for each parcel or lot of land within the Assessment District.

Dated: April 22, 2024



Engineer of Work

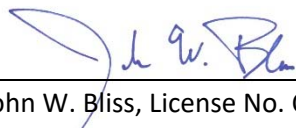
By  _____
John W. Bliss, License No. C52091

Exhibit A - Assessment Diagram

The Assessment District includes all properties within the boundaries of Twain Harte Community Services District, as defined by County Tax Rate Areas. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of the County of Tuolumne, for fiscal year 2024-25, and are incorporated herein by reference, and made a part of this Diagram and this Report.

FILED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

RECORDED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT, COUNTY OF TUOLUMNE, CALIFORNIA, THIS _____ DAY OF _____, 2024.

SECRETARY OF THE BOARD

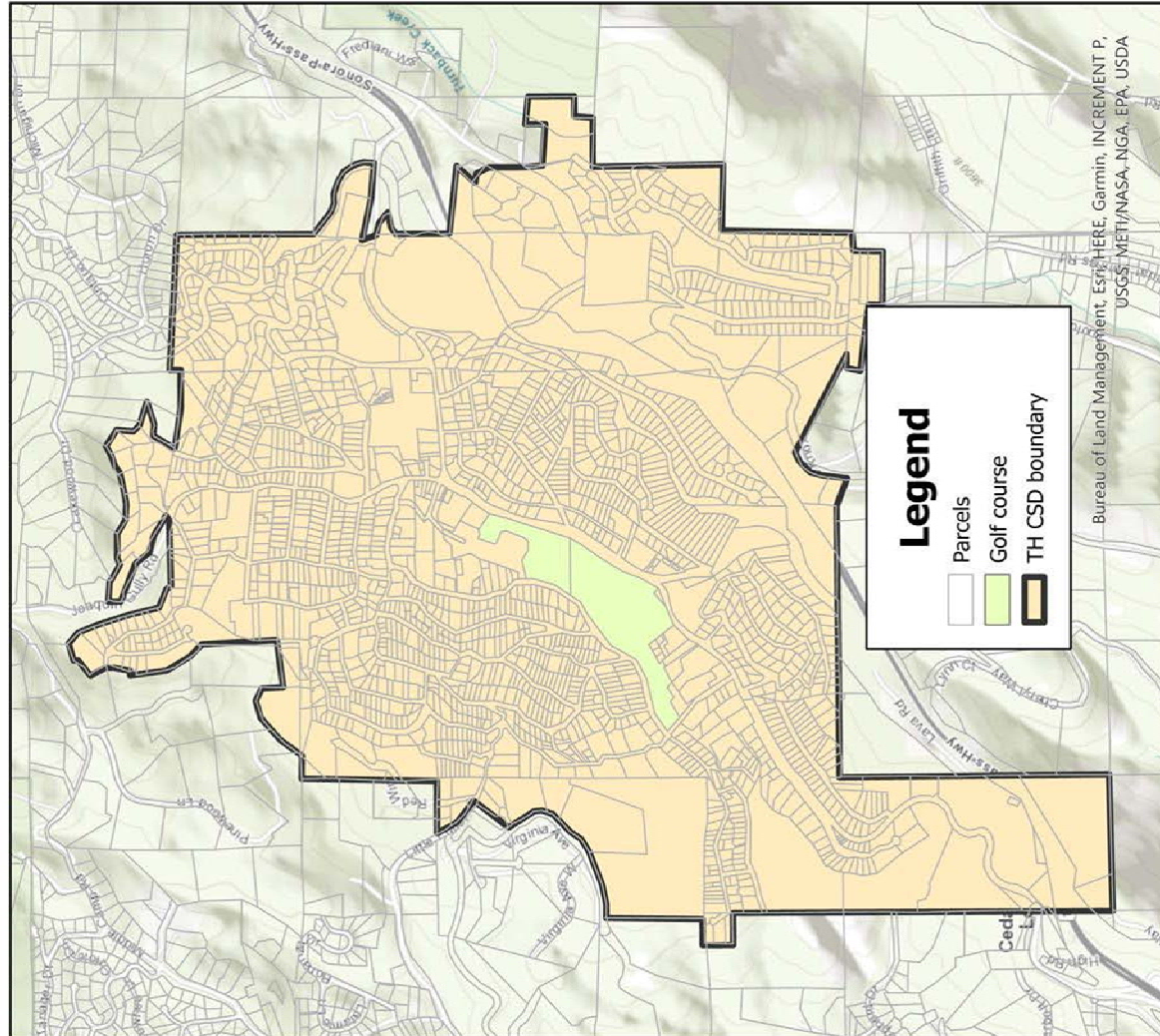
AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE _____ DAY OF _____, 2024 FOR THE FISCAL YEAR 2024-25 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE ON THE _____ DAY OF _____, 2024. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

SECRETARY OF THE BOARD

FILED THIS _____ DAY OF _____ O'CLOCK _____ M. IN THE COUNTY AUDITOR OF THE COUNTY OF TUOLUMNE, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT.

COUNTY AUDITOR, COUNTY OF TUOLUMNE

Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF TUOLUMNE FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.



Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
PARK AND RECREATION ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM**

SCI Consulting Group
4745 Naranja Blvd
Fairfield, CA 94534

Exhibit B - Assessment Roll

An Assessment Roll (a listing of all parcels assessed within the Assessment District and the amount of the assessment) will be filed with the Secretary of the Board and is, by reference, made part of this Report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this Report. These records shall govern for all details concerning the description of the lots or parcels.



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	06J	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-21 – Adoption of the Fiscal Year 2024-25 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-21 – Adoption of the Fiscal Year 2024-25 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

SUMMARY:

As required by California Government Code 61110 and District Policy #3010 (Budget Preparation), the District Board of Directors must adopt an annual budget that conforms to generally accepted budgeting and accounting practices for special districts. The attached Fiscal Year (FY) 2024-25 Budget includes estimated income, operating expenses, capital expenses, a salary plan, and reserve designations.

California Government Code also requires budgets to be presented at a public hearing and the announcement of the public hearing must be published in a local newspaper before the public hearing. A public hearing notice was published in the Union Democrat on June 1, 2024.

The proposed FY 2024-25 Budget was reviewed in detail at each of the May and June Board Committee meetings and all Committees recommended that the Board approve the FY 2024-25 Budget.

FINANCIAL IMPACT:

Adoption of the FY 24/25 budget as presented will result in revenue collection of approximately \$5,405,460 and will authorize staff to make expenditures in an amount not to exceed \$6,588,223.

ATTACHMENTS:

- Affidavit of Publication for Public Hearing – Union Democrat
- Resolution #24-21 – Adoption of the Fiscal Year 2024-25 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.
- FY 2024-25 Budget, Salary Plan, Capital Outlay Plan and Reserve Designations

AFFP

NOTICE OF PUBLIC HEARING The

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

Carey Martin, being duly sworn, says:

That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

June 01, 2024

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 1st day of June 2024.



Carey Martin, Principal Clerk, Tuolumne County, California

NOTICE OF PUBLIC HEARING

The Board of Directors for the Twain Harte Community Services District (District) will conduct a Public Hearing to consider final adoption of the District's 2024/2025 annual budget, salary plan and capital outlay plan. The public hearing will be held at the District office on Wednesday, June 12, 2024, at 9:00 a.m. located at 22912 Vantage Pointe Dr, Twain Harte, CA. Members of the public are invited to attend in person or remotely and provide comments regarding any item in the budget or regarding the addition of other items. Remote access will be made available through a link in the hearing agenda.

A copy of the proposed budget may be requested through e-mail info@twainhartecsd.com or by phoning the District office at (209) 586-3172.
Publication date: June 1, 2024
The Union Democrat, Sonora, CA 95370

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TWAIN HARTE COMMUNITY SERVICES DISTRICT
PO BOX 649
TWAIN HARTE, CA 95383

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-21**

**ADOPTION OF THE FISCAL YEAR 2024-2025 BUDGET, SALARY PLAN, CAPITAL
OUTLAY PLANS AND RESERVE DESIGNATIONS**

WHEREAS, it is estimated that the minimum amount of money required to provide District services for Fiscal Year 2024-25 (FY 24-25) is the sum of \$6,588,223 as detailed in the FY 24-25 Budget, Salary Plan, Capital Outlay Plan, and Reserve Designations (Budget) proposal attached hereto; and

WHEREAS, said Budget expenses include payment of District salaries in accordance with the with the FY 24/25 Salary Plan, included in the Budget; and

WHEREAS, Budget expenses also include payment of capital project and equipment purchases as outlined in the Capital Outlay Plans included in the Budget; and

WHEREAS, the Budget anticipates receipt of \$5,405,460 in service charges, taxes, assessments, and other sources of revenue during FY 24-25; and

WHEREAS, an additional \$1,182,763 will need to be transferred from reserve accounts to cover Budget expenses; and

WHEREAS, the Budget also includes a Reserve Designation Summary, which proposes the amounts from each reserve account from which said additional money should be transferred; and

WHEREAS, each of the Board's committees reviewed and commented on draft Budget proposals at their May and June public meetings.

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

1. The attached 2024-2025 Fiscal Year Budget, Salary Scale, Capital Outlay Plan and Reserve Designations be adopted and implemented, and staff be authorized to make expenditures within said budget pursuant to law and current Board Policy effective July 1, 2024; and
2. The District Secretary is hereby directed to furnish a certified copy of this resolution and the approved Budget to the Tuolumne County Board of Supervisors and Tuolumne County Auditor.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on June 12, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

Twain Harte Community Services District



FISCAL YEAR 2024/25 BUDGET, SALARY PLAN, CAPITAL OUTLAY PLAN, & RESERVE DESIGNATIONS

APPROVED:

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1.0 Introduction

1.1 Purpose

In November of 2019 the Twain Harte Community Services District (District) Board of Directors adopted a strategic plan that reinforced the District’s mission to provide quality and efficient services to the community in a professional, reliable and fiscally responsible manner. A crucial part of this mission, providing services in a fiscally responsible manner, is achieved in part through the creation and approval of the yearly budget. The budget process allocates the necessary resources to ensure quality and efficient services and establishes the District’s direction for the near term.

1.2 Services

The District currently provides services to 1,593 customers – 1,492 residential customers and 101 commercial customers and public entities. It is governed by an elected five-member Board of Directors and is operated by a sixteen-member staff. The District’s services are generally described as follows:

- **Water:** The District provides treated water to all of its customers. Raw water stored in Lyons Reservoir is transported to the District via an open ditch system and is purchased from the Tuolumne Utilities District. The water is treated at the District’s water treatment plant (one million gallons per day capacity), pumped through two pump stations, distributed through approximately 30 miles of pipeline and stored in six storage tanks (totaling 2.5 million gallons of storage). The District also owns and operates three groundwater wells capable of producing 150 gallons per minute and Shadybrook Reservoir, which serves as an emergency water supply source.



- **Sewer:** The District owns and operates a wastewater collection system consisting of approximately 27 miles of sewer mains. All wastewater collected by the District is conveyed to Tuolumne Utilities District for treatment. The Sherwood Forest subdivision is the only area within the District that utilizes individual septic systems to treat wastewater.



- **Fire Protection:** The District provides fire protection and rescue services to the District and the greater Twain Harte area through mutual aid contracts with nearby fire agencies. With full-time staffing, three engines and a centrally located fire station, the District is able to provide emergency response in less than five minutes.



- **Park and Recreation:** The District operates and maintains several facilities to serve the communities' recreation needs – tennis courts, pickleball courts, bocce courts, baseball field, skateboard park, water play area, playground, outdoor stage, pavilion and BBQ picnic areas, and Community Center building.



1.3 Basis of Budgeting

The District's budget is organized through the utilization of funds, with each fund representing a different service component of the District. Every fund is considered its own separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that are comprised of assets, liabilities, fund net position, revenues, and expenditures or expenses, as appropriate. Financial activities are allocated to and accounted for in the individual funds based upon the purposes for which they are to be spent. The District currently utilizes five funds titled: Water, Sewer, Fire, Park, and Admin. The Admin Fund is later transferred through an allocation methodology to the other four funds.

1.4 General Budget Definitions

1.4.1 Revenue

- **Service Charges:** Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services.
 - **Water Service Charge:** Fees collected to recover the cost of providing water service to District customers.
 - **Wastewater Service Charge:** Fees collected to recover the cost of wastewater collection services to District customers.
- **Fees:** Miscellaneous set fees such as late fees, door notice fees, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer's water or wastewater account.
- **Taxes & Assessments**
 - **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all secured property within the Twain Harte Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13.
 - **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property within the District's service area. The term "unsecured" simply refers to property that is not secured real estate such as a house or parcel of

land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.

- **Assessments:** A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.
- **Grants & Donations:** Various grants or donations received for specific purposes or areas.
- **Other Revenue:**
 - **Strike Team Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the Fire Fund only.
 - **Training Revenue:** Income received from outside individuals/organizations who attend District sponsored training classes/seminars.
 - **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
 - **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
 - **Interest Revenue:** Interest earned on investment of District funds.

1.4.2 Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll-related expenses for District employees. Costs include payroll taxes, retirement contributions, health and vision insurance premiums, health reimbursement arrangement expenses, and workers compensation insurance premiums.
- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Materials & Supplies:** Included in this cost category are costs associated with chemical, office, postage, emergency food and janitorial supplies.
- **Outside Services:** Costs from outside consultants/service providers including auditing, legal, engineering, medical, and IT service providers.
- **Other:** Other costs consist of utilities, phone and communication expenses, property and liability insurance, property taxes, training, conferences, travel, certifications, public

education, software licenses and maintenance. In the Water Fund, other costs include the cost of wholesale water purchased from Tuolumne Utilities District (TUD). In the Sewer Fund other costs include the contracted amount with TUD for wastewater treatment.

- **Debt Service:** The amount of principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$5,000 or more and a useful life that is longer than ten years.

1.4.3 Reserves

Reserves are fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. The Board of Directors have established several reserve accounts for each fund described below:

- **Operating Reserve:** These reserves ensure adequate levels of available cash to account for timing differences between revenue collection and payment of expenses. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Revenue Stabilization Reserve:** This reserve is intended to provide a buffer should revenue estimates in any year not meet projections. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Capital Improvement/Asset Replacement Reserve:** The Capital Improvement/Asset Replacement Reserve was established to support the future capital needs of the District with the intent to fund replacement costs of existing facilities or equipment as they reach the end of useful lives, to fund major repairs that extend the useful lives of facilities, or to fund new capital projects. This reserve account has been established for Water, Sewer, Fire and Park Funds.
- **Water Rights Reserve:** The purpose of this reserve is to cover the cost associated with efforts to secure, protect and preserve the District's water rights, which may include funding projects and other activities that will enhance, protect, secure and preserve water rights for beneficial use. This reserve account is established for the Water Fund only.
- **Pension Liability:** Although reported on the Reserve Summary in Attachment C, Pension Liability is not an actual reserve account. It is a value provided each year by CalPERS that represents the unfunded pension liability each Fund is responsible at that time. The liability changes (both up and down) each year depending on a number of factors, including the health of the economic market. It is reported to show this liability must be considered when looking at the District's overall reserve assets.

2.0 FISCAL YEAR 2024/25 ANNUAL BUDGET

2.1 Background

The District's Fiscal Year 2024/25 (FY 24/25) budget is made up of budgets for five individual funds: Water, Sewer, Fire, Park and Administrative. Except for the Administrative fund, which is shared amongst the other four funds, revenues and expenses for each fund must remain within the fund and cannot be assigned to any other purpose. The overall District FY 24/25 budget is presented in Attachment A.

2.2 Budget Assumptions

The Fiscal Year 2024/25 (FY 24/25) District budget includes several general budget assumptions applicable to all funds. Many of the budget assumptions are related to inflation, supply chain issues and other economy-related changes. Specific assumptions and impacts to the FY 24/25 budget include adopted water and sewer rate increases, union and other negotiated salary increases, elimination of the Finance Officer position, addition of financial services consultant, a substantial increase in workers' compensation premiums, increases in property/liability insurance premiums, an increase to the CALPERS employer contribution percentage, and increases in fuel and utility costs. Fund-specific assumptions are described in the individual fund sections of this budget report.

2.3 Salary Plan

In May 2022, the District Board of Directors (Board) approved a labor agreement with Communications Workers of America, representing non-exempt water, sewer and administrative employees. The Board and above-mentioned employee union agreed to a 3% cost of living increase (COLA) for FY 22/23 and a 2%-3% COLA increase (based on CPI) for each successive year of the contract ending June 30, 2027. Since CPI was greater than 3% in FY 23/24, the FY 24/25 COLA is 3% for water, sewer and administrative employees.

In May 2023, the Board approved a labor agreement with IAFF, representing non-exempt fire personnel. The agreement granted a 5% COLA for FY 24/25 and 2% for each successive year of the contract ending June 30, 2028. The FY 24/25 COLA is 2% for fire personnel.

Based on District Resolution #16-19, union-negotiated COLA wage increases also apply to non-represented exempt employees.

In April 2024, the District completed a salary compensation study for its General Manager to determine if the compensation package, inclusive of wages and benefits (retirement, health, life insurance, travel allowances, vacation, etc.), was competitive with other similar organizations. The study revealed that the General Manager's base salary was 20.7% below average and overall compensation package was 12.5% below average. As a result, the Board approved Amendment #3 to the General Manager Employment Agreement to raise the base General Manager salary by 12%.

The FY 24/25 Salary Plan can be found in Appendix B. The Salary Plan reflects specific wage adjustments directed by the District Board and negotiated through labor agreements for all District staff positions.

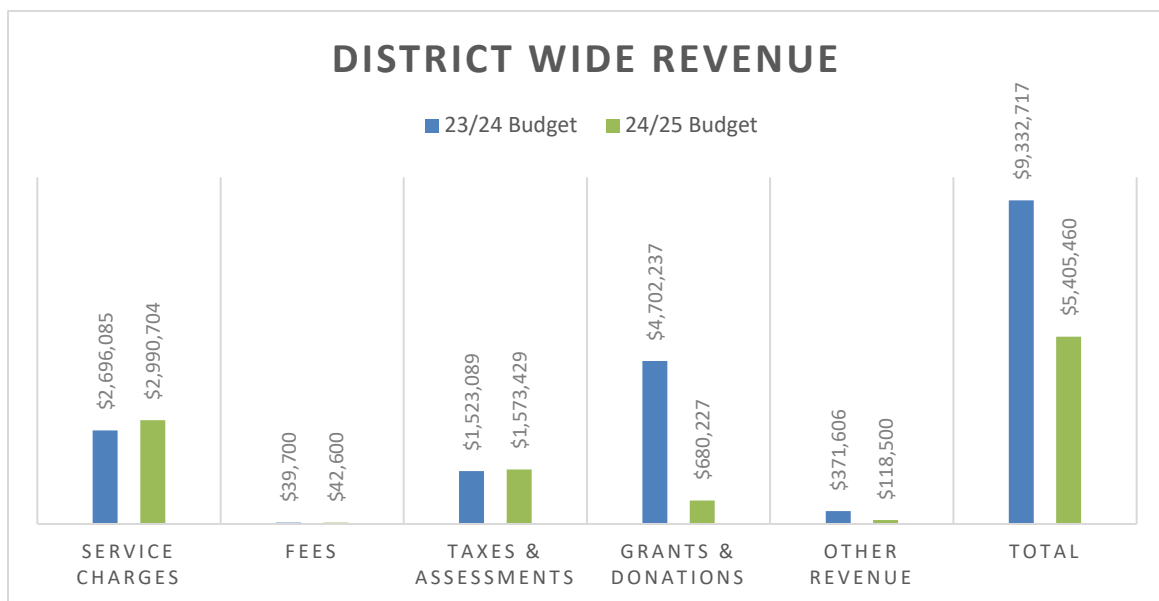
The FY 24/25 Budget includes a total of 16.1 FTE’s in the following positions:

- Operations Division
 - Operator 1 – 1.8 FTE
 - Operator 2 – 3 FTE
 - Operator 3 – 1 FTE
 - Operations Manager/Assistant General Manager – 1 FTE
- Fire Division
 - Seasonal Engineer – 1.5 FTE
 - Captain – 3 FTE
 - Fire Chief – 1 FTE
- Administration Division
 - Accounting/Administrative Assistant – 0.3 FTE
 - Customer Services Representative – 1.75 FTE
 - Administrative Coordinator/Board Secretary – 0.75 FTE
 - General Manager – 1 FTE

2.4 Budget Summary

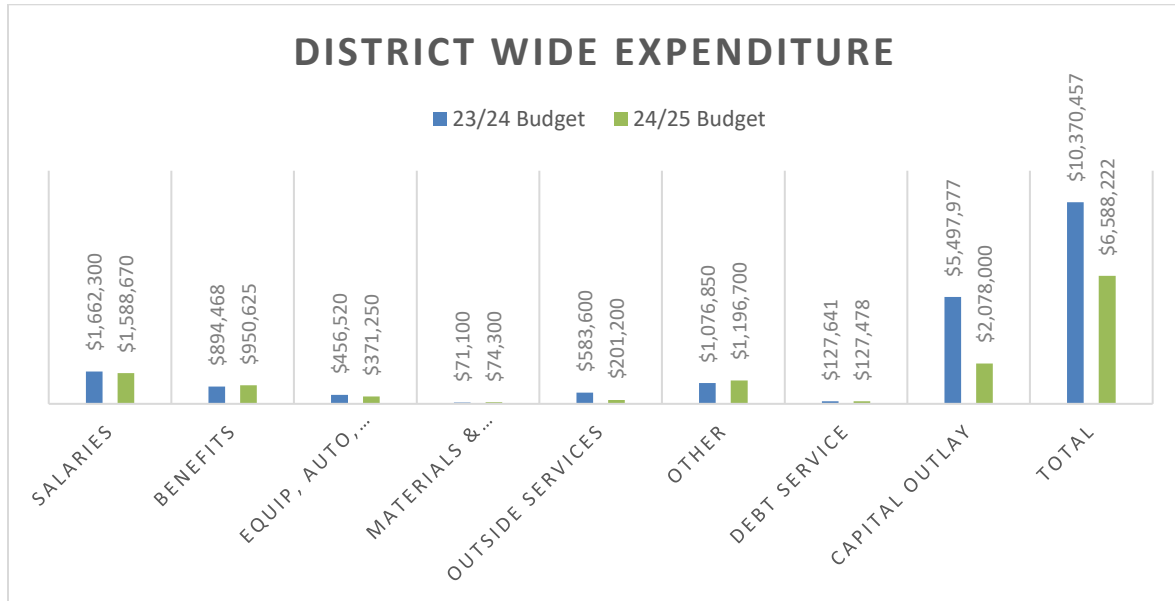
2.4.1 District-Wide Revenue

The FY 24/25 budgeted total revenue for the District is \$5,405,460 which is approximately \$3,927,257 less than the budgeted revenue for FY 23/24. This is primarily due to a decrease in FY 24/25 grant revenues awarded to the Water, Fire, and Park Funds.



2.4.2 District-Wide Expenses/Expenditure

The FY 24/25 budgeted total expense/expenditure for the District is \$6,588,222 which is approximately \$3,782,235 less than the FY 23/24 Budget. The primary reason for the reduction in expenses is a decrease in one-time grant-related capital project expenses.



2.4.3 District-Wide Reserve Levels

With the exception of the Fire Fund, the FY 24/25 budgeted operating revenue (all revenue minus grant revenue) for all District Funds exceeds operating expenses (all expenses minus capital expenditures). However, the costs of planned capital projects exceed revenues, mainly due to the need to replace degrading infrastructure. Additional revenue to fund these projects is funded by capital improvement/asset replacement reserve accounts (Capital Reserves) in each fund. The projected total reduction of District capital reserves across all Funds is \$1,182,763, bringing the total balance of all capital reserve accounts to a new total of \$2,162,776. Projected FY 24/25 Reserve Designations are presented in Attachment C.

3.0 Water Budget

3.1 Background

The Water Fund captures all financial transactions related to the acquisition, treatment, distribution and administration of providing potable water to District customers. The Water Fund is an enterprise fund and expenses for this service are recovered primarily through user charges. The detailed FY 24/25 Water Fund Budget is presented in Attachment D.

3.2 Budget Assumptions

3.2.1 Water Service Rate Increases

The District adopted a Water/Sewer Rate Study in November 2023, which recommended a 5-year water rate increase schedule to cover rising inflation, wholesale water rate increases, and capital expenses to repair/replace degrading infrastructure. After completing the Proposition 218 process, the Board approved the 5-year rate schedule in January 2024. The rate schedule includes incremental increases between January 15, 2024, and July 15, 2027. The FY 24/25 Water Fund Budget assumes water service charges will be based on the rate increase effective July 15, 2024, with customer water consumption remaining the same as in FY 23/24.

3.2.2 Water Supplier Rate Increase

The District's wholesale water supplier, Tuolumne Utilities District, adopted a 5-year rate increase in June 2023. Rate increases effective July 1, 2024, are included in the FY 24/25 Water Fund Budget.

3.2.3 Grant Projects

The District's grant-funded Million Gallon Tank #2 Rehabilitation Project and Water System Condition Assessment Project were completed in FY 23/24. No grant-funded projects are included in the FY 24/25 Water Fund Budget.

3.2.4 Insurance Increases

The FY 24/25 Water Fund Budget includes an estimated 13% increase for property/liability insurance and a 32% increase for workers' compensation, as projected by the District's insurance company.

3.3 Revenue

After incorporating the above budget assumptions, the total Water Fund revenue is projected to be \$1,740,474. This represents a decrease from the FY 23/24 budget of approximately \$1,386,252, primarily due to a decrease in one-time grants.

3.4 Expenditures

The FY 24/25 Water Fund expenses are projected to be \$2,355,994, which is approximately \$1,390,558 less than FY 23/24. This change is primarily due to a reduction in grant-related projects as detailed above.

3.5 Capital Outlay Plan

The FY 24/25 Water Fund Capital Outlay Plan presented in Attachment D, includes the following capital projects:

3.5.1 WTP Motor Control Center Upgrade

Replace and upgrade motor control center at the District's surface water treatment plant (WTP). The existing motor control center has exceeded its useful life and parts no longer exist to service it. The project was initiated in FY 22/23 and is anticipated to be complete in FY 24/25.

3.5.2 FH Improvements

Replace one to two substandard fire hydrants within the system to better meet California fire flow requirements.

3.5.3 SCADA Upgrade

Upgrade and expand the District's Supervisory Control and Data Acquisition (SCADA) system, which monitors and controls the District's water treatment plant. The current SCADA system technology is outdated and not capable of monitoring and controlling the entire water system. SCADA upgrades will include greater monitoring and control measures, which will improve system operations, increase efficiency, and provide greater safety and reliability. This project will be combined with a project to provide SCADA for the District's sewer system. The project is anticipated to be complete in FY 24/25.

3.5.4 Cedar Pines Pressure Zone Upgrades

Upgrade undersized waterlines and construct new parallel lines near East Avenue to change the pressure zone of Cedar Pines Vista and a portion of the water system. The project will result in the replacement of aging water lines, the elimination of an aging water tank and pump station, improved system pressures, improved water quality, and reduced operations costs. Project design is anticipated to be initiated in FY 24/25 and construction is anticipated to be completed in FY 25/26.

3.5.5 Manzanita Ct Waterline Upgrade

Upgrade the undersized, deteriorated 2-inch steel waterline on Manzanita Court and add a fire hydrant. The project will result in the provision of fire flows required by the California Fire Code. Project design and construction is anticipated to be completed in FY 24/25.

