

TWAIN HARTE COMMUNITY SERVICES DISTRICT

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

REGULAR MEETING OF THE BOARD OF DIRECTORS VIDEO TELECONFERENCE January 13, 2021 9:00 A.M.

IMPORTANT NOTICE:

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

- Videoconference Link: <https://us02web.zoom.us/j/87511256717>
- Meeting ID: 875 1125 6717
- Telephone: (669) 900-6833

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

AGENDA

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

1. **Call to Order**
2. **Pledge of Allegiance & Roll Call**
3. **Reading of Mission Statement**
4. **Public Comment:**
This time is provided to the public to speak regarding items not listed on this agenda.
5. **Presentations:**
 - A. Presentation of Annual Fire Report.
 - B. Presentation of Annual Community Emergency Response Team (CERT) Report.
6. **Communications:**
 - A. None.
7. **Consent Agenda:**
 - A. Presentation and approval of financial statements through December 31, 2020.
 - B. Approval of the minutes of the Regular Meeting held on December 9, 2020.

8. New Business

- A. Discussion/action to adopt Resolution #21-01 - Approval of Fiscal Year 2020-21 Mid-Year Budget Adjustment.
- B. Discussion/Action to adopt revisions to Policy 3020 – Salary Plan Development.
- C. Discussion/action to adopt Resolution #21-02 – Revisions to the Fiscal Year 2020-21 Salary Plan.
- D. Discussion/Action to adopt revisions to Policy 3031 – Customer Payment Arrangements.
- E. Discussion/Action to adopt revisions to Policy 3040 – Purchasing and Expense Authorization.
- F. Discussion/action regarding revisions to Board Committee Meeting schedule.
- G. Discussion/action to consider an application to place a memorial honoring women veterans in Eproson Park.
- H. Discussion/action to adopt Resolution #21-03 – A Resolution of Appreciation for Robb Perry.

9. Reports:

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

10. Adjourn

HOW TO OBSERVE THIS MEETING:

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

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

- **Before the Meeting:** If you cannot attend the meeting, you may:

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



- 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.

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

ACCESSIBILITY:

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

WRITTEN MEETING MATERIALS:

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of December 31, 2020

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	500,712	522,559	(543,659)	479,612
U.S. Bank - D Grunsky #1*	71,756	122	(40,166)	31,712
U.S. Bank - D Grunsky #2*	73,063	108	(35,868)	37,303
LAIF	2,958,441			2,958,441
TOTAL	\$ 3,603,972	\$ 522,789	\$ (619,693)	\$ 3,507,068

*Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

TWAIN HARTE COMMUNITY SERVICES DISTRICT
20/21 OPERATING EXPENDITURE SUMMARY
As of December 31, 2020

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	81,100	36,961	44,139	45.57%
Water	1,025,965	600,206	425,759	58.50%
Sewer	1,126,409	426,691	699,718	37.88%
Fire	1,008,454	510,547	497,907	50.63%
Admin	599,618	283,253	316,365	47.24%
TOTAL	\$ 3,841,546	\$ 1,857,658	\$ 1,983,888	48.36%

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
20/21 CAPITAL EXPENDITURE SUMMARY
As of December 31, 2020**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	164,400	99,802	64,598	60.71%
Water	475,620	48,120	427,500	10.12%
Sewer	348,300	54,454	293,846	15.63%
Fire	311,680	95,960	215,720	30.79%
Admin		-	-	
TOTAL	\$ 1,300,000	\$ 298,336	\$ 1,001,664	22.95%

Reflects Budget Revision #2 - Approved 10/14/20

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
December 9, 2020

CALL TO ORDER: President Mannix called the meeting to order at 09:04 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director McManus
Director Mannix
Director Knudson
Director deGroot
Director Sipperley

STAFF:

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

AUDIENCE: 3 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallett reported on CERT activities for the month.

COMMUNICATIONS:

A. None.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through November 30, 2020.
- B. Approval of the minutes of the Regular Meeting held on November 12, 2020.
- C. Submittal of Fiscal Year 2019-2020 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

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

SECOND: Director deGroot

AYES: Mannix, Knudson, deGroot, McManus, Sipperley

NOES: None

ABSTAIN:

OLD BUSINESS

A. None.

NEW BUSINESS:

- A. Discussion/action to adopt a COVID-19 Prevention Program (CPP) per Cal/OSHA emergency regulations and authorize the General Manager to make revisions and updates as needed to comply with changing regulations and best practices.

MOTION: Director McManus made a motion to adopt a COVID-19 Prevention Program (CPP) per Cal/OSHA emergency regulations and authorized the General Manager to make revisions and updates as needed to comply with changing regulations and best practices.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- B. Discussion/action to adopt Resolution #20-33 – Adoption of the Tuolumne Stanislaus Integrated Regional Water Management (IRWM) Plan.

MOTION: Director Sipperley made a motion to adopt Resolution #20-33 - Adoption of the Tuolumne Stanislaus Integrated Regional Water Management (IRWM) Plan.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- C. Discussion/action Discussion/action to adopt Resolution #20-34 – Approval of Tuolumne Public Power Agency (TPPA) Joint Powers Agreement Amendments.

MOTION: Director Sipperley made a motion to adopt Resolution #20-34 – Approval of Tuolumne Public Power Agency (TPPA) Joint Powers Agreement Amendments.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Discussion/action of approval of 2021 Board and Committee Calendar.

MOTION: Director McManus made a motion to approve option two of the 2021 Board and Committee Calendar.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action regarding implementation of a District Wellness Program.

General Manager Trott discussed ideas for different options for District Wellness Program, including a trial period of 4-6 weeks. The board gave direction to GM Trott to move forward with trial and check in at future meeting with results of trial to decide if it is worth an investment.

- F. Discussion/action regarding Annual Board self-evaluation of performance and identification of improvement opportunities.

The Board discussed self-evaluation process and identified areas for improvement opportunities for the coming year.

- G. Appointment of Board President and Vice President for the 2021 calendar year.

MOTION: Director deGroot made a motion to appoint Director Sipperley as the Board President for the 2021 calendar year.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

MOTION: Director McManus made a motion to appoint Director deGroot as the Board Vice President for the 2021 calendar year.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

REPORTS:

President and Board member reports.

- A verbal summary was provided by Director Sipperley.

Committee Reports

- A verbal summary of the written report was provided.

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

- A verbal summary of the written report was provided.

Fire Chief Report by Chief Gamez

- A verbal summary of the written report was provided.

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

ADJOURNMENT:

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

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AUDIENCE: 3 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallett reported on CERT activities for the month.

COMMUNICATIONS:

A. None.

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

SECOND: Director deGroot

AYES: Mannix, Knudson, deGroot, McManus, Sipperley

NOES: None

ABSTAIN:

OLD BUSINESS

A. None.

NEW BUSINESS:

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MOTION: Director McManus made a motion to adopt a COVID-19 Prevention Program (CPP) per Cal/OSHA emergency regulations and authorized the General Manager to make revisions and updates as needed to comply with changing regulations and best practices.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- B. Discussion/action to adopt Resolution #20-33 – Adoption of the Tuolumne Stanislaus Integrated Regional Water Management (IRWM) Plan.

MOTION: Director Sipperley made a motion to adopt Resolution #20-33 - Adoption of the Tuolumne Stanislaus Integrated Regional Water Management (IRWM) Plan.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- C. Discussion/action Discussion/action to adopt Resolution #20-34 – Approval of Tuolumne Public Power Agency (TPPA) Joint Powers Agreement Amendments.

MOTION: Director Sipperley made a motion to adopt Resolution #20-34 – Approval of Tuolumne Public Power Agency (TPPA) Joint Powers Agreement Amendments.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Discussion/action of approval of 2021 Board and Committee Calendar.

MOTION: Director McManus made a motion to approve option two of the 2021 Board and Committee Calendar.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action regarding implementation of a District Wellness Program.

General Manager Trott discussed ideas for different options for District Wellness Program, including a trial period of 4-6 weeks. The board gave direction to GM Trott to move forward with trial and check in at future meeting with results of trial to decide if it is worth an investment.

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The Board discussed self-evaluation process and identified areas for improvement opportunities for the coming year.

- G. Appointment of Board President and Vice President for the 2021 calendar year.

MOTION: Director deGroot made a motion to appoint Director Sipperley as the Board President for the 2021 calendar year.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

MOTION: Director McManus made a motion to appoint Director deGroot as the Board Vice President for the 2021 calendar year.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

REPORTS:

President and Board member reports.

- A verbal summary was provided by Director Sipperley.

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- A verbal summary of the written report was provided.

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General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

ADJOURNMENT:

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Eileen Mannix, President

TWAIN HARTE
FIRE
DEPARTMENT
Annual Report
2020



Thank you to our Fire Chief Todd McNeal - Your dedication and drive have played an instrumental role in improving fire service in the Twain Harte community. We are forever grateful for all of your hard work over the years. Congratulations and best of luck as you embark on your next chapter!



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FIRE CHIEFS MESSAGE:



2020 was the year of big changes for the Twain Harte Fire department. In late July, Chief Todd McNeal accepted the Fire Chief position for the City of Dixon Fire Department. Although we were somewhat prepared for this transition, we were still sad to see Chief McNeal go. We are extremely grateful for all he did to make Twain Harte Fire Department a nationally recognized Fire Department for our training program, UAS/CERT program, and also leading Tuolumne County in hands-on live fire training. There is no question that Chief McNeal has drastically changed the fire landscape in Tuolumne County for the better, and we are truly grateful for his contributions. The vacancy created by Chief McNeal's departure allowed the department to do a national search for a new Fire Chief. After the Fire Chiefs' assessment center was completed, the district selected me as the new Fire Chief. Words can not describe the honor and privilege I have in leading this department and building upon the solid foundation Chief McNeal left for me to keep pushing forward.

FIRE CHIEFS MESSAGE CONTINUED:

With my internal promotion, I left the department with a vacancy in the Training Captain Position. In the first week of my new position, I was tasked to develop a Captain's assessment exam to help the district select the perfect candidate to fill the Training Captain position. After a challenging exam, each of the three testing panels unanimously selected one candidate. Fire Captain Joe Schuller was selected as the A-Shift Training Captain. Captain Schuller has been in the fire service for 15 years and was an Intern with Twain Harte Fire in 2011. Captain Schuller has worked for Ebbetts Pass Fire, Murphys Fire, Sonora Fire, Cal Fire, and North Central Fire. Captain Schuller comes from a strong fire family and is a fifth-generation Firefighter. We are very fortunate to have Fire Captain Joe Schuller back in the Twain Harte Fire Family.

As the new Fire Chief, I will strive to provide the highest level of professionalism and ensure that the Firefighters from Twain Harte Fire Department responding to your emergencies are technically proficient, highly motivated, and treat you like family. Our ethos is and has always been

"THEM, BEFORE US."

2020 Training:



(Above) Group picture of all the students from Hands-on Training Search class February 2020

Before statewide COVID-19 restrictions, THFD was very fortunate to host one of the most successful hands-on training firefighter search and rescue classes in 2020, in partnership with FireNuggets, Inc (a non-profit training group). This class brought firefighters from across the country, including firefighters from the Honolulu Fire Department. Although this year presented challenges in providing an array of diverse training opportunities to emergency response personnel, we, the THFD, are committed to providing high-quality training with large-scale training events soon, as restrictions allow. Until then, the THFD will continue to provide smaller training classes to our members to maintain the highest level of response readiness to safely and effectively serve the community of Twain Harte and its surrounding areas. We will continue to hold ourselves to a higher standard to ensure that you, the public, get the most professional experience in your time of need.

2020 Training continued:



Intern Firefighter Rothrock and Boyd practice water tender operations



FF intern McCaleb training on through the lock techniques



Intern Oberg and Tucker observing Reserve Justin Grant use the jaws of life during an in-service training



Intern Tucker and Cruz training on vertical ventilation techniques

SIGNIFICANT EVENTS:



Listed below is a summary of THFD's significant accomplishments and progress that occurred in 2019:

- Construction and completion of new apparatus building at Vantage Point (named station#2)
- Grant-funded generator for the Fire House

THFD was awarded numerous grants in 2020:

1. Assistance to Firefighter
2. Volunteer Fire Assistance Program Grant
3. California Fire Foundation Grant
4. CARES EMS Supply grant



In early 2020, Twain Harte Fire Department and the rest of the world experienced a global pandemic. We found ourselves in uncharted territory, having no clue how or what this would do to our everyday life or what the future would hold. Many of our larger training events were postponed. Mask coverings and social distancing was the new standard of PPE for the THCSD staff. We adapted to the change like we always do, finding new ways to provide safety and ensuring we meet our the community's needs.

Working towards mitigating Covid-19 exposure, the public's access to the firehouse has been limited. With the department members' and families' safety in mind, we implemented a strict screening process for all staff and public personnel entering the firehouse. Staff coming on duty must decontaminate (DECON) all personal belongings before entering the firehouse living quarters, in addition to decontaminating the in-service apparatus and common areas at every shift change. All staff and public entrants then complete a screening process. This includes filling out a questionnaire and taking a temporal temperature reading. Once cleared, entrants must wash their hands before entry. To reduce the possibility of cross-contamination during shifts, work boots and PPE have been banned in the upstairs living quarters. Members are required to have a pair of non-slip soul gym shoes to change into before coming upstairs.

Department Organization & Staffing



**FIRE CHIEF
NEIL GAMEZ**



**JOE SCHULLER
A-SHIFT CAPTAIN**



**ZEFFRUM NATHANIEL
B-SHIFT CAPTAIN**



**MARK SLATER
C-SHIFT CAPTAIN**



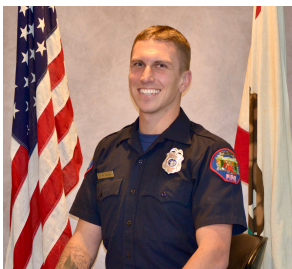
**ALEX CRUZ
INTERN**



**KATELYNN BOYD
INTERN**



**JAKE TUCKER
INTERN**



**MARK COULTER
INTERN**



**JAKE NOONAN
INTERN**



**LANDON BRYANT
INTERN**



JONATHAN OBERG
RESERVE



COLTON RICHARDSON
RESERVE



PATRICK KERRIGAN
RESERVE



TERON TIDABACK
RESERVE



AUSTIN LUNDE
RESERVE



BRENDAN DANICOURT
Reserve

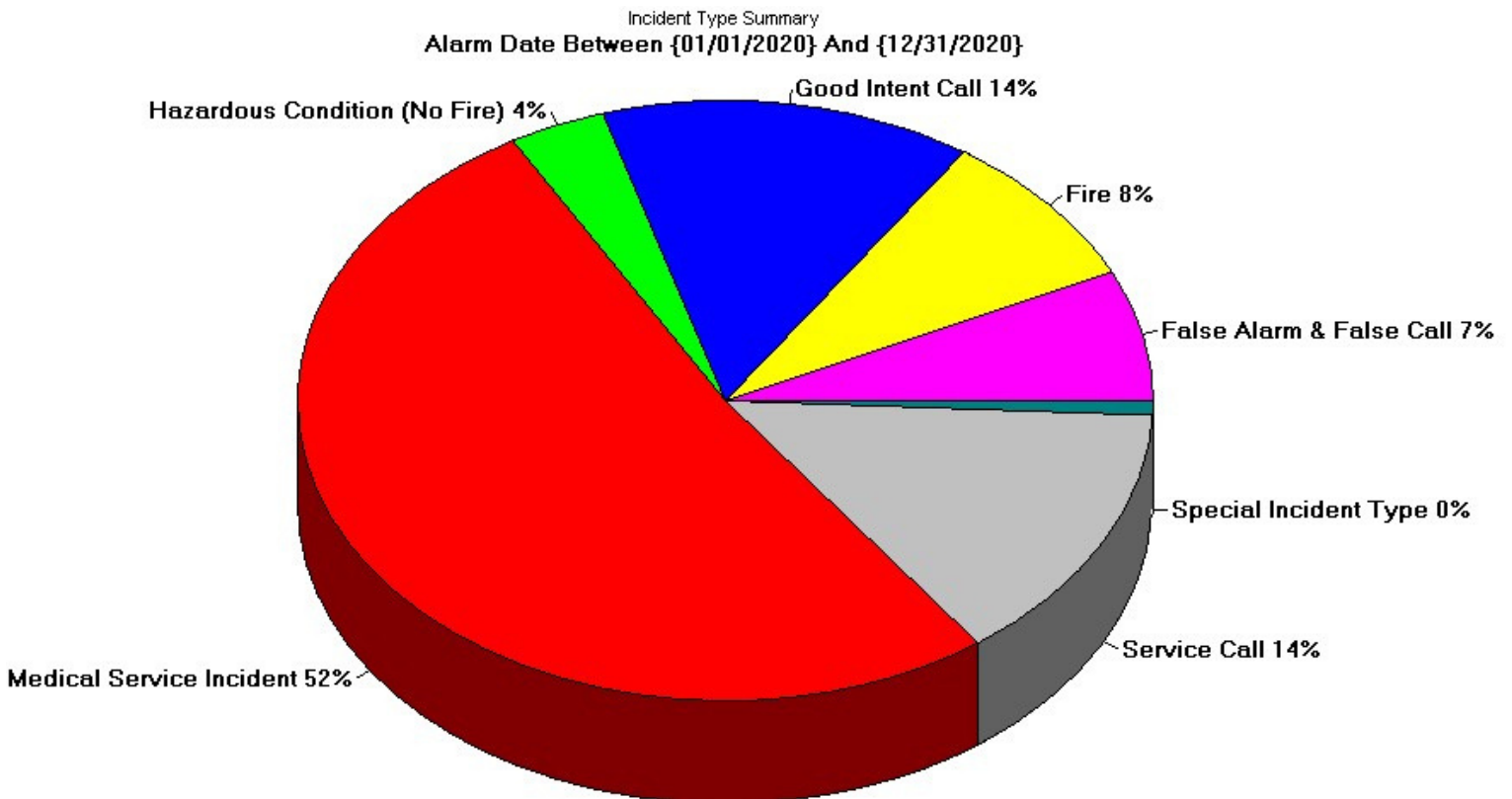


JUSTIN GRANT
RESERVE

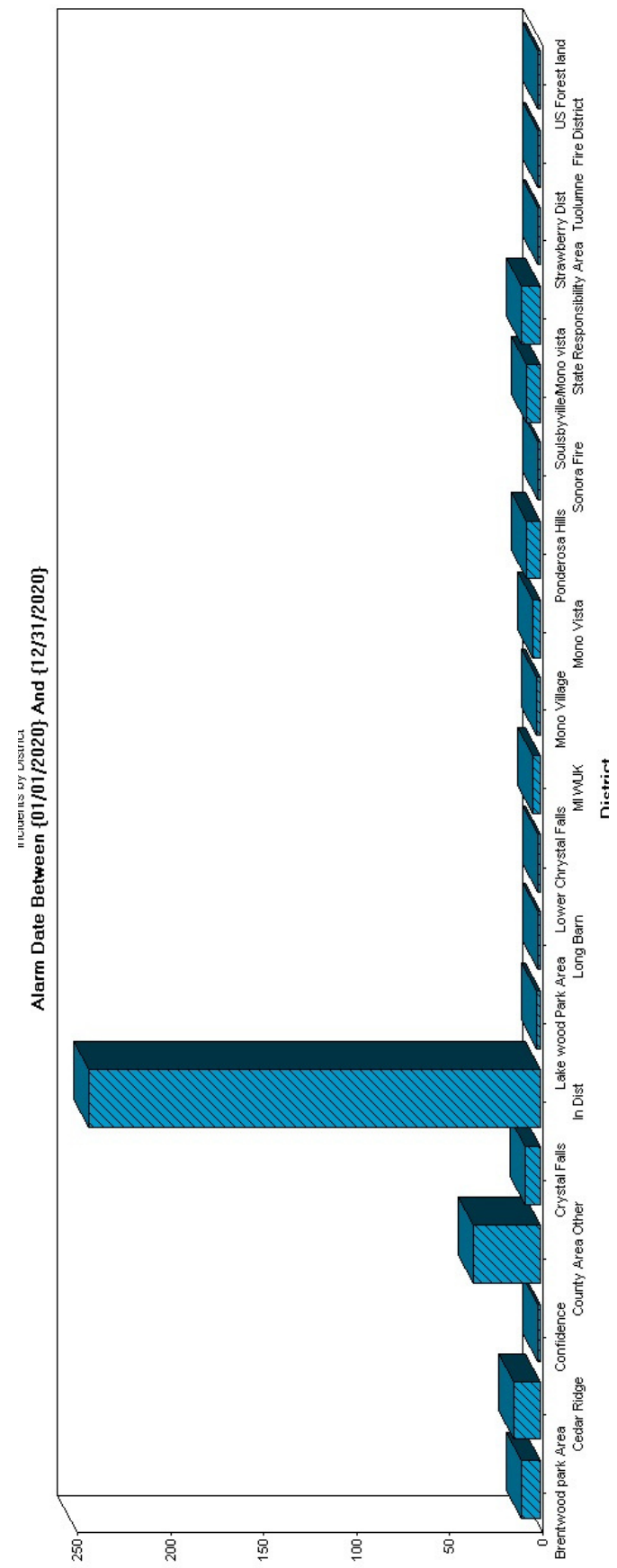
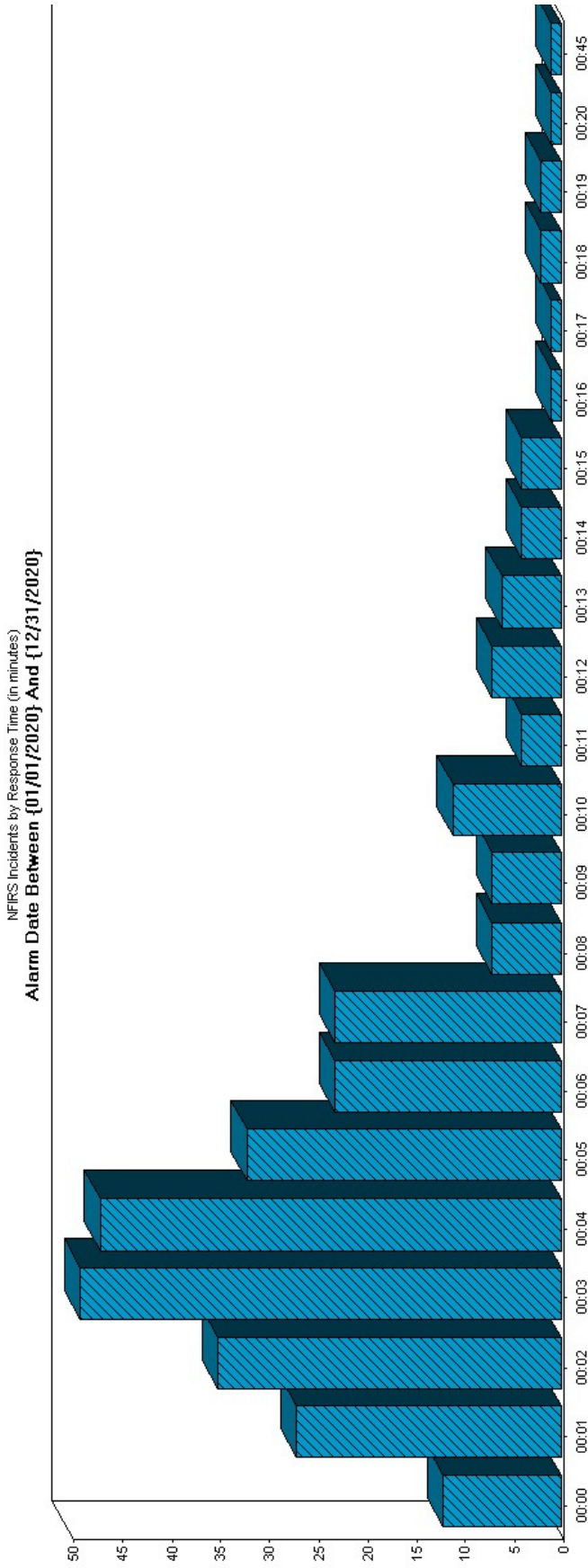
Annual Call Statistics:

For the year 2020, the THFD responded to 356 calls for service, an approximate 1.28% decrease from 2019. The decrease could account for the Emergency Medical Dispatching (EMD) Tuolumne County E.M.S implemented the first of the year; the other cause in decreased call volume can be attributed to COVID-19. Due to the increase in COVID-19 incidents, THFD saw a dramatic drop in visitors and seasonal travels to the Twain Harte area due to statewide stay at home orders and businesses shutting down.

2020 Response for Service



Incidents by response times and by location for 2020



Fire Prevention and Public Education

In 2020 the Twain Harte Fire Public Education was brought to a standstill with schools being shut down and the department limiting access to the general public's firehouse. THFD still found innovative ways to accomplish fire prevention inspections while keeping COVID-19 protocols in place to protect staff and the general public.

This year, THFD prioritized updating all pre-fire plans and updating all Twain Harte district business emergency contacts. This will ensure effective communication and response to fires or other emergencies in the downtown Twain Harte area.



Intern Cruz and Rothrock creating a pre-fire plan for district



A-shift interns doing buisness inspection

2020 Firefighter of the year



Captain Mark Slater, has been selected as Twain Harte Fire Department 2020 Firefighter of the Year!

Captain Slater has 31 years of dedicated service with Twain Harte Fire Department. His passion and commitment as a Company Officer are second to none. They may only be superseded by his investment in the fleet program, facility maintenance program, and fire prevention program. He spends countless hours on and off-duty working towards improvements, innovation, and ownership of these programs.

Captain Slater always goes above and beyond to maintain personnel needs for the line staff and intern firefighters. He is a critical component in the departments' active training program. Captain Slater is one of the department's Senior Fire Control instructors, lead chainsaw instructors, lead LARRO instructor, and one of the Firefighter Skills evaluators for both Columbia and Chabot College.

Captain Slater achieves all of the above while still preparing his crew for the all-risk challenges that a fire company may face. He is continuously learning new information and skills of the job while holding himself and his crew to the highest standards without compromise.

Captain Slater's compassion for the public and his crew is unmatched. He continually puts the wellbeing of others before himself. His integrity is commendable as he sets the bar for excellence through the performance of his duties. His outstanding leadership is evident as he inspires personnel with his strong work ethic and positive attitude. He exemplifies the department's shared values of integrity, ownership, compassion, innovation, and excellence.

TWAIN HARTÉ AREA CERT
ANNUAL REPORT 2020



THA-CERT 2020

COVID deterred us from having our monthly training, so keeping our team motivated was a challenge...that said Twain Harte Area CERT (THA-CERT) seemed to reinvent itself and still give back to the community.

CERT Basic Training Academy - January 25 & 26, 2020

We had 15 new students for this class. Some of the class people had been attending our monthly training, so some things were review for them.



Bill McManus teaching Disaster Preparedness



Captain Slater teaching Fire Safety & Suppression



Bob & Mary Schreiner practicing PASS and putting out a fire

We had lots of volunteers and moulage' for our final drill/simulation



Evaluators were watching and taking notes for the debrief



The team preparing to extract victims

SCBA Tank Fill - February 9, 2020

A request came in from the THFD to help with training at the training center on Vantage Point. We had teams of people fill the SCBA tanks.



Sterling Brown, Bill & Frances McManus



Wes Jordan, Bill & Frances McManus

Medical Training – February 2020

In February, we were able to do monthly training before the pandemic shutdown. Our training was a review of two subjects, Cribbing and Medical (specifically bandaging). It was determined that we did not have sufficient time to practice during the January Academy.



Doug Simmons was the Lead for cribbing/stabilization training. Doug decided to create individual cribbing kits to help each student become more comfortable with this skill.



Captain Nathaniel was reviewing the correct techniques for bandaging. THFD received a call and had to respond so Carol Hallett took over until they returned.



Bob Schreiner is getting his leg bandaged up by Kevin Rice and Mary Schreiner.



The class completed, everyone participated and felt like they could do this task if the need arises.

TCU UAV demo - February 3, 2020

Chief McNeal requested that our UAS unit demonstrates for CalFire TCU/TCFD during their training at Stryker Court. Carol Hallett contacted Christa Covert, training Captain, to confirm the details for the class. Our team loaded up and went to do a demo. There were four sUAS members. We did this on two different occasions.

Sonora Hills Presentation - February 18, 2020

Matt Peller, the Emergency Response Coordinator at Sonora Hills, gave me a call to request that they have an inspection to determine what they need to do to have a sufficient Shelter in Place location. They would like a presentation at their board meeting on February 18, 2020. Carol Hallett spoke with Chief McNeal & Chief New. Both declined the inspection and suggested to get CalFire Loren Munson (his jurisdiction). Carol Hallett arranged and attended the inspection. We gave the Emergency Response Team for Sonora Hills the list of things they could do. Carol did the presentation to the board.

Mask Making – April 2020



We figured it out early on that masks were going to be utilized and not enough for everyone. Lise Lemonnier and her neighbor Ellen started trying out different patterns of masks. They combined ideas, materials, and patterns from many different styles, came up with a unique design that was comfortable to wear, gave real coverage, and could be made in a realistic amount of time.

The idea was shared with Carol Hallett, team leader of CERT, and it was off to the races. Lise and Ellen did the majority of the sewing. The other tasks were split up between different CERT members. An assembly line was created, and bags of materials soon would be delivered from one house to another while keeping social distance. Bolts of material and interfacing were delivered to Jan Morris, Mary Schreiner & Lin Menary; they cut out the patterns, but the material in bags, and dropped it off at the next set, Lise & Ellen, so they could sew the masks. Linda Falk picked up the wire and bent them for the nose bridges. She delivered her package to Lise. Mary Schreiner helped with cutting elastic and putting adjustable buttons on the elastic, and those were picked up and delivered to Carol.

When the masks were sewn, they were delivered to Carol for final assembly. The masks, along with directions and filters, were put into plastic bags for delivery.



Now, what do we do with these masks? Carol was able to call different agencies to see if they needed masks like Area 12 Council on Aging, Meadowview Senior Facility Care Providers, Meals on Wheels, and Avalon Care Providers. We also reached out to organizations like Twain Harte Rotary, Sonora Area Foundation (SAF) employees, THCS board and employees, Twain Harte Fire Department, and Aqua labs and delivered masks. It was posted on Social Media, and many individuals started requesting masks as well. The first mask sets were delivered on April 1, and we are still delivering as of November.



We had people offer to buy them; we said that we were not interested in selling them, but they could send a check to SAF in CERTs name if they wanted to donate. We started to ship them all over the country, places like Arizona, Texas, Illinois, Virginia, Santa Cruz, and as far away as London.

We lost count along the way, but we made over 670 masks and received over \$5800.00 in donations. The materials to make the masks were donated by Lise Lemonnier & Carol Hallett. The bulk of the fabric belonged to Lise's daughter-in-law, who had recently passed away. She had purchased the material to make scrubs for nurses. She wanted the material to be used for a good cause and figured her mother-in-law could make that happen. She sure did!

Call-a-Day – April 7, 2020

During the first lockdown, it became apparent that people would be lonely, unprepared, and need interaction, especially the elderly population that would/could feel very isolated. Carol Hallett thought about doing this Call-a-Day campaign. The mask-making project spurred the idea. Each day we had lots of interaction, calls about logistics, new idea sharing, etc. It was a highlight of the day, something to look forward to. The Call-a-Day program was initiated to ensure that anyone living in isolation had some human interaction every day. The campaign was launched, and CERT volunteers were eager to assist.

Carol contacted Area 12 to see if any of the organizations they work with might need the service. They loved the idea and said they would spread the word. The Union Democrat heard about the campaign, and a reporter came out to do an interview. The next day the concept that had just been developing was on the front page of the newspaper. We started to get volunteers from the community that wanted to make calls and seniors that needed to receive them.



New Tow Vehicle – April 2020



THA-CERT was able to purchase an out of service truck from THCSO. We (with the help of Carolyn Higgins) transferred the title, put CERT logos on it, and added it to our response capability. Mike Mandell got the oil changed, tires replaced, front seat reupholstered, and logos put onto the truck. The logos were a donation from THFD. We got the logos put on at T&C signs. The truck will be used to tow our trailer to events, deployments, and through parades. The sUAS unit will also use it (to deploy) when needed. We are so glad to have this truck. It makes deployment easier.

Fire Fighter Rehab Vehicle – 2020

THA-CERT was looking for an out of service ambulance to use as our FF Rehab vehicle. Terry Northcutt volunteered to help locate one. He did a lot of searching for a vehicle. We found one in Florida in great shape; it is a 2007 Diesel International DT4300 with 170K miles. We bought it for \$14K. We were able to get the funds through donations and our mask-making efforts. We purchased our FF Rehab vehicle just as the Pandemic was hitting us, early March. We were unable to drive it cross-country, so we had to wait and wait and wait. Finally, the day came when our driver could make the trip. The vehicle arrived at the end of April. It is a beauty.



We had to go through and do a front to back check on the vehicle to ensure it would be reliable for the team. Dave Hallett replaced all the fluids and checked the undercarriage. We had a mechanic (who knows Internationals) do a diagnostic check, and it did well. We have an issue with the batteries draining. We had an electrical mechanic look at it. He suggested replacing the three batteries, which we did, but we are still losing charge. We keep it on a tender, but this is something that we need to figure out still.

We needed to have our logos put onto the vehicle. The Hallett's donated to ensure that it could be done quickly. We went to T&C signs in Sonora, and they did an excellent job.



Columbia College Academy Fire Fighter Training – March 12 & 13

CERT was requested to help with FireFighter Training at Vantage Point. They needed help with the SCBA tank refill. We were happy to be of service. We had crews of people to help with the tank refill during that event



Matt Kain pulling the cart over to get more empty tanks



Matt Kain, Carol Hallett, Mike Mandell training the crews



Richard Combs, Linda Falk, Lise Lemonnier & Matt Kain
SAR Table Mountain – March 14,

2020

CERT was requested to work with Tuolumne County Search & Rescue team to do a Cold Case missing person search. Carol Hallett contacted Sergeant Hunt for details and then recruited people for the deployment. We had ten volunteers for the event. We met at 0800 in Columbia to brief. We were told no pictures and no social media. They gave us a description of things to look for. We were looking for possible clues. We were to call if we found anything we could not touch the item(s) we carpoled to the site. SAR set up the command post, and Carol was able to work in it and help oversee the maneuver from the IC standpoint. It was illuminating. We had multiple teams going in several different directions with a different tasks. It was a long, cold, wet day. We ended the search at 1612 and drove back to Columbia. Linda Falk wrote up a gear list for future deployments so that we are more prepared. The list is on the CERT database.

Public Health COVID Call Center – March 17, 2020

Liz Peterson requested that we help with the HPP phone lines. We were to have two people per shift from 0800-1800. We were to report to Michelle Jachetta. Lise Lemonnier and I went the first day. They were not ready to hand off the phone lines to us. It was decided that at this point, with the lack of knowledge of the Pandemic, our volunteers' age and vulnerability, and the amount of information unavailable, CERT would not do this job this time. It may be revisited at a later date. We had nine volunteers signed up to help.

ATCAA Food Distribution – Traffic Control – April-December 2020

THA-CERT received a request from Twain Harte Rotary to help with the ATCAA food distribution. Because of the Pandemic, they could not have people walk into the community center and pick up their food, so a solution is to drive through, but they needed help. CERT is trained to be able to do this, so it seemed a natural fit. After the first month, Rotary realized that this was a much more efficient, effective, and fair way to distribute the food. CERT may have a full-time gig. It is an excellent practice for us, and it helps the community. We have 3-6 volunteers helping unload the food truck, setting up the distribution, and then doing traffic control on the first Wednesday of each month. We are there from 0900-1200.



Summerville Foundation, Feed the Bears – June 3, 2020

Jan Hiebert called to request that CERT help with traffic control during the Summerville High School Feed the Bears event. This year they did a drive-thru event, so keeping the traffic flow was important. Carol Hallett, Mary & Bob Schreiner met at Summerville to assess the situation to make a plan. Mary, as the Traffic Control Unit Leader, was to oversee the entire project. We decided to set up a command post and multiple crews at different locations to wave traffic through different areas. We also set up a cooling station that would double as a first aid station if needed. The event went off like clockwork. Mary did an excellent job.



Command Post set up for the event, Wes Jordon & Carol Hallett holding down the fort

Mask wearing protocol – June 2020

Several organizations requested THA-CERT to teach proper mask-wearing protocol. One group was an in-person (outdoors) training for the Lake Association. Carol Hallett did two different training groups: the lifeguards and the other were the volunteers for the entrance station.



2020 Twain Harte Lake Lifeguards



2020 Twain Harte Lake volunteers

Going away Party for Chief McNeal – July 18, 2020

There was a going-away party for Chief McNeal at Vantage Point. It was held outside so that people could social distance, wear masks, etc. We had 13 CERT members in attendance. It was an enjoyable afternoon.



Todd McNeal & Carol Hallett



Carol Hallett, Todd McNeal & Mike Mandell

Twain Harte Outdoor Market – July 25 & 26, 2020

Usually, Twain Harte has a considerable street fair in July, but this year was different. We could not have a fair or a car show, so instead, we had an Outdoor Market. The promoters asked THA-CERT to do a pedestrian crossing at the corner of Meadow Lane & Drive. We set up two popup canopies and parked our CERT trailer nearby. The canopies gave us shade to cross people, and the trailer was the dual purpose; location for our command post and first aid if needed. The promoters donated THA-CERT for our efforts. It was hot, a lot of work, but our volunteers were there tirelessly. We received a \$250 donation to CERT.



sUAS Unit deployed – June 2020

Curtis Doty, Doug Simmons, and Nancy Stevens responded to a request to deploy to fire by Cedar Ridge. They chose to fly and were able to show the IC that the fire had not crossed the creek area. The information possibly saved CalFire and the county millions of dollars. They were ready to call 10 Type 1 engines, the Big Box Plan.

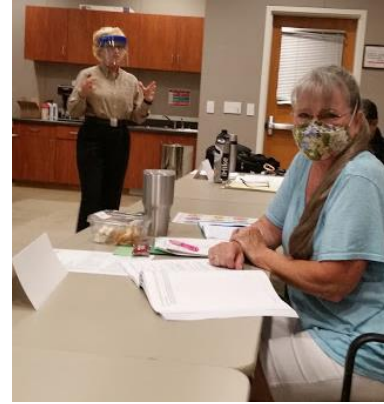
CERT Monthly Training – June 2020

COVID compliant meeting held at Vantage Point in the street. We stood in the street with arms out to give each person a 6-foot distance between them. Each person was required to wear a mask (correctly). We had different stations for people to attend. The first one was a check-in station, where each person's temperature was taken, hands sanitized, and COVID questionnaire filled out. We had the FF Rehab Vehicle there for a tour, our new tow vehicle for inspection, UAS display.



Program Manager & Train The Trainer – August 2020

With our Fire Chief's departure, our THA-CERT Program Manager (PM), it was apparent that our CERT team needed to have a new PM. Chief McNeal said that Carol Hallett should get enrolled in a class. There was one available class in Clovis in August. She registered but could only get into the Train-the-trainer (TTT) portion as the PM class was full. Carol was put on the waiting list for PM and would hear if someone dropped out during my first class. TTT is three days followed by PM, two days of a knowledge-filled book course, presentations, drills, and train backs. During the first class, someone did drop out, and Carol was able to stay for the additional days to complete the training. The training course was a great experience. It rejuvenated Carol about CERT and all the possibilities for our community. It also allowed me to get Groveland further along as a "real" CERT group as I could be their PM too. Carol will fill this position until Groveland has a PM trained up.



Cooling Center – August 2020

THA-CERT and Groveland Area CERT were requested to staff a cooling center in Sonora & Groveland by Public Health. Carol Hallett called for volunteers and filled the staffing needs. The request was for Friday – Wednesday 2-6 PM 2 people per shift. We needed up doing 16 shifts in both locations.



Carol Hallett & Nancy Stevens interviewed by the Union Democrat



Bob Asquith & Bruce Dudley at Groveland Library on Main Street



Dawna Caporusso, Carol Hallett & Bob Schreiner at Cooling Center in Sonora

Mask wearing protocol – August 19, 2020

Carol Hallett did training per Public Health's request for ATCAA Head Start teachers; this was a ZOOM training, so no pictures were taken. Jackie Roberts was my contact for the meeting. Sixty-three registered people attending the training.

MOC Fire Deployment

Carol Hallett received a call from Public Health to help staff the call center hotline for the MOC fire. She also received a Red Cross call about helping staff the evacuation center at the fairgrounds and or Churches. Then she received a call from Ryan Campbell asking to help at the Fair Grounds with 110 evacuees and animals. Carol went for a meeting with Liz Peterson, OES Coordinator, and Traci Williams to determine how they will be using CERT. In the meantime, we set up a call tree; Mary Schreiner calls 20 people, Nancy Stevens called 11 people, and Jan Morris called ten people while Carol called 20 people. We wanted to set up staff availability to do round the clock evacuation coverage, food delivery to front line people, sUAS unit deployment. We will have all others on a stand in incase needed, but for right now, we are just covering the hotline at Stryker Ct. We staffed the hotline for eight days, two 5 hour shifts, and had 12 volunteers activated. We received an excellent note of thanks from Sheriff Pooley.



Bob Schreiner, Carol Hallett, Mary Schreiner, Nancy Stevens, Dawn Cronin, Jan Morris, Teresa Doty, Karen Lytle, Sheri Hoffman, Matt Kain



sUAS Training - September 1

This was the first training after our new sUAS unit leader was on board. We were all learning what to do and how to do it with socially distance sUAS training.



Dennis Wiebes, Doug Simmons, Michelle Wagner, Anthony White-Ramos & Ron Kessler



Carol Hallett, Ron Kessler & Anthony White-Ramos

Cooling Center – September 5 - 8

We had a second request from Public Health to staff another cooling Center at Groveland and Sonora Senior Center. At the same time, we had a PSPS event, and the electricity was turned off. We had to relocate the Cooling Center to Jamestown (which had electricity). Our volunteers took the move in stride.



Carol Hallett & Karen Lytle



Michelle Wagner & Randie Revilla



Dawna Caporusso & Carol Hallett

Traffic Control – September thru December

In-person (Hybrid) schooling reconvened on September 14, and our crosswalk volunteers were suited up and ready to help. The students, volunteers, and parents were all excited to see each other. Mary Schreiner is the Traffic Control Unit Leader, and she schedules the crews each week. We have two volunteers each week, five days a week, depending on the school calendar. The volunteers pick up their signs and vests from the kitchen store and return them at the end of each week.



Allan Hancock & Nancy Stevens were the first crew for crosswalk duty



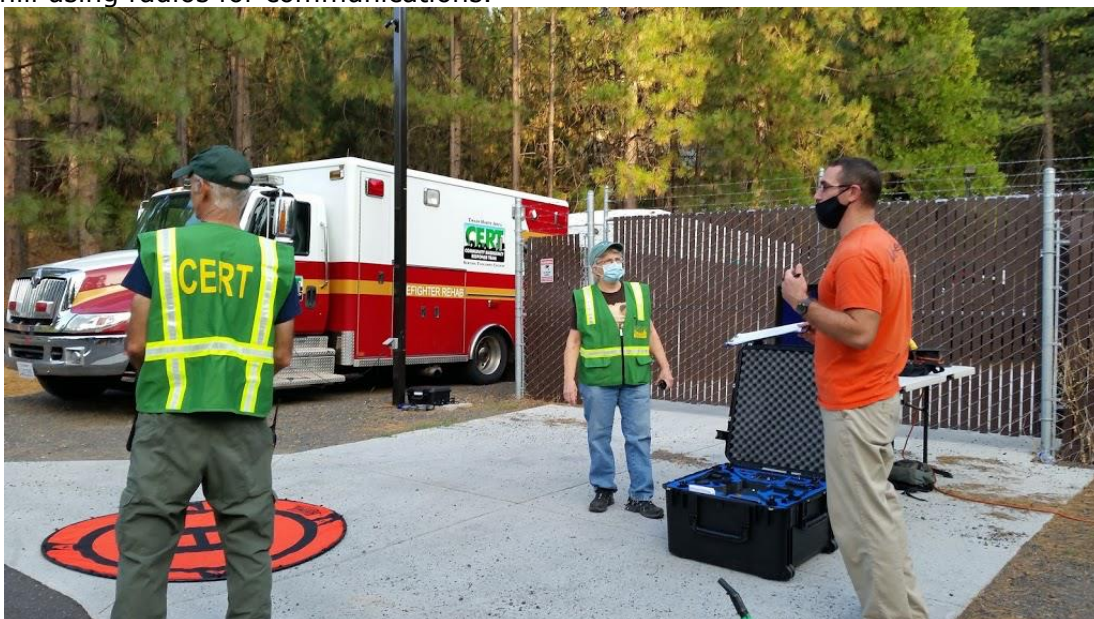
Twain Harte Chili Cook-off – Sept 12 & 13, 2020

Matt Kain etc. represented THA-CERT in the Chili Cook-off. It was pretty well attended based on the fact that we all had to social distance, wear masks, which kept the number of people down at each Kiosk; that all said, we won Best Chili in 2019.



sUAS SAR Training – September 19, 2020

The crews are now setting up their scenarios and execute to the plan. Anthony was the Lead for this training. The situation was that there was a lost person at the Bible Church up the hill. We had the crew at Vantage Point with a visual observer up the hill using radios for communications.

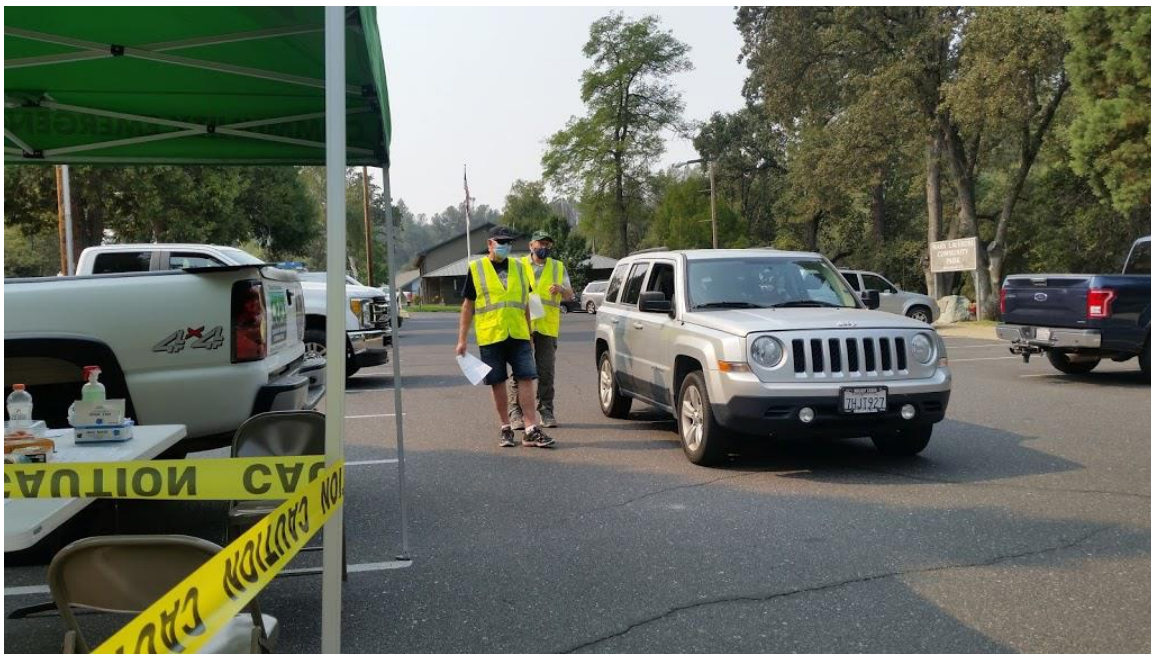


Doug Simmons, Nancy Stevens & Anthony White-Ramos
Flu Clinic, Groveland - October 7, 2020

At the request of Public Health, we staffed traffic control for the Groveland flu clinic. I drove over with the CERT truck, canopy, table, chairs, masks, hand sanitizer, pens, COVID questionnaire, etc. Bob Asquith got two other volunteers to help with the event so that there were four of us. There were 176 people vaccinated that day.