3.6 Reserves

The FY 24/25 Water Fund Budget projects that revenue will exceed operating expenditures by \$182,480. This surplus revenue will fund a portion of FY 24/25 water-related capital projects, with the remaining expense balance of \$615,520 funded by the Water Fund Capital Reserves. Attachment C details FY 24/25 Reserve Designations for the Water Fund.

4.0 Sewer Budget

4.1 Background

The Sewer Fund captures all financial transactions related to the acquisition, collections, treatment, and administration of providing wastewater collection and treatment services to District customers. The District provides and maintains lines for collection services and contracts with Tuolumne Utilities District for treatment services. The Sewer Fund is an enterprise fund and expenses for this service are recovered primarily through user charges. The detailed FY 24/25 Sewer Fund Budget is presented in Attachment E.

4.2 Budget Assumptions

4.2.1 Sewer Service Rate Increase

The District adopted a Water/Sewer Rate Study in November 2023, which recommended a 5-year sewer rate increase schedule to cover rising inflation, wastewater treatment contract rate increases, and capital expenses to repair/replace degrading infrastructure. After completing the Proposition 218 process, the Board approved the 5-year rate schedule in January 2024. The rate schedule includes incremental increases between January 15, 2024, and July 15, 2027. The FY 24/25 Sewer Fund Budget assumes sewer service charges will be based on the rate increase effective July 15, 2024.

4.2.2 Sewer Treatment Contract Rate Increase

The District's wastewater treatment provider, TUD, adopted a 5-year rate increase in June 2023. Rate increases effective July 1, 2024, are included in the FY 24/25 Sewer Fund Budget.

4.2.3 Grant Projects

The District included \$25,000 of sewer-related grant funding in FY 23/24, based on an assumption of a grant award for the Twain Harte Pipeline Project. That grant award has been delayed and the FY 24/25 Sewer Fund Budget assumes no grant revenue.

4.2.4 Insurance Increases

The FY 24/25 Sewer Fund Budget includes an estimated 13% increase for property/liability insurance and a 16% increase for workers' compensation, as projected by the District's insurance company.

4.3 Revenue

After incorporating the above budget assumptions, the total Sewer Fund revenue is projected to be \$1,392,173. This represents an increase from the FY 23/24 budget of approximately \$140,106, primarily due to sewer service rate increases.

4.4 Expenditures

The FY 24/25 Sewer Fund expenses are projected to be \$1,728,994, which is approximately \$173,015 higher than FY 23/24. This increase is primarily due to the TUD wastewater treatment rate increase and an increase in capital projects.

4.5 Capital Outlay Plan

The Sewer Fund Capital Outlay Plan presented in Attachment E, includes the following capital projects in FY 24/25:

4.5.1 Lift Station Backup Pump

Procure a backup pump for the District's three sewer lift stations to provide added resiliency and prevent sewer overflows. The project is anticipated to be complete in FY 24/25.

4.5.2 SCADA Upgrade

Upgrade and expand the District's Supervisory Control and Data Acquisition (SCADA) system, which currently monitors and controls the District's water treatment plant. SCADA upgrades will include monitoring and control measures at all of the District's sewer lift stations, which will improve system operations, increase efficiency, and provide greater safety and reliability. This project will be combined with a project to provide SCADA for the District's water system. The project is anticipated to be complete in FY 24/25.

4.5.3 Sewer Main Re-Lining/Replacement

Reline or replace critical, degraded sewer lines to extend life and prevent blockages caused by root intrusion. Location and length to be determined through video inspection and issues found during routine sewer line cleaning and preventative maintenance. Lining the sewer line will reduce inflow and infiltration, prevent sewer overflows and increase the life of the line by more than 50 years. This project is ongoing and is scheduled every year as part of the District's continual sewer capital improvement program.

4.5.4 Twain Harte Pipeline Replacement Project

Replace approximately two miles of deteriorating sewer main line. Sewer line to be replaced was identified as the District's most degraded and highest risk sewer line. The project will greatly reduce the risk of sewer overflows and will help minimize inflow and infiltration. The District anticipates receiving grant funding for this project in FY 24/25. If no funding is received, the budget will be utilized to re-strategize project implementation. Project design is anticipated to be initiated in FY 25/26 and construction is anticipated to be complete in FY 26/27.

4.6 Reserves

The Sewer Fund operating revenue (all revenue minus grant revenues) are anticipated to exceed operating expenses (expenses minus capital expenditures) by \$56,179. This surplus revenue will fund a portion of FY 24/25 sewer-related capital projects, with the remaining expense balance of \$336,821 funded by the Sewer Fund Capital Reserves. Attachment C details FY 24/25 Reserve Designations for the Sewer Fund.

5.0 Fire Budget

5.1 Background

The Fire Fund captures all financial transactions related to fire protection and rescue services provided to District customers. This includes the cost of full-time (24 hours per day) staffing levels, a fire station, fire engines, training facilities and other equipment and vehicles. The Fire Fund is a governmental fund and expenses are recovered through property taxes and voter-approved assessments. The detailed FY 24/25 Fire Fund Budget is presented in Attachment F.

5.2 Budget Assumptions

5.2.1 Property Tax Increase

The FY 24/25 Fire Fund budget assumes a 3% increase in property taxes, based on the 10-year average.

5.2.2 Assessment Rates

The Fire Fund currently receives income from three voter-approved assessments. Two of the three assessments are subject to an annual adjustment tied to the Consumer Price Index-U (CPI) for the San Francisco Bay Area as of December of each year. Both assessments contain language that the adjustment may not exceed a certain percentage, one of which is 3% and the other 4%. The change in the CPI from December 2022 to December 2023 was 2.62%. Each assessment is allowed to carryover excess CPI increases from previous years that exceed the maximum allowed assessment increase. Carryover from previous years provided for assessment increases of 3% and 3.75%, which is included in FY 24/25 Fire Fund Budget. The third assessment is no longer subject to an annual adjustment calculation and remains at the FY 23/24 level.

5.2.3 Strike Team

The FY 24/25 Fire Fund Budget assumes no strike team activity. The budget will be adjusted later if District personnel and equipment respond to requests to respond to state or federal government mutual aid assignments.

5.2.4 Grant Revenue

In FY 23/24, the Fire Fund received several small one-time grants and was awarded a portion of a Stormwater Grant for the Fire Training Parking Lot Project outlined in the Capital Outlay Plan. The FY 24/25 Fire Fund Budget assumes the receipt of one small grant and the unspent portion of the FY 23/24 Stormwater Grant funds.

5.2.5 Insurance Increases

The FY 24/25 Fire Fund Budget includes an estimated 13% increase for property/liability insurance and an 82% increase for workers' compensation, as projected by the District's insurance company. The large increase in workers' compensation insurance is directly related to two substantial fire

personnel injuries in the past 3 years. FY 24/25 is projected to be the peak of the increases from those injuries and premiums are anticipated to decrease over the next three years.

5.2.6 Equipment Maintenance

In FY 23/24, the Fire Fund incurred substantial equipment repair costs due to unanticipated motor repairs required for Engine 723. FY 24/25 Fire Fund equipment maintenance costs do not assume similar repairs and are, therefore, substantially lower than FY 23/24

5.3 Revenue

After incorporating the above budget assumptions, total FY 24/25 Fire Fund revenue is projected to be \$1,640,670. This represents a decrease from the FY 23/24 Fire Fund Budget of approximately \$280,330, primarily due to the decrease in strike team and grant revenue.

5.4 Expenditures

The FY 24/25 Fire Fund expenses are projected to be \$1,763,481, which is approximately \$185,280 lower than FY 23/24. This decrease is primarily due to a reduction in capital improvement projects and strike team related expenses. All other budget assumptions and changes are detailed in Attachment F.

5.5 Capital Outlay Plan

The Fire Fund Capital Outlay Plan in Attachment F, includes the following capital projects in FY 24/25:

5.5.1 Community Center Improvements

Remodel the District's Community Center with ADA bathrooms, improved kitchen, table and chair storage, parking lot drainage improvements, and new flooring. The project costs are shared by the Fire and Park Divisions based on shared ownership. The project was initiated in FY 22/23 and is anticipated to be complete in FY 24/25.

5.5.2 Training Parking Lot

Construct an extended permeable parking lot at the administration office and fire training center to accommodate large fire trainings. The project includes innovative stormwater practices, including permeable paving, rainwater capture and bioswales to provide parking, while reducing flooding and improving water quality. The project is mostly grant-funded through the State Water Resources Control Board Stormwater Grant Program. The project was initiated in FY 23/24 and is anticipated to be completed in FY 24/25.

5.5.3 Utility 722 Replacement

Utility 722 was retired from the Fire Division fleet last FY. The vehicle is primarily used for training, single resource wildfire assignments and as a backup vehicle. Replacement of Utility 722 is anticipated to be complete in FY 24/25.

5.6 Reserves

The FY 24/25 Fire Fund Budget projects that operating expenses (all expenses minus capital expenses) will exceed operating revenue (all revenue minus capital-related grant revenue) by \$1,586. This deficit is primarily related to large workers' compensation insurance premium increases, which are expected to begin decreasing in FY 25/26. This operational deficit, combined with capital-related grants and capital expenses, leave a total expense balance of \$122,811 to be funded by Fire Fund Capital Reserves. Attachment C details FY 24/25 Reserve Designations for the Fire Fund.

6.0 Park Budget

6.1 Background

The Park Fund captures all financial transactions related to park and recreation services provided to District customers. This includes the cost of maintaining the tennis courts/pickleball courts, baseball field, skateboard park, playground, bocce courts, bathrooms, outdoor stage, community center, and Twain Harte Meadows Park. Costs also include the cost of building new equipment or providing new recreational activities. The Park Fund is a governmental fund and expenses for this service are recovered through property taxes, one voter-approved assessment, donations and usage fees. The detailed FY 24/25 Park Fund Budget is presented in Attachment G.

6.2 Budget Assumptions

6.2.1 Property Tax Increase

The FY 24/25 Park Fund budget assumes a 3% increase in property taxes, based on the 10-year average

6.2.2 Assessment Increase

The Park Fund currently receives income from one voter-approved assessment. The assessment is subject to an annual adjustment tied to the Consumer Price Index-U (CPI) for the San Francisco Bay Area as of December of each succeeding year with a maximum annual adjustment not to exceed 3%. The change in the CPI from December 2020 to December 2021 was 2.62%. The assessment is allowed to carryover excess CPI increases from previous years that exceed the maximum allowed assessment increase. Carryover from previous years provided for a total assessment increase of the maximum 3%, which is included in FY 24/25 Park Fund Budget.

6.2.3 Grant Revenue

The District received large grants from the Proposition 1 Stormwater Grant Program, a Proposition 68 Rural Recreation/Tourism grant, a Proposition 68 Per Capita Grant, and a Sonora Area Foundation Grant. These grants fund multi-year projects, including the Twain Harte Meadows Park and Tennis/Pickleball Court Expansion Projects described in the Capital Outlay Plan section below. Both grant-funded projects were initiated in previous fiscal years and are anticipated to be completed in FY 24/25. The FY 24/25 Park Fund Budget anticipates \$525,000 in remaining grant project costs with \$442,952 in related grant revenue.

6.2.4 Insurance Increases

The FY 24/25 Park Fund Budget includes an estimated 13% increase for property/liability insurance, as projected by the District's insurance company

6.2.5 Twain Harte Meadows Park Maintenance

The District anticipates the completion of Twain Harte Meadows Park in FY 24/25. The FY 24/25 Park Fund Budget includes increased maintenance and utility costs associated with the new park facility.

6.2.6 Eproson Park Parking Lot Reseal

The Eproson Park parking lot needs to be resealed to extend life. This maintenance cost is estimated at \$13,500 and is a one-time cost incorporated into the FY 24/25 Park Fund operating budget.

6.3 Revenue

After incorporating the above budget assumptions, the total Park Fund revenue is projected to be \$632,143. This represents a decrease of \$2,400,781 from the FY 23/24 Park Fund Budget, primarily due to a reduction in grant related revenue.

6.4 Expenditures

The FY 24/25 Park Fund expenditures are projected to be \$739,755, which is approximately \$2,379,411 lower than FY 23/24, primarily due to a decrease in grant-related capital project costs. All other budget assumptions and changes are detailed in Attachment G.

6.5 Capital Outlay Plan

The Park Fund Capital Outlay Plan presented in Attachment G, includes the following capital projects in FY 24/25:

6.5.1 Community Center Improvements

Remodel the District's Community Center with ADA bathrooms, improved kitchen, table and chair storage, parking lot drainage improvements, and new flooring. The project costs are shared by the Fire and Park Divisions based on shared ownership. The project was initiated in FY 22/23 and is anticipated to be complete in FY 24/25.

6.5.2 Twain Harte Meadows Park

Design and construct the community-developed Twain Harte Meadows Park Project. The project is funded through the State Water Resources Control Board's Stormwater Grant Program and the State Parks and Recreation Rural Recreation and Tourism Grant Program. The project was initiated in FY 19/20 and is anticipated to be complete in FY 24/25.

6.5.3 Tennis/Pickleball Court Expansion

This project improves the District's Tennis and Pickleball Courts by: (1) converting degraded asphalt tennis courts into clay courts with a 20-year life span and (2) expanding the two existing pickleball courts to create four pickleball courts with a long-lasting, low maintenance grid surface. The project is partially funded by a Proposition 68 Per Capita Grant and a Sonora Area Foundation grant. It is anticipated to be complete in FY 24/25.

6.5.4 Skate Park Improvements

This project includes minor upgrades to the Skate Park. The scope of improvements will be determined through outreach and engagement with Skate Park stakeholders. The project is anticipated to be complete in FY 24/25.

6.6 Reserves

The FY 24/25 Park Fund Budget projects that operating revenue (all revenue minus grant revenue) will exceed operating expenditures (all expenses minus capital expenses) by \$1,436. This surplus revenue, along with grant revenue will fund the majority of FY 24/25 park-related capital projects. The remaining expense balance of \$107,612 will be funded by Park Fund Capital Reserves. Attachment C details Reserve Designations for the Park Fund.

7.0 Administrative Budget

7.1 Background

The Administrative Fund (Admin Fund) captures all financial transactions related to the provision of administrative duties to all service areas of the District. These include costs associated with customer service, accounting, management and other shared administrative activities. All costs are recovered from the various service funds, based on allocation methodologies such as amount of staff time spent on providing each type of service. Total Administrative Fund revenue and expenses are allocated at the end of each month by the following percentages:

- Water Fund: 47%
- Sewer Fund: 25%
- Fire Fund: 18%
- Park Fund: 10%

The detailed FY 24/25 Administration Fund Budget is presented in Attachment H.

7.2 Budget Assumptions

7.2.1 Personnel Changes

The FY 24/25 Admin Fund Budget includes the elimination of a 0.9 FTE Finance Officer position, the elimination of a 0.25 FTE Accounting/Administrative Assistant and the addition of a 0.75 FTE Customer Services Representative. These changes are the result of a plan to provide administrative services in a more cost-effective manner after the District's previous Finance Officer accepted another position. The plan results in a reduction in staffing costs.

7.2.2 Financial Consultant

The FY 24/25 Admin Fund Budget includes the addition of a financial consultant, at a total cost of \$69,800. This change is the result of a plan to provide administrative services in a more cost-effective manner after the District's previous Finance Officer accepted another position.

7.2.3 LAFCO Increases

The FY 24/25 Admin Fund Budget includes increases in Tuolumne County Local Agency Formation Commission (LAFCO) fees based on LAFCO's significantly increased adopted budget.

7.2.4 PERS Increases

The FY 24/25 Admin Fund Budget includes projected CalPERS retirement increases, which are projected to increase 9% above FY 23/24 costs due to increased unfunded liability estimates. This increase includes a reduction in Admin Fund salaries.

7.2.5 Insurance Increases

The FY 24/25 Admin Fund Budget includes an estimated 13% increase for property/liability insurance and a 20% increase for workers' compensation, as projected by the District's insurance company.

7.2.6 One-Time Board Training

The FY 24/25 Admin Fund Budget includes approximately \$5,400 for one-time training for the District Board of Directors.

7.3 Revenue

The Administrative Fund does not represent a specific service area and therefore, does not generate any revenue through service charges, property taxes, or assessments. Revenue is minimal and usually consists of items directly related to administration. FY 24/25 revenue is projected at \$1,000.

7.4 Expenditures

The FY 24/25 Administrative Fund expenditures are projected to be \$842,878, which is approximately \$35,895 higher than FY 22/23. This increase is primarily due to the increases described in the above budget assumptions detailed above. Administrative Fund expenses are detailed in Attachment H.

Attachment A: FY 24/25 Budget Summary

Twain Harte Community Services District
2024-2025 Budget

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	10,000	41%	-	-	0%	42,600
Taxes & Assessments	41,382	42,623	3%	-	-	0%	1,329,463	1,373,715	3%	152,245	157,091	3%	-	-	0%	1,573,429
Grants & Donations	1,506,007	-	-100%	25,000	-	-100%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	680,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
Total Program Revenue	\$ 3,126,256	\$ 1,740,004	-44%	\$ 1,251,817	\$ 1,391,923	11%	\$ 1,920,820	\$ 1,640,490	-15%	\$ 3,032,824	\$ 632,043	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,405,460
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,126,726	\$ 1,740,474	-44%	\$ 1,252,067	\$ 1,392,173	11%	\$ 1,921,000	\$ 1,640,670	-15%	\$ 3,032,924	\$ 632,143	-79%	\$ -	\$ -	0%	\$ 5,405,460
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 619,077	-11%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 407,529	-5%	\$ 1,588,670
Benefits	200,538	211,484	5%	109,650	114,632	5%	346,968	379,285	9%	18,072	11,375	-37%	219,242	233,849	7%	950,625
Equip, Auto, Maint, & Repairs	166,200	137,700	-17%	85,700	69,700	-19%	165,550	120,800	-27%	24,370	31,050	27%	14,700	12,000	-18%	371,250
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,200	2%	4,500	4,500	0%	64,900	99,300	53%	201,200
Other (Utilities, Prop/Liab Ins, TUD)	254,100	255,200	0%	611,400	700,300	15%	104,700	120,600	15%	29,300	34,700	18%	77,350	85,900	11%	1,196,700
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,161,841	-26%	\$ 1,037,433	\$ 1,125,274	8%	\$ 1,352,604	\$ 1,276,763	-6%	\$ 98,041	\$ 103,467	6%	\$ 806,983	\$ 842,878	4%	\$ 4,510,222
Administrative Cost Allocation	379,282	396,153	4%	201,746	210,720	4%	145,257	151,718	4%	80,698	84,288	4%	(806,983)	(842,878)	4%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,557,994	-20%	\$ 1,239,179	\$ 1,335,994	8%	\$ 1,497,861	\$ 1,428,481	-5%	\$ 178,739	\$ 187,755	5%	\$ -	\$ -	0%	\$ 4,510,223
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 182,480		\$ 12,888	\$ 56,179		\$ 423,139	\$ 212,189		\$ 2,854,185	\$ 444,388		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,789,850	798,000	-55%	316,800	393,000	24%	450,900	335,000	-26%	2,940,427	552,000	-81%	-	-	0%	2,078,000
Total Capital Expenses	\$ 1,789,850	\$ 798,000	-55%	\$ 316,800	\$ 393,000	24%	\$ 450,900	\$ 335,000	-26%	\$ 2,940,427	\$ 552,000	-81%	\$ -	\$ -		\$ 2,078,000
GRAND TOTAL EXPENSES	\$ 3,746,552	\$ 2,355,994	-37%	\$ 1,555,979	\$ 1,728,994	11%	\$ 1,948,761	\$ 1,763,481	-10%	\$ 3,119,166	\$ 739,755	-76%	\$ -	\$ -	0%	\$ 6,588,223
Transfer To/(From) Reserve	\$ (619,826)	\$ (615,520)		\$ (303,912)	\$ (336,821)		\$ (27,761)	\$ (122,811)		\$ (86,242)	\$ (107,612)		\$ -	\$ -		\$ (1,182,763)

Attachment B: FY 24/25 Salary Plan

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2024/25 HOURLY SALARY SCHEDULE - Effective July 1, 2024**

TITLE	Competence Salary Steps					Expertise Salary Steps**				
	1	2	3	4	5	6	7	8	9	
UNION POSITIONS										
Accounting/Administrative Assistant*	\$ 25.102	\$ 26.357	\$ 27.677	\$ 29.059	\$ 30.512	\$ 32.038	\$ 33.640	\$ 35.322	\$ 37.087	
Customer Services Representative*	\$ 27.631	\$ 29.012	\$ 30.461	\$ 31.986	\$ 33.586	\$ 35.263	\$ 37.025	\$ 38.878	\$ 40.821	
Fire Captain^	\$ 25.745	\$ 27.034	\$ 28.384	\$ 29.805	\$ 31.293	\$ 32.858	\$ 34.502	\$ 36.229	\$ 38.039	
Seasonal Fire Engineer	\$ 17.000									
Fire Relief Captain^	\$ 19.635									
Utility Maintenance Worker*	\$ 21.630	\$ 22.711	\$ 23.846	\$ 25.038	\$ 26.290	\$ 27.605	\$ 28.985	\$ 30.434	\$ 31.955	
Utility Operator I*	\$ 25.131	\$ 26.386	\$ 27.705	\$ 29.089	\$ 30.544	\$ 32.071	\$ 33.675	\$ 35.358	\$ 37.125	
Utility Operator II*	\$ 28.633	\$ 30.065	\$ 31.567	\$ 33.146	\$ 34.803	\$ 36.542	\$ 38.372	\$ 40.288	\$ 42.304	
Utility Operator III*	\$ 35.799	\$ 37.590	\$ 39.467	\$ 41.441	\$ 43.512	\$ 45.689	\$ 47.974	\$ 50.370	\$ 52.889	
MANAGEMENT POSITIONS (Exempt)										
Administrative Coordinator/Board Secretary*	\$ 33.441	\$ 35.113	\$ 36.868	\$ 38.712	\$ 40.647	\$ 42.680	\$ 44.814	\$ 47.054	\$ 49.407	
Finance Officer*	\$ 47.357	\$ 49.724	\$ 52.210	\$ 54.821	\$ 57.564	\$ 60.443	\$ 63.463	\$ 66.635	\$ 69.968	
Fire Chief~^	\$ 52.132	\$ 54.740	\$ 57.476	\$ 60.352	\$ 63.366	\$ 66.536	\$ 69.865	\$ 73.357	\$ 77.024	
Operations Manager/Assistant General Manager*	\$ 50.502	\$ 53.027	\$ 55.678	\$ 58.461	\$ 61.384	\$ 64.453	\$ 67.676	\$ 71.060	\$ 74.613	
General Manager (By Contract)*	2024/25 Negotiated Contract Amount: \$82.378/hour									

Notes

* 3% Union Negotiated COLA Increase Effective July 1, 2024

^ 2% Union Negotiated COLA Increase Effective July 1, 2024

** Succession to the next step requires a minimum of five years at the previous step.

Last Revised - June 14, 2023

Adopted - June 12, 2024

Attachment C: FY 24/25 Reserve Designations

PROPOSED RESERVE SUMMARY

As of June 30, 2024 (Projected)

	Water	Sewer	Fire	Parks	Total
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 1,649,001	\$ 767,660	\$ 542,351	\$ 360,232	\$ 3,345,540
Rate/Revenue Stabilization Reserve	\$ 163,258	\$ 135,812	\$ 66,651	\$ 12,235	\$ 377,956
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,932,342	\$ 903,473	\$ 609,002	\$ 372,467	\$ 3,817,283
Assigned					
Operating Reserve	\$ 389,498	\$ 333,998	\$ 714,240	\$ 93,877	\$ 1,531,615
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 273,431	\$ 271,498	\$ 573,805	\$ 93,877	\$ 1,212,613
ESTIMATED ENDING BALANCE - FY 23/24	\$ 4,195,519	\$ 2,100,363	\$ 2,663,871	\$ 1,879,000	\$ 10,838,753

23/24 Projected Transfer To/(From) Reserve

Capital Improvement/Asset Replacement Reserve	\$ (615,520)	\$ (336,821)	\$ (122,811)	\$ (107,612)	\$ (1,182,763)
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ (615,520)	\$ (336,821)	\$ (122,811)	\$ (107,612)	\$ (1,182,763)

Projected Capital Reserve as of 6/30/25	\$ 1,033,481	\$ 430,839	\$ 419,540	\$ 252,620	\$ 2,162,776
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Attachment D: FY 24/25 Water Fund Budget & Capital Outlay Plan

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Service Charges					
Water Service Charge	\$ 1,506,217	\$ 1,632,581	\$ 126,363	8%	Rate Increase
TOTAL SERVICE CHARGES	\$ 1,506,217	\$ 1,632,581	\$ 126,363	8%	
Fees					
Late Fee	\$ 10,000	\$ 10,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	3,500	3,500	-	0%	
Reconnection Fees	1,500	1,500	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 18,800	\$ 18,800	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 41,382	\$ 42,623	\$ 1,241	3%	
Davis Grunsky Assessment			-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 41,382	\$ 42,623	\$ 1,241	3%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,506,007	\$ -	\$ (1,506,007)	-100%	Grant projects complete last FY
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,506,007	\$ -	\$ (1,506,007)	-100%	
Other Revenue					
Miscellaneous Revenue	\$ 16,000	\$ 14,000	\$ (2,000)	-13%	Trending lower over last few years
Interest Revenue	32,000	32,000	-	0%	
Lease Revenue			-	0%	
Sale of Assets	5,850	-	(5,850)	-100%	Truck sold last FY
TOTAL OTHER REVENUE	\$ 53,850	\$ 46,000	\$ (7,850)	-15%	
GRAND TOTAL REVENUE	\$ 3,126,256	\$ 1,740,004	\$ (1,386,252)	-44%	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
GRAND TOTAL WITH ADMIN	\$ 3,126,726	\$ 1,740,474	\$ (1,386,252)	-44%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 295,434	\$ 314,049	18,615	6%	Vacant positions last FY + COLA
Standby Pay	9,785	9,785	-	0%	
Overtime	18,500	17,000	(1,500)	-8%	More OT last FY to cover vacant positions
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	0	0	-	0%	
Uniform Allowance	4,712	3,824	(887)	-19%	
Cell Phone Stipend	1,118	1,560	442	40%	
TOTAL SALARIES	\$ 335,849	\$ 352,518	\$ 16,669	5%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 88,019	\$ 89,528	1,509	2%	Change in personnel
HRA Reimbursement	29,618	26,797	(2,820)	-10%	Change in personnel
CALPERS Retirement	41,777	48,367	6,591	16%	PERS rate increases
FICA	20,823	21,856	1,033	5%	Vacant positions last FY + COLA
Medicare	4,870	5,112	242	5%	
Workers Comp	14,341	18,905	4,564	32%	SDRMA Projected increases
Unemployment Ins/ETT	1,091	919	(173)	-16%	
TOTAL BENEFITS	\$ 200,538	\$ 211,484	\$ 10,946	5%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,400	\$ 6,300	(1,100)	-15%	Had to replace backhoe tires last FY
Facilities Maintenance & Repair					
Source of Supply	14,300	6,000	(8,300)	-58%	One-time storm damages last FY
Pumping	4,100	4,100	-	0%	
Water Treatment	20,000	24,400	4,400	22%	Increased costs for sludge tank pumping
Transmission & Distribution	53,200	45,000	(8,200)	-15%	Less pavement patching due to fewer leaks
General & Administrative	1,300	1,300	-	0%	
Vehicle Maintenance & Repair	24,900	12,000	(12,900)	-52%	Large truck repair needed last FY
Janitorial Cleaning Fees	400	0	(400)	-100%	
Fuel	23,700	23,000	(700)	-3%	
Equipment Under \$5,000	14,900	13,700	(1,200)	-8%	Less equipment needed than last FY
Personal Protective Equipment	2,000	1,900	(100)	-5%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 166,200	\$ 137,700	\$ (28,500)	-17%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	5,000	5,400	400	8%	
Food Supplies	400	400	-	0%	
Chemical Supplies	42,500	43,800	1,300	3%	Chemical price increases
Janitorial Supplies	300	400	100	33%	
TOTAL MATERIALS & SUPPLIES	\$ 49,400	\$ 51,200	\$ 1,800	4%	
Outside Services - 55XXX					
Legal Fees	2,500	2,000	(500)	-20%	
IT Services	1,700	1,800	100	6%	
Engineering Services	452,600	35,500	(417,100)	-92%	Completed water assessment planning grant
Medical Exams	550	600	50	9%	
Other Professional Services	3,300	3,300	-	0%	
TOTAL OUTSIDE SERVICES	\$ 460,650	\$ 43,200	\$ (417,450)	-91%	
Other - 56XXX					
Utilities	\$ 43,100	\$ 41,100	(2,000)	-5%	Projected electrical rate increases
Phone/Communications	7,700	8,100	400	5%	
Computer Licenses & Maintenance	19,800	19,800	-	0%	
Property/Liability Insurance	45,600	51,500	5,900	13%	SDRMA projected 13% premium increases
Property Tax	500	500	-	0%	
Memberships/Publications/Subscriptions	11,900	12,200	300	3%	
Licenses & Certifications	1,400	1,700	300	21%	
Training, Conferences & Travel	4,100	4,100	-	0%	
Uncollectable accounts	500	500	-	0%	
Advertising & Public Education	3,400	2,500	(900)	-26%	
Laboratory Fees	27,300	25,300	(2,000)	-7%	Less sampling required this FY
Regulatory Fees	20,000	23,000	3,000	15%	State water permit fee increases
Purchased Water	53,700	53,500	(200)	0%	
Bank & Credit Card Fees	11,500	11,400	(100)	-1%	
Claims	3,600	0	(3,600)	-100%	No claims anticipated
TOTAL OTHER	\$ 254,100	\$ 255,200	\$ 1,100	0%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 20,353	\$ 16,595	(3,758)	-18%	Actual loan payment
Principal on Long Term Debt	90,330	93,944	3,613	4%	Actual loan payment
TOTAL DEBT SERVICE	\$ 110,684	\$ 110,539	\$ (145)	0%	
GRAND TOTAL EXPENSES	\$ 1,577,420	\$ 1,161,841	\$ (415,579)	-26%	
Admin Transfer Out	\$ 379,282	\$ 396,153	\$ 16,871		
GRAND TOTAL WITH ADMIN	\$ 1,956,702	\$ 1,557,994	\$ (398,708)	-20%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Capital Outlay - 57XXX					
Turbidimeter Replacement	40,000	0	(40,000)	-100%	Completed last FY
Refurbish Treatment Filters	21,650	0	(21,650)	-100%	Completed last FY
Truck #4 Plow	6,200	0	(6,200)	-100%	Completed last FY
MG Tank #2 Rehabilitation & Recoat	1,089,000	0	(1,089,000)	-100%	Completed last FY
WTP Motor Control Center Upgrade	153,000	153,000	-	0%	Anticipated Rollover from last FY
FH Improvements	15,000	15,000	-	0%	
SCADA Upgrade	365,000	370,000	5,000	1%	Anticipated Rollover from last FY
Cedar Pines Pressure Zone Upgrades	100,000	100,000	-	0%	Anticipated Rollover from last FY
Manzanita Ct Waterline Upgrade	0	160,000	160,000	160000%	New Project
TOTAL CAPITAL OUTLAY	\$ 1,789,850	\$ 798,000	\$ (991,850)	-55%	
GRAND TOTAL WITH CAPITAL	\$ 3,746,552	\$ 2,355,994	\$ (1,390,558)	-37%	

5-YEAR CAPITAL OUTLAY PLAN

Water Fund - FY 24/25

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

NOTES:

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

Attachment E: FY 24/25 Sewer Fund Budget & Capital Outlay Plan

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Service Charges					
Sewer Service Charge	1,189,867	1,358,123	168,256	14%	Rate Increase
TOTAL SERVICE CHARGES	\$ 1,189,867	\$ 1,358,123	\$ 168,256	14%	
Fees					
Late Fee	\$ 6,500	\$ 6,500	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	1,500	1,500	-	0%	
Inspection Fees			-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 13,800	\$ 13,800	\$ -	0%	
Grants & Donations					
Grant Revenue	25,000	-	\$ (25,000)	-100%	Anticipated grant delayed
TOTAL GRANTS & DONATIONS	\$ 25,000	\$ -	\$ (25,000)	-100%	
Other Revenue					
Interest Revenue	20,000	20,000	-	0%	
Sale of Assets	3,150	-	(3,150)	-100%	Truck sold last FY
Other			-	0%	
TOTAL OTHER REVENUE	\$ 23,150	\$ 20,000	\$ (3,150)	-14%	
GRAND TOTAL REVENUE	\$ 1,251,817	\$ 1,391,923	\$ 140,106	11%	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,252,067	\$ 1,392,173	\$ 140,106		

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 157,364	\$ 167,332	9,968	6%	Vacant positions last year + COLA
Standby Pay	9,785	9,785	0	0%	
Overtime	6,600	6,600	0	0%	
Sick Leave/Vacation Pay	3,000	3,000	0	0%	
Intern Stipend	0	0	0	0%	
Uniform Allowance	2,525	2,047	(478)	-19%	
Cell Phone Stipend	602	840	238	40%	
TOTAL SALARIES	\$ 179,875	\$ 189,603	\$ 9,728	5%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,064	\$ 47,843	779	2%	Change in personnel
HRA Reimbursement	15,848	14,329	(1,519)	-10%	Change in personnel
CALPERS Retirement	22,162	25,584	3,422	15%	PERS rate increases
FICA	11,152	11,755	603	5%	
Medicare	2,608	2,749	141	5%	
Workers Comp	10,150	11,798	1,648	16%	SDRMA Projected increases
Unemployment Ins/ETT	666	573	(93)	-14%	
TOTAL BENEFITS	\$ 109,650	\$ 114,632	\$ 4,982	5%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,600	\$ 8,300	(300)	-3%	
Facilities Maintenance & Repair					
General & Administrative	800	800	0	0%	
Lift Stations	21,900	9,000	(12,900)	-59%	Major lift station repairs completed last FY
Collections	20,500	19,200	(1,300)	-6%	Less Root-X needed this year
Vehicle Maintenance & Repair	14,400	7,100	(7,300)	-51%	Major truck repair completed last FY
Janitorial/Cleaning Fees	200	0	(200)	-100%	
Fuel	12,200	11,900	(300)	-2%	
Equipment Under \$5,000	5,500	11,800	6,300	115%	Need to replace sewer jetter nozzles
Personal Protective Equipment	1,600	1,600	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 85,700	\$ 69,700	\$ (16,000)	-19%	

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 800	\$ -	0%	
Postage	4,500	4,600	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 6,000	\$ 6,100	\$ 100	2%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,300	0	0%	
Engineering Services	22,000	22,000	0	0%	
Medical Exams	350	500	150	43%	
Other Professional Services	2,700	2,700	0	0%	
TOTAL OUTSIDE SERVICES	\$ 27,850	\$ 28,000	\$ 150	1%	
Other - 56XXX					
Utilities	\$ 7,900	\$ 8,800	\$ 900	11%	Electric rate increases anticipated
Phone/Communications	3,700	4,300	600	16%	
Computer Licenses & Maintenance	17,100	17,900	800	5%	
Property/Liability Insurance	27,500	31,000	3,500	13%	SDRMA projects 13% premium increase
Property Tax	0	0	0	0%	
Dues & Memberships	6,200	6,300	100	2%	
Licenses & Certifications	1,100	1,100	0	0%	
Training, Conferences & Travel	3,000	3,000	0	0%	
Uncollectable accounts	500	500	0	0%	
Advertising & Public Education	2,800	2,100	(700)	-25%	
Regulatory Fees	500	600	100	20%	
Sewer Service Charge	530,300	614,000	83,700	16%	TUD Rate increases
Bank & Credit Card Fees	10,800	10,700	(100)	-1%	
Claims			0	0%	
TOTAL OTHER	\$ 611,400	\$ 700,300	\$ 88,900	15%	

Twain Harte Community Services District

2024-2025 Budget

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 690	\$ 77	\$ (613)	-89%	
Principal on Long Term Debt	16,268	16,862	594	4%	
TOTAL DEBT SERVICE	\$ 16,958	\$ 16,939	\$ (19)	0%	
GRAND TOTAL EXPENSES					
	\$ 1,037,433	\$ 1,125,274	\$ 87,841	8%	
Admin Transfer Out	\$ 201,746	\$ 210,720	\$ 8,974	4%	
GRAND TOTAL WITH ADMIN	\$ 1,239,179	\$ 1,335,994	\$ 96,815	8%	
Capital Outlay - 57XXX					
Truck #4 Plow	3,300	0	(3,300)	-100%	Completed last FY
Push Camera	15,500	0	(15,500)	-100%	Completed last FY
Lift Station Backup Pump	28,000	28,000	0	0%	Anticipated Rollover from last FY
Sewer Main Re-Lining/Replacement	150,000	250,000	100,000	67%	Anticipated Rollover from last FY
SCADA Upgrade	\$ 95,000	\$ 95,000	\$ -	0%	Anticipated Rollover from last FY
TH Pipeline Replacement Project	25,000	20,000	(5,000)	-20%	Delayed due to Grant
TOTAL CAPITAL OUTLAY*	\$ 316,800	\$ 393,000	\$ 76,200	24%	
GRAND TOTAL WITH CAPITAL					
	\$ 1,555,979	\$ 1,728,994	\$ 173,015	11%	

5-YEAR CAPITAL OUTLAY PLAN

Sewer Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	TOTAL
Truck #4 Plow (65% W) ³		\$ 3,300							\$ 3,300
Push Camera ³		\$ 15,500							\$ 15,500
Lift Station Backup Pump ³		\$ -	\$ 28,000						\$ 28,000
Sewer Main Re-Lining/Replacement		\$ 10,000	\$ 250,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	\$ 1,610,000
SCADA Upgrade ⁴		\$ 5,000	\$ 95,000						\$ 100,000
TH Pipeline Replacement Project ⁵			\$ 20,000	\$ 2,500,000	\$ 1,970,000				\$ 4,490,000
Replace Sewer Tractor Camera				\$ 50,000					\$ 50,000
Sequoia Dr - 6" Replacement					\$ 75,000				\$ 75,000
East Ave/Cedar Pines - 8" Replacement						\$ 70,000	\$ 330,000		\$ 400,000
Replace Truck #7 (65% W)						\$ 11,480			\$ 11,480
Cresta/Oakview - 6" Replacement								\$ 580,000	\$ 580,000
Little Fuller/Virgina - 6" Replacement								\$ 80,000	\$ 80,000
Big Pine - 6" Replacement								\$ 40,000	\$ 40,000
Sherwood Forest Sewer ⁶								\$ 3,575,000	\$ 3,575,000
Vehicle/Equipment Replace								\$ 86,380	\$ 86,380
TOTAL CAPITAL OUTLAY	\$ -	\$ 33,800	\$ 393,000	\$ 2,700,000	\$ 2,195,000	\$ 231,480	\$ 480,000	\$ 5,111,380	\$ 11,144,660

NOTES:

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

Attachment F: FY 24/25 Fire Fund Budget & Capital Outlay Plan

**Twain Harte Community Services District
2024-2025 Budget
FIRE - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees			-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 637,450	\$ 662,887	\$ 25,437	4%	
Property Assessments	692,012	710,828	18,816	3%	
TOTAL TAXES & ASSESSMENTS	\$ 1,329,463	\$ 1,373,715	\$ 44,252	3%	

Grants & Donations					
Grant Revenue	283,628	218,775	\$ (64,853)	-23%	263775%
Donation Revenue	17,623		(17,623)	-100%	
TOTAL GRANTS & DONATIONS	\$ 301,251	\$ 218,775	\$ (82,476)	-27%	

Other Revenue					
Strike Team	\$ 198,534	\$ -	\$ (198,534)	-100%	Do not plan for strike team
Training Revenue	5,000	15,000	10,000	200%	More reimbursable training planned
Miscellaneous Revenue	13,740	14,000	260	2%	
Interest Revenue	19,000	19,000	-	0%	
Sale of Assets	22,000	-	(22,000)	-100%	Chief vehicle sold last FY
Insurance Proceeds	31,832	-	(31,832)	-100%	Insurance claim last FY
TOTAL OTHER REVENUE	\$ 290,106	\$ 48,000	\$ (242,106)	-83%	

GRAND TOTAL REVENUE	\$ 1,920,820	\$ 1,640,490	\$ (280,330)	-15%	
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Admin Transfer Out	\$ 180	\$ 180	\$ -		
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GRAND TOTAL WITH ADMIN	\$ 1,921,000	\$ 1,640,670	\$ (280,330)	-15%	
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Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 462,163	\$ 432,442	(29,721)	-6%	Personnel Changes
Workers Comp Reimb Wages	\$ (13,180)	\$ -	13,180	-100%	Reimbursable Comp completed last FY
Standby Pay	500	500	0	0%	
Overtime	34,000	34,000	0	0%	
Holiday Overtime	20,159	20,508	349	2%	
FLSA Overtime	42,070	41,615	(455)	-1%	
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	8,000	8,000	0	0%	
Intern Stipend	43,300	63,000	19,700	45%	Board increase to intern stipends
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay	42,716	0	(42,716)	-100%	Do not plan for strike team assignments
Striketeam Intern Pay	39,169	0	(39,169)	-100%	Do not plan for strike team assignments
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	5,011	4,013	(999)	-20%	
Cell Phone Stipend	480	-	(480)	-100%	
TOTAL SALARIES	\$ 699,386	\$ 619,077	\$ (80,309)	-11%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 91,191	\$ 86,631	(4,560)	-5%	Employee on disability last FY
HRA Reimbursement	31,203	26,074	(5,130)	-16%	Employee on disability last FY
CALPERS Retirement	112,261	113,610	1,349	1%	PERS increases + Employee disability last FY
FICA	43,362	38,383	(4,979)	-11%	Personnel Changes
Medicare	10,141	8,977	(1,164)	-11%	Employee on disability last FY
Workers Comp	57,407	104,384	46,977	82%	Projected increases due to comp injuries
Unemployment Ins/ETT	1,402	1,227	(175)	-12%	
TOTAL BENEFITS	\$ 346,968	\$ 379,285	\$ 32,318	9%	

Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 5,250	\$ 6,200	950	18%	
Facilities Maintenance & Repair	8,700	13,200	4,500	52%	One time training facility modifications
Vehicle Maintenance & Repair	71,200	28,700	(42,500)	-60%	One time engine replacement last FY
Fuel	22,500	22,500	0	0%	
Equipment Under \$5,000	41,700	22,500	(19,200)	-46%	Anticipating less VFC grant items this year
Personal Protective Equipment	16,200	27,700	11,500	71%	Replacing more structural PPE than last FY
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 165,550	\$ 120,800	\$ (44,750)	-27%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	500	500	0	0%	
Janitorial Supplies	3,800	3,800	0	0%	
Medical Supplies	3,000	3,500	500	17%	
TOTAL MATERIALS & SUPPLIES	\$ 10,300	\$ 10,800	\$ 500	5%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 6,000	\$ 2,000	50%	Additional required for workers' comp
IT Services	2,500	2,700	200	8%	
Engineering Services	9,000	9,000	0	0%	
Medical Exams	1,800	1,500	(300)	-17%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	6,900	5,500	(1,400)	-20%	No need for vehicle sale services used last FY
TOTAL OUTSIDE SERVICES	\$ 25,700	\$ 26,200	\$ 500	2%	

Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Other - 56XXX					
Utilities	\$ 16,500	\$ 16,100	(400)	-2%	
Phone/Communications	8,000	9,300	1,300	16%	Comcast and Verizon rate increases
Software Licenses & Maintenance	9,300	9,400	100	1%	
Property/Liability Insurance	41,000	46,300	5,300	13%	Projected SDRMA insurance increases
Dues & Memberships	4,200	3,300	(900)	-21%	
Licenses & Certifications	1,500	2,000	500	33%	
Training, Conferences & Travel	22,500	32,500	10,000	44%	More reimbursable trainings planned
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 104,700	\$ 120,600	\$ 15,900	15%	

GRAND TOTAL EXPENSES	\$ 1,352,604	\$ 1,276,763	\$ (75,841)	-6%	
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Admin Transfer Out \$ 145,257 \$ 151,718 \$ 6,461 4%

GRAND TOTAL WITH ADMIN	\$ 1,497,861	\$ 1,428,481	\$ (69,380)		
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Capital Outlay - 57XXX					
Training/Admin Parking Lot	331,000	281,000	(50,000)	-15%	Anticipated Rollover from last FY
Utility 722 Replacement	0	42,000	42,000	42000%	For training and strike team
Lucas Machine	\$ 19,000	0	(19,000)	-100%	Completed last FY
Community Center Improvements	66,900	12,000	(54,900)	-82%	Rollover plus additional for ADA fire doors
Backwall Excavation & Sealing	15,500	0	(15,500)	-100%	Completed last FY
Engine 722 Replacement (OES)	8,500	0	(8,500)	-100%	Completed last FY
Fire Station Walls/Flooring	10,000	0	(10,000)	-100%	Completed last FY
TOTAL CAPITAL OUTLAY	\$ 450,900	\$ 335,000	\$ (115,900)	-26%	

GRAND TOTAL WITH CAPITAL	\$ 1,948,761	\$ 1,763,481	\$ (185,280)		
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5-YEAR CAPITAL OUTLAY PLAN

Fire Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	Total
Lucas Machine ³		\$ 18,110							\$ 18,110
Engine 722 Replacement (OES) ³		\$ 7,000							\$ 7,000
Fire Station Windows/Flooring ³		\$ 7,173							\$ 7,173
Back Wall Excavation & Sealing ^{3,6}	\$ 24,850	\$ 15,500							\$ 40,350
Community Center Improvements ⁴	\$ 14,140	\$ 66,900	\$ 12,000						\$ 93,040
Training Parking Lot ^{4,6}		\$ 50,000	\$ 281,000						\$ 331,000
Utility 722 Replacement			\$ 42,000						\$ 42,000
Burn Prop Expansion					\$ 50,000				\$ 50,000
Vehicle/Equipment Replacement						\$ 80,000			\$ 80,000
TOTAL CAPITAL OUTLAY	\$ 38,990	\$ 164,683	\$ 335,000	\$ -	\$ 50,000	\$ 80,000	\$ -	\$ -	\$ 668,673

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 Partially grant funded project - FEMA Storm Assistance: \$15,500 Grant
- 6 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$263,775 Grant / \$67,125 Match

Attachment G: FY 24/25 Park Fund Budget & Capital Outlay Plan

Twain Harte Community Services District

2024-2025 Budget

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	10,000	2,900	41%	Trending higher + New Facilities/Rates
TOTAL FEES	\$ 7,100	\$ 10,000	\$ 2,900	41%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 33,046	\$ 34,365	\$ 1,319	4%	
Property Assessments	119,199	122,727	3,528	3%	Projected Assessment Increases
TOTAL TAXES & ASSESSMENTS	\$ 152,245	\$ 157,091	\$ 4,846	3%	
Grants & Donations					
Grant Revenue	2,851,479	442,952	\$ (2,408,527)	-84%	Large portion of grant project completed last FY
Donation Revenue	18,500	18,500	-	0%	
TOTAL GRANTS & DONATIONS	\$ 2,869,979	\$ 461,452	\$ (2,408,527)	-84%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	3,500	-	0%	
TOTAL OTHER REVENUE	\$ 3,500	\$ 3,500	\$ -	0%	
GRAND TOTAL REVENUE	\$ 3,032,824	\$ 632,043	\$ (2,400,781)	-79%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 3,032,924	\$ 632,143	\$ (2,400,781)		

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 18,820	\$ 19,108	\$ 288	2%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	250	(250)	-50%	
Uniform Allowance	729	334	(395)	-54%	
Cell Phone Stipend	-	-	-	0%	
TOTAL SALARIES	\$ 20,299	\$ 19,942	\$ (357)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 8,782	\$ 5,718	\$ (3,064)	-35%	Personnel changes
HRA Reimbursement	5,473	1,968	(3,505)	-64%	Personnel changes
CALPERS Retirement	1,678	1,779	100	6%	
FICA	1,259	1,236	(22)	-2%	
Medicare	294	289	(5)	-2%	
Workers Comp	444	319	(125)	-28%	
Unemployment Ins/ETT	142	65	(77)	-54%	
TOTAL BENEFITS	\$ 18,072	\$ 11,375	\$ (6,697)	-37%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Community Center	1,150	1,150	-	0%	
Baseball Field	3,500	3,200	(300)	-9%	
Park	6,700	20,200	13,500	201%	Parking lot needs to be resealed
Tennis Courts	2,000	2,000	-	0%	
Landscaping Services	1,140	-	(1,140)	-100%	Now covered by District staff
Janitorial/Cleaning Services	1,430	-	(1,430)	-100%	Now covered by District staff
Equipment Under \$5,000	7,950	4,000	(3,950)	-50%	Less equipment needed than last FY
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 24,370	\$ 31,050	\$ 6,680	27%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,500	\$ 1,900	\$ 400	27%	
TOTAL MATERIALS & SUPPLIES	\$ 1,500	\$ 1,900	\$ 400	27%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,500	\$ -	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,500	\$ -	0%	
Other - 56XXX					
Utilities					
Community Center	2,400	2,600	200	8%	
Baseball Field	8,600	7,800	(800)	-9%	
Park	8,500	10,300	1,800	21%	Addition of TH Meadows Park
Phone/Communications	600	600	-	0%	
Computer Licenses & Maintenance	-	-	-	0%	
Property/Liability Insurance	5,000	8,100	3,100	62%	SDRMA projected 13% increase + Add new park
Advertising & Public Education	4,200	5,300	1,100	26%	Additional outreach for park facilities
TOTAL OTHER	\$ 29,300	\$ 34,700	\$ 5,400	18%	
GRAND TOTAL EXPENSES	\$ 98,041	\$ 103,467	\$ 5,426	6%	
Admin Transfer Out	\$ 80,698	\$ 84,288	\$ 3,590		
GRAND TOTAL WITH ADMIN	\$ 178,739	\$ 187,755	\$ 9,016	5%	
Capital Outlay - 57XXX					
Community Center Improvements	\$ 66,900	\$ 12,000	\$ (54,900)	-82%	Rollover plus addition for ADA fire doors
TH Meadows Park	\$ 2,563,527	\$ 300,000	\$ (2,263,527)	-88%	Anticipated Rollover
Tennis/Pickleball Court Expansion	\$ 310,000	\$ 225,000	\$ (85,000)	-27%	Anticipated Rollover
Skate Park Improvements		\$ 15,000	\$ 15,000		
TOTAL CAPITAL OUTLAY	\$ 2,940,427	\$ 552,000	\$ (2,388,427)	-81%	

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

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
GRAND TOTAL WITH CAPITAL	\$ 3,119,166	\$ 739,755	\$ (2,379,411)	-76%	

5-YEAR CAPITAL OUTLAY PLAN

Park Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	Total
Community Center Improvements ⁴	\$ 14,140	\$ 66,900	\$ 12,000						\$ 93,040
T.H. Meadows Park ^{4,5}	\$ 489,385	\$ 2,257,824	\$ 300,000						\$ 3,047,209
Tennis/Pickleball Court Expansion ^{4,6}		\$ 85,000	\$ 225,000						\$ 310,000
Skate Park Improvements		\$ -	\$ 15,000						\$ 15,000
Bleacher Replacement					\$ 25,000				\$ 25,000
Reseal Park Parking Lot								\$ 15,000	\$ 15,000
TOTAL CAPITAL OUTLAY	\$ 503,525	\$ 2,409,724	\$ 552,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 15,000	\$ 3,505,249

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 A portion of the 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 Grant funded project - Stormwater Grant & Rural Recreation/Tourism Grant: \$3,047,209 Grant / \$428,033 in-kind match (not shown in CIP budget)
- 6 Grant funded project - Per Capita Grant/SAF Grant: \$227,952 Grant / \$82,048 Monetary Match

Attachment H: FY 24/25 Administrative Budget

Twain Harte Community Services District

2024-2025 Budget

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District

2024-2025 Budget

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 391,398	\$ 388,566	(2,833)	-1%	Personnel Changes + COLA
Uniform Allowance	113	83	(30)	-26%	
Sick Leave/Vacation Pay	26,500	10,000	(16,500)	-62%	Employee left last FY
Director Stipends	8,880	8,880	0	0%	
Cell Phone Stipend	0	0	0	0%	
TOTAL SALARIES	\$ 426,891	\$ 407,529	\$ (19,362)	-5%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 74,785	\$ 84,932	\$ 10,147	14%	SDRMA Projected Rate Increases
HRA Reimbursement	26,160	25,458	(702)	-3%	
Retirement	78,909	85,903	6,994	9%	PERS Rate Increases + Unfunded Liability
FICA	27,650	25,192	(2,458)	-9%	Personnel Changes
Medicare	6,497	6,504	7	0%	
Workers Comp	3,946	4,747	801	20%	
Unemployment Ins/ETT	1,294	1,113	(181)	-14%	
TOTAL BENEFITS	\$ 219,242	\$ 233,849	\$ 14,608	7%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	4,000	4,000	0	0%	
Janitorial/Cleaning Services	500	500	0	0%	
Fuel	2,200	2,200	0	0%	
Equipment Under \$5,000	6,500	3,800	(2,700)	-42%	Not as many computers to replace this FY
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 14,700	\$ 12,000	\$ (2,700)	-18%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,000	\$ 2,400	\$ 400	20%	
Postage	1,500	1,500	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 3,900	\$ 4,300	\$ 400	10%	

Twain Harte Community Services District

2024-2025 Budget

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 48,700	\$ 84,800	\$ 36,100	74%	Full year of RGS finance/accounting services
Legal Fees	8,500	7,000	(1,500)	-18%	Finished personnel policy review last FY
IT Services	5,600	4,500	(1,100)	-20%	New computers installed last FY
Medical Exams		0	0	0%	
Other Professional Services	\$ 2,100	\$ 3,000	900	43%	
TOTAL OUTSIDE SERVICES	\$ 64,900	\$ 99,300	\$ 34,400	53%	
Other - 56XXX					
Utilities	\$ 9,300	\$ 9,100	\$ (200)	-2%	
Phone/Communications	5,000	5,000	0	0%	
Software Licenses & Maintenance	20,000	20,500	500	3%	
Property/Liability Insurance	14,400	16,300	1,900	13%	SDRMA projected 13% increase
Dues & Memberships	5,200	6,700	1,500	29%	LAFCO Fee Increases
Licenses & Certifications	650	500	(150)	-23%	
Training, Conferences & Travel	21,000	26,000	5,000	24%	Added training for new board members
Advertising & Public Education	1,000	1,000	0	0%	
Bank/Investment Fees	800	800	-	0%	
TOTAL OTHER	\$ 77,350	\$ 85,900	\$ 8,550	11%	
GRAND TOTAL EXPENSES	\$ 806,983	\$ 842,878	\$ 35,895	4%	
Admin Transfer Out	\$ (806,983)	\$ (842,878)	\$ 35,895		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Discuss Twain Harte Meadows Park grand opening ribbon cutting ceremony.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>3.2</u>		

RECOMMENDED ACTION:

None.