Groveland Volunteers all masked up and working



sUAS night OPS training – October 11, 2020

The crew checked in, ran through the scenario, and then got to work. The UAS team had to find Elmo and drop off water to him.



Crew loading up the UAS vehicle with gear.



The use of radios was paramount in the dark and with the team broken into different areas.



Ben Wagner & Anthony White-Ramos



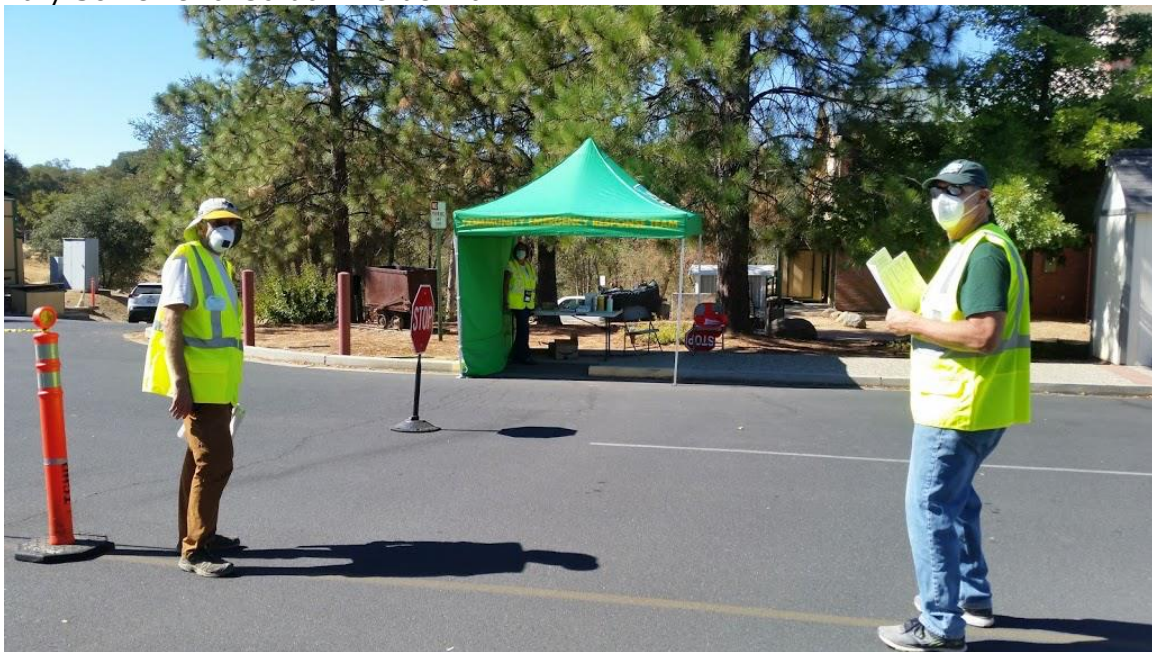
Elmo was found, and water dropped almost a perfect drop!

Sonora Flu Clinic – October 13, 2020

THA-CERT ensured people had their paperwork filled out for the flu clinic and kept the traffic flowing. There were 376 people vaccinated that day.



Mary Schreiner & Gordon Bierderman



Kevin Rice, Mary Schreiner (in the background) & Bob Schreiner

Twain Harte Outdoor Market – October 17 & 18, 2020

THA-CERT was once again requested to help with Pedestrian Crossing at Meadow and Meadow. We also monitored the handicapped parking lot, which was behind 7-11. We had teams of 4 people, and we worked from 0900-1700 each day.



Dawn Cronin and our CERT trailer set up as Command Post and First response to First Aid.

Columbia College Academy Training – October 29 & 30, 2020

This is always a fantastic event for CERT to train in a close to real situation. We established a Fire Fighter Rehab station, filled SCBA tanks, and had our sUAS crew on site. We were also requested to do the COVID check-in each morning.



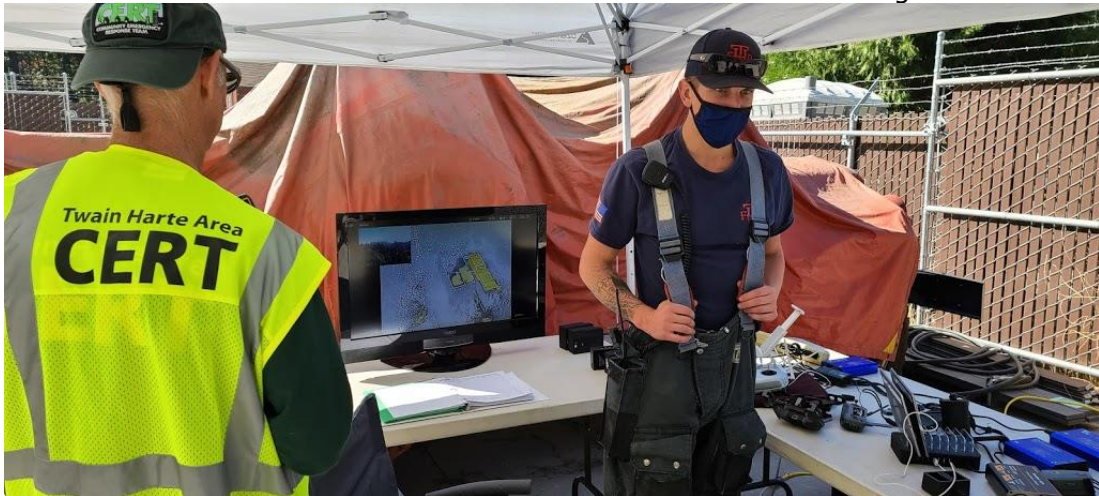
Mary Schreiner and one of the Columbia College units coming in for rehab



Lise Lemonnier and Lee Smith are taking the vitals of the students.



This was the first time to use the FF Rehab Vehicle in a real setting.



Doug Simmons and THFD Intern at the sUAS Command Post



Kevin Rice filling SCBA tanks

Pinning Ceremony – November 12, 2020

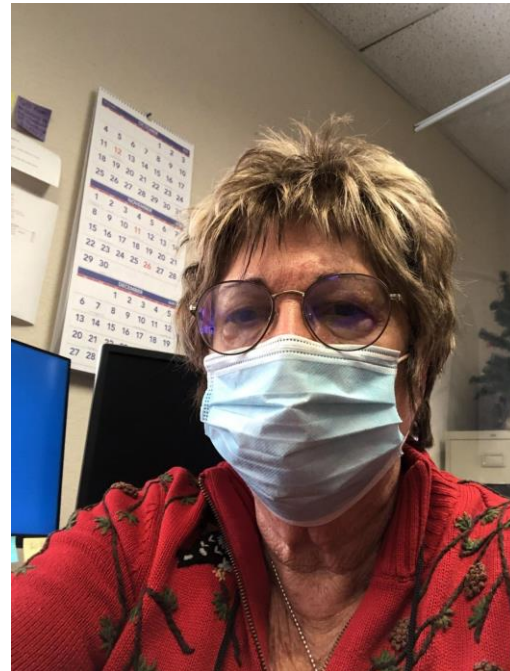
THA-CERT was proud to attend the pinning ceremony for our new Chief. It is so lovely to see people go up the ranks within a department, especially someone that cares as much as Chief Gamez. It is a pleasure to work with him.



Mike Mandell, Karen Lytle, Carol Hallett, Lise Lemonnier & Nancy Stevens
Not pictured here was also Rich & Marilyn Knudson, Bill McManus, Gary Sipperley (founding members of CERT) & Eileen Mannix.

COVID Call Center – November 17 – December 31, 2020

Michelle Jachetta from Public Health requested help with staffing the COVID call center. We need to have two people each day, one for the morning 0900-1300 and one for the afternoon shift 1300-1700. We had 11 volunteers that took turns during the deployment.



Michelle Wagner and Carol Afshar
volunteering at the Public Health
COVID-19 Call Center

Volunteer Projects – Sydney Geissler

We have a volunteer that works for a company that pays their employees that volunteer time to different organizations. Sydney picked THA-CERT and has done multiple projects for us during the year. For the hours that she spent on the following projects, we received a donation of \$500.00

Flyer - April

Roster - May

History Project - June

The Harte of the Kitchen – Donations all year

The owners of The Harte of the Kitchen are great supporters of THA-CERT. They have had a donation can at their store for years. The Heart of the Kitchen added mask coverings to their inventory for donation revenue. They would donate a portion of all mask sales to the THA-CERT account. Carlene Smith (one of our member's wife) makes masks for them to sell, and the amount of donations has been incredible. The total amount that has been donated this year is **\$\$\$\$\$**

PIO

This year we assigned a new PIO, Mary Schreiner. She is the administrator for Social Media and took on the task of creating our newsletter. She published the first newsletter in August, and it has been a big hit.

Safety

We assigned a new Safety Officer in June; Nancy Stevens stepped up to take on the task. Bill McManus has been our Safety Officer since the beginning and was ready to hand over the responsibility. He remains that Assistant Safety Officer and has been a great mentor to Nancy during the transition. Nancy took on writing our Safety Policy & Procedures for COVID-19, our Deployment Protocol, and reviewed the Risk/Safety (215A) procedure. She also worked with Chief Gamez to get us Face Shields and thermometers, which were necessary to do gatherings (even social distance gatherings).

USA

A new Unit Leader for sUAS was chosen in August, Michelle Wagner. Michelle came to us with lots of experience from the Sheriff's department in the Bay Area. She set up an sUAS unit there and was very interested in helping us grow our team here. We met to ensure that her vision aligned with our Chief and mine. She took the task on with great ardor.

She ensured that our equipment was insured, listed under our COA, and inventory of our equipment. She collected all information created and collected to date, including the Task Book, flight log, Sign-in sheets, etc. Then she took on creating an Operation Manual and is working on the training manual (none of which are small tasks). She is also developing an online night ops training. If this goes well, we will develop more training in this fashion.

The people who signed up for the sUAS unit were contacted, and we held a large meeting (outdoors, social distancing). We discussed the idea of having crews and each crew training together. We would all be working towards completing our task book requirements and getting enough training hours to keep our flight status up-to-date. This has been challenging due to COVID, but we have had multiple training sessions (only a couple mentioned in this report). The leaders of the crews have been very creative, and the team has come a long way in a short time.

CERT is an essential part of the community fabric; it allows people to train to take care of themselves, their families, and their community. Twain Harte CERT has been doing this for six years, and it still feels like we are in our infancy...we have a long way to go!

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO 21-01**

APPROVAL OF FISCAL YEAR 2020-21 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2020-2021 (FY 20-21) Budget at a public hearing on June 10, 2020, for provision of District Water, Sewer, Fire and Park and Recreation services for the fiscal year ending June 30, 2021; and

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

WHEREAS, the attached FY 20-21 Mid-Year Budget Adjustment proposes an adjustment of various expense and revenue line items identified during this fiscal year's mid-year review process; and

WHEREAS, each of the Board's Committees reviewed and commented on the draft FY 20-21 Mid-Year Budget Adjustment revisions at their regular January meeting.

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

1. The attached FY 20-21 Mid-Year Budget Adjustment, adjusting total revenue from \$4,302,847 to \$4,626,269 and total expenditures from \$5,141,546 to \$5,079,131, be adopted; and
2. Staff be authorized to make expenditures within said adjusted budget pursuant to law and current Board Policy.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on January 13, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kim Silva, Board Secretary

Twain Harte Community Services District
2020/2021 MID-YEAR BUDGET REVISION

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,443,836	\$ 1,470,488	2%	\$ 1,134,923	\$ 1,136,732	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,607,219
Fees	10,245	14,530	42%	10,645	10,335	-3%	-	-	0%	1,000	11,180	1018%	-	-	0%	36,045
Taxes & Assessments	107,825	107,825	0%	-	-	0%	1,135,367	1,135,367	0%	134,556	134,556	0%	-	-	0%	1,377,748
Grants & Donations	-	6,821	6821%	250,000	329,378	32%	7,700	34,545	349%	28,000	104,390	273%	-	-	0%	475,134
Other Revenue	11,500	13,775	20%	7,500	8,725	16%	16,500	104,374	533%	2,250	2,250	0%	1,000	1,000	0%	130,124
Total Program Revenue	\$ 1,573,406	\$ 1,613,438	3%	\$ 1,403,068	\$ 1,485,170	6%	\$ 1,159,567	\$ 1,274,286	10%	\$ 165,806	\$ 252,376	52%	\$ 1,000	\$ 1,000	0%	\$ 4,626,269
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,573,876	\$ 1,613,908	3%	\$ 1,403,318	\$ 1,485,420	6%	\$ 1,159,747	\$ 1,274,466	10%	\$ 165,906	\$ 252,476	52%	\$ -	\$ -	0%	\$ 4,626,269
Operating Expenses																
Salaries	\$ 311,480	\$ 314,797	1%	\$ 187,228	\$ 188,650	1%	\$ 515,151	\$ 529,464	3%	\$ 10,062	\$ 9,345	-7%	\$ 334,586	\$ 338,551	1%	\$ 1,380,807
Benefits	164,034	165,858	1%	94,135	94,617	1%	240,837	229,306	-5%	5,368	5,425	1%	154,233	155,760	1%	650,966
Equip, Auto, Maint, & Repairs	108,500	110,400	2%	47,200	46,100	-2%	103,100	108,550	5%	41,700	47,850	15%	20,750	19,700	-5%	332,600
Materials & Supplies	41,450	41,750	1%	5,100	5,200	2%	11,600	12,100	4%	1,600	1,600	0%	4,150	5,250	27%	65,900
Outside Services	55,400	91,900	66%	269,150	347,628	29%	23,250	24,100	4%	4,250	4,250	0%	24,500	21,900	-11%	489,778
Other (Utilities, Prop/Liab Ins, TUD)	156,190	156,050	0%	506,585	508,652	0%	72,150	86,800	20%	18,120	23,500	30%	61,400	57,200	-7%	832,202
Debt Service	188,912	188,912	0%	17,011	17,011	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,288
Total Program Expenses	\$ 1,025,965	\$ 1,069,667	4%	\$ 1,126,409	\$ 1,207,858	7%	\$ 1,008,453	\$ 1,032,685	2%	\$ 81,100	\$ 91,970	13%	\$ 599,618	\$ 598,361	0%	\$ 4,000,541
Administrative Cost Allocation	281,821	281,230	0%	149,905	149,590	0%	107,931	107,705	0%	59,962	59,836	0%	(599,618)	(598,361)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,307,786	\$ 1,350,897	3%	\$ 1,276,314	\$ 1,357,448	6%	\$ 1,116,384	\$ 1,140,390	2%	\$ 141,062	\$ 151,806	8%	\$ -	\$ -	0%	\$ 4,000,541
TOTAL OPERATING BALANCE	\$ 266,090	\$ 263,012		\$ 127,004	\$ 127,972		\$ 43,363	\$ 134,075		\$ 24,844	\$ 100,670		\$ -	\$ -		
Capital Expenses																
Capital Outlay	475,620	381,220	-20%	348,300	339,900	-2%	311,680	203,230	-35%	164,400	154,240	-6%	-	-	0%	1,078,590
Administrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 475,620	\$ 381,220	-20%	\$ 348,300	\$ 339,900	-2%	\$ 311,680	\$ 203,230	-35%	\$ 164,400	\$ 154,240	-6%	\$ -	\$ -		\$ 1,078,590
GRAND TOTAL EXPENSES	\$ 1,783,406	\$ 1,732,117	-3%	\$ 1,624,614	\$ 1,697,348	4%	\$ 1,428,064	\$ 1,343,620	-6%	\$ 305,462	\$ 306,046	0%	\$ -	\$ -	0%	\$ 5,079,131
Transfer To/(From) Reserve	\$ (209,530)	\$ (118,208)		\$ (221,296)	\$ (211,928)		\$ (268,317)	\$ (69,155)		\$ (139,556)	\$ (53,570)		\$ -	\$ -		

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Service Charges					
Water Service Charge	\$ 1,443,836	\$ 1,470,488	\$ 26,651	2%	Year to date consumption is higher than originally budgeted
TOTAL SERVICE CHARGES	\$ 1,443,836	\$ 1,470,488	\$ 26,651	2%	
Fees					
Late Fee	\$ 6,000	\$ -	\$ (6,000)	-100%	
Door Notice Fee	1,875	-	(1,875)	-100%	
Hookup Fees	900	13,560	12,660	1407%	
Reconnection Fees	500	-	(500)	-100%	
Property Transfer Fee	850	850	-	0%	
Returned Check Fee	120	120	-	0%	
TOTAL FEES	\$ 10,245	\$ 14,530	\$ 4,285	42%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 33,660	\$ 33,660	\$ -	0%	
Davis Grunsky Assessment	74,165	74,165	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 107,825	\$ 107,825	\$ -	0%	
Grants & Donations					
Grant Revenue - Misc		\$ 6,821	\$ 6,821	6821%	Remaining unspent PSPS Grant funds
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ -	\$ 6,821	\$ 6,821	6821%	
Other Revenue					
Miscellaneous Revenue	\$ -	\$ -	\$ -	0%	
Interest Revenue	11,500	11,500	-	0%	
Lease Revenue	-	-	-	0%	
Sale of Assets	-	2,275	2,275	2275%	Sale of GM Vehicle
TOTAL OTHER REVENUE	\$ 11,500	\$ 13,775	\$ 2,275	20%	
GRAND TOTAL REVENUE	\$ 1,573,406	\$ 1,613,438	\$ 40,032	3%	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,573,876	\$ 1,613,908	\$ 40,032	3%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 264,234	\$ 266,955	2,721	1%	Staffing restructure
Standby Pay	17,605	17,605	-	0%	
Overtime	9,550	9,550	-	0%	
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	9,600	9,600	-	0%	
Uniform Allowance	3,384	3,981	597	18%	Staffing restructure
Cell Phone Stipend	807	807	-	0%	
TOTAL SALARIES	\$ 311,480	\$ 314,797	\$ 3,318	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 60,795	\$ 62,019	1,224	2%	Staffing restructure
HRA Reimbursement	24,570	25,190	620	3%	Staffing restructure
CALPERS Retirement	42,970	43,052	82	0%	Staffing restructure
FICA	19,312	19,517	206	1%	Staffing restructure
Medicare	4,516	4,565	48	1%	Staffing restructure
Workers Comp	10,210	10,210	-	0%	
Unemployment Ins/ETT	1,660	1,304	(356)	-21%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 164,034	\$ 165,858	\$ 1,824	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 4,700	\$ 5,700	1,000	21%	
Facilities Maintenance & Repair					
Source of Supply	8,900	8,400	(500)	-6%	
Pumping	6,300	5,400	(900)	-14%	
Water Treatment	12,000	14,700	2,700	23%	Recommendations in WTP condition assessment
Transmission & Distribution	31,500	31,500	-	0%	
General & Administrative	2,500	1,500	(1,000)	-40%	
Vehicle Maintenance & Repair	8,400	8,400	-	0%	
Janitorial Cleaning Fees	1,900	2,000	100	5%	
Fuel	12,000	11,400	(600)	-5%	
Equipment Under \$5,000	19,100	19,900	800	4%	
Personal Protective Equipment	1,200	1,500	300	25%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 108,500	\$ 110,400	\$ 1,900	2%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,000	\$ 1,000	-	0%	
Postage	4,700	5,000	300	6%	
Food Supplies	400	400	-	0%	
Chemical Supplies	35,000	35,000	-	0%	
Janitorial Supplies	350	350	-	0%	
TOTAL MATERIALS & SUPPLIES	\$ 41,450	\$ 41,750	\$ 300	1%	
Outside Services - 55XXX					
Legal Fees	4,000	4,000	-	0%	
IT Services	1,500	1,900	400	27%	
Engineering Services	46,500	82,000	35,500	76%	Hydraulic Model Study
Medical Exams	300	900	600	200%	
Other Professional Services	3,100	3,100	-	0%	
Other Professional Services-Tree Mortality			-	0%	
TOTAL OUTSIDE SERVICES	\$ 55,400	\$ 91,900	\$ 36,500	66%	
Other - 56XXX					
Utilities	\$ 35,720	\$ 32,100	(3,620)	-10%	
Phone/Communications	6,400	6,400	-	0%	
Computer Licenses & Maintenance	10,500	11,500	1,000	10%	
Property/Liability Insurance	22,500	22,500	-	0%	
Property Tax	450	450	-	0%	
Memberships/Publications/Subscriptions	11,000	10,900	(100)	-1%	
Licenses & Certifications	1,520	800	(720)	-47%	
Training, Conferences & Travel	3,800	4,800	1,000	26%	Additional training for new employees
Uncollectable accounts	1,500	1,500	-	0%	
Advertising & Public Education	600	1,000	400	67%	
Laboratory Fees	22,700	22,700	-	0%	
Regulatory Fees	7,500	8,000	500	7%	
Purchased Water	28,000	29,400	1,400	5%	
Bank & Credit Card Fees	4,000	4,000	-	0%	
TOTAL OTHER	\$ 156,190	\$ 156,050	\$ (140)	0%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 35,268	\$ 35,268	0	0%	
Principal on Long Term Debt	153,644	153,644	0	0%	
TOTAL DEBT SERVICE	\$ 188,912	\$ 188,912	\$ -	0%	
GRAND TOTAL EXPENSES					
	\$ 1,025,965	\$ 1,069,667	\$ 43,702	4%	
Admin Transfer Out	\$ 281,821	\$ 281,230	\$ (591)		
GRAND TOTAL WITH ADMIN	\$ 1,307,786	\$ 1,350,897	\$ 43,111	3%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000	15,000	-	0%	
Laurel Pump Station	275,000		(275,000)	-100%	
Shadybrook Emer Spillway Repair/Imprvmnts*			-	0%	
Million Gallon Tanks Recoat*			-	0%	
Water Sewer Material Bins*	14,000	6,000	(8,000)	-57%	Under budget
Well 3 - Sherwood Forest*	3,000	7,000	4,000	133%	Actual Carryover
WTP Clarifier Refurbish			-	0%	
Truck #4 Replace			-	0%	
SCADA Upgrade	100,000	285,000	185,000	185%	Expansion more costly and extensive
Vantage Pt. Equipment Strucure	9,000	9,000	-	0%	
Training/Admin Parking Lot*	5,900	5,900	-	0%	
GM Vehicle Replace	16,920	16,160	(760)	-4%	
Surface Scatter 7 for SWTP	6,800	7,160	360	5%	
Well #1 Generator	30,000	30,000	-	0%	
TOTAL CAPITAL OUTLAY	\$ 475,620	\$ 381,220	\$ (94,400)	-20%	
GRAND TOTAL WITH CAPITAL	\$ 1,783,406	\$ 1,732,117	\$ (51,289)	-3%	

*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.