SUMMARY:

The Twain Harte Meadows Park Project is nearing completion. Meadows Park was originally planned to open in early fall 2024, but it is now scheduled to open sometime in mid-July. The only element that will not be complete is the town Christmas tree, which is scheduled to be installed in fall.

This item is to discuss the remaining improvements needed and the details of the grand opening celebration, which will include docents at the various learning labs, live music, food, raffles and so much more!

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve proposed revisions to Policy #1065 – Facility Rental Fee Schedule.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

RECOMMENDED ACTION:

Approve proposed revisions to Policy #1065 – Facility Rental Fee Schedule.

SUMMARY:

The Board’s Park and Recreation Committee reviewed Policy #1065 (Facility Rental Fee Schedule) at its recent meeting to ensure that the Policy included new facilities. During the review, the Committee reviewed rental fees for all Park facilities to make sure they were covering existing costs and were in line with other rental fees for facilities at other local agencies. Policy #1065 was last amended on November 10, 2021.

Proposed revisions generally include the following:

- Addition of Twain Harte Meadows Park and the Pickleball Ball Courts facilities, including fees associated with rental of various portions of the facilities.
- Updating all outdated rental facility fees to align with expenses and other similar agency rental fees.
- Removing the ability to rent tables and chairs from the Community Center.
- Simplifying the Community Center’s re-occurring meeting rental rates.
- Adding an option for field preparation to the Baseball Field rental schedule.
- Re-organizing, re-formatting, and re-titling sections of Policy #1065 for ease of use.

The Park and Recreation Committee reviewed all revisions and recommends that the Board adopt the attached proposed revisions to Policy #1065 – Facility Rental Fee Schedule.

FINANCIAL IMPACT:

Adoption of the revised Policy #1065 will result in higher Park Fund revenues.

ATTACHMENTS:

- Policy #1065 – Facility Rental Fee Schedule (Original)
- Policy #1065 – Facility Rental Fee Schedule (Proposed Revisions w/Redlines)
- Policy #1065 – Facility Rental Fee Schedule (Proposed Revisions w/o Redlines)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Facility Rental Fee Schedule
POLICY NUMBER: 1065
ADOPTED: September 20, 2005
AMENDED: 7/12/2012, 3/14/2013, 1/9/2014, 8/13/2015, 4/14/2016, 9/8/2016,
8/10/2017, 6/10/2020, 6/9/2021
LAST AMENDED: November 10, 2021

1065.10 PURPOSE

It is the intent of the Board of Directors to make certain District facilities available and affordable for residents, organizations and other local agencies. This policy also establishes a facility use fee structure that reflects the actual cost for the District to prepare, maintain and inspect such facilities for the special benefit of those making reservations. Facilities such as the Twain Harte Community Center, baseball field, field concession stand, tennis courts, bocce courts, Eproson Park area and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing reservation and rental services.

1065.20 RENTAL RATES

Rental rates for the District's facilities are identified in the Facility Rental Fee Schedule at the end of this policy. Facility rental fees are due at the time of reservation. The fees, terms and conditions detailed in this policy are not subject to waiver by the General Manager except for the following:

1. Fundraising or other activities which benefit individuals, groups or organizations affected by a disaster, tragedy or unusual event
2. Fundraising or other activities held by organizations, which benefit the District.
3. Events sponsored by the District.
4. Fees may be waived if renter provides donations and/or other services to the District that sufficiently offset the cost to the District for rental of the facility, as determined by the General Manager.
5. Employees of the District will be permitted to rent any of the District facilities that are available at the established Resident rate. All other rules stated in this policy apply.

1065.30 RESERVATIONS

1. Reservations of District facilities may be made up to the date of the event, except seasonal reservations for sports facilities must be made at least thirty (30) days in advance.
- 2.
3. Reservations are only confirmed once the reservation application, payments and deposits are received.
4. Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.
5. Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

1065.40 USER PERMIT

A User Permit, attached to this policy, shall be submitted to the District for all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities.

1065.50 FACILITY INSPECTION

District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule, plus any refuse disposal costs. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

1065.60 COMMUNITY CENTER RENTAL

1065.61 In order to qualify for the Community Center's Recurring Meetings/Use rate, meetings/use must meet the following requirements:

1. Must consist of a minimum of 4 separate meetings/uses per year (under one reservation).
2. Each meeting/use must last no longer than 3 hours. Meetings/uses may only be scheduled Sunday through Thursday.

1065.52 The tables and chairs contained at the Community Center are for use within that facility only and their use is included in the rental fee.

1065.53 Use of the tables and chairs outside the Community Center is only allowed with written authorization provided by the District in advance and additional table/chair rental fees and deposits paid as detailed in this fee schedule. The Community Center must also be reserved for chairs and/or tables to be used outside the building.

1065.62eAt the discretion of the General Manager, Twain Harte community volunteer organizations may reasonably use the Community Center without charge. All such organizations must make reservations and obtain permission in advance.

1065.70 BASEBALL FIELD RENTAL – COMMUNITY EVENTS

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

1. Events shall not last longer than 48 hours (including set up/tear down).
2. Vehicles are not allowed on the grass, except as specifically approved by District staff.
3. All measures shall be taken to protect baseball field grass. Renters will be responsible for the entire cost of repairing any damage to grass and/or irrigation.

If a renter desires to reserve the baseball field for community and other non-sporting events lasting longer than specified above or if a renter wishes to hold an event that could significantly impact field conditions, a separate agreement will be required for rental. The agreement will include specific rental conditions and may require higher rental fees and deposits to reasonably protect the District's facilities. Agreements shall be approved by the General Manager.

1065.80 BOCCE COURT RENTAL

The following requirements apply to Bocce Court rentals:

1. Rental of the bocce courts includes use of two sets of bocce balls.
2. District bocce ball sets will be available for public to check out at the District offices during normal business hours. Use of District bocce ball sets are subject to the following rules:
 - A. A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
 - B. Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.90 FIRE/EMERGENCY TRAINING FACILITY RENTAL

Agencies reserving fire/emergency training facilities shall meet the following conditions:

1. All participants must sign a Training Release of Liability Form and instructors must attend a safety briefing before facility use.
2. Renting agency must provide a signed letter on agency letterhead from the fire chief or designee that verifies pump testing of apparatus and fit testing of all personnel has been completed within the last 12 months.

3. Renting agency shall assume full responsibility for activities and potential incidents.
4. Renting agency shall provide all instructors, apparatus, equipment and logistical support.
5. Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
6. All training must be in compliance with most recent edition of NFPA 1403.
7. Renting agency shall identify a point of contact who will be on site at all times during facility use.
8. Renting agency shall provide or replace all consumable items needed to use facilities.
9. Renting agency will provide portable toilet facilities.
10. Renting agency will be responsible for removal and disposal of all debris.

TWIN HARTE COMMUNITY SERVICES DISTRICT

Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Recurring Meeting/Use ²		
Daily (>1 per week)	\$20 per meeting	\$30 per meeting
Once Weekly	\$15 per meeting	\$25 per meeting
Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day \$300 per week	\$75 per day \$450 per week
Table and/or Chair Rental	\$50 per day	\$75 per day
Eproson Park³		
Stage Area	\$40 per day	\$80 per day
Community Events (Stage Area & Parking Lot) ⁴	\$100 per day	N/A
Parking Area ⁵	\$40 per day	\$80 per day
Baseball Field		
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession) ⁴	\$100 per day	N/A
Organized Sports (field, lights, concession) ⁶	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
Bocce Courts		
Pavilion + Both Courts	\$40 half day	\$50 half day
	\$75 per day	\$100 per day
Tennis Courts		
One Court	\$15 per hour	\$25 per hour
	\$90 per day	\$150 per day
Fire/Emergency Training Facilities⁷		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
Fire Suppression/Tactical Development Prop	\$600 per day	\$600 per day

Notes

¹ A refundable \$100 deposit is required for facility rental; \$500 is required for community events. Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday

² only.

³ Playground and skate park must be open for public use at all times

⁴ For large community events that require use of most of the parking lot area (separate parking lot rental is not required). Porta-potties may be required depending on event size.

⁵ Includes seven parking spaces in front of the stage area (does not include handicap space).

⁶ Assumes no comparable donation or servicing of facilities.

⁷ Fire training facilities, equipment, personnel and materials may be rented by separate

agreement.

User Permit

****Keep this Permit on site with you during rental event****

TWAIN HARTE CSD

P.O.BOX 649
Twain Harte, CA 95383

****Call (209) 588-5558 for facility problems****

Applicant Name		Organization Name	
Street Address		Street Address	
City State Zip		City State Zip	
Contact Person Area Code Telephone		Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

DESCRIPTION OF USE:	TOTAL FEES
	CLEANING DEPOSIT (REFUNDABLE)
	GRAND TOTAL
	AMOUNT PAID
	Cash <input type="checkbox"/> Check <input type="checkbox"/>
	BALANCE DUE

Is alcohol involved in the event? No Served only Sold

ALCOHOL PERMIT YES NO

GENERAL RULES COVERING USE OF FACILITIES

1. Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
2. All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
3. Refunds of User Fees will only be refunded upon _____ days advance notice
4. Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
5. No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
6. Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
7. Amplified sound is not permitted except as detailed in this permit.
8. All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions:

TWAIN HARTE COMMUNITY SERVICES DISTRICT Policy and Procedure Manual

POLICY TITLE: Facility Rental Fee Schedule
POLICY NUMBER: 1065
ADOPTED: September 20, 2005
AMENDED: 7/12/2012, 3/14/2013, 1/9/2014, 8/13/2015, 4/14/2016, 9/8/2016,
8/10/2017, 6/10/2020, 6/9/2021
LAST AMENDED: November 10, 2021

1065.10 PURPOSE

~~It is the intent of the Board of Directors to make~~ The purpose of this policy is to provide guidelines to govern the Board's desire to make certain District facilities available and affordable for residents, organizations and other local agencies.

This policy also establishes a facility use fee structure that reflects the actual cost for the District to prepare, maintain and inspect such facilities for the special benefit of those making reservations. Facilities such as the Twain Harte Community Center, baseball field, field concession stand, tennis courts, pickleball courts, bocce courts, Eproson Park area, Twain Harte Meadows Park area, and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing reservation and rental services.

1065.20 RENTAL RATES

Rental rates for the District's facilities are identified in the Facility Rental Fee Schedule at the end of this policy. ~~Facility rental fees are due at the time of reservation.~~ The fees, terms and conditions detailed in this policy are not subject to waiver by the General Manager except for the following:

1. Fundraising or other activities which benefit individuals, groups or organizations affected by a disaster, tragedy or unusual event
2. Fundraising or other activities held by organizations, which benefit the District.
3. Events sponsored by the District.
4. Fees may be waived if renter provides donations and/or other services to the District that sufficiently offset the cost to the District for rental of the facility, as determined by the General Manager.
5. Employees of the District will be permitted to rent any of the District facilities that are available at the established Resident rate. All other rules stated in this policy apply.

1065.30 RESERVATIONS

Requirements for the reservation of District Facilities are as follows:

1. Reservations of District facilities may be made up to the date of the event, except seasonal reservations for sports facilities must be made at least thirty (30) days in advance.
2. Facility rental fees are due at the time of reservation.
3. Reservations are only confirmed once the reservation application, payments and deposits are received.
4. Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.
5. Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

1065.40 USER PERMIT AND INSURANCE

A User Permit, attached to this policy, shall be submitted with a certificate of insurance to the District for all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities. If an insurance certificate is not submitted, the User may not rent the facility.

1065.50 FACILITY INSPECTION

District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule, plus any refuse disposal costs. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

1065.60 COMMUNITY CENTER RENTAL

1065.61 Short Meetings. In order to qualify for the Community Center's Recurring Meetings/Use Short Meeting rate, meetings/use must meet the following requirements:

1. ~~Must consist of a minimum of 4 separate meetings/uses per year (under one reservation).~~ Duration of the meeting/use cannot exceed three hours, including set up and clean up time.
2. ~~Each meeting/use must last no longer than 3 hours. Meetings must occur only occur between Monday and Thursday. Meetings/uses may only be scheduled Sunday through Thursday.~~

~~1065.52 The tables and chairs contained at the Community Center are for use within that facility only and their use is included in the rental fee.~~

~~1065.53 Use of the tables and chairs outside the Community Center is only allowed with written authorization provided by the District in advance and additional table/chair rental fees and deposits paid as detailed in this fee schedule. The Community Center must also be reserved for chairs and/or tables to be used outside the building.~~

1065.62 Volunteer Organizations. At the discretion of the General Manager, Twain Harte community volunteer organizations may reasonably use the Community Center without charge. All such organizations must make reservations and obtain permission in advance.

1065.70 BASEBALL FIELD RENTAL – COMMUNITY LARGE EVENTS

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

1. Events shall not last longer than 48 hours (including set up/tear down).
2. Vehicles are not allowed on the grass, except as specifically approved by District staff.
3. All measures shall be taken to protect baseball field grass. Renters will be responsible for the entire cost of repairing any damage to grass and/or irrigation.

If a renter desires to reserve the baseball field for community and other non-sporting events lasting longer than specified above or if a renter wishes to hold an event that could significantly impact field conditions, a separate agreement will be required for rental. The agreement will include specific rental conditions and may require higher rental fees and deposits to reasonably protect the District's facilities. Agreements shall be approved by the General Manager.

1065.80 BOCCE COURT RENTAL

The following requirements apply to Bocce Court rentals:

1. Rental of the bocce courts includes use of two sets of bocce balls.
2. District bocce ball sets will be available for public to check out at the District offices during normal business hours. Use of District bocce ball sets are subject to the following rules:
 - A. A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
 - B. Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.90 FIRE/EMERGENCY TRAINING FACILITY RENTAL

Agencies reserving fire/emergency training facilities shall meet the following conditions:

1. All participants must sign a Training Release of Liability Form and instructors must attend a safety briefing before facility use.
2. Renting agency must provide a signed letter on agency letterhead from the fire chief or designee that verifies pump testing of apparatus and fit testing of all personnel has been completed within the last 12 months.
3. Renting agency shall assume full responsibility for activities and potential incidents.
4. Renting agency shall provide all instructors, apparatus, equipment and logistical support.
5. Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
6. All training must be in compliance with most recent edition of NFPA 1403.
7. Renting agency shall identify a point of contact who will be on site at all times during facility use.
8. Renting agency shall provide or replace all consumable items needed to use facilities.
9. Renting agency will provide portable toilet facilities.
10. Renting agency will be responsible for removal and disposal of all debris.

|

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Facility Rental Fee Schedule

FACILITY¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
<u>Community Center</u>	-	-
<u>Short Meeting²</u>	<u>\$25 /meeting</u>	<u>\$50 /meeting</u>
<u>Individual Event</u>	<u>Mon-Thurs</u>	<u>\$100 /day</u>
	<u>Fri-Sun</u>	<u>\$150 /day</u>
<u>Eproson Park³</u>	-	-
<u>Picnic Area</u>	<u>\$50 /day</u>	<u>\$75 /day</u>
<u>Stage/Dance Floor</u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Parking Area⁴</u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Large Event (Stage, Picnic & Parking Area)⁵</u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<u>Twain Harte Meadows Park³</u>	-	-
<u>Small Picnic/BBQ Area</u>	<u>\$50 /day</u>	<u>\$75 /day</u>
<u>Large Picnic/BBQ Area</u>	<u>\$75 /day</u>	<u>\$100 /day</u>
<u>Pavilion and BBQ Island</u>	<u>\$200 /day</u>	<u>\$300 /day</u>
<u>Large Event (Entire Park)⁵</u>	<u>\$500 /day</u>	<u>\$750 /day</u>
<u>Baseball Field³</u>	-	-
<u>Individual Event</u>	<u>\$50 /day</u>	<u>\$100 /day</u>
<u>Large Event (field, lights, concession)⁵</u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<u>Use of Lights</u>	<u>\$40 /day</u>	<u>\$40 /day</u>
<u>Concession Stand</u>	<u>\$25 /day</u>	<u>\$40 /day</u>
<u>Field Preparation⁶</u>	<u>\$50 /each</u>	<u>\$50 /each</u>
<u>Organized Sports (field, lights, concession)⁷</u>	<u>\$1,000 /season</u>	<u>- N/A</u>
<u>Bocce Courts</u>		
<u>Pavilion + Both Courts</u>	<u>\$50 half day</u>	<u>\$75 half day</u>
	<u>\$100 /day</u>	<u>\$150 /day</u>
<u>Tennis and Pickleball Courts</u>	-	-
<u>One Court</u>	<u>\$15 per hour</u>	<u>\$25 per hour</u>
<u>All Courts - Tennis</u>	<u>\$150 /day</u>	<u>\$250 /day</u>
<u>All Courts - Pickleball</u>	<u>\$300 /day</u>	<u>\$400 /day</u>

Notes

- 1 A refundable deposit in the amount of the rental fee is required – minimum deposit is \$500 for large events and \$100 for other events.
- 2 Short Meeting - 3 hour maximum, Monday-Thursday only.
- 3 Playground, skate park, water play area and restrooms must be open to public at all times.
- 4 Includes seven parking spaces in front of the stage area (does not include handicap space).
- 5 Porta-potties may be required depending on event size.
- 6 Dragging field and chalking lines. Requires 24-hour notice. During Normal work hours only.
- 7 Assumes no comparable donation or servicing of facilities.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Fire Facility Rental Fee Schedule

<u>FIRE/EMERGENCY TRAINING FACILITIES¹</u>	<u>RESIDENT or NON-PROFIT</u>	<u>NON-RESIDENT or FOR-PROFIT</u>
<u>Classroom Facilities</u>	<u>\$150 /day</u>	<u>\$150 /day</u>
<u>Vertical Ventilation Prop</u>	<u>\$250 /day</u>	<u>\$250 /day</u>
<u>Fire Behavior Prop</u>	<u>\$600 /day</u>	<u>\$600 /day</u>
<u>Fire Suppression/Tactical Development Prop</u>	<u>\$600 /day</u>	<u>\$600 /day</u>

Notes

- ¹ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

TWIN HARTE COMMUNITY SERVICES DISTRICT Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center	-	-
Recurring Meeting/Use ²	-	-
-Daily (>1 per week)	\$20 per meeting	\$30 per meeting
-Once Weekly	\$15 per meeting	\$25 per meeting
-Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day	\$75 per day
Table and/or Chair Rental	\$300 per week	\$450 per week
	\$50 per day	\$75 per day
Eproson Park³	-	-
Stage Area	\$40 per day	\$80 per day
Community Events (Stage Area & Parking Lot) ⁴	\$100 per day	- N/A
Parking Area ⁵	\$40 per day	\$80 per day
Baseball Field	-	-
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession) ⁴	\$100 per day	N/A
Organized Sports (field, lights, concession) ⁶	\$500 per season	- N/A
Concession Stand	\$15 per day	\$30 per day
Becce Courts		
Pavilion + Both Courts	\$40 half day	\$50 half day
	\$75 per day	\$100 per day
Tennis Courts	-	-
One Court	\$15 per hour	\$25 per hour
	\$90 per day	\$150 per day
Fire/Emergency Training Facilities⁷		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
Fire Suppression/Tactical Development Prop	\$600 per day	\$600 per day

Notes

¹ A refundable \$100 deposit is required for facility rental; \$500 is required for community events. Recurring Meeting/Use—3 hour maximum, at least 4 meetings per year, Sunday-Thursday

² only.

³ Playground and skate park must be open for public use at all times

⁴ For large community events that require use of most of the parking lot area (separate parking lot rental is not required). Porta-potties may be required depending on event size.

⁵ Includes seven parking spaces in front of the stage area (does not include handicap space).

⁶ Assumes no comparable donation or servicing of facilities.

⁷ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

User Permit

****Keep this Permit on site with you during rental event****

TWAIN HARTE CSD

P.O.BOX 649
Twain Harte, CA 95383

****Call (209) 588-5558 for facility problems****

Applicant Name		Organization Name	
Street Address		Street Address	
City State Zip		City State Zip	
Contact Person Area Code Telephone		Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

DESCRIPTION OF USE:	TOTAL FEES
	CLEANING DEPOSIT (REFUNDABLE)
	GRAND TOTAL
	AMOUNT PAID
	Cash <input type="checkbox"/> Check <input type="checkbox"/>
	BALANCE DUE

Is alcohol involved in the event? No Served only Sold

ALCOHOL PERMIT YES NO

GENERAL RULES COVERING USE OF FACILITIES

1. Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
2. All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
3. Refunds of User Fees will only be refunded upon _____ days advance notice
4. Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
5. No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
6. Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
7. Amplified sound is not permitted except as detailed in this permit.
8. All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions:

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Facility Rental Fee Schedule
POLICY NUMBER: 1065
ADOPTED: September 20, 2005
AMENDED: 7/12/2012, 3/14/2013, 1/9/2014, 8/13/2015, 4/14/2016, 9/8/2016,
8/10/2017, 6/10/2020, 6/9/2021
LAST AMENDED: November 10, 2021

1065.10 PURPOSE

The purpose of this policy is to provide guidelines to govern the Board's desire to make certain District facilities available and affordable for residents, organizations and other local agencies.

This policy also establishes a facility use fee structure that reflects the actual cost for the District to prepare, maintain and inspect such facilities for the special benefit of those making reservations. Facilities such as the Twain Harte Community Center, baseball field, field concession stand, tennis courts, pickleball courts, bocce courts, Eproson Park area, Twain Harte Meadows Park area, and fire/emergency training facilities have inherent on-going expenses that require fees to cover the specific cost of providing reservation and rental services.

1065.20 RENTAL RATES

Rental rates for the District's facilities are identified in the Facility Rental Fee Schedule at the end of this policy. The fees, terms and conditions detailed in this policy are not subject to waiver by the General Manager except for the following:

1. Fundraising or other activities which benefit individuals, groups or organizations affected by a disaster, tragedy or unusual event
2. Fundraising or other activities held by organizations, which benefit the District.
3. Events sponsored by the District.
4. Fees may be waived if renter provides donations and/or other services to the District that sufficiently offset the cost to the District for rental of the facility, as determined by the General Manager.
5. Employees of the District will be permitted to rent any of the District facilities that are available at the established Resident rate. All other rules stated in this policy apply.

1065.30 RESERVATIONS

Requirements for the reservation of District Facilities are as follows:

1. Reservations of District facilities may be made up to the date of the event, except seasonal reservations for sports facilities must be made at least thirty (30) days in advance.
2. Facility rental fees are due at the time of reservation.
3. Reservations are only confirmed once the reservation application, payments and deposits are received.
4. Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.
5. Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

1065.40 USER PERMIT AND INSURANCE

A User Permit, attached to this policy, shall be submitted with a certificate of insurance all event reservations. The District's Park Ordinance sets forth the minimum insurance amounts and requirements for reservation of facilities. If an insurance certificate is not submitted, the User may not rent the facility.

1065.50 FACILITY INSPECTION

District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule, plus any refuse disposal costs. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

1065.60 COMMUNITY CENTER RENTAL

1065.61 Short Meetings. In order to qualify for the Community Center's Short Meeting rate, meetings/use must meet the following requirements:

1. Duration of the meeting/use cannot exceed three hours, including set up and clean up time.
2. Meetings must occur only occur between Monday and Thursday.

1065.62 Volunteer Organizations. At the discretion of the General Manager, Twain Harte community volunteer organizations may reasonably use the Community Center without charge. All such organizations must make reservations and obtain permission in advance.

1065.70 BASEBALL FIELD RENTAL – LARGE EVENTS

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

1. Events shall not last longer than 48 hours (including set up/tear down).
2. Vehicles are not allowed on the grass, except as specifically approved by District staff.
3. All measures shall be taken to protect baseball field grass. Renters will be responsible for the entire cost of repairing any damage to grass and/or irrigation.

If a renter desires to reserve the baseball field for community and other non-sporting events lasting longer than specified above or if a renter wishes to hold an event that could significantly impact field conditions, a separate agreement will be required for rental. The agreement will include specific rental conditions and may require higher rental fees and deposits to reasonably protect the District's facilities. Agreements shall be approved by the General Manager.

1065.80 BOCCE COURT RENTAL

The following requirements apply to Bocce Court rentals:

1. Rental of the bocce courts includes use of two sets of bocce balls.
2. District bocce ball sets will be available for public to check out at the District offices during normal business hours. Use of District bocce ball sets are subject to the following rules:
 - A. A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
 - B. Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.90 FIRE/EMERGENCY TRAINING FACILITY RENTAL

Agencies reserving fire/emergency training facilities shall meet the following conditions:

1. All participants must sign a Training Release of Liability Form and instructors must attend a safety briefing before facility use.
2. Renting agency must provide a signed letter on agency letterhead from the fire chief or designee that verifies pump testing of apparatus and fit testing of all personnel has been completed within the last 12 months.
3. Renting agency shall assume full responsibility for activities and potential incidents.
4. Renting agency shall provide all instructors, apparatus, equipment and logistical support.

5. Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
6. All training must be in compliance with most recent edition of NFPA 1403.
7. Renting agency shall identify a point of contact who will be on site at all times during facility use.
8. Renting agency shall provide or replace all consumable items needed to use facilities.
9. Renting agency will provide portable toilet facilities.
10. Renting agency will be responsible for removal and disposal of all debris.

TWIN HARTE COMMUNITY SERVICES DISTRICT Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Short Meeting ²	\$25 /meeting	\$50 /meeting
Individual Event	Mon-Thurs	\$100 /day
	Fri-Sun	\$150 /day
Eproson Park³		
Picnic Area	\$50 /day	\$75 /day
Stage/Dance Floor	\$50 /day	\$100 /day
Parking Area ⁴	\$50 /day	\$100 /day
Large Event (Stage, Picnic & Parking Area) ⁵	\$150 /day	\$250 /day
Twain Harte Meadows Park³		
Small Picnic/BBQ Area	\$50 /day	\$75 /day
Large Picnic/BBQ Area	\$75 /day	\$100 /day
Pavilion and BBQ Island	\$200 /day	\$300 /day
Large Event (Entire Park) ⁵	\$500 /day	\$750 /day
Baseball Field³		
Individual Event	\$50 /day	\$100 /day
Large Event (field, lights, concession) ⁵	\$150 /day	\$250 /day
Use of Lights	\$40 /day	\$40 /day
Concession Stand	\$25 /day	\$40 /day
Field Preparation ⁶	\$50 /each	\$50 /each
Organized Sports (field, lights, concession) ⁷	\$1,000 /season	N/A
Bocce Courts		
Pavilion + Both Courts	\$50 half day	\$75 half day
	\$100 /day	\$150 /day
Tennis and Pickleball Courts		
One Court	\$15 per hour	\$25 per hour
All Courts - Tennis	\$150 /day	\$250 /day
All Courts - Pickleball	\$300 /day	\$400 /day

Notes

- 1 A refundable deposit in the amount of the rental fee is required – minimum deposit is \$500 for large events and \$100 for other events.
- 2 Short Meeting - 3 hour maximum, Monday-Thursday only.
- 3 Playground, skate park, water play area and restrooms must be open to public at all times.
- 4 Includes seven parking spaces in front of the stage area (does not include handicap space).
- 5 Porta-potties may be required depending on event size.
- 6 Dragging field and chalking lines. Requires 24-hour notice. During Normal work hours only.
- 7 Assumes no comparable donation or servicing of facilities.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Fire Facility Rental Fee Schedule

FIRE/EMERGENCY TRAINING FACILITIES¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Classroom Facilities	\$150 /day	\$150 /day
Vertical Ventilation Prop	\$250 /day	\$250 /day
Fire Behavior Prop	\$600 /day	\$600 /day
Fire Suppression/Tactical Development Prop	\$600 /day	\$600 /day

Notes

- ¹ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

User Permit

****Keep this Permit on site with you during rental event****

TWAIN HARTE CSD

P.O. BOX 649
Twain Harte, CA 95383

****Call (209) 588-5558 for facility problems****

Applicant Name		Organization Name	
Street Address		Street Address	
City State Zip		City State Zip	
Contact Person Area Code Telephone		Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

DESCRIPTION OF USE:	TOTAL FEES	
	CLEANING DEPOSIT (REFUNDABLE)	
	GRAND TOTAL	
	AMOUNT PAID	
	Cash <input type="checkbox"/> Check <input type="checkbox"/>	
	BALANCE DUE	

Is alcohol involved in the event? No Served only Sold

ALCOHOL PERMIT YES NO

GENERAL RULES COVERING USE OF FACILITIES

1. Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
2. All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
3. Refunds of User Fees will only be refunded upon _____ days advance notice
4. Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
5. No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
6. Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
7. Amplified sound is not permitted except as detailed in this permit.
8. All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions:



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve proposed revisions to Policy #2300 – Volunteer Program.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

RECOMMENDED ACTION:

Approve proposed revisions to Policy #2300 – Volunteer Program.

SUMMARY:

The Board’s Finance/Policy Committee reviewed Policy #2300 (Volunteer Program) at its recent meeting to advance Strategic Plan Objective 5.13, which aims for the review and update (if needed) of all District policies. Policy #2300 was adopted on December 12, 2013, and has never been amended.

Proposed revisions generally include the following:

- Re-organizing and re-formatting sections of Policy #2300 for ease of use.
- Updating the policy to comply with the current law and risk management practices governing volunteer involvement.

The Finance/Policy Committee recommends that the Board adopt the attached proposed revisions to Policy #2300 – Volunteer Program.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2300 – Volunteer Program (Proposed Revisions w/Redlines)
- Policy #2300 – Volunteer Program (Proposed Revisions w/o Redlines)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Program

POLICY NUMBER: 2300

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2300.10 PURPOSE

The District's mission is enhanced by the active participation of the community. As such, the District encourages the involvement of volunteers to improve its services and to increase its contact with the community it serves. This policy sets forth the requirements for volunteer involvement.

2300.20 DEFINITION OF VOLUNTEER

2300.21 Volunteers. Volunteers are individuals or groups who, on behalf of the District and at the District's direction, donate their time, talent, and skills to meet a specific District need without receiving compensation. Volunteers are not considered employees of the District and no District employee benefits will be conferred on any volunteer. Volunteers are not eligible for Workers' Compensation benefits.

2300.22 Volunteer Firefighter. This policy does not apply to volunteer firefighters. See District Policy 23012, "Program Description—Volunteer Fire Reserve Program Firefighter/Operational Support Unit" for information on volunteer firefighters.

2300.30 SCOPE OF VOLUNTEER SERVICES

2300.31 Volunteer Services. At the discretion of the General Manager, volunteers may be used to perform any service provided by the District. Volunteers will only be used on a short-term or one-time basis to meet specific needs.

2300.32 Volunteer Positions. Since volunteer services will vary based on the District's specific needs, there are no specific volunteer position descriptions. Duties and responsibilities will be assignment-specific and will be clearly communicated to the volunteer prior to the performance of work.

2300.33 Training and Safety. If needed, the District will provide training regarding basic performance of work. The District will also provide assignment-specific safety training and personal protective equipment.

2300.34 Volunteer Conduct. Volunteers represent and act on behalf of the District while performing services for the District. As such, volunteers are required to conduct themselves in a professional and courteous manner while performing volunteer work. Volunteers must act in a manner that does not put other volunteers, staff, public and District facilities in danger.

2300.35 Dismissal. The District may prohibit any volunteer from providing District services at any time, for any reason.

2300.40 VOLUNTEER AGREEMENT

2300.41 Individuals. Volunteers must sign the attached Volunteer Agreement prior to performing any volunteer services for the District. A Volunteer Agreement must be completed for each separate volunteer activity/event.

2301.42 Organizations. If an organization offers services of a group, an authorized individual from the organization may sign one Volunteer Agreement on behalf of all members of its group. In such a case, the organization will be responsible for each member of its group.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER AGREEMENT**

I am volunteering for the following need/activity:

As a volunteer for the Twain Harte Community Services District, I agree to the following:

1. I will perform the duties assigned to me in a professional and courteous manner with the goal of enhancing the District's services and community relationships.
2. I will conduct myself in a manner that does not put other volunteers, staff, public and District facilities in danger.
3. My services will be donated and I will not be entitled to any compensation.
4. My services do not create an employment relationship with the District and I will not be entitled to receive any of the benefits conferred on District employees, including, but not limited to, Workers' Compensation benefits.

Organization (if applicable):

Print Name: _____

Signature: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Program

POLICY NUMBER: 2300

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2300.10 PURPOSE

The District's mission is enhanced by the active participation of the community. As such, the District encourages the involvement of volunteers to improve its services and to increase its contact with the community it serves. This policy sets forth the requirements for volunteer involvement.

2300.20 DEFINITION OF VOLUNTEER

2300.21 Volunteers. Volunteers are individuals or groups who, on behalf of the District and at the District's direction, donate their time, talent, and skills to meet a specific District need without receiving compensation. Volunteers are not considered employees of the District and no District employee benefits will be conferred on any volunteer. Volunteers are not eligible for Workers' Compensation benefits.

2300.22 Volunteer Firefighter. This policy does not apply to volunteer firefighters. See District Policy 2301, "Volunteer Fire Reserve Program" for information on volunteer firefighters.

2300.30 SCOPE OF VOLUNTEER SERVICES

2300.31 Volunteer Services. At the discretion of the General Manager, volunteers may be used to perform any service provided by the District. Volunteers will only be used on a short-term or one-time basis to meet specific needs.

2300.32 Volunteer Positions. Since volunteer services will vary based on the District's specific needs, there are no specific volunteer position descriptions. Duties and responsibilities will be assignment-specific and will be clearly communicated to the volunteer prior to the performance of work.

2300.33 Training and Safety. If needed, the District will provide training regarding basic performance of work. The District will also provide assignment-specific safety training and personal protective equipment.

2300.34 Volunteer Conduct. Volunteers represent and act on behalf of the District while performing services for the District. As such, volunteers are required to conduct themselves in a professional and courteous manner while performing volunteer work. Volunteers must act in a manner that does not put other volunteers, staff, public and District facilities in danger.

2300.35 Dismissal. The District may prohibit any volunteer from providing District services at any time, for any reason.

2300.40 VOLUNTEER AGREEMENT

2300.41 Individuals. Volunteers must sign the attached Volunteer Agreement prior to performing any volunteer services for the District. A Volunteer Agreement must be completed for each separate volunteer activity/event.

2301.42 Organizations. If an organization offers services of a group, an authorized individual from the organization may sign one Volunteer Agreement on behalf of all members of its group. In such a case, the organization will be responsible for each member of its group.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER AGREEMENT**

I am volunteering for the following need/activity:

As a volunteer for the Twain Harte Community Services District, I agree to the following:

1. I will perform the duties assigned to me in a professional and courteous manner with the goal of enhancing the District's services and community relationships.
2. I will conduct myself in a manner that does not put other volunteers, staff, public and District facilities in danger.
3. My services will be donated and I will not be entitled to any compensation.
4. My services do not create an employment relationship with the District and I will not be entitled to receive any of the benefits conferred on District employees, including, but not limited to, Workers' Compensation benefits.

Organization (if applicable):

Print Name: _____

Signature: _____ Date: _____



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07D	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve proposed revisions to Policy #2301 (Program Description: Reserve Firefighter/Reserve Operator) and rescind Policy #2302 (Program Description: Volunteer Firefighter/Operational Support Unit).		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

RECOMMENDED ACTION:

Approve proposed revisions to Policy #2301 – Program Description: Reserve Firefighter/Reserve Operator.
Rescind Policy #2302 – Program Description: Volunteer Firefighter/Operational Support Unit.

SUMMARY:

The Board’s Finance/Policy Committee reviewed Policy #2301 (Program Description: Reserve Firefighter/Reserve Operator) and Policy #2302 (Program Description: Volunteer Firefighter/Operational Support Unit) at its recent meeting to advance Strategic Plan Objective 5.13, which aims for the review and update (if needed) of all District policies. Policy #2301 was adopted on December 12, 2013, and has never been amended. Policy #2302 was adopted on April 12, 2012, and was last amended on November 14, 2013.

The Finance/Policy Committee found that both policies included too much detail for a Board policy. The detail posed potential inefficiencies for staff who needed to change portions of the volunteer fire programs due to changes in operations or regulations. Instead of requiring staff to get minor operational changes approved by the Board, the Finance/Policy Committee recommended that both policies be simplified and combined into one policy – Volunteer Reserve Program. The new policy includes legal, financial and other information under the purview of the Board and leaves the specific program details to be developed/maintained by the Fire Chief.

Proposed revisions generally include the following:

- Changing the title of Policy #2301 (Program Description: Reserve Firefighter/Reserve Operator) to “Volunteer Reserve Program.”
- Simplifying and combining the policies so that only important Board-related information is included.
- Re-organizing, re-formatting, and re-titling sections of Policy #2301 for ease of use.

The Finance/Policy Committee recommends that the Board adopt the attached proposed revisions to Policy #2301 (Volunteer Reserve Program) and rescinds Policy #2302 – Program Description: Volunteer Firefighter/Operational Support Unit.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2301 – Program Description: Reserve Firefighter/Reserve Operator (Proposed Revisions w/Redlines)
- Policy #2301 – Program Description: Reserve Firefighter/Reserve Operator (Proposed Revisions w/o Redlines)
- Policy #2302 – Program Description: Volunteer Firefighter/Operational Support Unit. (Original Version)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: ~~Program Description – Reserve Firefighter/Reserve Operator~~ **Volunteer Reserve Program**

POLICY NUMBER: 2301

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2301.10 PURPOSE

~~Twain Harte Fire & Rescue's (THFR) This policy establishes a Vvolunteerary Reserve Program, which provides an opportunity for interested individuals to further their Fire fire Service service professional development by becoming affiliated with the agency District as a Volunteer Reserve. The program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside Twain Harte Community Services District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct supervision of the on-duty Company Officer. A Reserve Firefighter and Reserve Operator will be required to work two 24-hour shifts per month (48 hours total). This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.~~

~~The District will establish eligibility requirements for individuals interested in participating in the Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.~~

2301.20 DEFINITIONS

2301.21 Volunteer Reserve Program. ~~The Reserve Program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct~~

THCSD 2301 Program Description – Reserve Firefighter/Reserve Operator

supervision of the on-duty Company Officer. This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.

The District will establish specific eligibility requirements for individuals interested in participating in the Volunteer Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2301.21 Reserve Firefighter. ~~This position will be an entry level Firefighter position with THFR.~~ The Reserve Firefighter will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.22 Reserve Operator. ~~This position will be an advanced level Firefighter position with THFR.~~ The Reserve Operator is required to have a current commercial driver's license or a Firefighter-endorsed Class C license, prior to program participation. The Reserve Operator will be responsible, under direction of the Company Officer, for operation of District apparatus. The Reserve Operator will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.30 Objective

~~2301.31 The intent of the Reserve program is to provide work experience and on-the-job training opportunities for individuals pursuing a career in the fire service. It also provides opportunity for individuals to familiarize themselves with the normal day-to-day operations of a Fire Department.~~

~~2301.32 The program has been developed to provide structured personal growth and professional development to the participant.~~

~~2301.33 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Reserve programs within the county.~~

~~2301.34 The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.~~

~~2301.35 The program will provide an opportunity to the Reserve participants to develop the knowledge, skills, abilities and qualifications necessary to become successful in being hired by a Fire Department.~~

2301.30 Compensation ~~Stipends~~ STIPENDS

~~THFR Volunteer Reserves~~ will receive a nominal stipend of \$50.00 per 24-hour shift, ~~paid at the beginning of each month with NO~~ No other benefits or unemployment eligibility will be provided, with the exception of Worker's Compensation.

~~2301.42 Reserve Program participants will receive numerous training and certification opportunities within the department and from outside instructors at no cost, depending on candidate experience and the Training Officer's determination of needs.~~

~~Reserves~~ may be utilized for in/out-of-county mutual aid responses to State or Federal emergencies, ~~if the on-duty Interns are unable to commit to the assignment. Once on an out-of-county assignment~~ When assigned to such a response, the Reserve will be eligible for hourly compensation during that incident, ~~determined by THFR's~~ based on the District's salary survey rate letter on file at the time of dispatch.

~~2301.44 Basic uniform articles will be provided.~~

~~2301.45 When successful in completing all skill signoffs, training requirements and time requirements for CA FFI, FFII and CA Driver/Operator certification, all processing fees will be paid by THFR.~~

~~2301.46 An individual participating in the capacity of Reserve Firefighter/Reserve Operator is not covered under the current union contract, is not eligible for the District's retirement benefits and time served in the program does not count for District seniority purposes.~~

2301.50 Program Eligibility

~~2301.51 The potential candidate must meet the following minimum requirements to be considered for placement in the Reserve Program:~~

~~2301.51.1 Graduation from high school or passage of the high school level General Education Development (GED).~~

~~2301.51.2 Must be eighteen (18) years of age, prior to participation.~~

~~2301.51.3 Possession of a valid California Class B Commercial Driver's License or California Class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.~~

~~2301.51.4 Have current personal vehicle insurance.~~

~~2301.51.5 Reserves must be certified as a Tuolumne County First Responder or EMT, with current CPR/AED credentials.~~

2301.60 Program Requirements

~~2301.61 Testing Process:~~

~~2301.61.1 Potential Reserve Program participants are required to file a THFR application, IRS W9, a THFR Ethics Statement and a Hepatitis B vaccination preference.~~

~~2301.61.2~~ The testing process may consist of the following:

- ~~1) Application submittal and review for meeting minimum qualifications~~
- ~~2) Written test with score higher than 80 %~~
- ~~3) Physical agility test and basic pump operations (for Reserve Operators only)/ manipulative test~~
- ~~4) Oral panel interview~~

~~2301.61.3~~ If successful in above process, candidate will then be required to ride with EACH SHIFT, no less than 8 hours to further determine compatibility with Department.

~~2301.61.4~~ Upon completion of ride time, Reserve participants will be subject to Fire Chief's interview, before continuing in the placement process.

~~2301.61.5~~ Candidate will pass pre-employment drug screening, background check, Life Scan finger printing and physical exam, spirometer test and TB test prior to being placed on shift, at discretion of Fire Chief.

~~2301.62~~ All Reserves will be required to work a MINIMUM OF A 48 HOUR SHIFT PER MONTH (shifts can be broken up into two 24 hour shifts). All Reserves will need to attend a mandatory Wildland Fire refresher, Pack Test, EMR or EMT refresher, Hazardous Material Fire Responder Refresher and Blood Borne Pathogens refresher annually. For Reserve Operator, there will be a mandatory 40-hour Fire Apparatus workshop to learn all the department apparatus and inspection forms.

~~2301.63~~ Reserve will report to the station no later than 7:45 am on the day of scheduled shift. This provides adequate time to do a pass-along with the outgoing shift. If the scheduled day has a conflict with written, physical or oral tests for employment at a regular paid fire department/district, Reserve will need to advise the Reserve Program Coordinator or Fire Chief to reschedule for another day.

~~2301.63.1 Shift Duty:~~

~~2301.63.1.1~~ Reserve will NOT be scheduled to any specific shifts, but will be encouraged to work with each shift.

~~2301.63.1.2~~ Reserve shift will start at 0800 and end at 0800 next day.

~~2301.63.1.3~~ Reserve shall reside at station while on shift.

~~2301.63.1.4~~ Reserve will comply with all current District policies and procedures, and THFR standard operating procedures.

~~2301.63.1.5~~ Reserve will participate in work details that have been assigned to him/her by the Company Officer in charge of their assigned shift (Captain/Relief Captain). Work may include but not be limited to:

- ~~1) Training/proficiency drills~~
- ~~2) Station maintenance/cleaning~~
- ~~3) Apparatus inspections, maintenance and cleaning~~

- 4) ~~Equipment inspections, testing, maintenance and cleaning~~
- 5) ~~Public education details~~
- 6) ~~Fire prevention details~~
- 7) ~~Hose and hydrant testing~~
- 8) ~~Physical fitness~~
- 9) ~~Emergency responses~~

~~2301.64 All Reserves will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be grounds for dismissal from the Program.~~

~~2301.65 The probationary period will require intense training and studying in order to obtain necessary experience (depending on qualifications) to become CA Firefighter I, FFII Driver Operator I and/or Engine Boss Trainee.~~

2301.70 Program Expectations

~~2301.71 Completion of probationary handbook, tests, skill sign-offs and participation in annual refresher training and proficiency drills.~~

~~2301.72 Participants will be expected to independently study training aids, District policy manuals, maps and other reference material provided by THFR.~~

~~2301.73 Perform scheduled daily tasks.~~

~~2301.74 Conduct that maintains the professionalism of THFR, both on and off duty.~~

2301.80 Personnel Roster/Stipend Documents

~~2301.81 The THFR Department shall maintain a personnel roster for all Reserve participants. This roster, at a minimum, shall list the participants name, address, telephone number, email address and emergency contact information.~~

~~2301.82 Reserve will be required to fill out a monthly stipend sheet that captures hours worked each month, which will be verified and signed by the Reserve. The Fire Chief will approve the monthly stipend sheet and submit it to the General Manager for approval and processing for payment.~~

2301.90 Accountability

~~2301.91 All Reserves will be subject to the Department's Standard Operating Procedures, the District Policies and Procedures and those unwritten standards that would normally be adhered to by a prudent person.~~

~~2301.92 The Company Officer on-duty will be assigned as the supervisor of the Reserve participant assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator and Fire Chief. Performance will be closely observed and a record maintained in the Daily Log Book. The paid staff will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems, complaints or~~

issues. If at all possible, any issues will be handled at the lowest possible level, prior to being brought to the attention of the Fire Chief.

~~2301.93~~ The highest ranking officer on duty will schedule all work assignments. In the event of a problem or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

~~2301.100 Uniform~~

~~2301.101~~ All Reserves will be restricted from participating in fire prevention inspections or public education details until they have been issued NFPA compliant uniform clothing, as approved by the Fire Chief. THCR will provide NFPA compliant uniforms to each Reserve participant upon commencement of eligibility to request scheduled participation times. The uniform shall consist of the following clothing items:

- ~~1) NFPA compliant pants~~
- ~~2) Navy blue, button front, duty shirt~~
- ~~3) Navy blue station tee shirt~~
- ~~4) Black basket weave leather belt~~
- ~~5) Badge~~
- ~~6) Nametag~~

~~2301.102~~ It shall be the responsibility of the Reserve to procure the following items at his/her own expense:

- ~~1) Cotton under garments~~
- ~~2) NFPA compliant station boots~~
- ~~3) Personal hygiene products~~
- ~~4) Bedding~~
- ~~5) Other approved optional uniform items at Reserve discretion.~~
- ~~6) Maintenance of uniform articles in clean and neat condition.~~

~~2301.110 Safety Equipment~~

~~2301.111~~ Reserve Program participants shall be issued the following safety equipment:

- ~~1) STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.~~
- ~~2) WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear~~
- ~~3) MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.~~
- ~~4) COMMUNICATIONS EQUIPMENT: Pager, Charger.~~
- ~~5) MISCELLANEOUS: Firefighter Bag.~~

~~2301.120 Driving Privileges~~

~~2301.121 All Reserves must maintain a current CA Class B driver's license or Firefighter Endorsement to CA Class C license that is in good standing and provide a DMV printout showing no moving violations in the last 2 years.~~

~~2301.122 All Reserves must show proof of personal vehicle insurance upon acceptance and during participation in program.~~

~~2301.123 Driving approval of Department vehicles will only be approved after Reserve has completed Fire Apparatus Work Shop and a drive test by Department Training Officer or Fire Chief's delegate.~~

~~2301.124 Code Three driving will only be allowed once Reserve has completed Department provided emergency vehicle operation training and successful passing of field test.~~

~~2301.130 Off Duty~~

~~2301.131 When off duty, Reserve may utilize free time as they wish. Reserve is expected to follow District Policies and Procedures, THFD Standard Operating Procedures and be good stewards of the program, whether on or off duty. Reserves shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically, that presents themselves, the THFR or any other Fire Department in an unfavorable position.~~

~~2301.140~~ **40 Termination of Service** TERMS AND CONDITIONS OF VOLUNTEER RESERVE PROGRAM

2301.41 Voluntary Participation. Participation in the Reserve Program is entirely voluntary on the part of the participants, subject to meeting the Program requirements and participants are not considered employees of the District. The District reserves the right to remove a participant from the Reserve Program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2301.42 Minimum Participation Requirements. The Reserve will be required to participate in at least one 24-hour shift per month to continue to participation in the Reserve Program.

2301.43 Probation Period. All Reserves Program participants will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be considered an inability to meet the Program requirements and result in dismissal from the Reserve Program.

2301.44 Withdrawal. ~~Either party can terminate an individual's~~ A Reserve Program participant can also choose to end their voluntary participation in the Reserve Program at any time by notifying the District ~~other party,~~ in writing.; The District requests that a participant provide fourteen (14) days in advance notice of ~~said termination of their~~ intent to withdraw participation where possible.

2301.45 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Reserve ~~by THFR~~ shall be ~~surrendered to their assigned shift~~

~~supervisor or the Fire Chief upon~~ returned to the District upon dismissal or voluntary withdrawal from the Reserve Program. ~~termination of service.~~

~~2301.143~~ A breach or violation of any of the rules, regulations, policies, conducts or program ~~eligibility requirements is grounds for immediate termination of the Reserve, at the discretion of~~ Fire Chief.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Reserve Program

POLICY NUMBER: 2301

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2301.10 PURPOSE

This policy establishes a Volunteer Reserve Program, which provides an opportunity for interested individuals to further their fire service professional development by becoming affiliated with the District as a Volunteer Reserve.

2301.20 DEFINITIONS

2301.21 Volunteer Reserve Program. The Reserve Program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct supervision of the on-duty Company Officer. This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.

The District will establish specific eligibility requirements for individuals interested in participating in the Volunteer Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2301.21 Reserve Firefighter. The Reserve Firefighter will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.22 Reserve Operator. The Reserve Operator is required to have a current commercial driver's license or a Firefighter-endorsed Class C license, prior to program

participation. The Reserve Operator will be responsible, under direction of the Company Officer, for operation of District apparatus. The Reserve Operator will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.30 STIPENDS

Volunteer Reserves will receive a nominal stipend of \$50.00 per 24-hour shift. No benefits or unemployment eligibility will be provided, with the exception of Worker's Compensation.

Reserves may be utilized for in/out-of-county mutual aid responses to State or Federal emergencies. When assigned to such a response, the Reserve will be eligible for hourly compensation during that incident, based on the District's salary survey rate letter on file at the time of dispatch.

2301.40 TERMS AND CONDITIONS OF VOLUNTEER RESERVE PROGRAM

2301.41 Voluntary Participation. Participation in the Reserve Program is entirely voluntary on the part of the participants, subject to meeting the Program requirements and participants are not considered employees of the District. The District reserves the right to remove a participant from the Reserve Program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2301.42 Minimum Participation Requirements. The Reserve will be required to participate in at least one 24-hour shift per month to continue to participation in the Reserve Program.

2301.43 Probation Period. All Reserves Program participants will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be considered an inability to meet the Program requirements and result in dismissal from the Reserve Program.

2301.44 Withdrawal. A Reserve Program participant can also choose to end their voluntary participation in the Reserve Program at any time by notifying the District in writing. The District requests that a participant provide fourteen (14) days advance notice of their intent to withdraw participation where possible.

2301.45 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Reserve shall be returned to the District upon dismissal or voluntary withdrawal from the Reserve Program.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Program Description – Volunteer Firefighter/Operational Support Unit
POLICY NUMBER: 2302
ADOPTED: April 12, 2012
AMENDED: November 14, 2013

2302.10 The Twain Harte Community Services District Fire and Rescue Division (THFRD) maintains a Volunteer Firefighter and Operational Support Unit that is designed to augment staffing to paid personnel levels. There are two volunteer sub-programs within the Fire and Rescue Division: the Volunteer Firefighter Program and the Operational Support Unit Program.

2302.20 Overall Program Intent

The overall program intent of the Supplemental Staffing Program is to provide the on-duty paid captain with supplemental staffing during certain times of the day. While the Resident and Sleep-In Firefighter sub-programs are very similar, there are some subtle functional differences in the two programs, which are explained further below.

2302.30 Volunteer Firefighter Program

2302.31 The intent of the Volunteer Firefighter Program includes:

- a). Providing supplemental staffing to the normal daily staffing levels.
- b). Assuring that additional personnel are available during significant incidents and necessary District coverage periods.
- c). Providing the Volunteer Firefighter the opportunity to gain exposure to the fire protection profession, enhancing their professional and personal growth and advancement.
- d). Augmenting regularly scheduled staff for purposes of staffing Engine for statewide Mutual Aid Response.

2302.32 The regular paid on-duty staff will closely supervise Volunteer Firefighters.

2302.32.1 Under the supervision of the on-duty officer, Volunteer Firefighters respond to fire, medical and other rescue emergencies; use various fire, medical and rescue tools and equipment; drive and operate fire apparatus; assist in returning apparatus back into service following incidents and perform other duties as required or assigned.

2302.33 Examples of Duties

- a). Respond to fire, medical and rescue incidents as member of engine company
- b). Drive fire apparatus and operate fire pumps if hold proper licenses, certifications and are qualified.

- c). Assist in returning apparatus and equipment to service following emergency incidents and training activities.
- d). Assist with station maintenance and vehicle maintenance
- e). Attend required currency training

2302.34 Knowledge and Abilities

- a). Contemporary structural and wildland fire suppression techniques, emergency medical care, vehicle extrication and rope rescue skills.
- b). Fire service administrative and emergency management concepts.
- c). Operation of fire apparatus and pumping systems.
- d). Think clearly, develop and implement effective action plans, act quickly and provide effective direction under emergency conditions.
- e). Effectively lead, supervise and maintain discipline under emergency conditions.
- f). Prepare clear and concise reports.
- g). Interact with the public and promote a positive public image.
- h). Work cooperatively with both paid and volunteer firefighters.
- i). Communicate effectively both orally and in written form.