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Service Charges					
Sewer Service Charge	1,134,923	1,136,732	1,808	0%	
TOTAL SERVICE CHARGES	\$ 1,134,923	\$ 1,136,732	\$ 1,808	0%	
Fees					
Late Fee	\$ 4,500	\$ -	\$ (4,500)	-100%	
Door Notice Fee	1,875	-	(1,875)	-100%	
Hookup Fees	2,900	9,400	6,500	224%	
Reconnection Fees	500	-	(500)	-100%	
Inspection Fees	50	200	150	300%	
Property Transfer Fee	700	615	(85)	-12%	
Returned Check Fee	120	120	-	0%	
TOTAL FEES	\$ 10,645	\$ 10,335	\$ (310)	-3%	
Grants & Donations					
Grant Revenue-Sewer Planning Grant	250,000	329,378	\$ 79,378	32%	Includes unused portion from 19.20
Donation Revenue	-	-	-	0%	
TOTAL GRANTS & DONATIONS	\$ 250,000	\$ 329,378	\$ 79,378	32%	
Other Revenue					
Interest Revenue	7,500	7,500	-	0%	
Sale of Assets	-	1,225	1,225	1225%	Sale of GM Vehicle
Other	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 7,500	\$ 8,725	\$ 1,225	16%	
GRAND TOTAL REVENUE	\$ 1,403,068	\$ 1,485,170	\$ 82,101	6%	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,403,318	\$ 1,485,420	\$ 82,101		

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 147,192	\$ 148,299	1,107	1%	Staffing restructure
Standby Pay	17,605	17,605	0	0%	
Overtime	7,000	7,000	0	0%	
Sick Leave/Vacation Pay	3,500	3,500	0	0%	
Intern Stipend	9,600	9,600	0	0%	
Uniform Allowance	1,890	2,205	315	17%	Staffing restructure
Cell Phone Stipend	441	441	0	0%	
TOTAL SALARIES	\$ 187,228	\$ 188,650	\$ 1,422	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 33,728	\$ 34,112	384	1%	Staffing restructure
HRA Reimbursement	13,679	13,913	233	2%	Staffing restructure
CALPERS Retirement	23,976	23,974	(2)	0%	
FICA	11,608	11,696	88	1%	Staffing restructure
Medicare	2,715	2,735	21	1%	Staffing restructure
Workers Comp	7,365	7,365	0	0%	
Unemployment Ins/ETT	1,063	821	(242)	-23%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 94,135	\$ 94,617	\$ 482	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,100	\$ 6,800	(300)	-4%	
Facilities Maintenance & Repair					
Lift Station	7,500	8,500	1,000	13%	
Collections	8,850	6,850	(2,000)	-23%	
General & Administrative	1,600	1,100	(500)	-31%	
Vehicle Maintenance & Repair	6,150	5,650	(500)	-8%	
Janitorial/Cleaning Fees	1,500	1,100	(400)	-27%	
Fuel	7,000	6,700	(300)	-4%	
Equipment Under \$5,000	6,200	7,600	1,400	23%	
Personal Protective Equipment	1,300	1,800	500	38%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 47,200	\$ 46,100	\$ (1,100)	-2%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 500	\$ 500	\$ -	0%	
Postage	4,000	4,100	100	3%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	300	300	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 5,100	\$ 5,200	\$ 100	2%	
Outside Services - 55XXX					
Legal Fees	\$ 2,000	\$ 1,500	\$ (500)	-25%	
IT Services	1,000	1,300	300	30%	
Engineering Services	13,000	12,000	(1,000)	-8%	SSMP completed in 19.20
Medical Exams	150	450	300	200%	
Other Professional Services	253,000	332,378	79,378	31%	Includes unused 19/20 expenses-Small Comm Wastewater project
Other Professional Services-Tree Mortality			0	0%	
TOTAL OUTSIDE SERVICES	\$ 269,150	\$ 347,628	\$ 78,478	29%	
Other - 56XXX					
Utilities	\$ 4,000	\$ 4,700	\$ 700	18%	
Phone/Communications	2,785	2,887	102	4%	
Computer Licenses & Maintenance	9,000	9,365	365	4%	
Property/Liability Insurance	17,600	17,600	0	0%	
Property Tax			0	0%	
Dues & Memberships	5,500	5,500	0	0%	
Licenses & Certifications	1,500	1,900	400	27%	Requirement for Class A licenses
Training, Conferences & Travel	4,300	4,300	0	0%	
Uncollectable accounts	1,500	1,500	0	0%	Due to change in shutoff procedures
Advertising & Public Education	1,500	1,200	(300)	-20%	
Regulatory Fees	400	400	0	0%	
Sewer Service Charge	454,500	455,300	800	0%	
Bank & Credit Card Fees	4,000	4,000	0	0%	
TOTAL OTHER	\$ 506,585	\$ 508,652	\$ 2,067	0%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 2,403	\$ 2,403	\$ -	0%	
Principal on Long Term Debt	14,608	14,608	0	0%	
TOTAL DEBT SERVICE	\$ 17,011	\$ 17,011	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,126,409	\$ 1,207,858	\$ 81,449	7%	
Admin Transfer Out	\$ 149,905	\$ 149,590	\$ (315)	0%	
GRAND TOTAL WITH ADMIN	\$ 1,276,314	\$ 1,357,448	\$ 81,134	6%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 85,000	\$ 85,000	\$ -	0%	
Vantage Pt. Equip Structure	\$ 37,000	\$ 37,000	\$ -	0%	
GM Vehicle Replace	9,000	8,600	(400)	-4%	
Sewer Main Re-Lining	75,000	75,000	0	0%	
TH School Sewer Re-Alignment	125,000	125,000	0	0%	
Training Admin Parking Lot*	3,300	3,300	0	0%	
Water Sewer Material Bins*	14,000	6,000	(8,000)	-57%	Under budget
			0	0%	
			0	0%	
			0	0%	
TOTAL CAPITAL OUTLAY*	\$ 348,300	\$ 339,900	\$ (8,400)	-2%	
GRAND TOTAL WITH CAPITAL	\$ 1,624,614	\$ 1,697,348	\$ 72,734	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.

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 510,000	\$ 510,000	\$ -	0%	
Property Assessments	625,367	625,367	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,135,367	\$ 1,135,367	\$ -	0%	
Grants & Donations					
Grant Revenue	7,700	22,595	\$ 14,895	193%	VFA, CA Fire Foundation and AFG grants
Grant Revenue - CERT	-	9,950	9,950	9950%	FEMA, CERT, SAF
Donation Revenue - CERT	-	2,000	2,000	2000%	
TOTAL GRANTS & DONATIONS	\$ 7,700	\$ 34,545	\$ 26,845	349%	
Other Revenue					
Strike Team	\$ -	\$ 71,874	\$ 71,874	71874%	
Training Revenue	-	16,000	16,000	16000%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	9,000	9,000	-	0%	
Sale of Assets	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 16,500	\$ 104,374	\$ 87,874	533%	
GRAND TOTAL REVENUE	\$ 1,159,567	\$ 1,274,286	\$ 114,718	10%	
Admin Transfer Out	\$ 180	\$ 180	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,159,747	\$ 1,274,466	\$ 114,718	10%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 328,690	\$ 295,676	(33,014)	-10%	Several months of a vacant Fire Chief & Captain position
Workers Comp Reimb Wages		\$ (14,950)	(14,950)	-14950%	
Standby Pay	1,250	1,600	350	28%	
Overtime	32,000	58,000	26,000	81%	Staff shortages from Captain hiring lag, COVID and Work Comp
Holiday Overtime	13,204	12,666	(538)	-4%	
FLSA Overtime	30,608	29,252	(1,356)	-4%	
Sick Leave/Vacation Pay/ATO	5,400	19,608	14,208	263%	
Compensated Absence			0	0%	
Temp/Relief Pay	5,000	7,000	2,000	40%	
Intern Stipend	90,000	60,000	(30,000)	-33%	Due to vacant operator intern positions
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay		4,115	4,115	4115%	
Striketeam Intern Pay		47,000	47,000	47000%	
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,000	4,077	77	2%	
Cell Phone Stipend		420	420	420%	
TOTAL SALARIES	\$ 515,151	\$ 529,464	\$ 14,313	3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 64,308	\$ 61,270	(3,038)	-5%	Several months of a vacant Fire Chief & Captain position
HRA Reimbursement	26,875	28,509	1,634	6%	
CALPERS Retirement	91,469	79,628	(11,841)	-13%	Vacant positions and new hire with PEPRRA retirement plan
FICA	31,939	33,754	1,814	6%	
Medicare	7,470	7,894	424	6%	
Workers Comp	17,061	17,061	0	0%	
Unemployment Ins/ETT	1,715	1,190	(525)	-31%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 240,837	\$ 229,306	\$ (11,531)	-5%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,000	\$ 7,000	1,000	17%	
Facilities Maintenance & Repair	11,000	11,000	0	0%	
Vehicle Maintenance & Repair	24,000	21,000	(3,000)	-13%	Postponed tire replacement to next fiscal year
Vehicle Maintenance & Repair-CERT		700	700	700%	
Janitorial/Cleaning Services	3,300	1,600	(1,700)	-52%	Cancelled rug cleaning service
Fuel	16,000	15,500	(500)	-3%	
Equipment Under \$5,000	20,300	15,300	(5,000)	-25%	Postponed fire hose replacement
Equipment Under \$5,000-CERT		7,950	7,950	7950%	Grant reimbursed expenditures
Personal Protective Equipment	22,500	28,500	6,000	27%	Grant reimbursed expenditures
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 103,100	\$ 108,550	\$ 5,450	5%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	600	600	0	0%	
Janitorial Supplies	3,000	3,500	500	17%	
Medical Supplies	5,000	5,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 11,600	\$ 12,100	\$ 500	4%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	1,700	2,400	700	41%	
Engineering Services	8,700	8,700	0	0%	
Medical Exams	2,500	2,500	0	0%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	4,850	5,000	150	3%	
TOTAL OUTSIDE SERVICES	\$ 23,250	\$ 24,100	\$ 850	4%	
Other - 56XXX					
Utilities	\$ 10,100	\$ 10,400	300	3%	
Phone/Communications	6,000	5,100	(900)	-15%	
Software Licenses & Maintenance	3,950	4,100	150	4%	
Property/Liability Insurance	27,800	27,800	0	0%	
Dues & Memberships	3,800	2,800	(1,000)	-26%	
Licenses & Certifications	1,000	2,000	1,000	100%	EMT Certifications for new interns
Training, Conferences & Travel	19,000	33,000	14,000	74%	Reimbursable college trainings
Advertising & Public Education	500	1,600	1,100	220%	
TOTAL OTHER	\$ 72,150	\$ 86,800	\$ 14,650	20%	
Debt Service - 58XXX					
Interest on Long Term Debt	3,425	3,425	-	0%	
Principal on Long Term Debt	38,940	38,940	-	0%	
TOTAL DEBT SERVICE	\$ 42,365	\$ 42,365	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,008,453	\$ 1,032,685	\$ 24,232	2%	
Admin Transfer Out	\$ 107,931	\$ 107,705	\$ (226)	0%	
GRAND TOTAL WITH ADMIN	\$ 1,116,384	\$ 1,140,390	\$ 24,006		
Capital Outlay - 57XXX					

Capital Outlay - 57XXX

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
UAV-Thermal Imaging			0	0%	
CERT FF Rehab Vehicle	1,200	1,040	(160)	-13%	
Mobile Fire Pump	0	0	0	0%	
Replace Fire Station Generator	18,000	18,000	0	0%	
Training/Admin Parking Lot*	67,000	67,000	0	0%	
Vantage Pt. Equipment Structure*	9,000	9,000	0	0%	
Station Concrete Apron/Drainage*			0	0%	
Fire Apparatus Equip Building	60,000	92,000	32,000	53%	
SCBA Bottle/Harness Replacement	150,000	10,000	(140,000)	-93%	Postpone until next FY to get grant
GM Vehicle Replacement	6,480	6,190	(290)	-4%	
Training Prop Improvements			0	0%	
TOTAL CAPITAL OUTLAY	\$ 311,680	\$ 203,230	\$ (108,450)	-35%	
GRAND TOTAL WITH CAPITAL	\$ 1,428,064	\$ 1,343,620	\$ (84,444)		

*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.

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Fees					
Facility/Ground Usage Fees	1,000	11,180	10,180	1018%	PGE PSPS events
TOTAL FEES	\$ 1,000	\$ 11,180	\$ 10,180	1018%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 26,520	\$ 26,520	\$ -	0%	
Property Assessments	108,036	108,036	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 134,556	\$ 134,556	\$ -	0%	
Grants & Donations					
Grant Revenue	16,000	81,890	\$ 65,890	412%	SAF Bocce Grant
Donation Revenue	12,000	22,500	10,500	88%	
TOTAL GRANTS & DONATIONS	\$ 28,000	\$ 104,390	\$ 76,390	273%	
Other Revenue					
Interest Revenue	2,250	2,250	-	0%	
TOTAL OTHER REVENUE	\$ 2,250	\$ 2,250	\$ -	0%	
GRAND TOTAL REVENUE	\$ 165,806	\$ 252,376	\$ 86,570	52%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 165,906	\$ 252,476	\$ 86,570		

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 9,123	\$ 8,418	\$ (705)	-8%	
Overtime	500	500	-	0%	
Sick Leave/Vacation Pay	300	300	-	0%	
Intern Stipend			-	0%	
Uniform Allowance	126	114	(12)	-10%	
Cell Phone Stipend	13	13	-	0%	
TOTAL SALARIES	\$ 10,062	\$ 9,345	\$ (717)	-7%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 1,843	\$ 2,000	\$ 156	8%	
HRA Reimbursement	834	889	55	7%	
CALPERS Retirement	1,557	1,468	(89)	-6%	
FICA	624	579	(44)	-7%	
Medicare	146	135	(10)	-7%	
Workers Comp	316	316	0	0%	
Unemployment Ins/ETT	48	38	(10)	-21%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 5,368	\$ 5,425	\$ 57	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,200	4,000	(200)	-5%	
Tennis Courts	1,000	1,000	-	0%	
Park	9,100	9,500	400	4%	
Community Center	2,000	1,700	(300)	-15%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	8,700	11,400	2,700	31%	Contractor submitted 19.20 invoices in 20.21
Janitorial/Cleaning Services	15,000	15,550	550	4%	
Fuel			-	0%	
Equipment Under \$5,000	1,200	4,200	3,000	250%	Bocce Court Picnic Tables
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 41,700	\$ 47,850	\$ 6,150	15%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,600	\$ 1,600	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,600	\$ 1,600	\$ -	0%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	

Outside Services - 55XXX					
Engineering Services	\$ 4,250	\$ 4,250	\$ -	0%	
Other Professional Services			0	0%	
TOTAL OUTSIDE SERVICES	\$ 4,250	\$ 4,250	\$ -	0%	

Other - 56XXX					
Utilities					
Baseball Field	3,600	6,200	2,600	72%	Increased water usage
Tennis Courts			-	0%	
Park	7,050	8,200	1,150	16%	Increased water usage
Community Center	2,870	2,900	30	1%	
Property/Liability Insurance	2,000	2,000	-	0%	
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	2,600	4,200	1,600	62%	Bocce outreach and education
TOTAL OTHER	\$ 18,120	\$ 23,500	\$ 5,380	30%	

Debt Service - 58XXX					
Interest on Long Term Debt			\$ -	0%	
Principal on Long Term Debt			-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	

GRAND TOTAL EXPENSES	\$ 81,100	\$ 91,970	\$ 10,870	13%	
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Admin Transfer Out \$ 59,962 \$ 59,836 \$ (126)

GRAND TOTAL WITH ADMIN	\$ 141,062	\$ 151,806	\$ 10,744	8%	
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Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	

Capital Outlay - 57XXX					
New Park Development*	\$ 50,000	\$ 20,000	\$ (30,000)	-60%	
Bocce Court Improvements	\$ 110,000	\$ 130,000	\$ 20,000	18%	
Training/Admin Parking Lot*	\$ 800	\$ 800	\$ -	0%	
GM Vehicle Replacement	\$ 3,600	\$ 3,440	\$ (160)	-4%	
TOTAL CAPITAL OUTLAY	\$ 164,400	\$ 154,240	\$ (10,160)	-6%	

GRAND TOTAL WITH CAPITAL	\$ 305,462	\$ 306,046	\$ 584	0%	
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*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.

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 319,886	\$ 323,051	3,165	1%	
Sick Leave/Vacation Pay	5,700	8,000	2,300	40%	
Director Stipends	9,000	7,500	(1,500)	-17%	
TOTAL SALARIES	\$ 334,586	\$ 338,551	\$ 3,965	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,189	\$ 47,818	\$ 629	1%	
HRA Reimbursement	18,625	18,625	0	0%	
Retirement	57,653	58,951	1,298	2%	
FICA	21,206	21,458	252	1%	
Medicare	4,959	5,018	59	1%	
Workers Comp	2,444	2,444	0	0%	
Unemployment Ins/ETT	2,156	1,446	(711)	-33%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 154,233	\$ 155,760	\$ 1,527	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	8,000	0	0%	
Vehicle Maintenance & Repair	1,250	1,000	(250)	-20%	
Janitorial/Cleaning Services	4,600	4,300	(300)	-7%	
Fuel	1,900	1,400	(500)	-26%	
Equipment Under \$5,000	3,500	3,500	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 20,750	\$ 19,700	\$ (1,050)	-5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,200	\$ 3,300	\$ 1,100	50%	Large check order
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 4,150	\$ 5,250	\$ 1,100	27%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,500	\$ 7,600	\$ (2,900)	-28%	New auditor fees less than estimated
Legal Fees	7,400	7,400	0	0%	
IT Services	4,200	4,500	300	7%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
TOTAL OUTSIDE SERVICES	\$ 24,500	\$ 21,900	\$ (2,600)	-11%	
Other - 56XXX					
Utilities	\$ 6,700	\$ 6,200	\$ (500)	-7%	
Phone/Communications	5,300	5,500	200	4%	
Software Licenses & Maintenance	11,600	11,600	0	0%	
Property/Liability Insurance	8,700	8,300	(400)	-5%	
Property Tax			0	0%	
Dues & Memberships	6,000	6,000	0	0%	
Licenses & Certifications	400	400	0	0%	
Training, Conferences & Travel	14,200	11,200	(3,000)	-21%	Due to COVID cancellations
Advertising & Public Education	3,500	3,000	(500)	-14%	
Bank/Investment Fees	5,000	5,000	-	0%	
TOTAL OTHER	\$ 61,400	\$ 57,200	\$ (4,200)	-7%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 599,618	\$ 598,361	\$ (1,257)	0%	
Admin Transfer Out	\$ (599,618)	\$ (598,361)	\$ (1,257)		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

EXISTING VERSION

POLICY TITLE: Salary Plan Development
POLICY NUMBER: 3020
ADOPTED: November 12, 2009
AMENDED:

3020.10 Preparation of a Salary Plan

3020.11 The General Manager, with recommendations from subordinate supervisors, shall prepare a salary plan covering all job positions under his/her supervision in the Twain Harte Community Services District area. The plan shall depict minimum, intermediate and maximum rates of pay for each job class.

3020.12 In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:

- A) Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
- B) Appropriate internal pay differences between the District's job classes.
- C) Current changes in cost of living.
- D) The District's financial condition, funding sources and fiscal policies.

NOTE: Employees must understand that salary, step and cost of living increases are not automatic, but subject to the financial health of the District and at the discretion of the Board.

- E) Such other sources of information that the General Manager deems necessary.

3020.13 The salary plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Adoption of the Plan

3020.21 The General Manager shall submit the proposed salary plan of the Board of Directors for adoption, as deemed appropriate by the Board. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range assigned to its job class in the salary plan. Further studies of the plan shall be conducted as requested by the Board of Directors.

3020.30 Characteristics of the Salary Plan

3020.31 The salary range shall consist of a minimum rate, a maximum rate and three intervening rates.

3020.32 There shall be a uniform percentage between each rate on a salary range.

3020.33 The minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.

3020.34 Longevity ranges of 10, 15, 20, and 25 years in grade, shall be established; the minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.

3020.40 Administration of the Salary Plan

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within an established pay range in accordance with these rules. Advancement may be authorized up to and including the fifth step. Only one step advancement may be authorized on the designated salary advancement date within a fiscal year. Exceptional advancements of more than one step must be specifically recommended to and approved by the Board of Directors.

3020.42 Salary advancement with an established salary range *shall not be automatic.* Instead, it shall depend upon the increased service value of an employee to the District, as shown by the recommendation of an employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a recommendation for salary advancement, to include documented performance evaluation by the immediate supervisor. An increase of pay shall be withheld in cases of inferior work, lack of application and an unsatisfactory evaluation.

3020.42.1 The **first salary Step A,** is the minimum rate and normal hiring rate for a position. An employee may be hired above this rate in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District. The General Manager may authorize only initial hiring up to and including the third salary step.

3020.42.2 The **second salary Step B,** is an incentive adjustment to encourage work improvement. An employee shall be eligible for a merit increase to this step after satisfactory completion of the introductory period. Such increase shall only be upon the recommendation of the immediate supervisor and approval of the General Manager. **Minimum of one year is required at this step.**

3020.42.3 The **third salary Step C**, is the rate at which an employee should be paid after one year's satisfactory evaluation performance at the second salary step. Again, appropriate supervisory recommendation and General Manager approval are required for advancement to this step. **Minimum of one year is required at this step.**

3020.42.4 The **fourth salary Step D**, should be granted only after one year of satisfactory evaluation performance at the third salary step. The employee's supervisor must verify the fully satisfactory evaluation of the work performance and must be approved by the General Manager. **Minimum of one year is required at this step.**

3020.42.5 The **fifth salary Step E**, is the rate for a qualified and fully experienced employee whose work is rated fully competent. An employee can reach this step after one year at the fourth step and upon recommendation from his/her supervisor. The employee must have the same job occupation in all steps. **Minimum of one year is required at this step.**

3020.42.6 **10 years Step F** - Employees completing ten years of service in grade will move to Step F pay level (not applicable until 2010/2011 budget year).

3020.42.7 **15 years Step G** - Employees completing 15 years of service in grade will move to Step G pay level.

3020.42.8 **20 years Step H** - Employees completing 20 years of service in grade will move to Step H pay level.

3020.42.9 **25 years Step I** - Employees completing 25 years of service in grade will move to Step I pay level.

3020.43 Performance Review Date

An annual job performance review of each employee is completed by his/her immediate supervisor for a 12-month period ending June 30th.

Step advancement for employees reviewed on June 30th annually shall be effective July 1st of the same calendar year. Introductory employees in steps A or B may receive a step raise at the end of their introductory period. Step raises, thereafter, will be given on a fiscal year basis, but not within the same calendar year.

3020.50 General Salary Adjustment

3020.51 The Twain Harte Community Services District **may** grant general “**cost of living**” (COLA) salary adjustments as follows. **NOTE:** COLA adjustments are not automatic and are subject to the financial health of the District, funding sources available and at the discretion of the Board.

- A) COLA will be effective on July 1st based on the annual period, no later than March 31st.
- B) COLA adjustments based on the annual **increase** or **decrease** in the Federal Consumer Price Index shall be reflected in the District salary structure, up to a maximum of a 5% adjustment, as determined by the Board.
- C) The revised Consumer Price Index U.S. city average, as determined by the U.S. Department of Labor, shall be used by the District. The base period of the 1982-84 at index of 100 is utilized in the Consumer Price Index.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Salary Plan Development
POLICY NUMBER: 3020
ADOPTED: November 12, 2009
AMENDED:

3020.10 Salary Plan Preparation

3020.11 The General Manager, with recommendations from subordinate supervisors, shall prepare a Salary Plan ~~covering that specifies the salary ranges for~~ all District job positions ~~under his/her supervision in the Twain Harte Community Services District area. The plan shall depict minimum, intermediate and maximum rates of pay for each job class.~~

3020.12 In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:

1. Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
2. Appropriate internal pay differences between the District's job classes.
3. Current changes in cost of living.
4. The District's financial condition, funding sources and fiscal policies.

~~NOTE: Employees must understand that salary, step and cost of living increases are not automatic, but subject to the financial health of the District and at the discretion of the Board.~~

5. Such other sources of information that the General Manager deems necessary.

3020.13 The Salary Plan shall include any wage changes specified in a labor union agreement or memorandum of understanding approved by the District's Board of Directors. All other increases to the salary ranges in the Salary Plan are subject to the financial health of the District and at the sole discretion of the Board.

~~3020.13~~3020.14 The Salary Plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Salary Plan Adoption

The General Manager shall submit the proposed Salary Plan ~~of to~~ the Board of Directors for adoption with the fiscal year budget, ~~as deemed appropriate by the Board~~. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range assigned to its job class in the Salary Plan. Further studies of the plan shall be conducted as requested by the Board of Directors or recommended by the General Manager.

3020.30 Salary Plan Characteristics

The Salary Plan shall have the following characteristics:

1. Each job class shall have a ~~The~~ salary range ~~shall~~ consisting of nine salary steps: ~~a minimum rate, a maximum rate and three intervening rates~~.
 - Competence Steps: The first five salary steps (Steps 1-5) in the salary range will encourage employees to develop competency within their job class. Unless otherwise noted below, a minimum of one year of satisfactory performance in each salary step is required to advance to the next competence salary step.
 - Expertise Steps: The last four salary steps (Steps 6-9) in a salary range will encourage employees to become an expert in their job class. A minimum of five years of satisfactory performance in the previous salary step is required to advance to each of the expertise salary steps.
- 1.2. There shall be a uniform 5% between each ~~rate~~ salary step on ~~a~~ the salary range, with each rate step greater than the previous step.
2. ~~The minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.~~
3. ~~Longevity ranges of 10, 15, 20, and 25 years in grade, shall be established; the minimum and maximum step of each salary range shall be approximately 5.0% greater than the corresponding step(s) on the immediate lower range.~~

3020.40 Salary Plan Administration

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within ~~the~~ established pay salary range in accordance with the following rules and the salary step descriptions within this section: ~~these rules~~

1. ~~Advancement may be authorized up to and including the fifth step.~~
Only one salary step advancement may be authorized ~~on the~~

~~designated salary advancement date~~ within a fiscal year. Exceptional advancements of more than one salary step must be specifically recommended to and approved by the Board of Directors.

2. Salary step advancement with an established salary range shall not be automatic. Instead, it shall depend upon the increased service value of an employee to the District, as shown by ~~the a~~ satisfactory annual (fiscal year) performance evaluation recommendation of an ~~by the~~ employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a ~~recommendation for salary advancement~~ satisfactory evaluation, ~~to include documented performance evaluation by the immediate supervisor.~~ ~~An increase of pay~~ Salary step advancement shall be withheld in cases of inferior work, lack of application and other performance issues that result in an unsatisfactory evaluation.
3. Salary step advancements will be given on a fiscal year basis, effective July 1st, based on the annual performance evaluation for the previous fiscal year(s).
- ~~4.~~4. Introductory/probationary employees hired at Salary Steps 1 or 2 may advance one salary step, effective immediately upon successful completion of their introductory/probationary period. Subsequent salary step advancements will be on a fiscal year basis, but not within the same calendar year.
5. Introductory/probationary employees may not receive salary step advancements prior to successful completion of their introductory/probationary period.
6. An employee may not advance more than one salary step within the same calendar year.
7. The General Manager may authorize initial hiring up to and including Salary Step 3, when the employee possesses unusually high qualifications and when such action is clearly in the best interest of the District.
- ~~2.~~8. Employees who are promoted will be advanced to the first salary step within their new job class salary range which results in a pay increase over the salary step they held in their previous job class. They may then advance through the salary steps in their new job class salary range, in accordance with this policy.

3020.42 Competence Salary Steps (Steps 1-5)

The Competence Salary Steps, the first five steps in a salary range, serve to progressively increase employees' rate of pay as they gain competence and experience.

1. ~~The first salary Step A~~ Salary Step 1: ~~is T~~ the minimum pay rate in a salary range and normal entry-level hiring rate for Salary Step for an employee newly hired to a position in a specific job class. An employee may be hired above this ~~rate~~ salary step in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District.

~~The General Manager may authorize only initial hiring up to and including the third salary step.~~

2. ~~The second salary Step B,~~ Salary Step 2: A Step 2 employee has advanced beyond basic job class competence as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 1. If the employee was hired at Salary Step 1, the employee must also successfully complete the introductory/probationary period before advancing to Step 2. The General Manager may start a newly hired employee at Step 2 if he/she possesses unusually high qualifications and the if such action is in the best interest of the District. ~~incentive adjustment to encourage work improvement. An employee shall be eligible for a merit increase to this step after satisfactory completion of the introductory period. Such increase shall only be upon the recommendation of the immediate supervisor and approval of the General Manager. Minimum of one year is required at this step~~

~~3.~~ 3. Salary Step 3: A Step 3 employee has moderate job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 2. If the employee was hired at Salary Step 2, the employee must also successfully complete the introductory/probationary period before advancing to Step 3. The General Manager may start a newly hired employee at Step 3 if he/she possesses unusually high qualifications and the if such action is in the best interest of the District. ~~he~~ third salary Step C, ~~is the rate at which an employee should be paid after one year's satisfactory evaluation performance at the second salary step. Again, appropriate supervisory recommendation and General Manager approval are required for advancement to this step. Minimum of one year is required at this step.~~

~~2.~~ 4. Salary Step 4: A Step 4 employee has District-specific experience and above average job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 3. If the employee was hired at Salary Step 3, the employee must also successfully complete the introductory/probationary period before advancing to Step 4. The fourth salary Step D, ~~should be granted only after one year of satisfactory evaluation performance at the third salary step. The~~

~~employee's supervisor must verify the fully satisfactory evaluation of the work performance and must be approved by the General Manager. **Minimum of one year is required at this step.**~~

- ~~5. **Salary Step 5: The fifth salary Step E,** is the rate for a **A Step 5 employee is qualified and fully competent and experienced employee in all aspects of his/her job class at the District, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 4.** whose work is rated fully competent. An employee can reach this step after one year at the fourth step and upon recommendation from his/her supervisor. The employee must have the same job occupation in all steps. **Minimum of one year is required at this step.**~~

3020.43 Expertise Salary Steps (Steps 6-9)

The Expertise Salary Steps, the last four steps in a salary range, serve to progressively increase employees' rate of pay as they gain significant District-specific experience and expertise in their job class.

- ~~1. **Salary Step 6: A Step 6 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 5.** **10 years Step F** - Employees completing ten years of service in grade will move to Step F pay level (not applicable until 2010/2011 budget year).~~
- ~~2. **Salary Step 7: A Step 7 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 6.** **15 years Step G** - Employees completing 15 years of service in grade will move to Step G pay level.~~
- ~~3. **Salary Step 8: A Step 8 employee has exceptional District-specific experience and expertise in all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 7.** **20 years Step H** - Employees completing 20 years of service in grade will move to Step H pay level.~~
- ~~4. **Salary Step 9: Salary Step 9 is the maximum rate of pay in a salary range. A Step 9 employee has exceptional District-specific experience and mastery over all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 8.** **25 years Step I** - Employees completing 25 years of service in grade will move to Step I pay level.~~

~~**3020.43** Performance Review Date~~

~~An annual job performance review of each employee is completed by his/her~~

~~_____ immediate supervisor for a 12-month period ending June 30th.~~

~~Step advancement for employees reviewed on June 30th annually shall be effective July 1st of the same calendar year. Introductory employees in steps A or B may receive a step raise at the end of their introductory period. Step raises, thereafter, will be given on a fiscal year basis, but not within the same calendar year.~~

~~3020.50 General Salary Plan Adjustment~~

~~_____ **3020.51** The Twain Harte Community Services District **may** grant general “cost of living” (COLA) salary adjustments as follows. **NOTE:** COLA adjustments are not automatic and are subject to the financial health of the District, funding sources available and at the discretion of the Board.~~

~~A) COLA will be effective on July 1st based on the annual period, no later than March 31st.~~

~~_____ B) COLA adjustments based on the annual **increase** or **decrease** in the Federal Consumer Price Index shall be reflected in the District salary structure, up to a maximum of a 5% adjustment, as determined by the Board.~~

~~_____ C) The revised Consumer Price Index U.S. city average, as determined by the U.S. Department of Labor, shall be used by the District. The base period of the 1982-84 at index of 100 is utilized in the Consumer Price Index.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Salary Plan Development
POLICY NUMBER: 3020
ADOPTED: November 12, 2009
AMENDED:

**CLEAN VERSION OF
PROPOSED REVISIONS**

3020.10 Salary Plan Preparation

- 3020.11** The General Manager, with recommendations from subordinate supervisors, shall prepare a Salary Plan that specifies the salary ranges for all District job positions.
- 3020.12** In establishing salary ranges and arriving at specific rates of pay, the General Manager shall consider:
1. Rates of pay for comparable work in other similar public and private employment in the immediate or a similar geographic area.
 2. Appropriate internal pay differences between the District's job classes.
 3. Current changes in cost of living.
 4. The District's financial condition, funding sources and fiscal policies.
 5. Such other sources of information that the General Manager deems necessary.
- 3020.13** The Salary Plan shall include any wage changes specified in a labor union agreement or memorandum of understanding approved by the District's Board of Directors. All other increases to the salary ranges in the Salary Plan are subject to the financial health of the District and at the sole discretion of the Board.
- 3020.14** The Salary Plan shall be prepared annually and completed for inclusion in the next fiscal year budget.

3020.20 Salary Plan Adoption

The General Manager shall submit the proposed Salary Plan to the Board of Directors for adoption with the fiscal year budget. Thereafter, no position shall be assigned a higher pay rate or a lower pay rate than that which is designated by the salary range

assigned to its job class in the Salary Plan. Further studies of the plan shall be conducted as requested by the Board of Directors or recommended by the General Manager.

3020.30 Salary Plan Characteristics

The Salary Plan shall have the following characteristics:

1. Each job class shall have a salary range consisting of nine salary steps:
 - Competence Steps: The first five salary steps (Steps 1-5) in the salary range will encourage employees to develop competency within their job class. Unless otherwise noted below, a minimum of one year of satisfactory performance in each salary step is required to advance to the next competence salary step.
 - Expertise Steps: The last four salary steps (Steps 6-9) in a salary range will encourage employees to become an expert in their job class. A minimum of five years of satisfactory performance in the previous salary step is required to advance to each of the expertise salary steps.
2. There shall be a uniform 5% between each salary step on the salary range, with each rate step greater than the previous step.

3020.40 Salary Plan Administration

3020.41 After adoption of the salary plan, the General Manager may authorize advancements within the established salary range in accordance with the following rules and the salary step descriptions within this section:

1. Only one salary step advancement may be authorized within a fiscal year. Exceptional advancements of more than one salary step must be specifically recommended to and approved by the Board of Directors.
2. Salary step advancement with an established salary range shall not be automatic. Instead, it shall depend upon the increased service value of an employee to the District, as shown by a satisfactory annual (fiscal year) performance evaluation by the employee's supervisor. An employee shall demonstrate good job performance, completion of special training, or other pertinent evidence of merit in receiving a satisfactory evaluation. Salary step advancement shall be withheld in cases of inferior work, lack of application and other performance issues that result in an unsatisfactory evaluation.
3. Salary step advancements will be given on a fiscal year basis, effective July 1st, based on the annual performance evaluation for the previous fiscal year(s).

4. Introductory/probationary employees hired at Salary Steps 1 or 2 may advance one salary step, effective immediately upon successful completion of their introductory/probationary period. Subsequent salary step advancements will be on a fiscal year basis, but not within the same calendar year.
5. Introductory/probationary employees may not receive salary step advancements prior to successful completion of their introductory/probationary period.
6. An employee may not advance more than one salary step within the same calendar year.
7. The General Manager may authorize initial hiring up to and including Salary Step 3, when the employee possesses unusually high qualifications and when such action is clearly in the best interest of the District.
8. Employees who are promoted will be advanced to the first salary step within their new job class salary range which results in a pay increase over the salary step they held in their previous job class. They may then advance through the salary steps in their new job class salary range, in accordance with this policy.

3020.42 Competence Salary Steps (Steps 1-5)

The Competence Salary Steps, the first five steps in a salary range, serve to progressively increase employees' rate of pay as they gain competence and experience.

1. Salary Step 1: The minimum pay rate in a salary range and normal entry-level Salary Step for an employee newly hired to a position in a specific job class. An employee may be hired above this salary step in the event that he/she possesses unusually high qualifications and when such action is clearly in the best interest of the District.
2. Salary Step 2: A Step 2 employee has advanced beyond basic job class competence as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 1. If the employee was hired at Salary Step 1, the employee must also successfully complete the introductory/probationary period before advancing to Step 2. The General Manager may start a newly hired employee at Step 2 if he/she possesses unusually high qualifications and if such action is in the best interest of the District.
3. Salary Step 3: A Step 3 employee has moderate job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 2. If the employee was hired at Salary Step 2, the employee

must also successfully complete the introductory/probationary period before advancing to Step 3. The General Manager may start a newly hired employee at Step 3 if he/she possesses unusually high qualifications and the if such action is in the best interest of the District.

4. Salary Step 4: A Step 4 employee has District-specific experience and above average job class competency and experience, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 3. If the employee was hired at Salary Step 3, the employee must also successfully complete the introductory/probationary period before advancing to Step 4.
5. Salary Step 5: A Step 5 employee is fully competent and experienced in all aspects of his/her job class at the District, as demonstrated by a satisfactory annual performance evaluation for at least one full year at Salary Step 4.

3020.43 Expertise Salary Steps (Steps 6-9)

The Expertise Salary Steps, the last four steps in a salary range, serve to progressively increase employees' rate of pay as they gain significant District-specific experience and expertise in their job class.

1. Salary Step 6: A Step 6 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 5.
2. Salary Step 7: A Step 7 employee has significant District-specific experience and job class expertise, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 6.
3. Salary Step 8: A Step 8 employee has exceptional District-specific experience and expertise in all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 7.
4. Salary Step 9: Salary Step 9 is the maximum rate of pay in a salary range. A Step 9 employee has exceptional District-specific experience and mastery over all aspects of his/her job class, as demonstrated by five satisfactory annual performance evaluations for at least five full years at Salary Step 8.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO 21-02**

REVISIONS TO THE FISCAL YEAR 2020-21 SALARY PLAN

WHEREAS, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2020-21 (FY 20-21) Budget and Salary Plan at a public hearing on June 10, 2020; and

WHEREAS, since that time, the District Board reviewed, revised and adopted changes to Policy #3020 - Salary Plan Development; and

WHEREAS, the revised Policy #3020 sets forth new salary range definitions and structure that no longer match what is presented in the FY 20-21 Salary Plan; and

WHEREAS, the policy revisions only impact the Salary Plan's salary range structure and do not revise any previously adopted wage rates; and

WHEREAS, it is now necessary to revise the FY 20-21 Salary Plan to incorporate the revisions made to Policy #3020.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services District that the existing FY 20-21 Salary Plan be replaced by adopting the attached revised FY 20-21 Salary Plan.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on January 13, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kim Silva, Board Secretary

TWAIN HARTE COMMUNITY SERVICES DISTRICT
2020/2021 HOURLY SALARY SCHEDULE - Effective July 1, 2020

TITLE	Competence Salary Steps					Expertise Salary Steps**				
	1	2	3	4	5	6	7	8	9	
UNION POSITIONS										
Accounting/Administrative Assistant*	\$ 22.745	\$ 23.882	\$ 25.077	\$ 26.330	\$ 27.647	\$ 29.029	\$ 30.481	\$ 32.005	\$ 33.604	
Customer Services Representative*	\$ 24.545	\$ 25.772	\$ 27.059	\$ 28.413	\$ 29.835	\$ 31.325	\$ 32.889	\$ 34.536	\$ 36.262	
Fire Captain^	\$ 23.105	\$ 24.261	\$ 25.473	\$ 26.749	\$ 28.084	\$ 29.488	\$ 30.964	\$ 32.514	\$ 34.138	
Fire Relief Captain^	\$ 17.621									
Utility Maintenance Person*	\$ 22.771	\$ 23.908	\$ 25.103	\$ 26.357	\$ 27.676	\$ 29.059	\$ 30.512	\$ 32.037	\$ 33.639	
Utility Operator I*	\$ 25.944	\$ 27.241	\$ 28.602	\$ 30.033	\$ 31.535	\$ 33.110	\$ 34.768	\$ 36.505	\$ 38.331	
Utility Operator II*	\$ 32.437	\$ 34.059	\$ 35.760	\$ 37.549	\$ 39.426	\$ 41.398	\$ 43.468	\$ 45.640	\$ 47.922	
MANAGEMENT POSITIONS (Exempt)										
Administrative Coordinator/Board Secretary*	\$ 30.300	\$ 31.815	\$ 33.406	\$ 35.076	\$ 36.830	\$ 38.671	\$ 40.605	\$ 42.635	\$ 44.767	
Finance Officer*	\$ 37.640	\$ 39.521	\$ 41.497	\$ 43.572	\$ 45.752	\$ 48.040	\$ 50.441	\$ 52.962	\$ 55.611	
Fire Chief^	\$ 41.773	\$ 43.863	\$ 46.055	\$ 48.359	\$ 50.775	\$ 53.315	\$ 55.982	\$ 58.781	\$ 61.719	
Water & Sewer Operations Manager*	\$ 41.069	\$ 43.126	\$ 45.281	\$ 47.545	\$ 49.922	\$ 52.419	\$ 55.039	\$ 57.791	\$ 60.682	
General Manager (By Contract)*										
	2020/2021 Negotiated Contract Amount: \$65.62/hour									

Union Negotiated Percentage Increases Effective July 1, 2019: *1%; ^2%

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

- Revised - November 24, 2014
- Revised - July 1, 2015
- Revised - July 1, 2016
- Revised - July 1, 2017
- Revised - July 1, 2018
- Revised - July 1, 2019
- Revised - February 12, 2020
- Revised - July 1, 2020
- Revised - January 8, 2021

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Customer Payment Arrangements
POLICY NUMBER: 3031
ADOPTED: January 9, 2007
AMENDED:

EXISTING VERSION

3031.10 To maximize efficiency and reduce costs to all customers, payment on accounts are typically requested from customers once each month. Partial payments are not accepted, due to processing cost.

Upon request, the General Manager or Office Manager may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

3031.11 Regular monthly service charges for water and sewer services.

3031.12 Reasonable payment schedule following receipt of delinquency “shut-off” notice.

3031.13 Connection fees.

3031.20 When payments are to be made at the close of escrow and property is not sold, arrangements must be made for payments to continue on a regular basis.

3031.30 Occasionally, customers accumulate a credit balance on their accounts. The District will not refund customer credit balances unless the property has sold and changed ownership. The credit balance will remain on the customer’s account until such time as the monthly water and/or sewer charges have depleted the credit balance.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: Alternative Customer Payment Arrangements

POLICY NUMBER: 3031

ADOPTED: January 9, 2007

AMENDED:

3031.10 Purpose

This policy sets forth requirements for alternative payment arrangements to help customers avoid service disconnections or flow restrictions for non-payment of water/sewer services.

3031.20 Eligibility and Notification

Any customer who is unable to pay for water and/or sewer services by the regular service bill due date may request alternative payment arrangements to avoid disconnection or restriction of services. Customers with delinquent service accounts will be notified of the opportunity to request an alternative payment arrangement on their late bill and on any notices regarding potential service disconnections or restrictions.

3031.30 Payment Arrangement Requests

Customers who desire to enter into an alternative payment arrangement must contact the Customer Service Representative and make a request. The Customer Service Representative will evaluate all circumstances surrounding the request and make a determination as to whether the request is warranted. The following circumstances will result in immediate approval:

1. Primary Care Provider Certification: Any resident of the premises served by the District provides certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation or restriction of service(s) will be life-threatening or pose a serious threat to their health and safety.
2. Financial Inability to Pay: The customer or any resident of the premises served by the District demonstrates that he or she is financially unable to pay within the billing cycle. The customer will be deemed unable to pay if he or she is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Program for Women, Infants, and Children, or the customer declares that he households' annual income is less than 200 percent of the federal poverty level.

3031.40 Alternative Payment Plans

If the customer's request for an alternative payment arrangement is approved by the District, the customer may enter into an Alternative Payment Plan agreement. The following requirements will govern Alternative Payment Plans:

1. Type: All payment arrangements will be in the form of an amortization plan (Alternative Payment Plan), which amortizes the unpaid balance over a period of time agreed to by the District and the customer.
2. Agreement: Alternative Payment Plans must be in writing on a form provided by the District and signed by the customer.
3. Term: The term of Alternative Payment Plans shall not exceed six (6) months.
4. Payments: Payments will be combined with the customer's regular service bill and will be subject to the same due date. Customers may choose to pay the balance
5. No Additional Payment Plans: The customer may not request additional alternative payment arrangements until they have completed payments for any existing Alternative Payment Plans.
6. No Late Fees on Original Delinquent Balance: Customers who make payments in accordance with their Alternative Payment Plan will not be subject to late fees on the delinquent balance.
7. Full Payment upon Sale: If the customer's property is sold, the Alternative Payment Plan will not continue and payment of the full account balance will be due upon close of escrow.
8. Failure to Comply: Customers who become delinquent on their Alternative Payment Plan payments will be subject to service disconnection or flow restriction. Notice of such disconnection or flow restriction will be provided in advance in accordance with District policy or ordinance.

3031.50 Fee Waiver

Upon request by the customer, the District's Customer Service staff may waive late or shutoff notice fees as follows:

1. The account is in "good standing" – it does not have any other late fees within the past two (2) years. Accounts less than two years old will be considered in good standing if they have not incurred any other late fees.
2. No previous fees have been waived within the past three (3) years.

3031.60 Account Credits

~~To maximize efficiency and reduce costs to all customers, payment on accounts are typically requested from customers once each month. Partial payments are not accepted, due to processing cost.~~

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TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

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POLICY NUMBER: 3031

ADOPTED: January 9, 2007

AMENDED:

**CLEAN VERSION OF
PROPOSED REVISIONS**

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2. Financial Inability to Pay: The customer or any resident of the premises served by the District demonstrates that he or she is financially unable to pay within the billing cycle. The customer will be deemed unable to pay if he or she is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Program for Women, Infants, and Children, or the customer declares that he households' annual income is less than 200 percent of the federal poverty level.

3031.40 Alternative Payment Plans

If the customer's request for an alternative payment arrangement is approved by the District, the customer may enter into an Alternative Payment Plan agreement. The following requirements will govern Alternative Payment Plans:

1. Type: All payment arrangements will be in the form of an amortization plan (Alternative Payment Plan), which amortizes the unpaid balance over a period of time agreed to by the District and the customer.
2. Agreement: Alternative Payment Plans must be in writing on a form provided by the District and signed by the customer.
3. Term: The term of Alternative Payment Plans shall not exceed six (6) months.
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8. Failure to Comply: Customers who become delinquent on their Alternative Payment Plan payments will be subject to service disconnection or flow restriction. Notice of such disconnection or flow restriction will be provided in advance in accordance with District policy or ordinance.

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1. The account is in "good standing" – it does not have any other late fees within the past two (2) years. Accounts less than two years old will be considered in good standing if they have not incurred any other late fees.
2. No previous fees have been waived within the past three (3) years.

3031.60 Account Credits

Occasionally, customers accumulate a credit balance on their accounts. The District will not refund customer credit balances unless the property has sold and changed ownership. The credit balance will remain on the customer's account until such time as the monthly water and/or sewer charges have depleted the credit balance.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purchasing and Expense Authorization
POLICY NUMBER: 3040
ADOPTED: October 17, 2006
AMENDED: January 8, 2009
AMENDED: November 8, 2012
AMENDED: January 8, 2014
AMENDED: April 13, 2017
AMENDED: July 13, 2017
AMENDED: December 14, 2017
AMENDED: October 10, 2018
AMENDED: December 12, 2018

**EXISTING POLICY WITH
REDLINE REVISIONS**

3040.10 PURPOSE

The procedures in this policy are designed to ensure that District procurement practices promote and adhere to the following:

- Applicable local, state, and federal laws/ regulations; and
- Best value purchasing – maximizing cost-effectiveness, quality and efficiency; and
- Open and free competition; and
- Transparency and accountability; and
- Operational flexibility.

3040.20 PROCUREMENT TYPES

For the purposes of this policy there are three types of procurement:

- Procurement of Items
- Procurement of Services
- Procurement of Public Works Construction

Requirements for purchases related to employee/board training and travel are set forth in Policy #2083, *Training and Travel Authorization and Expense Reimbursement*.

3040.30 PURCHASING AUTHORITY

3040.31 Purchases within Adopted Budget. District staff are authorized by the Board to make expenditures within the total approved current fiscal year budget. Department Heads are responsible to monitor and control all purchases within their respective budget line items and are responsible for ensuring that all purchases remain within budget.

3040.32 Purchases in Excess of Adopted Budget. District staff are authorized by the Board to make expenditures in excess of the approved current fiscal year budget as follows:

3040.32.1 Exceeding Line Item Budget and Line Item Transfers. Department Heads are authorized to exceed line item budget amounts and/or transfer budget amounts between line items in accordance with the following:

- A. \$500 or less. Department Heads may exceed individual line item budget amounts by \$500 or less so long as the budget amount for the overall budget category is not exceeded. A budget adjustment is not required to exceed line item budget amounts in this manner.
- B. More than \$500 to \$5,000. Department Heads may exceed individual line item budget amounts by up to \$5,000 by transferring budget between line items through an internal budget adjustment. Requests for such budget adjustments must be made to the General Manager by submittal of a budget transfer form which identifies the line item to be exceeded, the amount to be transferred, and the line item from which the transfer will occur. All such budget adjustments must be approved by the General Manager before the line item budget is exceeded. In special circumstances, as determined by the General Manager, approval of a budget transfer between line items may occur after the line item budget amount has been exceeded.
- C. More than \$5,000. Transfers between budget line items in excess of \$5,000 shall first be submitted to the Board of Directors for approval.
- D. Transfers between Operational and Capital Budgets. Non-emergency transfers from Fixed Asset or approved Capital Project line items to Operation and Maintenance are not allowed unless approved by the Board of Directors.