2302.35 Minimum Qualifications

- a). Minimum of one (1) year experience as either a CSFM Certified Volunteer Firefighter or TCFD Recruit Academy Graduate.
- b). First Responder and AED Certified.
- c). Rope Rescue Certified
- d). Extrication Certified

2302.40 Operational Support Unit Program

2302.41 The Operational Support Unit (OSU) utilizes people who are not necessarily interested in, or perhaps are not physically capable of, becoming routinely responding firefighters, but are interested and/or qualified to perform some non-emergency and incident management functions. As OSU members participate in the activities and functions of the THFRD, they become stewards of the THFRD. OSU members will serve as extensions of THFRD in our community and further educate the public on the many benefits and services THFRD provides to the community. Additionally, the functions performed by OSU personnel relieve firefighters from performing these tasks, resulting in more firefighters being available for assignment to technical emergency tasks and functions. Some OSU members will represent THFRD in different positions on various State and National Incident Management Teams. OSU personnel also participate in THFRD's various social events, fundraisers, fire prevention education presentations, training delivery and numerous other THFRD projects.

2302.42 Intent of the OSU Program:

- a). Provide additional personnel who can provide logistical support to the normal staffing level during significant emergency and non-emergency events.
- b). Assist with administrative duties as assigned by Chief.

- c). Respond as member of Incident Management Team to incidents throughout the nation.
- d). Perform other duties as required or assigned.

2302.43 Organization

2302.43.1 The OSU is organized in the same manner as other support groups such as the auxiliary and the firefighter association. A unit captain will manage the unit. The unit captain reports directly to the chief.

2302.43.2 The paid on-duty staff will closely supervise OSU members while working at incidents within District.

2302.44 Uniforms and Safety Gear

2302.44.1 Uniform Shirts - OSU members are issued light blue uniform shirts equipped with THFR arm patches. OSU members are not issued badges.

2302.44.2 Wildland Coat - Members will be issued the standard yellow nomex coats with labels on back for higher visibility during events or incidents.

2302.44.3 Helmet - OSU members will be provided with a non-firefighter blue hard hat clearly marked as THFRD – OSU.

2302.50 Benefits

Volunteer Firefighters and OSU members are not considered employees of the Twain Harte Community Services District and are not entitled to receive any of the benefits conferred on District employees, including but not limited to retirement, health, unemployment, and current union contract benefits. However, in accordance with California Labor Code Section 3361, Volunteer Firefighters and OSU members will be considered employees for the purposes of Workers' Compensation benefits.



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07E	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve proposed revisions to Policy #2303 (Volunteer Firefighter Intern Program Description) and rescind Policy #2304 (Volunteer Apparatus Operator Intern Program Description).		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

RECOMMENDED ACTION:

Approve proposed revisions to Policy #2303 – Volunteer Firefighter Intern Program Description. Rescind Policy #2304 - Volunteer Apparatus Operator Intern Program Description.

SUMMARY:

The Board’s Finance/Policy Committee reviewed Policy #2303 (Volunteer Firefighter Intern Program Description) and Policy #2304 (Volunteer Apparatus Operator Intern Program Description.)at its recent meeting to advance Strategic Plan Objective 5.13, which aims for the review and update (if needed) of all District policies. Policy #2303 was adopted on April 12, 2012, and was last amended on March 13, 2024. Policy #2304 was adopted on April 12, 2012, and was last amended on March 13, 2024.

The Finance/Policy Committee found that both policies included too much detail for a Board policy. The detail posed potential inefficiencies for staff who needed to change portions of the volunteer fire programs due to changes in operations or regulations. Instead of requiring staff to get minor operational changes approved by the Board, the Finance/Policy Committee recommended that both policies be simplified and combined into one policy – Volunteer Reserve Program. The new policy includes legal, financial and other information under the purview of the Board and leaves the specific program details to be developed/maintained by the Fire Chief.

Proposed revisions generally include the following:

- Changing the title of Policy #2303 (Volunteer Firefighter Intern Program Description) to “Volunteer Fire Intern Program.”
- Simplifying and combining the policies so that only important Board-related information is included.
- Re-organizing, re-formatting, and re-titling sections of Policy #2301 for ease of use.

The Finance/Policy Committee recommends that the Board adopt the attached proposed revisions to Policy #2303 – Volunteer Fire Intern Program and rescind Policy #2304 – Program Description: Apparatus Operator Intern.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2303 – Volunteer Firefighter Intern Program Description (Proposed Revisions w/Redlines)
- Policy #2303 – Volunteer Firefighter Intern Program Description (Proposed Revisions w/o Redlines)
- Policy #2303 – Volunteer Firefighter Intern Program Description (Original Version)
- Policy #2304 – Volunteer Apparatus Operator Intern Program Description. (Original Version)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter Intern Program Description
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 Program Intent Overview PURPOSE

~~Twain Harte Community Services District's (District) Fire Division offers a volunteer Firefighter and Apparatus Operator~~ This policy establishes the District's Volunteer Fire Intern Program. The District offers the Volunteer Fire Intern Program internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Firefighter Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's District's volunteer fire internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation ~~required for a Firefighter I Certification~~ to those interested individuals who are willing to serve as a Volunteer Firefighter Intern or Volunteer Apparatus Operator Intern for the District.

2303.20 ELIGIBILITY REQUIREMENTS

~~The District will establish eligibility requirements for individuals interested in participating in the Internship Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Internship Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.~~

2303.20 Objective

~~2303.21 The objective of the Volunteer Firefighter Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter I Certification to an interested individual willing to serve as a Volunteer Firefighter Intern for the District, who can use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training opportunities, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.~~

~~2303.22 The program has been developed to provide structured personal growth and professional development to the participant.~~

~~—— 2303.23 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.~~

~~—— 2303.24 The training and experience is intended to be basic, allowing participants in the program to use the experience they gain in similar situations.~~

~~—— 2303.25 The program will provide an opportunity for the Volunteer Firefighter Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.~~

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Status. Volunteer ~~Firefighter Fire~~ Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer ~~Firefighter Fire~~ Intern understands they are voluntarily agreeing to participate in the ~~Firefighter or Apparatus Operator~~ Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Stipends. Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of ~~\$1,000~~500 per month. Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,500 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

~~—— 2303.33 Volunteer Firefighter Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's needs determination. Interns may be reimbursed for some pre-approved training expenses.~~

~~—— 2303.33 Volunteer Firefighter Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.~~

~~—— 2303.34 Basic uniform articles will be provided.~~

~~—— 2303.35 When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.~~

~~—— 2303.36 Volunteer Firefighter Interns will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.~~

~~—— 2303.37 As Volunteer Firefighter Interns are not employees of nor employed by the District, they are not covered under the District's collective bargaining agreements, are not~~

eligible for the District's retirement system and any time served as a Volunteer Firefighter Intern does not count for District seniority purposes.

2303.33 Workers' Compensation. As a volunteer of the District's Fire Division, Volunteer Firefighter Interns will be covered under the District's workers compensation insurance.

2303.40 Program Eligibility

2303.41 In order to qualify for the Volunteer Firefighter Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.
- c). Possession of a valid California Class C Driver's License.
- d). Have current personal vehicle insurance.
- e). Interns must be certified in Tuolumne County as a First Responder with current CPR/AED credentials and successfully complete a Certified EMT-1 program, within the first year of participation in this program.
- f). Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.

2303.50 Program Selection Process

2303.51 Because the District only has a limited number of volunteer positions available in this Volunteer Firefighter Intern Program, potential candidates must submit an application and undergo a selection process.

2303.52 At the discretion of the Fire Chief, the selection process may consist of all or part of the following:

- a). Application submittal and review for meeting minimum program eligibility.
- b). Written test with score higher than 80%.
- c). Physical agility test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

2303.53 Candidates will be required to pass a drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2303.60 Program Expectations

———— **2303.61** As part of the Volunteer Firefighter Intern Program, interns will be subject to a simulated 6 month introductory period, during which they will be required to complete the probationary hand book and all assigned tests and evaluations. The purpose of this introductory period is to provide the intern with exposure to the requirements of full-time employment as a Firefighter in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of this voluntary program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter I, required within one year of assignment to shift.

———— **2303.62** Completion of all assigned introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

———— **2303.63** Volunteer Firefighter Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

———— **2303.64** Perform daily assigned shift tasks.

———— **2303.65** Attend, pass and become a CA qualified EMT within one year.

———— **2303.66** Complete certification or provide documentation of completion of CA State Fire Training curriculum for Vehicle Extrication, Low Angle Rope Rescue Operational and Haz Mat First Responder Operational within one year. The Firefighter Intern will also complete NWCG course S-190, S-130, I-100 within one year.

———— **2303.67** Volunteer Firefighter Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically that presents themselves, the District or any other fire department in an unfavorable position.

———— **2303.68** Volunteer Firefighter Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person. —

———— **2303.69** Volunteer Firefighter Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Firefighter Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of the voluntary intern program

———— **2303.70 Assigned Program Shift Duty**

———— **2303.71** Volunteer Firefighter Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

—— **2303.72** Program participation requires that Volunteer Firefighter Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Interns shall reside at station during their assigned shift.

—— **2303.73** Volunteer Firefighter Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning
- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing
- h). Physical fitness
- i). Emergency responses

—— **2303.74** Volunteer Firefighter Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

—— **2303.75** The Program Coordinator shall maintain a Program Roster for Volunteer Firefighter Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of assigned shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2303.80 Program Accountability

—— **2303.81** The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Firefighter Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

—— **2303.82** In the event of a problem or complaint, the issue shall be submitted in writing to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2303.90 Uniform

~~2303.91~~ The District will provide NFPA compliant uniforms to each Volunteer Firefighter Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- ~~a). NFPA compliant pants~~
- ~~b). Navy blue, button front, duty shirt~~
- ~~c). Navy blue station tee shirt~~
- ~~d). Black basket weave leather belt~~
- ~~e). Badge~~
- ~~f). Nametag~~
- ~~g). After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.~~

~~2303.92~~ It shall be the responsibility of the Volunteer Firefighter Intern to procure the following items at his/her own expense:

- ~~a). Cotton under-garments~~
- ~~b). NFPA compliant station boots~~
- ~~c). Personal hygiene products~~
- ~~d). Bedding~~
- ~~e). Other approved optional uniform items at Firefighter Intern's discretion.~~
- ~~f). Maintenance of uniform articles to keep in clean and neat condition.~~

~~2303.93~~ Intern Firefighters will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2303.100 Safety Equipment

~~2303.101~~ Volunteer Firefighter Interns shall be issued the following safety equipment:

- ~~a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.~~
- ~~b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.~~
- ~~c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.~~
- ~~d). COMMUNICATIONS EQUIPMENT: Pager, Charger.~~
- ~~e). MISCELLANEOUS: Firefighter Bag.~~

2303.110 Driving Privileges

~~2303.111~~ Volunteer Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.

~~———— 2303.112 Volunteer Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.~~

~~———— 2303.113 Volunteer Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.~~

~~———— 2303.114 Driving approval of Department vehicles will only be approved after Volunteer Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.~~

~~———— 2303.115 Code three driving will only be allowed once Volunteer Firefighter Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.~~

2303.40 Program Withdrawal and Completion TERMS AND CONDITIONS OF THE VOLUNTEER FIRE INTERN PROGRAM

2303.41 Voluntary Participation. Participation in the Volunteer Firefighter and Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Firefighter Intern to continue volunteering in the program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2303.42 Program Requirements. The District Fire Chief shall establish written requirements for the Volunteer Firefighter Intern and Volunteer Apparatus Operator Intern. Volunteers participating in each program shall comply with all such requirements.

2303.43 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Fire Internfighter Trainee by Twain Harte Fire, shall be surrendered to their assigned shift supervisor or the Fire Chief returned to the District upon withdrawal, discontinuance or completion of the Volunteer Firefighter Intern Program.

~~———— 2303.123 A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Firefighter Intern to continue volunteering in the program.~~

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**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER FIRE INTERNSHIP AGREEMENT**

It is hereby agreed between _____ (Volunteer Firefighter Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Firefighter Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the (check one):

Volunteer Firefighter Internship Program

Volunteer Apparatus Operator Internship Program

Participation in the Volunteer Firefighter Fire Internship Program is subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Firefighter Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Firefighter Fire Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Firefighter Fire Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Firefighter Fire Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Firefighter Fire Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Firefighter Fire Intern.

5. Quarters

The District shall provide the Volunteer Firefighter Fire Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer ~~Firefighter~~Fire Intern.

7. Performance and Duty Schedule

The Volunteer ~~Firefighter~~Fire Intern understands and acknowledges that the essence of the Volunteer ~~Firefighter~~Fire Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER ~~FIREFIGHTER~~FIRE INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Fire Intern Program
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 PURPOSE

This policy establishes the District's Volunteer Fire Intern Program. The District offers the Volunteer Fire Intern Program to provide those pursuing a career in the fire service the opportunity to apply traditional academic classroom learning to actual work experience. The District's volunteer fire internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation to those interested individuals who are willing to serve as a Volunteer Firefighter Intern or Volunteer Apparatus Operator Intern for the District.

2303.20 ELIGIBILITY REQUIREMENTS

The District will establish eligibility requirements for individuals interested in participating in the Internship Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Internship Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Status. Volunteer Fire Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer Fire Intern understands they are voluntarily agreeing to participate in the Firefighter or Apparatus Operator Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Stipends. Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$1,000 per month. Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,500 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

2303.33 Workers' Compensation. As a volunteer of the District's Fire Division, Volunteer Fire Interns will be covered under the District's workers compensation insurance.

2303.40 TERMS AND CONDITIONS OF THE VOLUNTEER FIRE INTERN PROGRAM

2303.41 Voluntary Participation. Participation in the Volunteer Firefighter and Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Fire Intern to continue volunteering in the program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2303.42 Program Requirements. The District Fire Chief shall establish written requirements for the Volunteer Firefighter Intern and Volunteer Apparatus Operator Intern. Volunteers participating in each program shall comply with all such requirements.

2303.43 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Fire Intern, shall be returned to the District upon withdrawal, discontinuance or completion of the Volunteer Fire Intern Program.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER FIRE INTERNSHIP AGREEMENT**

It is hereby agreed between _____ (Volunteer Fire Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the (check one):

____ Volunteer Firefighter Internship Program

____ Volunteer Apparatus Operator Internship Program

Participation in the Volunteer Fire Internship Program is subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Fire Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Fire Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Fire Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Fire Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Fire Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Fire Intern.

5. Quarters

The District shall provide the Volunteer Fire Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Fire Intern.

7. Performance and Duty Schedule

The Volunteer Fire Intern understands and acknowledges that the essence of the Volunteer Fire Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER FIRE INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter Intern Program Description
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 PROGRAM INTENT

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Firefighter Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required for a Firefighter I Certification to those interested individuals who are willing to serve as a Volunteer Firefighter Intern for the District.

2303.20 OBJECTIVES

2303.21 The objective of the Volunteer Firefighter Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter I Certification to an interested individual willing to serve as a Volunteer Firefighter Intern for the District, who can use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training opportunities, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

2303.22 The program has been developed to provide structured personal growth and professional development to the participant.

2303.23 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.

2303.24 The training and experience is intended to be basic, allowing participants in the program to use the experience they gain in similar situations.

2303.25 The program will provide an opportunity for the Volunteer Firefighter Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Firefighter Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer Firefighter Intern understands they are voluntarily agreeing to participate in the Firefighter Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$1,000a per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

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2303.35 When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.

2303.36 Volunteer Firefighter Interns will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.

2303.37 As Volunteer Firefighter Interns are not employees of nor employed by the District, they are not covered under the District's collective bargaining agreements, are not eligible for the District's retirement system and any time served as a Volunteer Firefighter Intern does not count for District seniority purposes.

2303.38 As a volunteer of the District's Fire Division, Volunteer Firefighter Interns will be covered under the District's workers compensation insurance.

2303.40 PROGRAM ELIGIBILITY

2303.41 In order to qualify for the Volunteer Firefighter Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.

- c). Possession of a valid California Class C Driver's License.
- d). Have current personal vehicle insurance.
- e). Interns must be certified in Tuolumne County as a First Responder with current CPR/AED credentials and successfully complete a Certified EMT-1 program, within the first year of participation in this program.
- f). Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.

2303.50 PROGRAM SELECTION PROCESS

2303.51 Because the District only has a limited number of volunteer positions available in this Volunteer Firefighter Intern Program, potential candidates must submit an application and undergo a selection process.

2303.52 At the discretion of the Fire Chief, the selection process may consist of all or part of the following:

- a). Application submittal and review for meeting minimum program eligibility.
- b). Written test with score higher than 80%.
- c). Physical agility test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

2303.53 Candidates will be required to pass a drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2303.60 PROGRAM EXPECTATIONS

2303.61 As part of the Volunteer Firefighter Intern Program, interns will be subject to a simulated 6 month introductory period, during which they will be required to complete the probationary hand book and all assigned tests and evaluations. The purpose of this introductory period is to provide the intern with exposure to the requirements of full-time employment as a Firefighter in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of this voluntary program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter I, required within one year of assignment to shift.

2303.62 Completion of all assigned introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

2303.63 Volunteer Firefighter Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

2303.64 Perform daily assigned shift tasks.

2303.65 Attend, pass and become a CA qualified EMT within one year.

2303.66 Complete certification or provide documentation of completion of CA State Fire Training curriculum for Vehicle Extrication, Low Angle Rope Rescue Operational and Haz Mat First Responder Operational within one year. The Firefighter Intern will also complete NWCG course S-190, S-130, I-100 within one year.

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2303.69 Volunteer Firefighter Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Firefighter Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of the voluntary intern program

2303.70 ASSIGNED PROGRAM SHIFT DUTY

2303.71 Volunteer Firefighter Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

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2303.73 Volunteer Firefighter Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning
- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing

- h). Physical fitness
- i). Emergency responses

2303.74 Volunteer Firefighter Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

2303.75 The Program Coordinator shall maintain a Program Roster for Volunteer Firefighter Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of assigned shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2303.80 PROGRAM ACCOUNTABILITY

2303.81 The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Firefighter Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

2303.82 In the event of a problem or complaint, the issue shall be submitted in writing to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2303.90 UNIFORM

2303.91 The District will provide NFPA compliant uniforms to each Volunteer Firefighter Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt
- d). Black basket weave leather belt
- e). Badge
- f). Nametag
- g). After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.

2303.92 It shall be the responsibility of the Volunteer Firefighter Intern to procure the following items at his/her own expense:

- a). Cotton under-garments

- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Firefighter Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

2303.93 Intern Firefighters will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2303.100 SAFETY EQUIPMENT

2303.101 Volunteer Firefighter Interns shall be issued the following safety equipment:

- a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- d). COMMUNICATIONS EQUIPMENT: Pager, Charger.
- e). MISCELLANEOUS: Firefighter Bag.

2303.110 DRIVING PRIVILEGES

2303.111 Volunteer Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.

2303.112 Volunteer Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.

2303.113 Volunteer Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

2303.114 Driving approval of Department vehicles will only be approved after Volunteer Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

2303.115 Code three driving will only be allowed once Volunteer Firefighter Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

2303.120 PROGRAM WITHDRAWAL AND COMPLETION

2303.121 Participation in the Volunteer Firefighter Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Firefighter Intern to continue volunteering in the program at any time.

2303.122 All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Firefighter Trainee by Twain Harte Fire, shall be surrendered to their assigned shift supervisor or the Fire Chief upon withdrawal, discontinuance or completion of the Volunteer Firefighter Intern Program.

2303.123 A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Firefighter Intern to continue volunteering in the program.

TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT

It is hereby agreed between _____ (Volunteer Firefighter Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Firefighter Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Firefighter Internship Program subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Firefighter Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Firefighter Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Firefighter Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Firefighter Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Firefighter Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Firefighter Intern.

5. Quarters

The District shall provide the Volunteer Firefighter Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

7. Performance and Duty Schedule

The Volunteer Firefighter Intern understands and acknowledges that the essence of the Volunteer Firefighter Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER FIREFIGHTER INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Apparatus Operator Intern Program Description
POLICY NUMBER: 2304
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2304.10 PROGRAM INTENT

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Apparatus Operator Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required to obtain Firefighter II and Driver Operator I Certifications to interested individuals who are willing to serve as a Volunteer Apparatus Operator Intern for the District..

2304.20 OBJECTIVES

2304.21 The objective of the Volunteer Apparatus Operator Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter II Certification, Driver Operator I Certification to an interested individual willing to serve as a Volunteer Apparatus Operator Intern for the District, who can then use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

2304.22 Provide Volunteer Apparatus Operator Intern with the necessary training and skill development to begin developing into a competent and qualified Engineer.

2304.23 The program has been developed to provide structured personal growth and professional development to the participant.

2304.24 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.

2304.25 The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.

2304.26 The program will provide an opportunity to the Volunteer Apparatus Operator Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

2304.30 VOLUNTEER STATUS AND STIPENDS

2304.31 Volunteer Apparatus Operator Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The intern understands they are voluntarily agreeing to participate in the Apparatus Operator Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2304.32 Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,500 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

2304.33 Volunteer Apparatus Operator Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's needs determination. Interns may be reimbursed for some pre-approved training expenses.

2304.34 Volunteer Apparatus Operator Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.

2304.35 Basic uniform articles will be provided.

2304.36 When successful in completing all skill signoffs, training requirements and time requirement for CA FFI and CA Driver/Operator certification, all processing fees will be paid by Twain Harte Fire and Rescue.

2304.37 As Volunteer Apparatus Operator Interns are not employees of nor employed by the District, they are not covered under the District's bargaining agreements, are not eligible for the District's retirement system and any time served in as a Volunteer Apparatus Operator Intern does not count as time employed for District seniority purposes.

2304.38 As a volunteer of the District's Fire Division, Volunteer Apparatus Operator Interns will be covered under the District's workers compensation insurance.

2304.40 PROGRAM ELIGIBILITY

2304.41 In order to qualify for the Volunteer Apparatus Operator Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.

- c). Possession of a valid California Class B Commercial Driver's License, or California Class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.
- d). Have current personal vehicle insurance.
- e). Interns must be certified as a Tuolumne County EMT, with current CPR/AED credentials.
- f). Applicants must have prior to appointment, a California Firefighter I Certificate, California Driver/Operator 1A and 1B Certificate, California State Fire Training Vehicle Extrication Certificate and Hazardous Materials First Responder Operations Certificate, Low Angle Rope Rescue Operations Certificate.

2304.50 PROGRAM SELECTION PROCESS

2304.51 Because the District only has a limited number of volunteer positions available in this Volunteer Apparatus Intern Program, must submit an application and undergo a selection process..

2304.52 At the discretion of the Fire Chief, selection process shall consist of all or part of the following:

- a). Application submittal and review for meeting minimum qualifications.
- b). Written test with score higher than 80%.
- c). Physical agility test and basic pump operations manipulative test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to further become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

2304.53 Candidates will be required to pass drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2304.60 PROGRAM EXPECTATIONS

2304.61 As part of the Volunteer Apparatus Operator Intern Program, interns will be subject to a simulated 6 month introductory period similar to that which would apply in a new full-time position at a fire department, during which they will be required to complete all assigned tests and evaluations for the introductory period. The purpose of the introductory period is to provide the intern with exposure to the requirements of full-time employment as an Apparatus Operator in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of the this voluntary intern program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter II, Driver Operator I and Engine Boss Trainee, required within one year of assignment to shift.

2304.62 Completion of all introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

2304.63 Volunteer Apparatus Operator Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

2304.64 Perform daily assigned shift tasks.

2304.65 Attend, pass and become certified in NWCG S-130, S-190, I-100, I-200, S-290, S-230, S-212, provided by Twain Harte Fire and Rescue.

2304.66 Volunteer Apparatus Operator Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically that presents themselves, the District or any other fire department in an unfavorable position.

2303.67 Volunteer Apparatus Operator Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

2303.68 Volunteer Apparatus Operator Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Apparatus Operator Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of this voluntary intern program.

2304.70 ASSIGNED PROGRAM SHIFT DUTY

2304.71 Volunteer Apparatus Operator Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

2304.72 Program participation requires that Volunteer Apparatus Operator Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Volunteer Apparatus Operator Interns shall reside at the station during their assigned shift.

2304.73 The Volunteer Apparatus Operator Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not be limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning

- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing
- h). Physical fitness
- i). Emergency responses

2303.74 Volunteer Apparatus Operator Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

2304.75 The Program Coordinator shall maintain a Program Roster for Volunteer Apparatus Operator Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2304.80 PROGRAM ACCOUNTABILITY

2304.81 The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Apparatus Operator Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

2304.82 In the event of a problem, or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2304.90 UNIFORM

2304.91 The District will provide NFPA compliant uniforms to each Volunteer Apparatus Operator Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt
- d). Black basket weave leather belt
- e). Badge
- f). Nametag
- g). After successful completion of six months probation, embroidered sweatshirt will be presented to Intern.

2304.92 It shall be the responsibility of the Volunteer Apparatus Operator Intern to procure the following items at his/her own expense:

- a). Cotton under-garments
- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

2303.93 Volunteer Apparatus Operator Interns will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2304.100 SAFETY EQUIPMENT

2304.101 Volunteer Apparatus Operator Interns shall be issued the following safety equipment:

- a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- d). COMMUNICATIONS EQUIPMENT: Pager, Charger.
- e). MISCELLANEOUS: Firefighter Bag.

2304.110 DRIVING PRIVILEGES

2304.111 Volunteer Apparatus Operator Interns must maintain a current CA Class B Driver's license or Firefighter Endorsement to CA Class C that is in good standing with a clean driving record.

2304.112 Volunteer Apparatus Operator Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

2304.113 Driving approval of Department vehicles will only be approved after Volunteer Apparatus Operator Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

2304.115 Code three driving will only be allowed once Volunteer Apparatus Operator Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

2304.120 PROGRAM WITHDRAWAL AND COMPLETION

2304.121 Participation in the Volunteer Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Apparatus Operator Intern to continue volunteering in the program at any time.

2304.122 All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Apparatus Operator Intern by Twain Harte Fire & Rescue, shall be surrendered to their assigned shift supervisor or the Fire Chief, upon withdrawal, discontinuance or completion of the Volunteer Apparatus Operator Intern Program.

2304.123 A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Apparatus Operator Intern to continue volunteering in the program. .

TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT

It is hereby agreed between _____ (Volunteer Apparatus Operator Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Apparatus Operator Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Apparatus Operator Internship Program subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Apparatus Operator Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Apparatus Operator Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Apparatus Operator Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Apparatus Operator Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Apparatus Operator Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Apparatus Operator Intern.

5. Quarters

The District shall provide the Volunteer Apparatus Operator Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish

rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

7. Performance and Duty Schedule

The Volunteer Apparatus Operator Intern understands and acknowledges that the essence of the Volunteer Apparatus Operator Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER APPARATUS OPERATOR INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____



Board Meeting Agenda Item Summary

June 12, 2024

ITEM #:	07F	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action authorized the General Manager to enter into an agreement to participate in the California Cooperative Liquid Assets Securities System (California CLASS).		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Authorize the General Manager to enter into an agreement to participate in the California Cooperative Liquid Assets Securities System (California CLASS).

SUMMARY:

The District's reserve funds are distributed across various accounts, this diversification strategy serves multiple purposes: enhancing safety, ensuring access to funds, and optimizing yield. District staff have researched investment alternatives that could yield better returns than our current investments (LAIF and Money Market) and the California Cooperative Liquid Assets Securities System (California CLASS) stands out among these options. California Class provides public agencies with an additional diversification avenue for both daily liquidity and strategic reserve investments. Notably, this program is jointly sponsored by the California Special Districts Association (CSDA) and the League of California Cities.

California CLASS is a joint exercise of powers entity authorized under section 6509.7, California Government Code. It is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that governs the investment of public funds. It is a new investment pool specifically designed to meet the growing investment needs of California public agencies. The program provides an opportunity for agencies to invest cooperatively in rated pools managed in accordance with state law and District Policy #3015 - Investment.