3040.32.2 Exceeding Overall Budget - Unanticipated. The General Manager is authorized to make expenditures in excess of the total current fiscal year budget for any service of up to ~~\$2,000~~5,000, so long as a readily accessible source of revenue from reserve accounts is available. The General Manager shall seek Board approval of the appropriate budget amendment at the following regular meeting.

3040.32.3 Exceeding Overall Budget – Emergencies. In an emergency, the General Manager, or a Department head in the absence of the General Manager, may authorize expenditures greater than ~~\$2,000~~5,000 in excess of the total current fiscal year budget, but within available reserve funding and shall seek Board approval of the appropriate budget adjustment at the following regular meeting. “Emergency” shall include, but not be limited to, breakdown of equipment or infrastructure that is critical to delivery of services such as pumps and treatment devices, fire engine motors and pumps, sewage lift station pumps. Emergency shall also include all actions necessary to establish and maintain safe conditions for the public after and during an emergency event.

3040.32.4 Exceeding Overall Budget – External Revenue Source. The General Manager is authorized to make expenditures in excess of the current fiscal year budget for projects and purchases for which the source of revenue has been identified and previously approved by the Board of Directors. The General Manager may authorize labor expenses in excess of the current fiscal year budget for fire strike team activities so long as such labor is eligible for reimbursement through existing agreements.

3040.40 PROCUREMENT OF ITEMS

3040.41 Definition. Items include all supplies, equipment, vehicles, items and materials, except for materials required for a Public Works Construction contract as defined in Section 3040.61.

3040.42 Prevailing Wages. Items are not subject to prevailing wages.

3040.43 Procurement Procedures. Items must be procured as follows:

3040.43.1 Less than \$5,000. Items of this amount (including taxes and shipping) will be awarded by the appropriate Department

head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department head or General Manager.

No purchase order is required.

3040.43.2 \$5,000 to \$60,000. Staff shall solicit at least three informal quotes and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the item within an acceptable time period, provide a reasonable level of service or support, or provide an item of acceptable quality.

A purchase order is required.

3040.43.3 Greater than \$60,000. Staff shall solicit bids through a formal Request for Bids (RFB) process with detailed item and vendor specifications. RFB's shall be sent to as many vendors as possible and shall be posted in a place accessible by all vendors. Award will be made to the vendor whose item meets the RFB specifications and is the lowest price.

Items less than \$75,000 may be awarded by the General Manager.

Items \$75,000 or greater must be awarded by the Board.

A purchase order is required.

3040.50 PROCUREMENT OF SERVICES

3040.51 Definition. Services include, but are not limited to professional services (i.e. engineering, auditor, surveying, consulting, etc.), janitorial services, landscape maintenance, vehicle maintenance, *minor* repainting, and maintenance work that is routine, recurring and usual work for the preservation or protection of any publicly operated water or sewer facility for its intended purposes. Maintenance services for fire or park facilities are considered Public Works Construction. Services do not include any activity considered Public Works Construction (see definition in Section 3040.61).

3040.52 Prevailing Wages. Services are not subject to prevailing wages, except:

- The following services, when directly related to a Public Works

Construction contract (defined in Section 3040.61): surveying, soil testing, modular furniture installation, and inspection covered by the Uniform Building Code.

- Facility and landscape maintenance services.

3040.53 Procurement Procedures. Services must be procured as follows:

3040.53.1 Less than \$5,000. Services of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

3040.53.2 \$5,000 to \$25,000. Staff shall solicit at least three informal quotations/proposals and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the services within an acceptable time period or provide a reasonable level of service or support, or cannot provide services of acceptable quality.

A purchase order is required.

3040.53.3 \$25,000 to \$60,000. Staff shall solicit proposals through a informal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The General Manager will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.53.4 Greater than \$60,000. Staff shall solicit proposals through a formal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection

process approved by the General Manager and appropriate for the services requested.

The Board will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.60 PROCUREMENT OF PUBLIC WORKS CONSTRUCTION AND MATERIALS

3040.61 Definition. Public Works Construction is specifically defined as "Public Project" in Section 22002(c) of the California Public Contract Code. Said definition will always supersede any description provided within this policy. Public Works Construction includes:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any district owned, leased or operated facility.
- Painting or repainting of any district owned, leased or operated facility
- Purchase of construction materials needed for Public Works Construction projects.

3040.62 Prevailing Wages. All Public Works Construction projects \$1,000 and greater must adhere to state prevailing wage requirements as outlined in sections 1770-1781 of the California labor code. Pursuant to these requirements, staff must ~~verify that contractors are registered with the Department of Industrial Relations and~~ inform contractors that the project is subject to prevailing wage requirements before quotes/bids are solicited. Depending on the cost and type of work (details provided in below procurement categories), staff may also need to verify that contractors are registered with the Department of Industrial Relations before requesting bids.

3040.63 Splitting Projects. A Public Works Construction project may not be split into smaller projects for the purpose of evading prevailing wages or competitive procurement procedures herein. This includes separating procurement of materials from construction labor.

3040.64 Procurement Procedures. Public Works Construction must be procured as follows:

3040.64.1 Construction Materials. Construction materials may be procured with the procurement procedures for Items (Section 3040.43) when the total costs for the Public Works Construction project is \$4560,000 or less. When the total

costs for the Public Works Construction project exceeds \$4560,000, construction materials procurement must follow the bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

3040.64.1 Less than \$1,000. Public Works Construction of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

3040.64.2 \$1,000 to \$5,000. Public Works Construction of this amount will be awarded by the General Manager based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

3040.64.3 More than \$5,000 to \$25,000. Staff shall solicit at least three informal quotes/bids and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

If the project is a maintenance project and is greater than \$15,000, staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

3040.64.4 More than \$25,000 to \$60,000. Staff shall develop informal drawings and specifications and solicit at least three informal quotes/bids. Staff may work with contractors/bidders to develop drawings, specifications and scope of work to ensure best value. Specifications must clearly note that a payment bond is required. The Department Head shall submit award recommendation to the Finance Department

via a purchase requisition form. Award will be made to the contractor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

Staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A payment bond is required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.5 More than \$60,000 to \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the informal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq., and Twain Harte Community Services District Ordinance No. 26.

Staff shall develop bid documents, plans and specifications appropriate for accurate bidding. The General Manager shall approve all such bid documents. A bid bond/cash deposit, payment bond and performance bond are required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.6 Greater than \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the formal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

Staff shall develop formal bid documents, plans and specifications. The Board shall adopt all such bid documents prior to bidding. A bid bond/cash deposit, payment bond and performance bond are required.

The Board will award contracts and contractors must execute the District's construction contract.

3040.70 WAIVER OF PROCUREMENT PROCEDURES

3040.71 Waiver Authority. The General Manager is authorized to waive certain procurement procedures within this policy under the following conditions:

[THCSD 3040 Purchasing and Expense Authorization-REV 2021-01-13](#) [THCSD 3040 Purchasing and Expense Authorization](#)

3040.71.1 Emergency. In the event of an emergency, the General Manager, may procure items and services required to address the emergency without following the quote/bidding solicitation procedures of this policy. Procurement procedures for Public Works Construction activities may be waived when the General Manager or Board declares a public emergency in accordance to California Public Contract Code (PCC) Section 22035 and District Ordinance #26-01, "Informal Bidding Procedures under the Uniform Construction Cost Accounting Act". Refer to the PCC and Ordinance #26 for additional requirements.

3040.71.2 Sole Source. Sole-source purchasing (purchasing from a specific vendor or a specific brand of item without a competitive process) is authorized with advance approval from the General Manager, provided that the purchase of such sole-source item(s) will: provide a longer service life, reduce the need for extensive parts inventory, reduce maintenance or servicing costs, provide a higher level of service, will reduce down time for equipment or are the only vendor offering the needed equipment, supplies or service.

3040.71.3 Cooperative Purchasing. The District may award a purchase order or contract without following the quote/bidding solicitation requirements of this policy if competitive bidding has already been conducted by another public agency (e.g. through a governmental cooperative purchasing program).

3040.71.4 Less than Three Quotes. Staff shall make every reasonable attempt to obtain three quotes when required by the procurement procedures herein. However, the General Manager may waive the requirement for three quotes under the following circumstances:

- A. Staff contacted three or more entities and did not receive quotes or proposals within 10 business days.
- B. There are not three entities capable of providing requested construction, services or items.
- C. There are not three entities capable of providing requested construction, services or items in a reasonable time frame, as determined by the General Manager.

3040.71.5 Right Not to Award. The General Manager or Board may choose to reject all bids/quotes/proposals for any reason.

3040.80 PAYMENT METHODS

3040.81 District Checks. Vendors, service providers and contractors may submit an invoice to the District requesting payment for purchases allowed under this policy. All such invoices must include, at a minimum, an invoice number, date, purchase order number and description of purchase. Invoices shall be paid by District check within 30 days of approval by the appropriate Department Head.

Invoices shall not be approved until after items have been received, services rendered or construction completed. Staff shall make every effort to expediently review and approve invoices.

3040.82 District Credit Cards. District issued credit cards may be used within individual credit limits to pay for purchases allowed under this policy. Receipts for all credit card purchases must be submitted as soon as possible to the District office. No personal purchases are allowed on District credit cards or on a District's account with any vendor.

3040.83 Petty Cash. Petty cash may be advanced to District staff or Directors upon their request and the execution of a *petty cash request form*, to pay for purchases allowed under this policy. As soon as possible after said purchases have been made, a receipt shall be submitted to the District Finance Officer, and any remaining advanced funds shall be returned.

The maximum petty cash advance, when available in the petty cash fund, shall be \$50.00 unless specifically approved by signature of the General Manager. No personal checks shall be cashed in the petty cash fund.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$400.00. The petty cash fund shall be included in the District's annual independent accounting audit.

3040.84 Reimbursement. District employees or Board Directors may incur "out-of-pocket" expenses, as verified by valid receipts, to pay for purchases allowed under this policy. Said "out of pocket" expenses shall be reimbursed upon request from the District's petty cash fund or a District check issued in the name of the party requesting reimbursement. In instances when a receipt is not obtainable, the requested reimbursement must be approved by the General Manager prior to remuneration.

3040.84.1 Annual Reimbursement Reporting. Per Government

Code 53065.5 reimbursements of at least one hundred dollars (\$100) for each individual charge for services or product received shall be disclosed in a publicly available report. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. An annual report will be compiled and made available no later than December 31st for reimbursements made in the previous fiscal year.

3040.90 OTHER REQUIREMENTS

3040.91 Advanced Payments/Deposits. Pre-payment of purchases allowed under this policy are not allowed. Items, services and construction must be received or complete prior to payment.

Payment for construction or maintenance materials may be made upon receipt before they have been incorporated in the work.

Under unique circumstances, as determined by the General Manager, the General Manager may approve pre-payment or a deposit in an amount not to exceed 10% of the value of items, services or construction procured. The amount of said pre-payment or deposit must be reasonable and not put the District in a position of significant risk.

3040.92 Document Retention. The District shall document the results of procurement procedures and retain said documentation as required by Policy #3100, *Records Retention and Destruction*.

3040.93 Policy Violation. Employees are subject to disciplinary action up to and including termination for violation of this policy.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purchasing and Expense Authorization
POLICY NUMBER: 3040
ADOPTED: October 17, 2006
AMENDED: January 8, 2009
AMENDED: November 8, 2012
AMENDED: January 8, 2014
AMENDED: April 13, 2017
AMENDED: July 13, 2017
AMENDED: December 14, 2017
AMENDED: October 10, 2018
AMENDED: December 12, 2018

**CLEAN VERSION OF
PROPOSED REVISIONS**

3040.10 PURPOSE

The procedures in this policy are designed to ensure that District procurement practices promote and adhere to the following:

- Applicable local, state, and federal laws/ regulations; and
- Best value purchasing – maximizing cost-effectiveness, quality and efficiency; and
- Open and free competition; and
- Transparency and accountability; and
- Operational flexibility.

3040.20 PROCUREMENT TYPES

For the purposes of this policy there are three types of procurement:

- Procurement of Items
- Procurement of Services
- Procurement of Public Works Construction

Requirements for purchases related to employee/board training and travel are set forth in Policy #2083, *Training and Travel Authorization and Expense Reimbursement*.

3040.30 PURCHASING AUTHORITY

3040.31 Purchases within Adopted Budget. District staff are authorized by the Board to make expenditures within the total approved current fiscal year budget. Department Heads are responsible to monitor and control all purchases within their respective budget line items and are responsible for ensuring that all purchases remain within budget.

3040.32 Purchases in Excess of Adopted Budget. District staff are authorized by the Board to make expenditures in excess of the approved current fiscal year budget as follows:

3040.32.1 Exceeding Line Item Budget and Line Item Transfers. Department Heads are authorized to exceed line item budget amounts and/or transfer budget amounts between line items in accordance with the following:

- A. \$500 or less. Department Heads may exceed individual line item budget amounts by \$500 or less so long as the budget amount for the overall budget category is not exceeded. A budget adjustment is not required to exceed line item budget amounts in this manner.
- B. More than \$500 to \$5,000. Department Heads may exceed individual line item budget amounts by up to \$5,000 by transferring budget between line items through an internal budget adjustment. Requests for such budget adjustments must be made to the General Manager by submittal of a budget transfer form which identifies the line item to be exceeded, the amount to be transferred, and the line item from which the transfer will occur. All such budget adjustments must be approved by the General Manager before the line item budget is exceeded. In special circumstances, as determined by the General Manager, approval of a budget transfer between line items may occur after the line item budget amount has been exceeded.
- C. More than \$5,000. Transfers between budget line items in excess of \$5,000 shall first be submitted to the Board of Directors for approval.
- D. Transfers between Operational and Capital Budgets. Non-emergency transfers from Fixed Asset or approved Capital Project line items to Operation and Maintenance are not allowed unless approved by the Board of Directors.

3040.32.2 Exceeding Overall Budget - Unanticipated. The General Manager is authorized to make expenditures in excess of the total current fiscal year budget for any service of up to \$5,000, so long as a readily accessible source of revenue from reserve accounts is available. The General Manager shall seek Board approval of the appropriate budget amendment at the following regular meeting.

3040.32.3 Exceeding Overall Budget – Emergencies. In an emergency, the General Manager, or a Department head in the absence of the General Manager, may authorize expenditures greater than \$5,000 in excess of the total current fiscal year budget, but within available reserve funding and shall seek Board approval of the appropriate budget adjustment at the following regular meeting. “Emergency” shall include, but not be limited to, breakdown of equipment or infrastructure that is critical to delivery of services such as pumps and treatment devices, fire engine motors and pumps, sewage lift station pumps. Emergency shall also include all actions necessary to establish and maintain safe conditions for the public after and during an emergency event.

3040.32.4 Exceeding Overall Budget – External Revenue Source. The General Manager is authorized to make expenditures in excess of the current fiscal year budget for projects and purchases for which the source of revenue has been identified and previously approved by the Board of Directors. The General Manager may authorize labor expenses in excess of the current fiscal year budget for fire strike team activities so long as such labor is eligible for reimbursement through existing agreements.

3040.40 PROCUREMENT OF ITEMS

3040.41 Definition. Items include all supplies, equipment, vehicles, items and materials, except for materials required for a Public Works Construction contract as defined in Section 3040.61.

3040.42 Prevailing Wages. Items are not subject to prevailing wages.

3040.43 Procurement Procedures. Items must be procured as follows:

3040.43.1 Less than \$5,000. Items of this amount (including taxes and shipping) will be awarded by the appropriate Department head based on staff recommendation. Solicitation of three

quotes is encouraged, but not required, unless specifically requested by the Department head or General Manager.

No purchase order is required.

3040.43.2 \$5,000 to \$60,000. Staff shall solicit at least three informal quotes and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the item within an acceptable time period, provide a reasonable level of service or support, or provide an item of acceptable quality.

A purchase order is required.

3040.43.3 Greater than \$60,000. Staff shall solicit bids through a formal Request for Bids (RFB) process with detailed item and vendor specifications. RFB's shall be sent to as many vendors as possible and shall be posted in a place accessible by all vendors. Award will be made to the vendor whose item meets the RFB specifications and is the lowest price.

Items less than \$75,000 may be awarded by the General Manager.

Items \$75,000 or greater must be awarded by the Board.

A purchase order is required.

3040.50 PROCUREMENT OF SERVICES

3040.51 Definition. Services include, but are not limited to professional services (i.e. engineering, auditor, surveying, consulting, etc.), janitorial services, landscape maintenance, vehicle maintenance, *minor* repainting, and maintenance work that is routine, recurring and usual work for the preservation or protection of any publicly operated water or sewer facility for its intended purposes. Maintenance services for fire or park facilities are considered Public Works Construction. Services do not include any activity considered Public Works Construction (see definition in Section 3040.61).

3040.52 Prevailing Wages. Services are not subject to prevailing wages, except:

- The following services, when directly related to a Public Works Construction contract (defined in Section 3040.61): surveying, soil testing, modular furniture installation, and inspection covered by the

Uniform Building Code.

- Facility and landscape maintenance services.

3040.53 Procurement Procedures. Services must be procured as follows:

3040.53.1 Less than \$5,000. Services of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

3040.53.2 \$5,000 to \$25,000. Staff shall solicit at least three informal quotations/proposals and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the services within an acceptable time period or provide a reasonable level of service or support, or cannot provide services of acceptable quality.

A purchase order is required.

3040.53.3 \$25,000 to \$60,000. Staff shall solicit proposals through a informal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The General Manager will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.53.4 Greater than \$60,000. Staff shall solicit proposals through a formal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The Board will award services and the services provider must execute the District's services agreement.

A services agreement is required.

3040.60 PROCUREMENT OF PUBLIC WORKS CONSTRUCTION AND MATERIALS

3040.61 Definition. Public Works Construction is specifically defined as "Public Project" in Section 22002(c) of the California Public Contract Code. Said definition will always supersede any description provided within this policy. Public Works Construction includes:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any district owned, leased or operated facility.
- Painting or repainting of any district owned, leased or operated facility
- Purchase of construction materials needed for Public Works Construction projects.

3040.62 Prevailing Wages. All Public Works Construction projects \$1,000 and greater must adhere to state prevailing wage requirements as outlined in sections 1770-1781 of the California labor code. Pursuant to these requirements, staff must inform contractors that the project is subject to prevailing wage requirements before quotes/bids are solicited. Depending on the cost and type of work (details provided in below procurement categories), staff may also need to verify that contractors are registered with the Department of Industrial Relations before requesting bids.

3040.63 Splitting Projects. A Public Works Construction project may not be split into smaller projects for the purpose of evading prevailing wages or competitive procurement procedures herein. This includes separating procurement of materials from construction labor.

3040.64 Procurement Procedures. Public Works Construction must be procured as follows:

3040.64.1 Construction Materials. Construction materials may be procured with the procurement procedures for Items (Section 3040.43) when the total costs for the Public Works Construction project is \$60,000 or less. When the total costs for the Public Works Construction project exceeds \$60,000, construction materials procurement must follow the bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

3040.64.1 Less than \$1,000. Public Works Construction of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

3040.64.2 \$1,000 to \$5,000. Public Works Construction of this amount will be awarded by the General Manager based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

3040.64.3 More than \$5,000 to \$25,000. Staff shall solicit at least three informal quotes/bids and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

If the project is a maintenance project and is greater than \$15,000, staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

3040.64.4 More than \$25,000 to \$60,000. Staff shall develop informal drawings and specifications and solicit at least three informal quotes/bids. Staff may work with contractors/bidders to develop drawings, specifications and scope of work to ensure best value. Specifications must clearly note that a payment bond is required. The Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made to the contractor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

Staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A payment bond is required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.5 More than \$60,000 to \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the informal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq., and Twain Harte Community Services District Ordinance No. 26.

Staff shall develop bid documents, plans and specifications appropriate for accurate bidding. The General Manager shall approve all such bid documents. A bid bond/cash deposit, payment bond and performance bond are required.

The General Manager will award contracts and contractors must execute the District's construction contract.

3040.64.6 Greater than \$200,000. Procedures for bidding all Public Works Construction of this amount must adhere to the formal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

Staff shall develop formal bid documents, plans and specifications. The Board shall adopt all such bid documents prior to bidding. A bid bond/cash deposit, payment bond and performance bond are required.

The Board will award contracts and contractors must execute the District's construction contract.

3040.70 WAIVER OF PROCUREMENT PROCEDURES

3040.71 Waiver Authority. The General Manager is authorized to waive certain procurement procedures within this policy under the following conditions:

3040.71.1 Emergency. In the event of an emergency, the General Manager, may procure items and services required to address the emergency without following the quote/bidding solicitation procedures of this policy. Procurement

procedures for Public Works Construction activities may be waived when the General Manager or Board declares a public emergency in accordance to California Public Contract Code (PCC) Section 22035 and District Ordinance #26-01, "Informal Bidding Procedures under the Uniform Construction Cost Accounting Act". Refer to the PCC and Ordinance #26 for additional requirements.

3040.71.2 Sole Source. Sole-source purchasing (purchasing from a specific vendor or a specific brand of item without a competitive process) is authorized with advance approval from the General Manager, provided that the purchase of such sole-source item(s) will: provide a longer service life, reduce the need for extensive parts inventory, reduce maintenance or servicing costs, provide a higher level of service, will reduce down time for equipment or are the only vendor offering the needed equipment, supplies or service.

3040.71.3 Cooperative Purchasing. The District may award a purchase order or contract without following the quote/bidding solicitation requirements of this policy if competitive bidding has already been conducted by another public agency (e.g. through a governmental cooperative purchasing program).

3040.71.4 Less than Three Quotes. Staff shall make every reasonable attempt to obtain three quotes when required by the procurement procedures herein. However, the General Manager may waive the requirement for three quotes under the following circumstances:

- A. Staff contacted three or more entities and did not receive quotes or proposals within 10 business days.
- B. There are not three entities capable of providing requested construction, services or items.
- C. There are not three entities capable of providing requested construction, services or items in a reasonable time frame, as determined by the General Manager.

3040.71.5 Right Not to Award. The General Manager or Board may choose to reject all bids/quotes/proposals for any reason.

3040.80 PAYMENT METHODS

3040.81 District Checks. Vendors, service providers and contractors may submit an invoice to the District requesting payment for purchases allowed under this policy. All such invoices must include, at a minimum, an invoice number, date, purchase order number and description of purchase. Invoices shall be paid by District check within 30 days of approval by the appropriate Department Head.

Invoices shall not be approved until after items have been received, services rendered or construction completed. Staff shall make every effort to expediently review and approve invoices.

3040.82 District Credit Cards. District issued credit cards may be used within individual credit limits to pay for purchases allowed under this policy. Receipts for all credit card purchases must be submitted as soon as possible to the District office. No personal purchases are allowed on District credit cards or on a District's account with any vendor.

3040.83 Petty Cash. Petty cash may be advanced to District staff or Directors upon their request and the execution of a *petty cash request form*, to pay for purchases allowed under this policy. As soon as possible after said purchases have been made, a receipt shall be submitted to the District Finance Officer, and any remaining advanced funds shall be returned.

The maximum petty cash advance, when available in the petty cash fund, shall be \$50.00 unless specifically approved by signature of the General Manager. No personal checks shall be cashed in the petty cash fund.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$400.00. The petty cash fund shall be included in the District's annual independent accounting audit.

3040.84 Reimbursement. District employees or Board Directors may incur "out-of-pocket" expenses, as verified by valid receipts, to pay for purchases allowed under this policy. Said "out of pocket" expenses shall be reimbursed upon request from the District's petty cash fund or a District check issued in the name of the party requesting reimbursement. In instances when a receipt is not obtainable, the requested reimbursement must be approved by the General Manager prior to remuneration.

3040.84.1 Annual Reimbursement Reporting. Per Government Code 53065.5 reimbursements of at least one hundred dollars (\$100) for each individual charge for services or product received shall be disclosed in a publicly available report. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a

registration fee paid to any employee or member of the governing body of the district. An annual report will be compiled and made available no later than December 31st for reimbursements made in the previous fiscal year.

3040.90 OTHER REQUIREMENTS

3040.91 Advanced Payments/Deposits. Pre-payment of purchases allowed under this policy are not allowed. Items, services and construction must be received or complete prior to payment.

Payment for construction or maintenance materials may be made upon receipt before they have been incorporated in the work.

Under unique circumstances, as determined by the General Manager, the General Manager may approve pre-payment or a deposit in an amount not to exceed 10% of the value of items, services or construction procured. The amount of said pre-payment or deposit must be reasonable and not put the District in a position of significant risk.

3040.92 Document Retention. The District shall document the results of procurement procedures and retain said documentation as required by Policy #3100, *Records Retention and Destruction*.

3040.93 Policy Violation. Employees are subject to disciplinary action up to and including termination for violation of this policy.



Twain Harte Community Services District

P. O. Box 649 ▪ Twain Harte, CA 95383
Phone: (209) 586-3172 ▪ Fax: (209) 586-0424

Bill McManus ▪ Eileen Mannix ▪ Gary Sipperley ▪ Richard Knudson ▪ Kathryn deGroot

2021

BOARD AND COMMITTEE MEETING SCHEDULE/MEMBERS

BOARD MEETINGS:

Regular Board meetings are held on the second Wednesday of the month at 9:00 a.m. in the THCS D Board Room. Special Board meetings are scheduled from time to time as the need arises – notification is provided on our website and office agenda board.

COMMITTEE MEETINGS:

Normally held on the first Wednesday of odd numbered months (see Board Calendar for exceptions) in the THCS D Board Room at the following times:

FIRE:	8:00 a.m.
WATER & SEWER:	9:30 a.m.
PARK AND RECREATION/CITIZENS' OVERSIGHT:	12:30 p.m.
FINANCE/ADMIN:	1:30 p.m.

Propose to switch times for these two committees.

Please check our website or office agenda board for schedule changes.

COMMITTEE MEMBERS:

FIRE:	Bill McManus* ; Gary Sipperley
WATER & SEWER:	Eileen Mannix* ; Rich Knudson
PARK AND RECREATION/ CITIZENS' OVERSIGHT:	Eileen Mannix* ; Kathryn deGroot; Lynn Crook**; Wes Jordan**; John Kinsfather**
FINANCE/ADMIN:	Gary Sipperley* ; Kathryn deGroot

*Committee Chairperson

**Citizen Members

THCSD MEMORIAL APPLICATION – WOMEN VETERANS MEMORIAL **Park and Recreation Committee Review Summary**

Summary:

The Park and Recreation Committee was impressed by the memorial proposal to honor women veterans. While all believed the memorial to be beautiful and worthwhile, the committee expressed the following major concerns:

1. The scale of the memorial is too large for Eproson Park.
2. The type of memorial does not match the style of existing memorials found throughout park facilities.
3. Unlike existing park memorials, the focus of the memorial is not specific to Twain Harte.

The following additional concerns were also discussed:

1. Although lights do not require a significant amount of electricity, they do require ongoing costs. They are also susceptible to vandalism, which we have experienced with lights like the ones proposed. This would create additional maintenance.
2. Flags require a good deal of maintenance and attention – if not lit, they must be taken down each night; they must be lowered to half-mast at times, etc. We do not have staff to do this.

The committee also discussed the possibility of discussing an alternative memorial proposal with the proposer. The alternative would be scaled and designed to better fit in the park and to better match existing memorials.

Recommendation:

The committee recommends that the board deny the application (as proposed) and direct staff to engage in conversation with the proposer to see if modifications can be made to the memorial to better fit in the park and meet the District's needs.

THCSD PARK MEMORIAL APPLICATION

Date Submitted: December 2020

Name: Jan Hiebert, Frank Smart

Address: 15436 Paseo de los Robles Rd, Sonora 95370

Email: j007hiebert@gmail.com

Phone: 209.536.9227 or 209.559.1201 (cell)

1. **Purpose:** Memorial purpose, reason for request to place the memorial in a public area, and specific information about the people, organizations or events that the memorial will honor.

This memorial will be designed to honor all Tuolumne County women veterans from all branches of service.

2. **Description:** Detailed description of the proposed memorial, including type, size, materials, color, verbiage, and any alternate uses of memorial (i.e. bench for sitting, playground structure for playing, etc.).

please see attached typed pages

3. **Visual Representation (if possible):** Drawing, sketch, photograph or sample photograph of proposed memorial.

Please attach visual representation.

4. **Proposed Location:** Description or depiction of the proposed location of the memorial.

See Attached
There are two choices of locations both in the Epperson Park stage area.

5. **Special Requirements:** Measures needed to protect the memorial or public safety, ongoing maintenance requirements, and resources needed (i.e. water, electricity, etc.).

See Attached typed pages

6. **Method of Placement:** Description of how memorial will be installed, including who is proposed to perform the installation.

See a Hatched typed pages

The undersigned hereby applies for a memorial to be placed at District public park areas and facilities.

Jan Hubert
Signature of Requestor

December 2020.
Date

THCSD PARK MEMORIAL APPLICATION:

1. PURPOSE:

The proposed memorial will be created to honor Women Veterans of Tuolumne County. World War I and II saw the first women serving this country and women's role in war or conflict has continued to expand. We now see women on the front lines in active combat. We would like the memorial to be in a public area where those that served and those that have made the ultimate sacrifice can be honored now and into the future here in our county.

Soroptimist of Twain Harte *may* decide to become the lead supporting agency for this memorial in the very near future. This Twain Harte club has been honoring Women Veterans with an annual luncheon, for more than 60 women, for nearly twelve years. The luncheon has become widely popular with women veterans in our county. The tradition of the annual luncheon has created a strong bond with local women veterans and Soroptimist International of Twain Harte. Therefore, it would seem logical to locate the memorial somewhere in Twain Harte.

Eproson Park seems like a logical public place to locate such a memorial that will have wide local appeal.

2. DESCRIPTION:

The main part of the memorial will be a 5' x 2' rustic Granite stone, from the local area. The stone will have a flat, stone polished surface on the front face. The back of the stone will be rough cut to look just like it did in its original environment in the mountains. The memorial stone will be unfinished with a mountain design consistent with other rustic landscaping in the immediate area.

Location & Choice # 1

Will see the stone mounted in the corner area on a concrete base, in front of the existing fence. From the base of the stone to the low grey-stone wall facing the street, an area measuring 6' wide x 42' long; the memorial will have a pathway of red bricks, set in a base of sand. The bricks will be sold to the general public and will honor women veterans, families, or other veterans from Tuolumne County.

Location & Choice #2

The memorial stone will be mounted near a smaller rough stone already embedded in the ground. Red brick pavers will extend from the base of the stone to the existing pine tree; measuring 6' wide x 24' long, resting on a base of sand. On the other side of the existing pine tree, the red brick path will continue another 16' in length and end at the next existing tree.

The memorial stone, itself will be general in nature, in that, it will have round colored enameled plaques, similar in design to those displayed at the 911 Memorial in Tuolumne, on the face of the memorial granite stone. Each plaque will depict the various branches of service, i.e., Army, Marine, Navy, etc. A short written engraving will be placed underneath the array of plaques, and will have wording dedicating the stone memorial to Women Veterans who have served our country from Tuolumne County. Exact wording for the lower engraving portion of the stone would be created during the more detailed planning process by the design committee.

Ideally we would like to place 2-3 low spot lights so that the stone and existing red brick pathway would be lighted at night. Further, a flag pole would be mounted behind and to the side of the memorial stone and lighted, as well.

Estimated cost of the memorial is about \$20k-\$25k. Funds for the completion of this project will come from local public donations, and the purchase of memorial bricks. Estimated date of completion: 2022. Dedication: Nov. 11, 2022.

3. VISUAL REPRESENTATION: See Attachment #1

4. PROPOSED LOCATION:

A. Location & Choice #1

The proposed location is at Eproson Park Concert area. To the right of the main entrance is a long pie-shaped finger of lawn with a flat cement (12") border than continues down to a long area just in front of the R. Knudson's 6' back fence. We would place the memorial stone in the left-hand corner; the corner created by the Knudson fence line. From the right base area of the stone the red brick path would be created to fill in the entire area down to the low grey stone wall that faces the street. The red brick would not go wider than the existing fence that ends about 4 feet from the low grey-stone wall.

B. Location & Choice #2

Our second choice location would also be in the general area of choice #1. There is a spot directly across from the front edge of the stage area that begins with a small, 1' in diameter stone, embedded in the dirt. The memorial stone would be mounting close to the stone in a cement base. Red bricks would create a path to the existing pine tree, measure 6' wide x 24' long. Beyond the pine tree the red brick path, measuring 6' wide x 16' long would extend to and end at the base of the next tree.

5. SPECIAL REQUIREMENTS:

The stone, itself, would be protected from vandalism, in that, the plaques will be mounted into the stone and the surface of the stone is such that it would not absorb written or painted writing.

Electricity is already adjacent to the site and would provide lighting at night for the whole area which would further deter vandalism.

Costs to relocate one tree at Location Choice #1, and the Manzanita shrub would be provided by the Women Veterans Memorial Committee. Also, the fencing in this part of Eproson Park could use a face-lift and the committee would take care of re-furbishing the existing finish on the all fencing in this area of the park.

We see no on-going cost to the THCS District for this addition to Eproson Park beyond the 2-3 year replacement of the American flag and light bulbs for the lighting system, which the Memorial Committee will be happy to provide into the future.

6. METHOD OF PLACEMENT:

Boone's Memorials, very experienced in placing stones in all types of environments, would provide their equipment, including rental of a large crane, to lift, transport and place the large stone. Taylor Masonry will assist with laying the brick pathway. A local experienced electrician and project manager will do the electrical and lighting part of the project. These types of preparation and placement expenses will be borne by the memorial project fund as well as any costs that may not be included, or known with this application.

Attached: Visual Representation for Location Choice 1 and Location Choice 2

Photos: Location Choice 1, photo #1

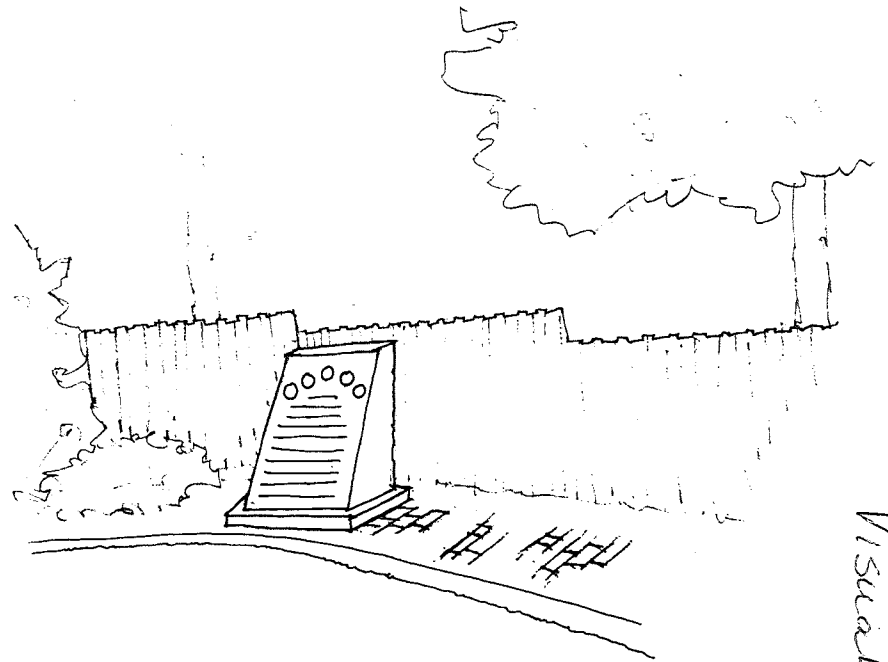
Location Choice 1, photo #2

Location Choice 2, photo #1

Location Choice 2, photo #2

**Memorial Granite Stone, photo, 1-side view,
photo 2, front view**

App Item #3



Visual Representation

Location choice

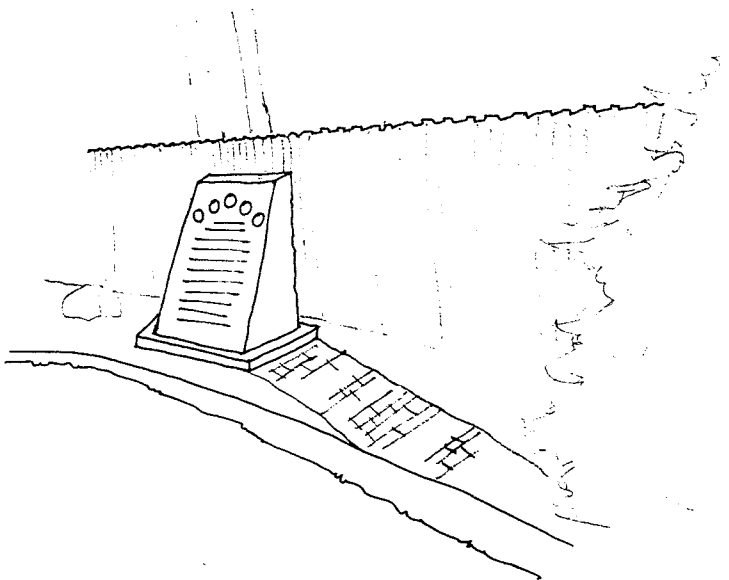
#1

App Item #3



Visual Representation

Location choice 2





Location Choice 1
photo 1



Location Choice 1
photo 2



Location Choice 2
photo 4



Location Choice 2
photo 2





Memorial Stone: #1a



Memorial stone #16



**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION #21-03**

**A Resolution of Appreciation for
ROBB PERRY**

WHEREAS, Robb Perry has wholeheartedly served the Twain Harte Community Services District for twelve years as an operator and the Operations Division Manager; and

WHEREAS, throughout his years of service, Mr. Perry demonstrated his dependability and flexibility by consistently finding ways to provide reliable services in the face of monumental emergencies – wild wind storms, historic drought, unprecedented tree mortality, exceptionally rare geological events, and widespread pandemic; and

WHEREAS, Mr. Perry’s creativity and “git ‘er done” attitude has made it possible for the District to accomplish a vast variety of projects in-house – building playgrounds , creating top-notch baseball grounds, installing groundwater wells, finding new ways to recycle water, fashioning beautiful wood countertops, remodeling offices, constructing new water lines, and much more; and

WHEREAS, despite his strong work ethic, Mr. Perry consistently made the job fun and never hesitated to take time to help those around him by sharing his knowledge and experience; and

WHEREAS, Mr. Perry’s upbeat attitude has left a long-lasting, positive mark on the District’ culture and community; and

WHEREAS, although Mr. Perry has chosen to retire and trade the beautiful mountains for desert sunsets, frequent fishing trips and everyday woodworking projects, the District board, staff and customers will expect his return to the outdoor dance floor on Twain Harte’s summer nights.

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

SINCERELY THANKS AND HONORS

Robb Perry

FOR HIS YEARS OF SERVICE TO THIS DISTRICT AND COMMUNITY.

I, Kimberly Silva, Secretary of the Twain Harte Community Services District, certify that the above resolution was adopted by the Board of Directors on January 13, 2021.

APPROVED:

ATTEST:

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

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



Twain Harte Community Services District

Fire Division



Monthly Operations Report

For December 2020

INCIDENTS

- Monthly emergency call total: **36**
- Public Contacts/Non-Fire Agency Assists total: **6**
- Please see attached statistics for incident response information

PERSONNEL

- Total on personnel roster **17**
- Currently, no staff members are positive for Covid-19
- Captain Nathaniel back to full duty
- One Reserve Captain Al Desrosiers
- Captain Slater nominated for Firefighter of the year for 2020

EQUIPMENT AND APPARATUS

- E-723 back from the shop for warranty work
- E-721 radiator warranty work completed

FACILITIES

- Two hazard trees were removed next to the firehouse

TRAINING PROGRAM: Staff completed over **231** hours of combined training during the month

- All shift focusing on structural firefighting training
- All shifts participating in multi-company drills.

FINANCIAL

- Mid-Year budget completed

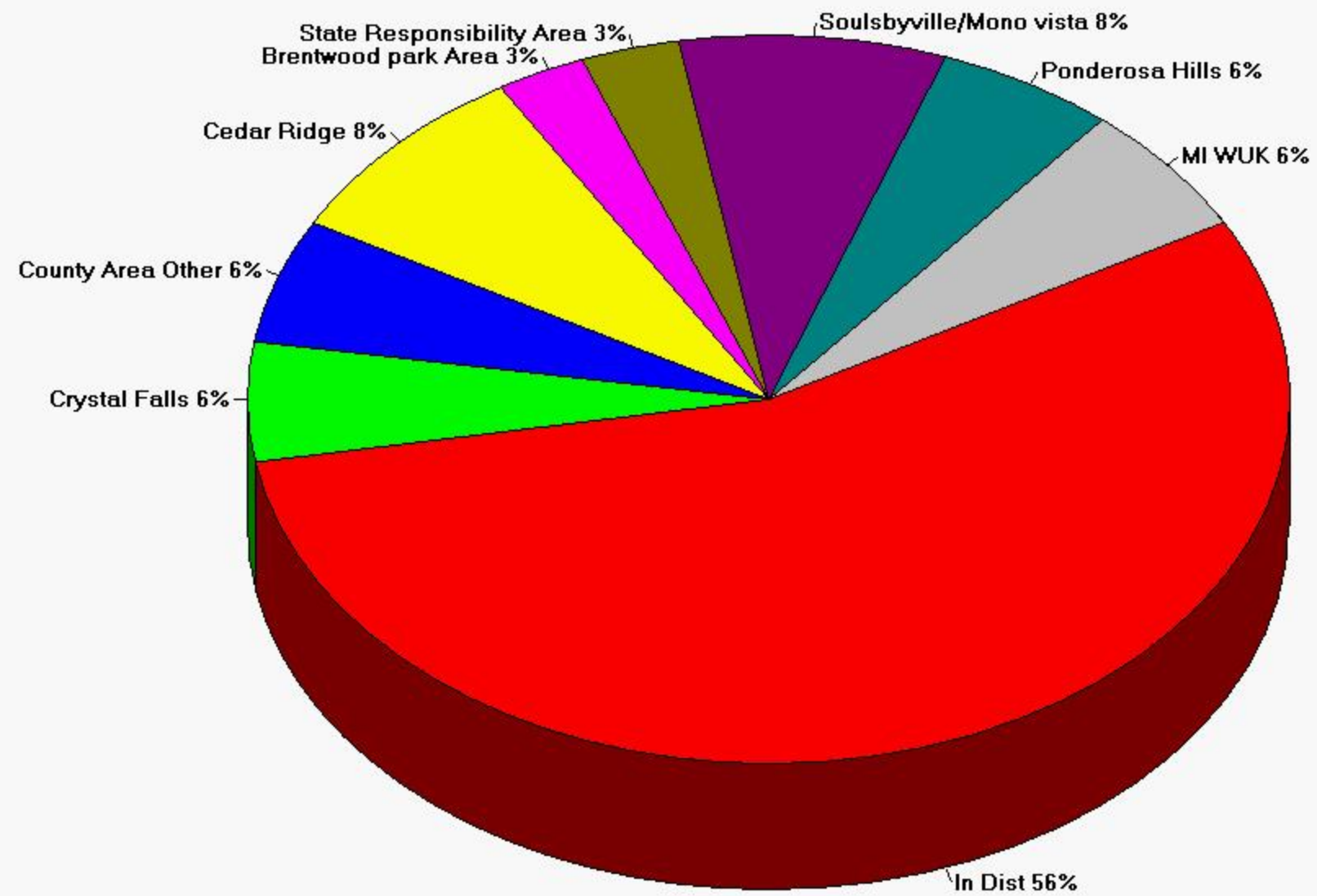
TUOLUMNE COUNTY CHIEF OFFICER'S ASSOCIATION

- Nothing to report

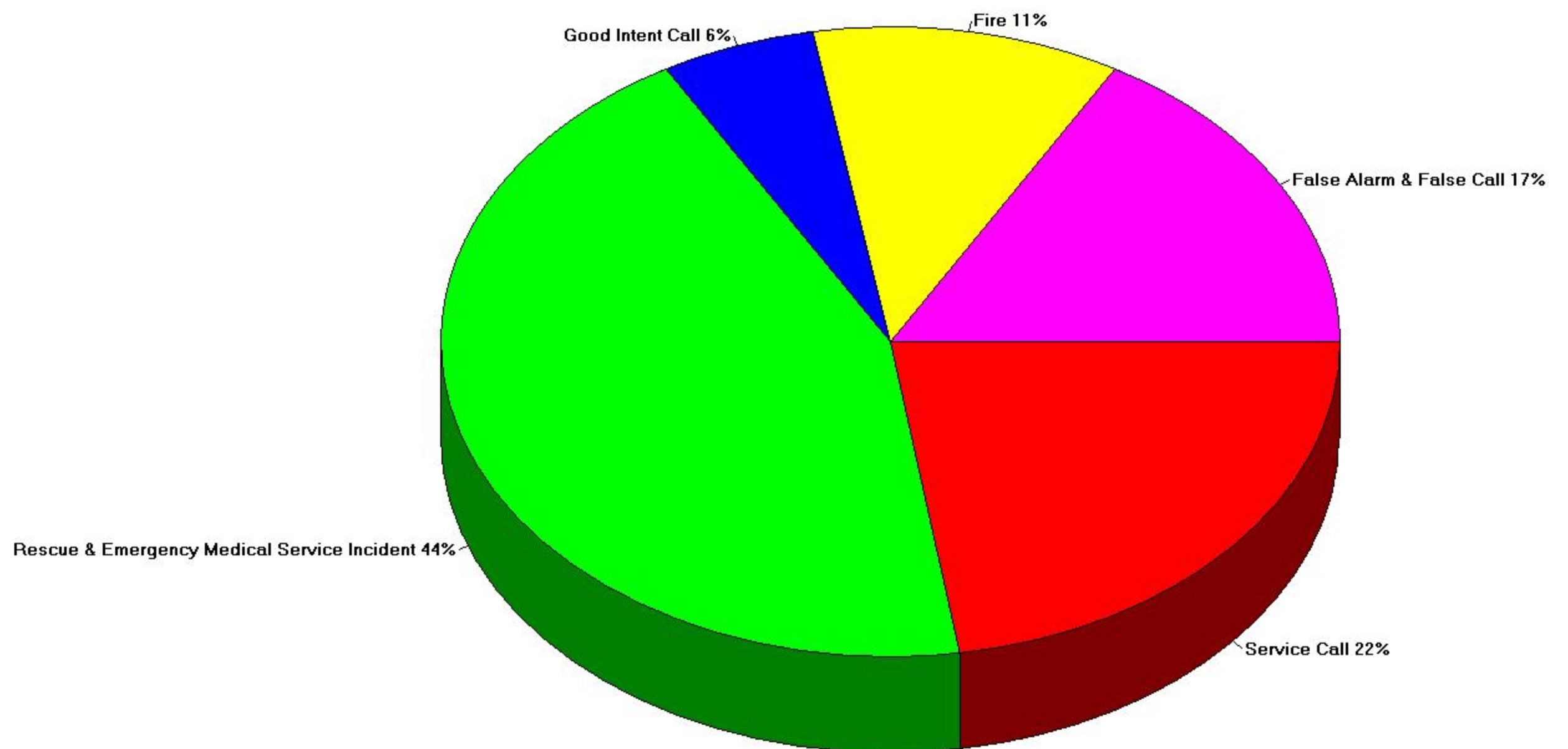
FIRE PREVENTION PROGRAM/PUBLIC EDUCATION

- Emergency contact forms for Twain Harte businesses are being processed and entered into the Firehouse program