The Finance Policy Committee reviewed the California CLASS JPA at its recent meeting and recommends that the Board authorize the District's participation in California CLASS.

In accordance with Policy #3015, the Board has delegated management of the District's investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer requires the endorsement of the Finance Committee and the General Manager.

FINANCIAL IMPACT:

Participating in California CLASS provides an opportunity for District reserve funds to produce higher yields than its current LAIF and money market investments. California CLASS is currently producing 1.4% greater returns than the District's investments.

ATTACHMENTS:

None.

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



**California Special
Districts Association**
Districts Stronger Together

www.csda.net

CALIFORNIA CLASS FEATURES

As a California CLASS Participant, you have access to many convenient features:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime Fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime Fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime Fund. The California CLASS Enhanced Cash Fund is a variable NAV fund that provides next-day liquidity and requires a one-day notification of redemption.

Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



Bob Shull

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Jerry Legg

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(916) 221-7833

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement(s) before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. The California CLASS Enhanced Cash Fund is rated by 'AAAF/S1' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Invest with California CLASS Prime

Investing with California CLASS Prime could mean more for your local community. Use the California CLASS Prime investment calculator to see just how much you could have earned.

Amount Invested

Start Date

End Date

You would have earned
\$4,428.53
 on your investment if you started on
April 1, 2024

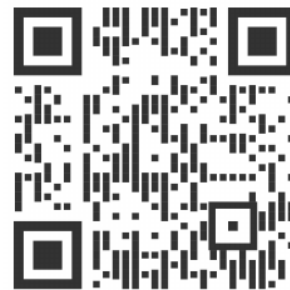
California CLASS Investment Income Earned				
As of Date	Time	\$1M	\$5M	\$10M
Apr 01 - Apr 30	1 month	\$4,429	\$22,143	\$44,285
Nov 01 - Apr 30	6 months	\$27,562	\$137,812	\$275,624
May 01 - Apr 30	12 months	\$55,596	\$277,979	\$555,959

Months listed are in the years 2023-2024

California CLASS Daily Yields as of Month-End

Month	Year	Month-End Yield
April	2024	5.3199%
March	2024	5.4330%
February	2024	5.4375%
January	2024	5.4710%
December	2023	5.5508%
November	2023	5.5691%
October	2023	5.5540%
September	2023	5.5193%
August	2023	5.4663%
July	2023	5.4443%
June	2023	5.2651%
May	2023	5.1880%

For more information on both historical yields and annualized performance, visit www.californiaclass.com/rates or scan the below QR code:



Source: Public Trust Advisors, LLC. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS Prime is not a bank. An investment in California CLASS Prime is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, California CLASS Prime cannot guarantee they will do so. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

California CLASS Participant List April 2024

Counties

El Dorado County
Sonoma County Treasurer

Lake County

Municipalities

City of Artesia
City of Brentwood
City of Folsom
City of Fullerton
City of Hanford
City of Kingsburg
City of Moreno Valley
City of Oroville
City of Santa Ana
City of Wasco
Town of Fort Jones

City of Beaumont
City of Farmersville
City of Fowler
City of Gilroy
City of Hemet
City of Lancaster
City of Morgan Hill
City of Porterville
City of Shafter
City of Williams
Town of Paradise

Other

California CLASS Enhanced Cash
CSDA Finance Corporation
Public Agencies Self-Insurance System
Special District Leadership Foundation
Tri-County Water Authority

California Special Districts Association
League of California Cities
Sewer Authority Mid-Coastside
Special District Risk Management Authority

Special Districts

Alameda County Mosquito Abatement District
Altadena Library District
Artesia Cemetery District
Banning Library District
Bell Canyon Community Services District
Bolin Fire Protection District
Brooktrails Township Community Services District
Camarillo Health Care District
Central Fire District of Santa Cruz County

Alpine Fire Protection District
Anderson Springs Community Service District
Atwell Island Water District
Beaumont Library District
Bighorn - Desert View Water Agency
Bonita Sunnyside Fire Protection District
Cabazon Water District
Castroville Cemetery District
Channel Islands Beach Community Services District

California CLASS Participant List April 2024

Chester Public Utility District	Chico Area Recreation & Park District
Chino Basin Water Conservation District	Chino Basin Watermaster
City of Big Bear Lake, Department of Water and Power	Clovis Veterans Memorial District
Coachella Valley Resources Conversation District	Coalinga - Huron Recreation & Parks District
Coastside Fire Protection District	Contra Costa Mosquito & Vector Control District
Copper Valley Community Services District	Corcoran Irrigation District
Corning Healthcare District	Costa Mesa Sanitary District
Crescenta Valley Water District	Del Puerto Health Care District
Delano Mosquito Abatement District	Desert Recreation District
Durham Irrigation District	East Orange County Water District
Emerald Bay Service District	Fallbrook Regional Health District
Georgetown Divide P.U.D.	Glenn County Resource Conservation District
Gold Mountain Community Services District	Goleta Sanitary District
Grossmont Healthcare District	Groveland Community Services District
Helendale Community Services District	Heritage Ranch Community Services District
Herlong Public Utility District	Hilmar County Water District
Humboldt Bay Municipal Water District	Humboldt Community Services District
Idyllwild Water District	Igo Ono Community Services District
Indian Valley Community Services District	Ironhouse Sanitary District
Kensington Police Protection and Community Services District	Kenwood Fire Protection District
Keyes Community Services District	La Puente Valley County Water District
Lakeside Fire Protection District	Las Gallinas Valley Sanitary District
Leucadia Wastewater District	Littlerock Creek Irrigation District
Livermore Area Recreation and Park District	Los Alamos Cemetery District
Madera Irrigation District	Mariana Ranchos County Water District
Marina Coast Water District	Mark Twain Health Care District
McKinleyville Community Services District	Mendocino Coast Recreation and Park District
Mendocino County Waterworks District II	Midway City Sanitary District
Mission Hills Community Services District	Mojave Water Agency
Murphy's Sanitary District	North County Fire Protection District, San Diego County
North Humboldt Recreation and Park District	North of River Sanitary District No. 1
Oceano Community Services District	Olympic Valley Public Service District
Orange County Cemetery District	Oxnard Harbor District
Palos Verdes Library District	Paradise Irrigation District

California CLASS Participant List April 2024

Paradise Recreation & Park District	Phelan Pinon Hills Community Services District
Pico Water District	Pine Grove Community Service District
Pleasant Valley County Water District	Pleasant Valley Recreation and Park District
Rainbow Municipal Water District	Rancho Murieta Community Services District
Rancho Santa Fe Fire Protection District	Reclamation District No. 1000
Resource Conservation District of Greater San Diego County	Rim of the World Recreation and Park District
Rossmoor Los Alamitos Area Sewer District	San Antonio Basin Water District
San Diego County Citrus Pest Control District	San Gabriel Valley Mosquito and Vector Control District
San Mateo County Mosquito and Vector Control District	San Miguel Consolidated Fire Protection District
San Simeon Community Services District	Santa Cruz Port District
Santa Maria Public Airport District	Santa Ynez River Water Conservation District
Sierra Resource Conservation District	South Placer M.U.D.
Stockton East Water District	Tahoe - Truckee Sanitation Agency
Tahoe City Public Utility District	Tehachapi Valley Recreation and Park District
Temecula Public Cemetery District	Templeton Community Services District
Town of Discovery Bay - Community Services District	Trabuco Canyon Water District
Tracy Rural County Fire Protection District	Truckee Donner Recreation and Park District
Truckee Sanitary District	Truckee Tahoe Airport District
Turner Island Water District	Twentynine Palms Water District
Union Public Utility District	Vandenberg Village Community Services District
Ventura River Water District	Vista Fire Protection District
Wallace Community Services District	Weott Community Services District
West Basin Municipal Water District	West County Wastewater District
Western Shasta Resource Conservation District	Williams Fire Protection Authority
Yuima Municipal Water District	

Total Participants: 169

Disclaimer: This participant list is being made public as a service to our participant base. The listed participants are active as of the end of the month.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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

3015.10 INTRODUCTION

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

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

3015.20 AUTHORITY

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

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

3015.30 SCOPE

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

3015.40 OBJECTIVES

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

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

3015.50 STANDARDS OF CARE

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

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

3015.60 SAFEKEEPING

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

3015.70 DIVERSIFICATION

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

3015.80 REPORTING REQUIREMENTS

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

3015.90 PERFORMANCE REVIEW

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

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

3015.100 APPROVAL OF INVESTMENT POLICY

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

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

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

II. INVESTMENT CONSULTANT RESPONSIBILITIES

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

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

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

FIGURE 1

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

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

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

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

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



Board Meeting Agenda Item Summary

June 12, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

June 12, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

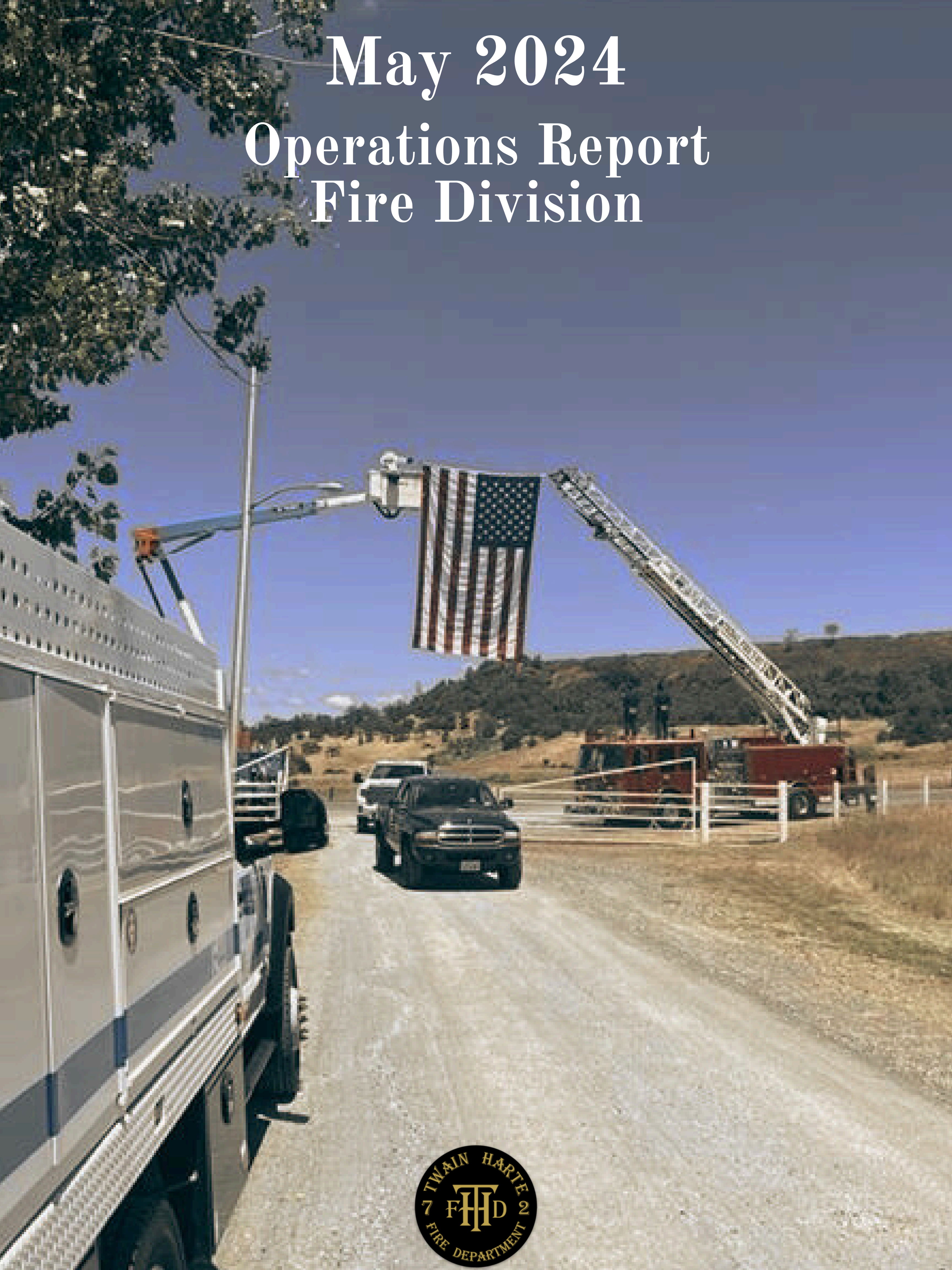
FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

May 2024 Operations Report Fire Division



May Staffing

Full-Time Captains-3

Intern Operators-2

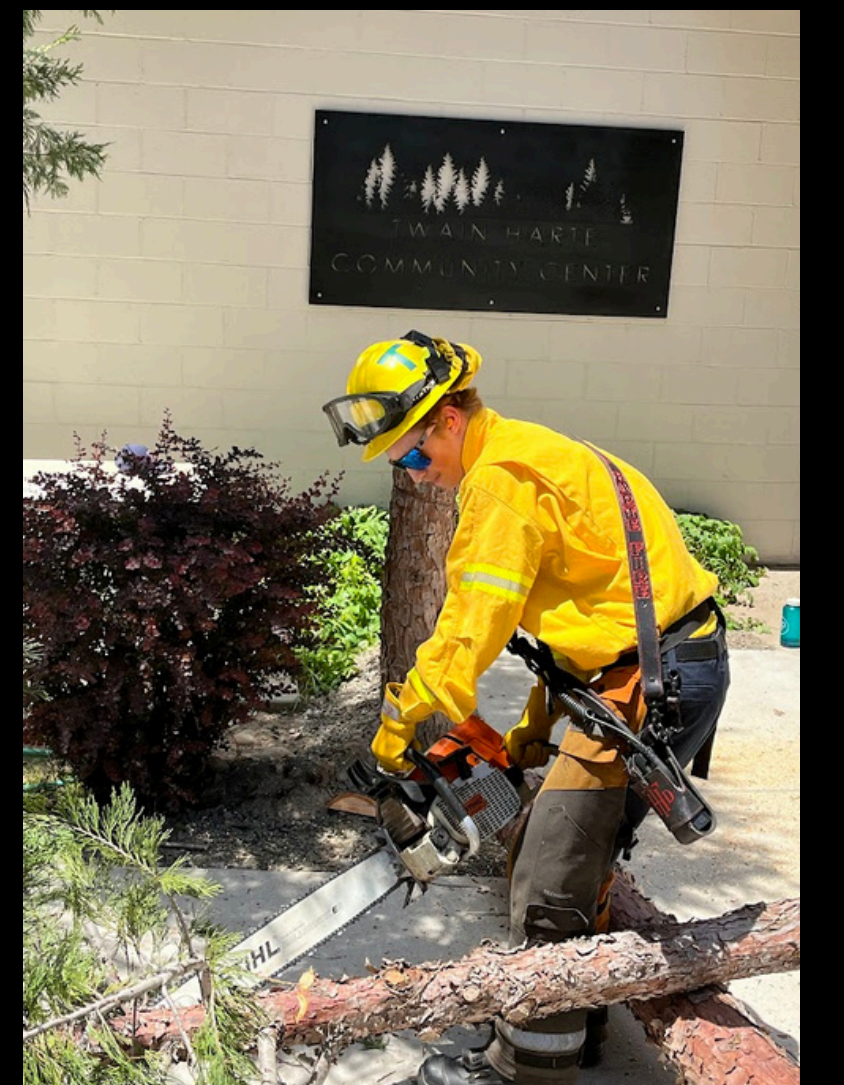
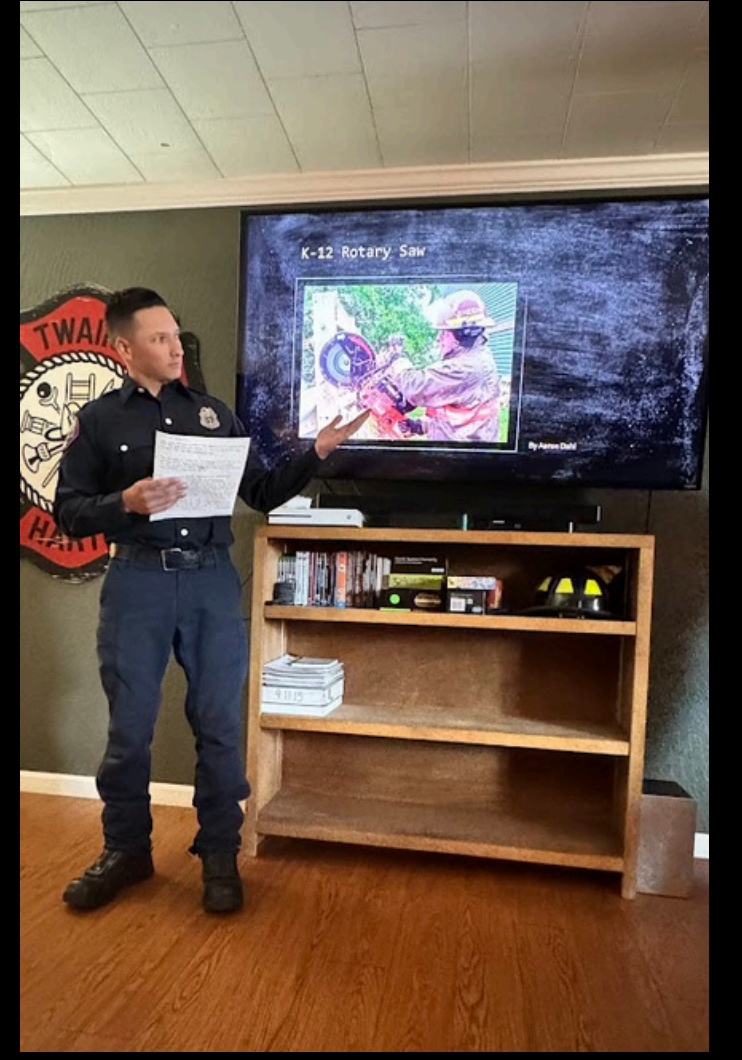
Relief Captains-4

Reserve Firefighters-4

Intern Firefighters-4



May Training Hours-255



Fleet/Facilities



E-722 is back from the paint shop. We are currently awaiting decals to be installed.



The community center parking lot has been completed. Captain Slater and his crew removed some trees and installed the new signs and exterior lights.



Fleet/Facilities



**New accent lighting was also installed at the
Community center.**



2024



On May 6th, Twain Harte Reserve Firefighter Aaron Gonzales successfully passed the Columbia College Fire Academy, finishing at the top of his class.



Congratulations to Captain Ernie Dixon and Allie Dixon.



May Responses-44



May 2024
Incidents by Type



EMS Incidents-29



Fires-6



Good Intent-6



Hazardous incident-3



Incident Response by Districts

May 2024



Twain Harte District 38%



Tuolumne County Fire-61%



Mi Wuk Sugar Pine Fire-1%

Celebrating the life of

Joel Lafayette



June 28, 1971 - May 18, 2024

Saturday, May 25

Tuolumne County Sheriff's Posse
19130 Rawhide Rd, Jamestown, CA 95327
at 1:00 in the evening



On May 18th, Our Brother, Firefighter Joel Lafayette, succumbed to his injuries following a motorcycle accident in the Copperopolis area. Joel was a Relief Captain with THFD for a short time. Although Joel worked for us briefly, he left a lifelong impact on many of us. He will be genuinely missed.



TWAIN HARTE AREA



SERVING OUR COMMUNITY

MONTHLY UPDATE

May 2024

PIO: Leo Marroquin
Editor: Carol Hallett
Proof reader: Lise Lemonnier

Contents:

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NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



Okay fair warning... tomorrow is June 1st which means we are officially halfway through this year!

THA-CERT has been busy with project planning and executing those plans which makes the time just fly by. This newsletter is chalk full of information. It starts with the report from THCSD GM...it is amazing to see what is in the works for our little town and then watch it come to fruition. Check out what is happening with THFD & THCSD, they are always working on improving our lives. Read the news about the community center, the flag ceremony, the upcoming training that will literally help save lives, the wonderful honor that was bestowed on me (which words cannot express my gratitude), plus so much more.

I hope to see you all at the Outhouse Race tomorrow at Eproson Park. It is a family fun event with lots of vendors, outhouse racing and the Tot Pot races which is a crowd pleaser. THA-CERT, Mountain Meadows Production and Terry Northcutt have worked very hard to make this a great event, I hope you can be there to support us.

With all the activities that we do we have to remember this one other thing that happens no matter what... it is called life. If we don't pay attention to it, it will get your attention one way or another.

So remember to spend time doing the things you like to do with the people you like to do them with. It is a beautiful time of year so enjoy the birds singing, the blue skies and the cool breeze with your favorite people in your favorite place.



My favorite place

THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD General Manager



GM REPORT

May 8, 2024

ADMIN ACTIVITIES

- FY 2024-25 Budget & Capital Outlay Plans
- TH Meadows Park Grand Opening Preparation
- Workplace Violence Prevention Plan
- State Controller Office Annual Reporting
- TH Meadows Park Construction Management
- Fire Training Parking Lot Design Coordination
- Community Center and Pickleball Projects

MEETINGS OF INTEREST

- 4/12 TH Trail Eagle Scout Scoping Meeting
- 4/19 County Drought Task Force
- 4/24 County OES Pre-Fire Season
- 4/29 TH Meadows Sign Design
- 5/21 CSDA Legislative Days

CAPITAL PROJECTS

Twain Harte Meadows Park

Budget: \$3,000,000

Pavilion framing, restroom building, most planting and most of the water play area is complete. Pathway, water play area, parking area and pavilion construction will continue this month. Project completion is anticipated in mid-summer.

Tennis/Pickleball Court Improvements

Budget: \$310,000

Pickleball expansion and surface conversion to a sport grid surface is scheduled for June. Contracting to convert the tennis courts to a hybrid clay surface is underway and construction is anticipated in late summer or early fall.

Community Center Improvements

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

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Parking lot drainage is complete and the ADA parking improvements are complete. Parking lot paving will be complete this month and new front doors and signage will be installed in the next two months.

Fire Training Parking Lot

Budget: \$331,000

Design of a grant-funded project to enlarge the parking lot used for the fire training facility and offices has begun. The new lot includes a permeable parking surface and landscaping watered by captured rainwater, providing more parking for fire trainings and fixing drainage issues. Construction is anticipated in early fall.

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Sherwood Forest water lines design and grant application is ready to submit.

FUNDING OPPORTUNITIES

SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Fall 2024

SRF / BUDGET EARMARK - \$6.55M

Sherwood Forest Water / Award: Fall 2024

ASSISTANCE TO FIREFIGHTERS GRANT - \$75,000

Structural Fire Turnouts / Award: Fall 2024

TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED

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

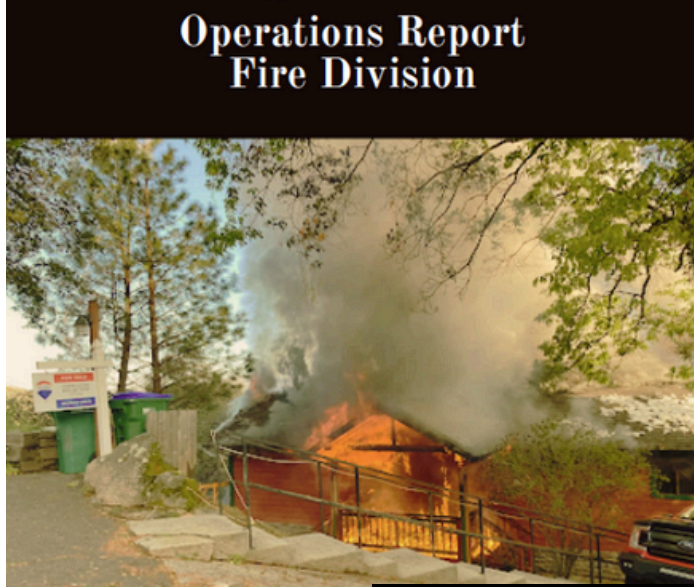
TWAIN HARTE FIRE DEPARTMENT REPORT

by Neil Gamez, THFD Fire Chief



April Staffing

- Full-Time Captains-3
- Intern Operators-2
- Relief Captains-4
- Reserve Firefighters-4
- Intern Firefighters-2



Operations Report Fire Division



290 TRAINING HOURS

On April 24th, Twain Harte Fire, in conjunction with Ranchireia Fire, Sponsored, and Auto Extercation class. Over 25 students from all over the state came to learn from some of the best instructors on this topic.



April Awards



On April 28th, the Twain Harte Fire Department received a Partnership award from the Tuolumne County Fire Department (TCFD)/ Cal Fire Tuolumne Calaveras Unit. For our continued dedication to improve fire protection in Tuolumne County.

April Responses-29



On April 9th, THFD responded to a Residential Structure Fire in the Crystal Falls area. One Firefighter from Cal Fire sustained an injury during this incident.



On April 14th, THFD responded to a phone-in report of a possible electrical fire on Vantage Point Drive.



On April 19th, THFD responded to Ponderosa Drive in Twain Harte for power lines down in the residence's backyard.



On April 21, THFD responded to a Residential Structure Fire in the Ponderosa Hills area. Crews assisted with water supply and overhaul

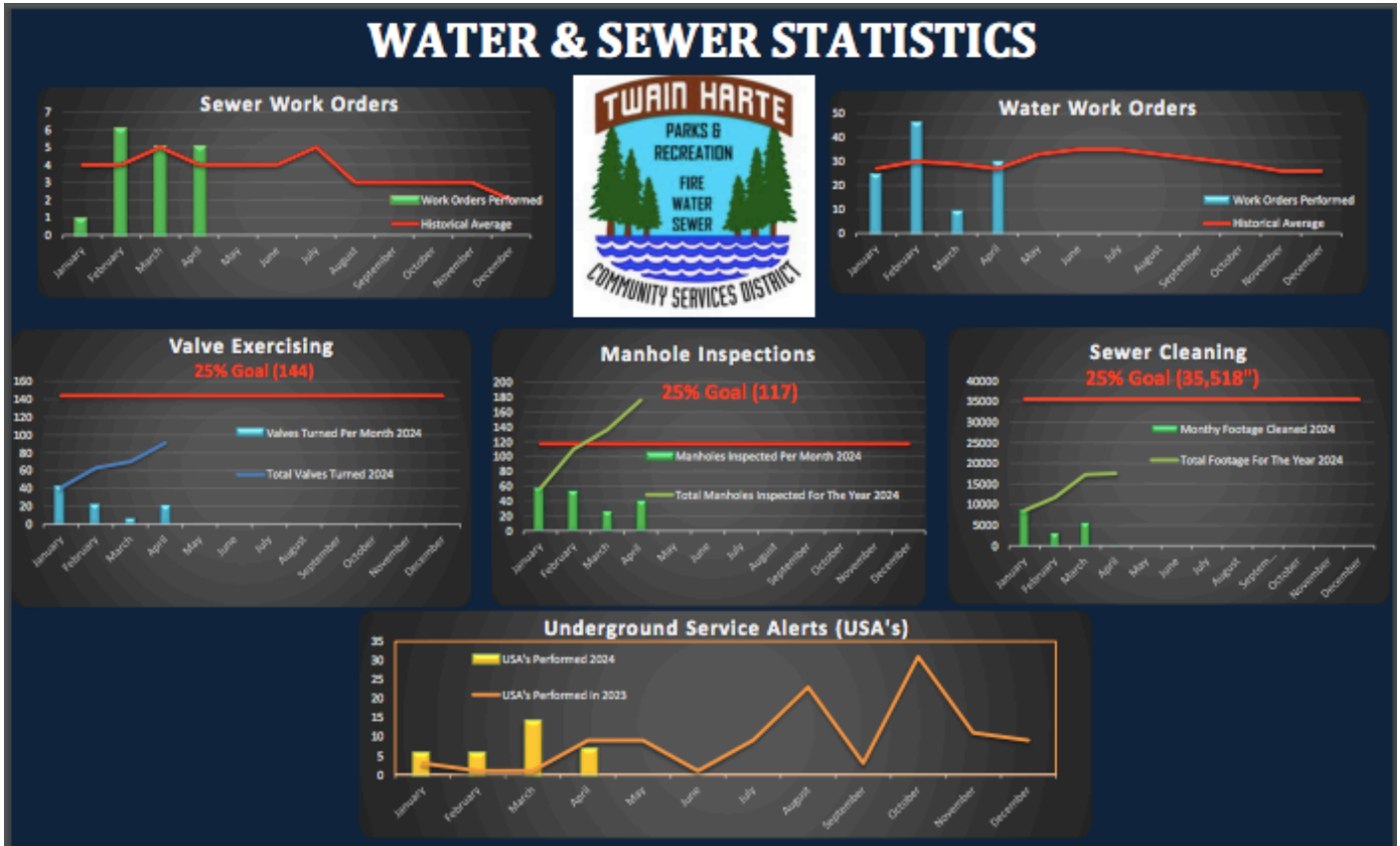


THCSD WATER & SEWER REPORT

by Lewis Giambruno, THCSD Operations Manager



Each month I present to the THCSD Board an update on the work we do to keep our town looking and working well. There are a lot of details that go behind these graphs, join our board meeting to learn more.