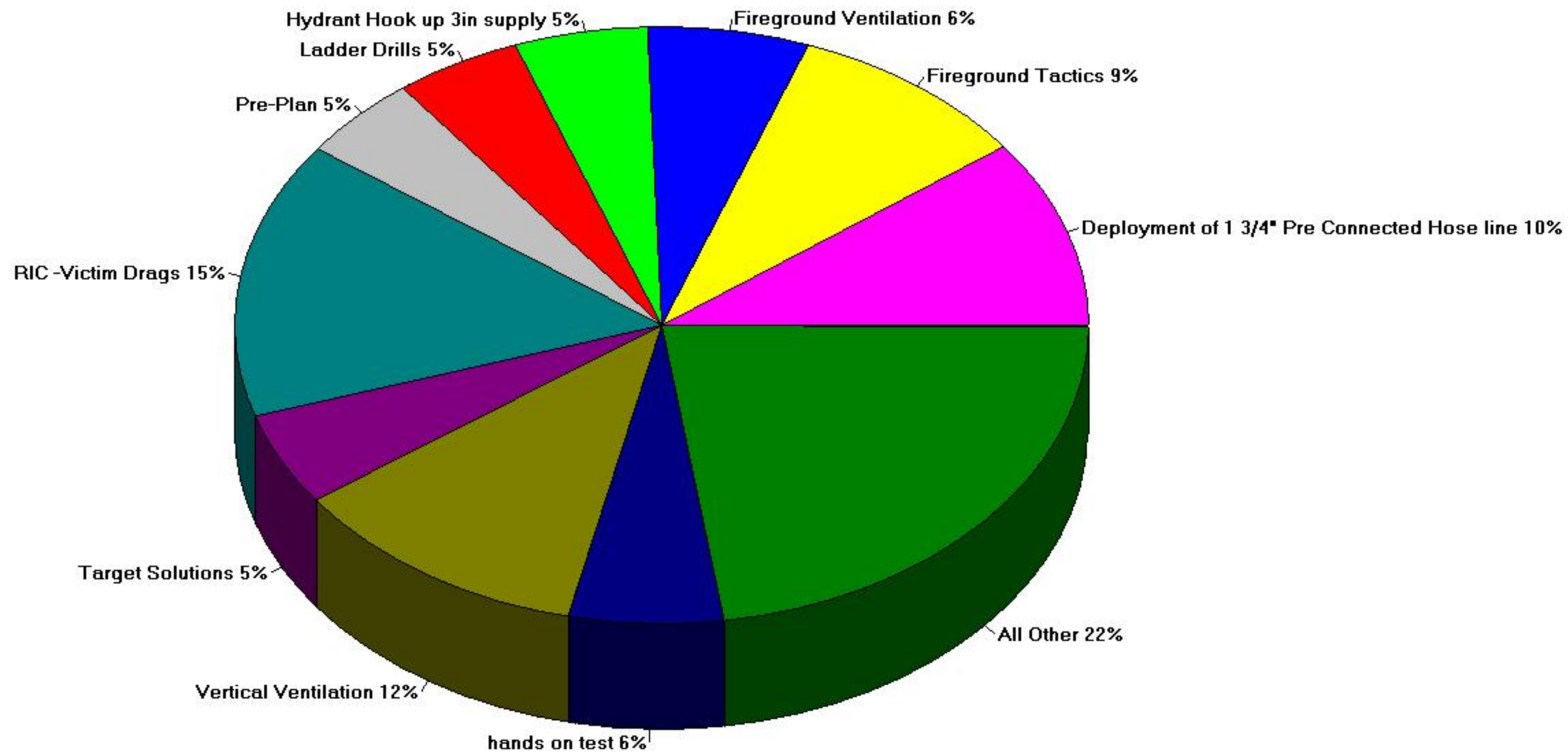
Incidents by District
Alarm Date Between {12/01/2020} And {12/31/2020}



Incident Type Summary
Alarm Date Between {12/01/2020} And {12/31/2020}



Average Attendee Hours by Training Category
Date Between {12/01/2020} And {12/31/2020}



Twain Harte Community Services District Field Operations Report December 2020

Water

Service Orders: 12 consisting of leak checks, data logs, register replacements

Projects/ Field Operations Update:

- *1 service line leak was repaired.*

Sewer

	<i>Previous month</i>	<i>Year to Date Calendar</i>
<i>Lines Cleaned:</i>	<i>0 Ft</i>	<i>10,000 Ft</i>
<i>Lines Videoed:</i>	<i>0 FT</i>	<i>50 FT</i>

Service Orders: 3 consisting of customer lateral backups.

Projects/ Field Operations:

- *Degreaser treatments were applied at all 3 lift stations.*

Park and Recreation

Projects/ Field Operations Update:

- *Preparations for the rain collection tank and plumbing are ongoing, weather permitting.*

Year: 2020 THCSD Operations Manager Monthly Report

Month	*Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	**Total Recycled (Gal)	***Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	1,663,959	1,156,516	2,010,038	0	261,063	4,830,513	8,304,262	41.83%	0.72	7
Feb	1,506,960	1,129,663	2,019,731	0	177,163	4,656,354	5,836,362	20.22%	0.08	Trace
Mar	1,019,292	1,188,431	2,177,329	0	172,090	4,385,052	5,776,198	24.08%	7.32	8.4
Apr	2,487,376	1,198,525	1,359,793	0	256,516	5,045,694	6,737,931	25.12%	5.23	7
May	5,474,411	1,238,596	0	0	466,108	6,713,007	9,624,851	30.25%	2.98	0
Jun	6,854,002	1,176,488	0	44,931	425,706	8,030,490	11,912,958	32.59%	0.12	0
Jul	7,067,435	1,192,783	1,023,102	678,717	490,986	9,283,320	14,740,484	37.02%	0	0
Aug	5,764,461	1,211,516	2,094,991	201,129	415,216	9,070,968	14,605,710	37.89%	0.03	0
Sep	3,649,280	1,083,284	2,099,597	1,128,493	401,989	6,832,161	10,891,827	37.27%	0.08	0
Oct	5,884,043	906,508	2,145,321	1,193,499	414,873	8,935,872	9,867,000	9.44%	0	0
Nov	1,062,749	1,035,499	1,659,367	1,051,621	102,685	3,757,615	6,638,895	43.40%	1.57	Trace
Dec	1,713,392	1,193,840	2,134,689	1,151,357	194,606	5,041,921	7,410,084	31.96%	3.21	Trace
Total	44,147,360	13,711,649	18,723,958	5,449,747	3,779,001	76,582,967	112,346,562	31.83%	21.34	22.4



GENERAL MANAGER'S REPORT

January 13, 2021

Administration / Operations

- *Hiring and Recruitment*
 - *Operator 1 Recruitment & Interviews*
- *Wellness Program*
- *Intranet Development*
- *Document Retention Policy*

Planning Projects

- *Water Treatment Plant Assessment* – Complete. Priority upgrades identified.
- *Sewer System Evaluation/Analysis* – In process. Draft condition assessment and hydraulic model complete.
- *Water System Hydraulic Model* – Draft complete - more analysis over next 4-6 weeks.

Capital Projects

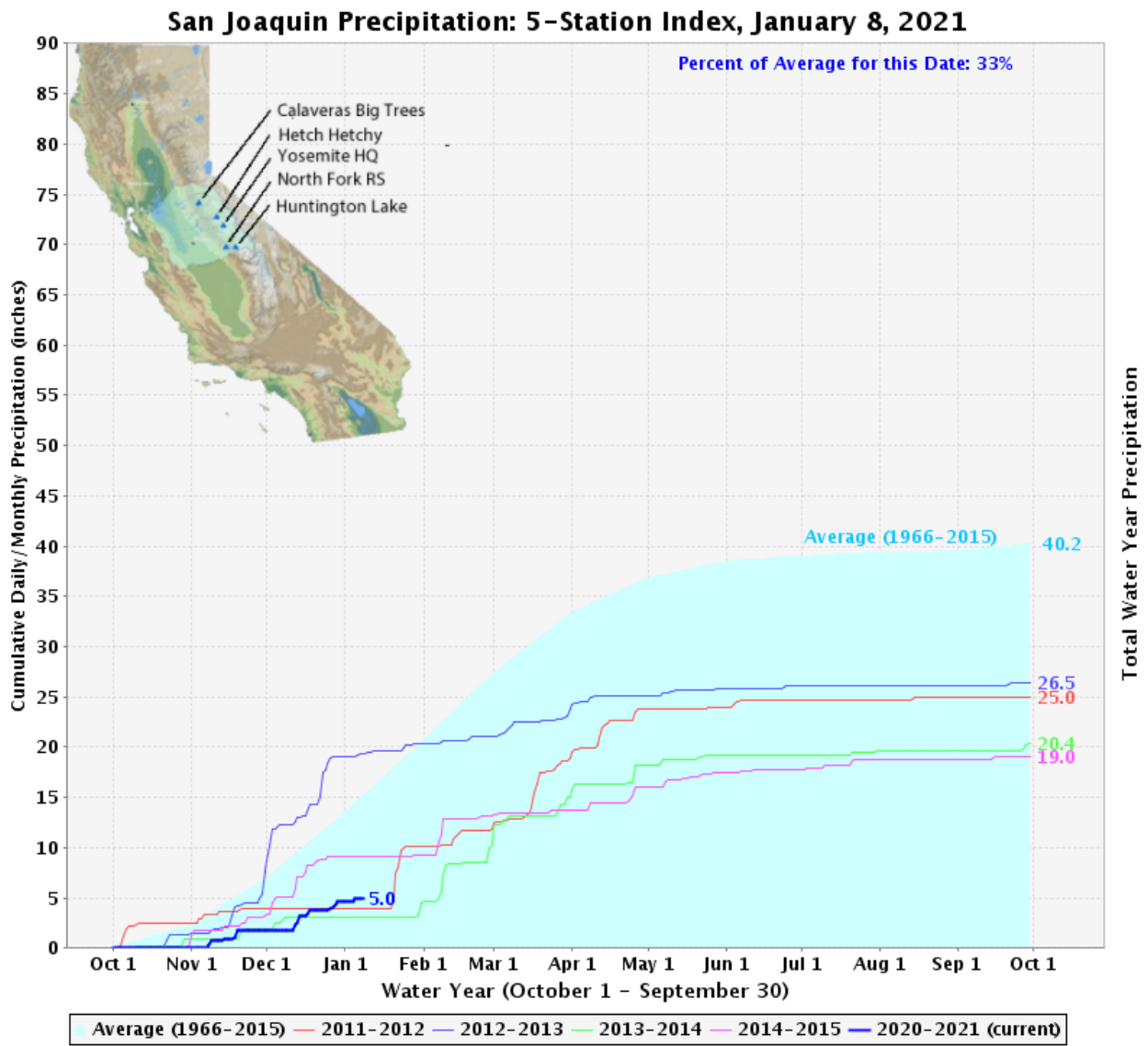
- *Fire Equipment Building* – Complete.
- *Million Gallon Tank #1 Warranty Repairs* – Complete.
- *Bocce Court Improvements* – Shade structure complete. Tank manufacturing delayed – tank, landscaping and rock completion anticipated in February.

Funding Opportunities

- *Prop 68 Per Capita Park Grant* – Park revenue enhancement (\$177,952): **Awarded**
- *SWRCB Water System Planning Grant* – Water System (\$500 K): **Likely award late 2020**
- *Prop 1 Stormwater Grant* – TH Stormwater Enhancement (\$5 M): **Find out late 2020**
- *Cal OES PSPS Grant* – Critical Facility Generators (\$60,000): **Find out in couple months**
- *Prop 68 Statewide Park Program* – TH Meadows Park (\$2,500,000): **Due March 2021**
- *Prop 68 Rural Recreation Program* – TH Meadows Park (\$2,500,000): **Due Nov 2021**

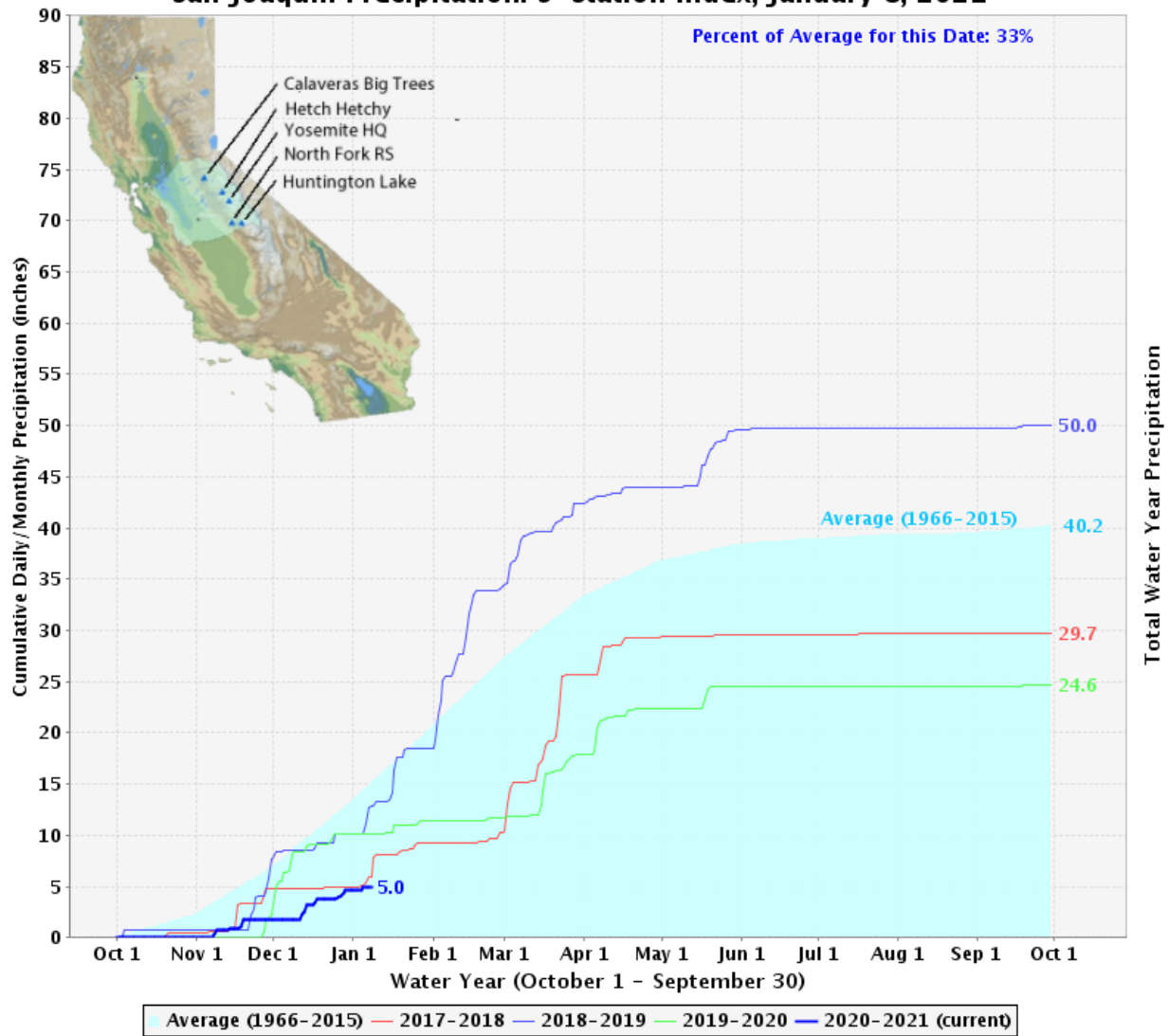
WATER SUPPLY UPDATE – JANUARY 2021

PRECIPITATION – Current Year vs. Last Drought



PRECIPITATION – Current Year + Last 3 Years

San Joaquin Precipitation: 5-Station Index, January 8, 2021



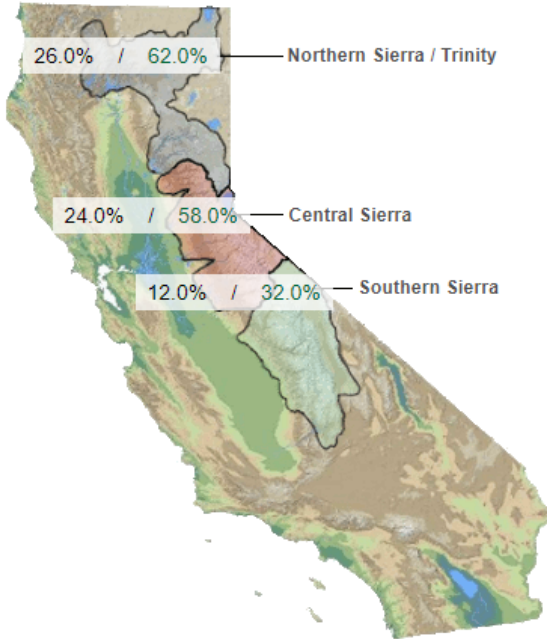
SNOW PACK

➔ Snow Water Equivalents (inches)

Provided by the California Cooperative Snow Surveys

Data For: 07-Jan-2021

% Apr 1 Avg. / % Normal for this Date



Change Date :

NORTH

Data For: 07-Jan-2021	
Number of Stations Reporting	32
Average snow water equivalent	7.4"
Percent of April 1 Average	26%
Percent of normal for this date	62%

CENTRAL

Data For: 07-Jan-2021	
Number of Stations Reporting	44
Average snow water equivalent	7.0"
Percent of April 1 Average	24%
Percent of normal for this date	58%

SOUTH

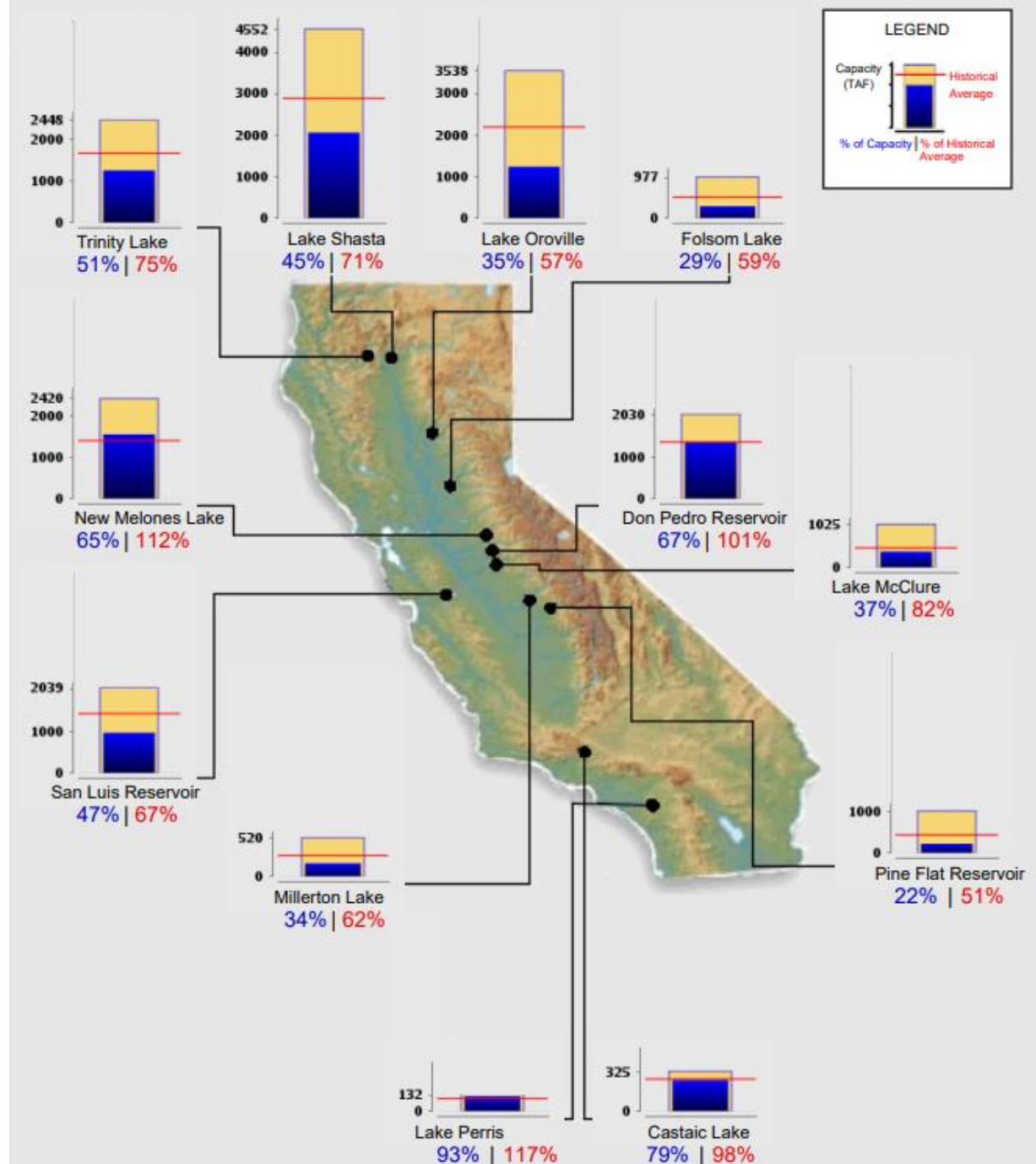
Data For: 07-Jan-2021	
Number of Stations Reporting	27
Average snow water equivalent	2.9"
Percent of April 1 Average	12%
Percent of normal for this date	32%

STATEWIDE SUMMARY

Data For: 07-Jan-2021	
Number of Stations Reporting	103
Average snow water equivalent	6.1"
Percent of April 1 Average	21%
Percent of normal for this date	52%

RESERVOIR STORAGE

CURRENT RESERVOIR CONDITIONS



Pinecrest Storage (1/7): 3,460 AF

~ 52% of Normal

~2% more than 2014

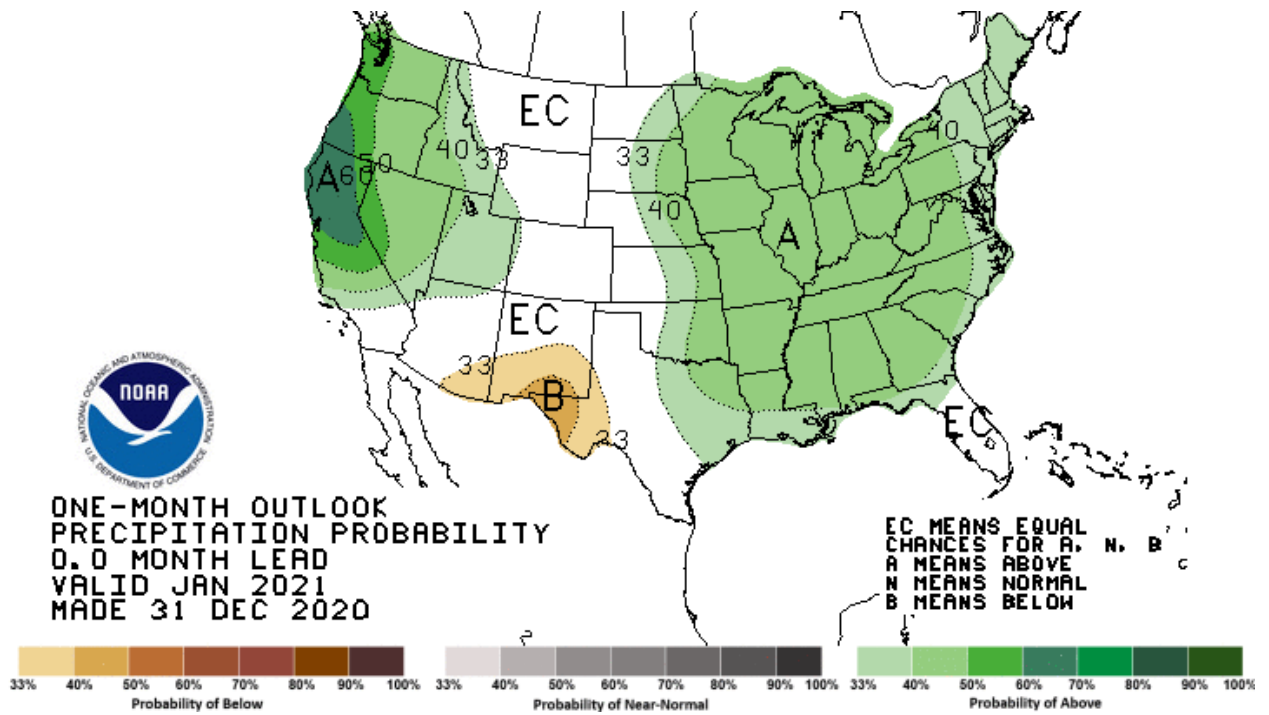
Lyons Storage (12/28): 1,855 AF

~ 70% of Normal