PAVED AND READY

by Mike Mandell, Team Leader

There is so much going on around here it is hard to keep up with it all sometimes, the community center upgrades is one of those things.



We reported some time ago that the interior of the community center was going through a facelift and there are still additions that are happening there, like more AV equipment so that it will be a great training center as well as a community center. Now, you are going to have to drive by...the parking lot is looking all pretty too.



There is a new landing in front of the door with a ramp up to the handicap parking space. There are new drop ins so that it will be less likely to flood. The entire lot got graded and paved so that bring dirt in on our shoes from the parking lot will be a lot more challenging. And we have lines so that we know where to park... imagine that!

It's been a while in the making but it sure is looking good. Great job but THFD, THCS and the crew that did the work.

MEMORIAL DAY CELEBRATION

by Lise Lemonnier, Planning Chief

The flag dedication that happens each Memorial Day at the arch in downtown Twain Harte is one of the most moving celebrations. This year was no exception.



Jill Main has been instrumental in organizing this event over the past few years and has really made it a unique and different moment in time each year.

It is moving to watch the veterans marching up the street proudly carrying the flags. As they approached the flag pole as it was announced that the horse warriors were in attendance. They were strong animals which depicted the strength of our armed forces.

It was also announced that the oldest veteran in attendance is 101 years old... he stood in his uniform overseeing the festivities.



Memorial day is a day to remember those that gave the ultimate sacrifice for our nation but I always like that we do the celebrating with our local veterans, our heroes!

WE BROKE IT, WE FIXED IT

by Carol Hallett, Program Manager

Having the ability to have a banner hanging under the arch for an event is not only an honor, it is a tradition.



THA-CERT wanted to have a banner up to help promote the upcoming Out-house races. We noticed that the banner for the previous event that was hanging under the arch was whipping up in the wind and folding over. We thought if we could put weight on the bottom we could keep this from happening. So a small pvc pipe was added and it kept the bottom from flapping in the wind but it also made it hang lower.

A truck drove by and hooked onto the pipe. The banner got ripped, the spring on the tension wire sprung and the system was no longer in working order.



In typical THA-CERT manner we decided we broke it, we fix it! Terry Northcutt and Dave Hallett came to the rescue. Terry loaded up his forklift and brought it into town. Dave came over to run it and halfway through the adventure Dave changed places with Terry. We were able to jerry-rig the thing to work so that the banner could be up over the holiday weekend.

After a discussion with Rotary President Marilyn Knudson and her husband Rich. We have a plan to work with Rotary to make sure the banner hanging system works as long as the arch is standing in Twain Harte or at least until none of us can remember anything (if you know what I mean).



Hot time
Summer in the city

CPR TRAINING IN JUNE

by Margaret Lawrence, Training Officer



I am off on a European vacation and I know I am missing a lot in Tuolumne County but traveling is a huge part of my life.

Before I left I confirmed the June CPR training class. I hope you will RSVP for this class right away... it will fill up fast for many reasons. First, is the instructors. To have two such amazing talented people come here to Tuolumne County to share their knowledge and experience with us is estonshing. Second, is the material. This is a great refresher course for everyone with instruction and hands on practice. It will also include AED training. And lastly, we will be able to drive on the new parking lot at the Community Center.

All this dovetails nicely with THA-CERT's fundraising goal for this year, to replace the aging AEDs for THFD and to place AEDs strategically around the area.

Having the equipment around in different locations is very important and having the training to use the equipment is vital.

I hope you can join this important training class.

RSVP now!

New AEDs for THFD



Your generous donation helps to support our local firefighters

Free Community	CPR/AED Class
Date: 06/29/2024	Time: 09:00-12:00pm

Location: 18775 Manzanita Dr., Twain harte, CA

**Are you interested to having skills to save a life?
Join us on June 29th to learn more.**

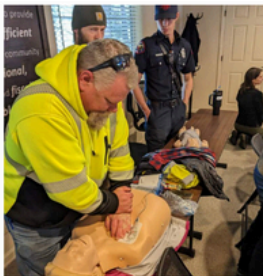


This course will be taught by two amazing certified instructors, Michelle Wagner and Mary Kirkwood.

You will learn the fundamentals of CPR, how to do it correctly, and will practice doing CPR on adult, child, and infant mannequins.

Because this is a free class you will not be getting a certificate, but the same material will be taught as in the certification class.

You will also learn how to use an Automated External Defibrillator (AED). As more of these devices pop up around our community it is very important that you know how to use them to save a life.



There is no cost to attend this event, but space is limited and registration is required.

Please reserve your spot by contacting us at twainhartecert@gmail.com.



Printing generously donated by



This class is open to all.



Can Opener

Chili



6-10 Serves



5 min prep

30 min cook

INGREDIENTS

- 1 onion chopped
- 1-2 cloves of diced garlic
- 1 Lb ground beef
- 1 Lb bulk sausage
- 1 16.5 oz diced tomatoes
- 1 14.5 oz rotel tomatoes with green chili
- 1 15 oz can kidney beans (drain)
- 1 15 oz can pinto beans (drain)
- 1 15 oz can black beans (drain)
- 1 16.5 oz can boston baked beans (DO NOT DRAIN)
- Season with Chili Powder, Salt & Pepper. Start with a pinch of each and add to taste.
- Toppings: shredded cheese, corn chips, chopped onion

I made the vegetarian version for many years, still do on occasion. Just leave out the meat and make sure that the boston baked beans are the vegetarian style.

DIRECTIONS

1. In a large pan saute onion in butter on low heat until soft, about 5-7 minutes. Add garlic and saute long enough to smell the aroma.
2. Add in ground beef and sausage. Break it up and brown thoroughly.
3. Add in both cans of tomatoes with liquid let simmer 3-5 min.
4. Stir in drained beans.
5. Open boston baked beans and add all the contents.
6. Season to taste.
7. Bring to a boil. Reduce heat to low, cover and let simmer for 15-20 minutes.

NOTES

Awesome side dish for your summer BBQ or winter dinner served with cornbread.

You can use whatever beans you like but the boston baked beans are a must, they give the chili a sweet taste that makes everyone ask for the recipe.

You can store leftover chili (if you have any) in the refrigerator up to 4 days.

Recipe shared by: Carol Hallett

FLAGS FLYING HIGH

by Lise Lemonnier, Planning Section Chief



The flag is a symbol that makes us all proud and hanging them around Twain Harte gives us great pleasure. So we contacted a few loyal volunteers and hung the flags around town, this time to remember our fallen heroes that gave the ultimate sacrifice so that we can live in a free nation.



We do not take our liberties lightly and always feel emotional when we hang our flags...besides it looks so beautiful.



WHERE DOES THE TIME GO?

The total THA-CERT volunteer hours for May are:

Administration = xxx

Training = xxx

Deployment = xx

Total hours = xxx We will report the hours next month.



LIGHTNING SAFETY WEEK IN JUNE

by John Buckingham, Safety Officer

The atmosphere is changing and when that happens there can be a lot of activities in the skies. We have seen some amazing examples of lightning storms in Tuolumne County. Be aware and be prepared!



Lightning Safety

National Lightning Safety Awareness Week

June 23 - 29, 2024

International Lightning Safety Day

June 28, 2024

The National Lightning Safety Council was established to promote lightning safety education and awareness. The Council recognizes National Lightning Safety Awareness Week as a unique opportunity to provide the public with safety information about lightning. We also encourage you to visit NOAA's comprehensive lightning safety web site to learn more about lightning and lightning safety.

NO PLACE OUTSIDE IS SAFE
when thunderstorms are in the area.

WHEN THUNDER ROARS, GO INDOORS!



WHAT'S NEXT?

Events

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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



COLUMBIA AIRPORT FATHER'S DAY FLY-IN
55th Annual: "Remember when..."

FLY-IN CAMPING • WARBIRO FLYBYS • AIRPLANE RIDES • WWII AIRCRAFT • WWII VEHICLES • CLASSIC CAR SHOW • KIDS ZONE • TRICYCLE RACES • GREAT FOOD & DRINKS

OPENING CEREMONY WITH VETERANS HONORS 11 AM

HONORING WWII VETERANS
SATURDAY, JUNE 15, 2024, 10AM-3PM www.fathersdayflyin.org

SEE YOU TOMORROW AT THE PARK



PRESENTS



THE WORLD CLASS TWAIN HARTE OUTHOUSE RACES

June 1, 2024

Parade at 9:00 AM - Race 10:00 AM to 4:00 PM
Eproson Park, Twain Harte, CA
(AKA "Flushing Downs")

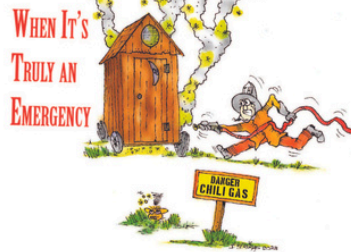
Firefighter Challenge-Perpetual Trophy

Wine, Beer & Margaritas

Local Food Vendors

Craft Vendors

Tot Pot Races



For more information:
twainhartecert@gmail.com
(209) 481-5790

For vendor information:
mountainmeadowproductions@gmail.com

This fundraiser benefits: Twain Harte Volunteer Fire Department (THVFD) & THA-CERT.

Meetings

THCSD Board Meeting, 22912 Vantage Point, TH
<https://www.twainhartecsd.com/board-meetings>
Wednesday, June 12, 2024 9:00 am

THA-CERT & Fire Association Board Meeting
Vantage Point Brd Mtg Rm, 22912 Vantage Point, TH
Thursday, June 6, 2024 9:30 am

Greenwaste Dollar Dump Days

SATURDAYS
April 27, 2024 - **NEW!**
June 29, 2024
September 28, 2024

Earth Resource Facility
14909 CAMAGE AVENUE

8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m.
(Closed noon-1 p.m.)



YES!
ACCEPTABLE items include:

- Grass clippings, leaves
- Pine needles, flowers
- Tree trimmings & limbs, brush
- Dead plants



NO!
UNACCEPTABLE items include:

- Waste, liquids, trash, ash or plastic bags
- Plastic, glass, or wire items
- Pet waste or kitty litter
- Tree Stumps
- Palm trees/leaves
- Agave Cactus

Residents may dispose of one (1) cubic yard (3x3x3) of green waste for \$1.00.
Any waste over one (1) cubic yard will be charged the regular rate for disposal.

Participants will be required to provide identification (photo ID or utility bill with address) verifying they live in Tuolumne County. This program is for the residents of Tuolumne County **ONLY**.

Sorry **NO** contractors or commercial businesses permitted.

For questions and additional information please contact the Tuolumne County Public Works Department's Solid Waste Division at (209) 533-5588.



NEIGHBORHOOD RADIO WATCH
WE LOOK OUT FOR EACH OTHER™

Join the weekly:
Twain Harte Neighborhood Radio Watch
Wed: 7:00 PM Sun: 9:00 AM
FRSM: ch 18
To learn more contact:
Lee Smith 209-988-8832



Board Meeting Agenda Item Summary

June 12, 2024

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

RECOMMENDED ACTION:

None

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operations Manager Report

TWAIN HARTE CSD OPERATIONS REPORT

WATER/SEWER/PARK
DIVISION

2024



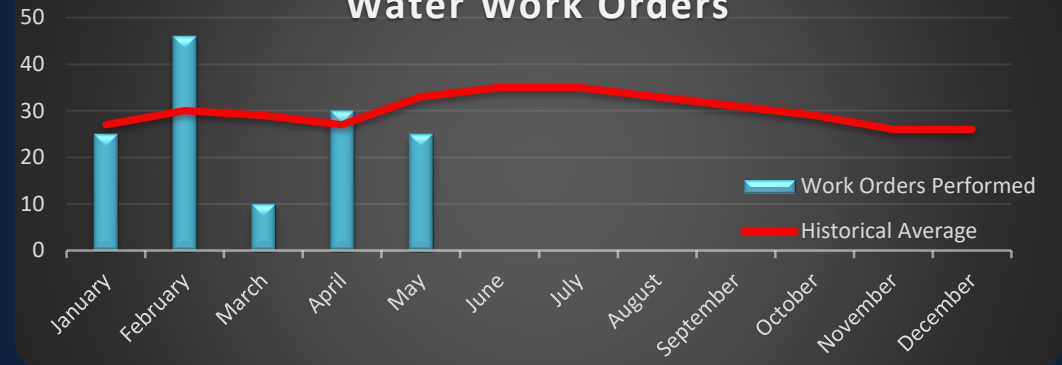
WATER & SEWER STATISTICS



Sewer Work Orders

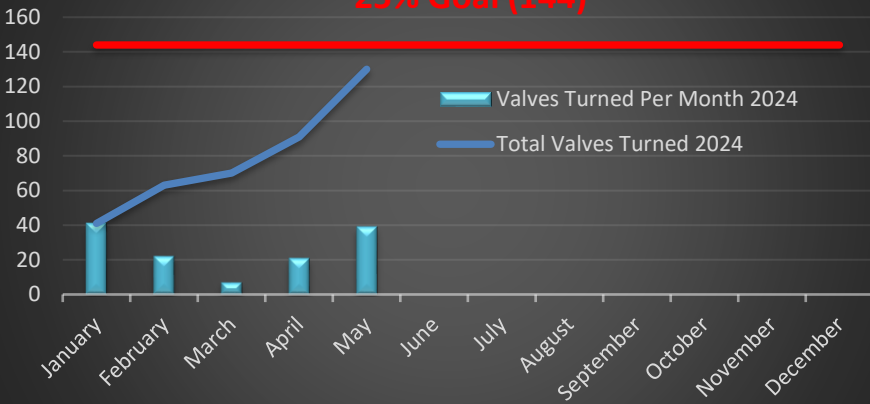


Water Work Orders



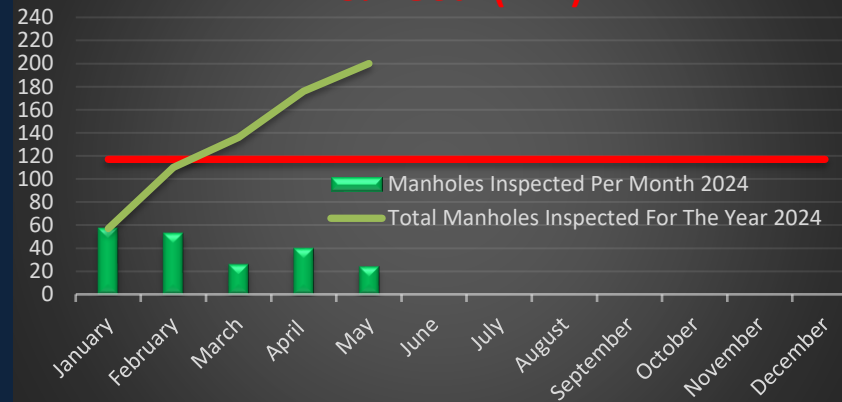
Valve Exercising

25% Goal (144)



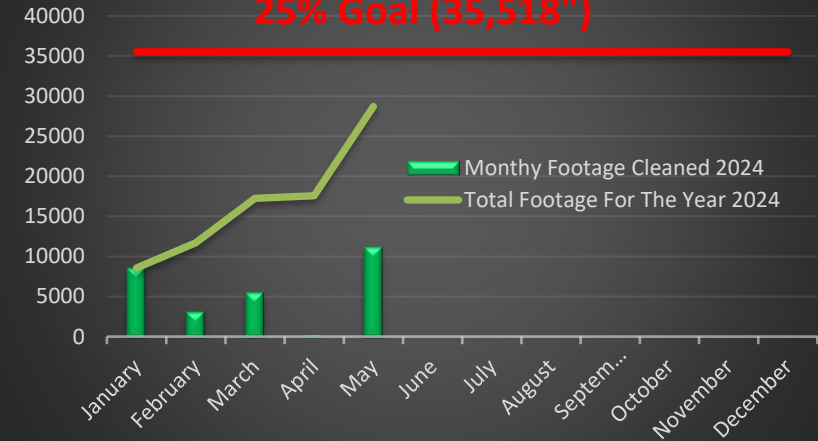
Manhole Inspections

25% Goal (117)

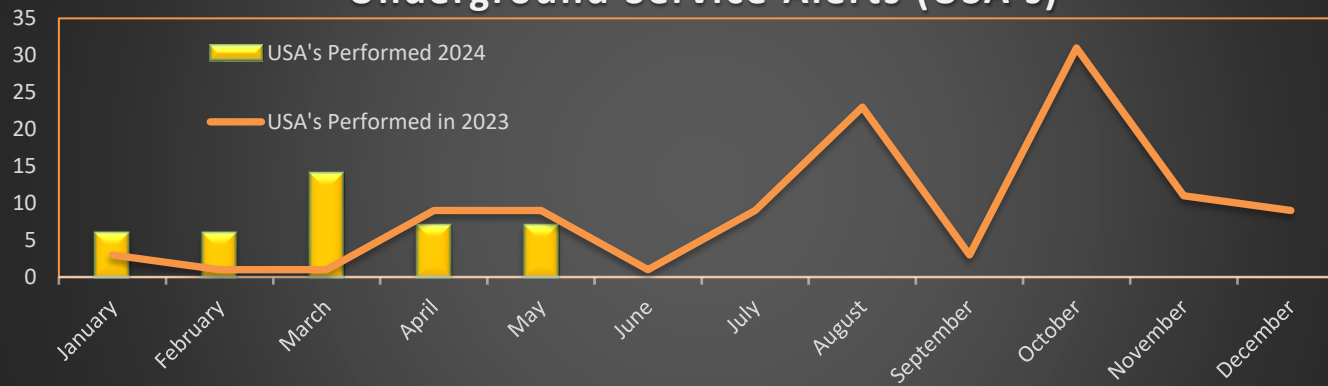


Sewer Cleaning

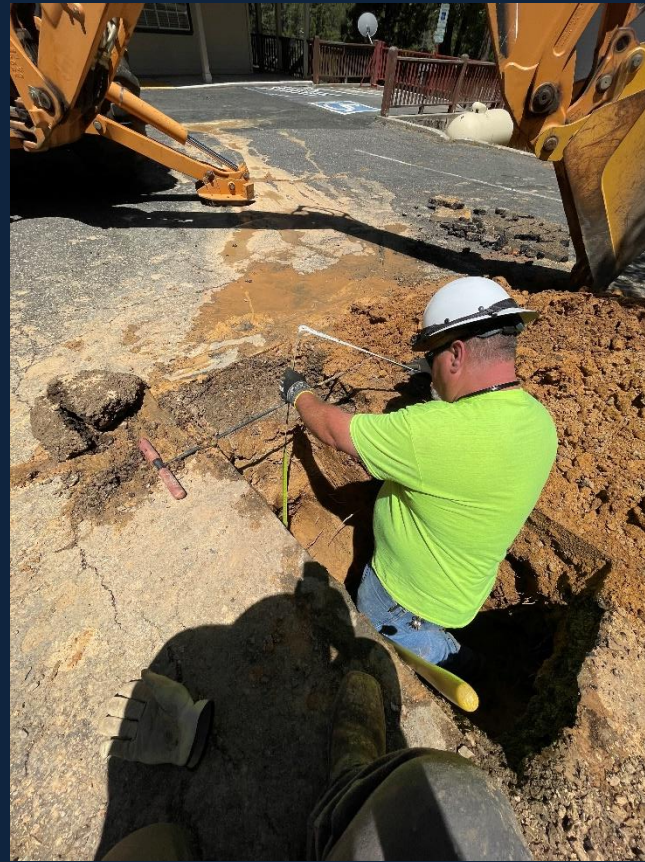
25% Goal (35,518")



Underground Service Alerts (USA's)



ITEMS OF NOTE



Top Left: Biannual clarifier draining, cleaning and repairs.

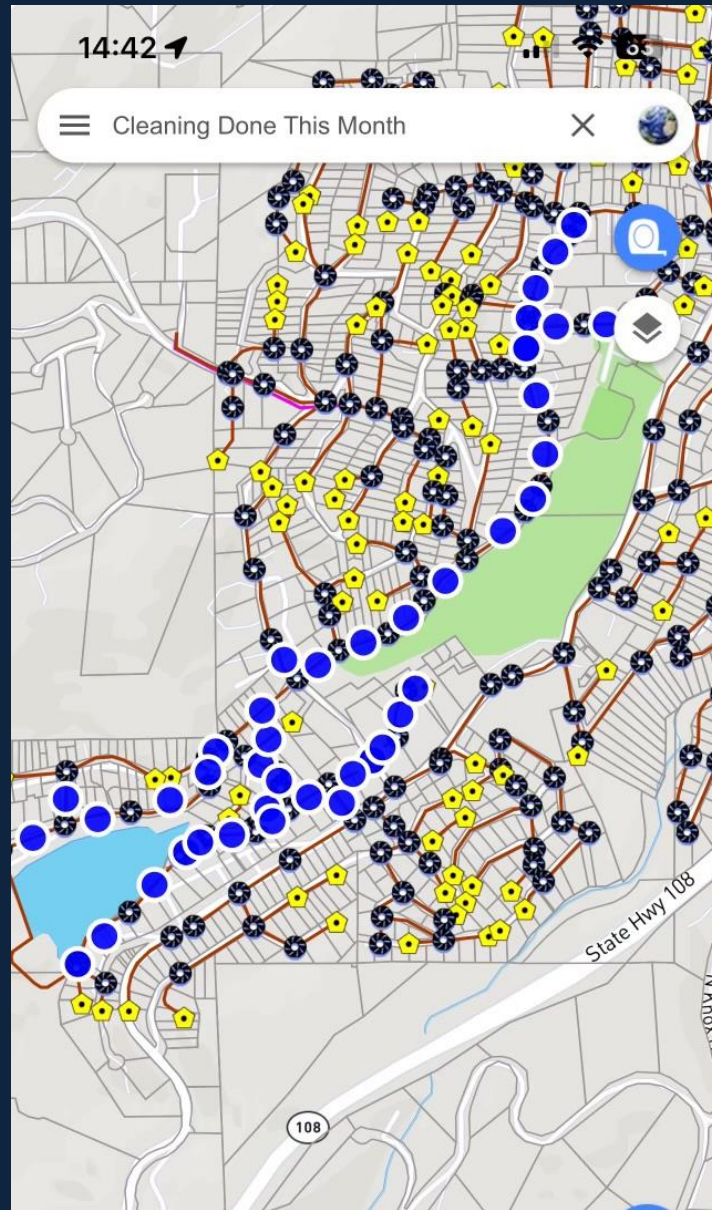
Top Center: Identifying all utility locations at Vantage Pointe ahead of parking lot project.

Right: Service line repair at the Post Office

Bottom Left: Routine filter inspection and filter media top-off.



Top Left: Sewer jetting along the lake bench (south side of lake)



Top Center: All of the sections of sewer pipe cleaned ahead of the summer season (approx. 42 sections)



Top Right: Sewer line tie-in on Bret Harte



Top Left: Twain Harte Meadows Park Community Event

Right: Replaced bridge for the playground

WATER PRODUCTION TOTALS

Year: 2024

Month	SWTP Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Decrease in Demand (%)	Rain (inches)	Snow (inches)
Jan	6,069,877	0	0	0	467,389	6,069,877	8,304,262	26.91%	9.18	4
Feb	4,711,186	850,253	0	0	463,285	5,561,439	5,836,362	4.71%	12.33	11
Mar	5,162,968	115,786	0	0	477,761	5,278,754	5,776,198	8.61%	8.5	7.5
Apr	5,319,388	249,643	1,185,037	0	378,949	6,754,068	6,737,931	-0.24%	1.811	13.1
May	6,539,826	391,238	54,242	0	509,365	6,985,306	9,624,851	27.42%	0.02	2
Jun						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	27,803,245	1,606,920	1,239,279	0	2,296,749	30,649,444	36,279,604	15.52%	31.84	37.6



Board Meeting Agenda Item Summary

June 12, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- General Manager's Report

GM REPORT

June 12, 2024



ADMIN ACTIVITIES

- FY 2024-25 Budget, Capital Plans & 5-Yr Projections
- TH Meadows Park Grand Opening Preparation
- Workplace Violence/Cyber Security Training
- Community Center Construction Management
- TH Meadows Park Construction Management
- Fire Training Parking Lot Design Coordination
- Pickleball Expansion Construction Management

CAPITAL PROJECTS

Twain Harte Meadows Park

Budget: \$3,000,000

Pavilion, restrooms, water play area, planting and pathways are complete. Parking area picnic/BBQ areas will continue this month. The Christmas tree will be planted in fall, but the park is set to have a grand opening in mid-July.

Tennis/Pickleball Court Improvements

Budget: \$310,000

Pickleball expansion and surface conversion to a sport grid surface has begun and will be complete this month. Contracting to convert the tennis courts to a hybrid clay surface is ongoing - construction is anticipated in late summer or early fall.

Community Center Improvements

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

Kitchen remodel, ADA bathrooms, flooring, exterior repaint, signage, parking lot and ADA entryway is complete. New front doors will be installed in the next two months. A grand re-opening will be held on June 12th.

Fire Training Parking Lot

Budget: \$331,000

60% design of a grant-funded project to enlarge the parking lot used for the fire training facility and offices has begun. The new lot includes a permeable parking surface, bioswales and landscaping watered by captured rainwater from the fire storage building roof. The new lot will provide more parking for fire trainings and will fix drainage issues. Construction is anticipated in early fall.

MEETINGS OF INTEREST

- 5/10 Fire training Parking Lot Design Kickoff
- 5/21 CSDA Legislative Days
- 5/29 TH Meadows Community Workshop
- 6/10 LAFCO Meeting
- 6/12 Community Center Grand Re-Opening

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Grant applications for the Sherwood Forest System have been submitted.

FUNDING OPPORTUNITIES

SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Fall 2024

SRF / BUDGET EARMARK - \$6.55M

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ASSISTANCE TO FIREFIGHTERS GRANT - \$75,000

Structural Fire Turnouts / Award: Fall 2024

TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED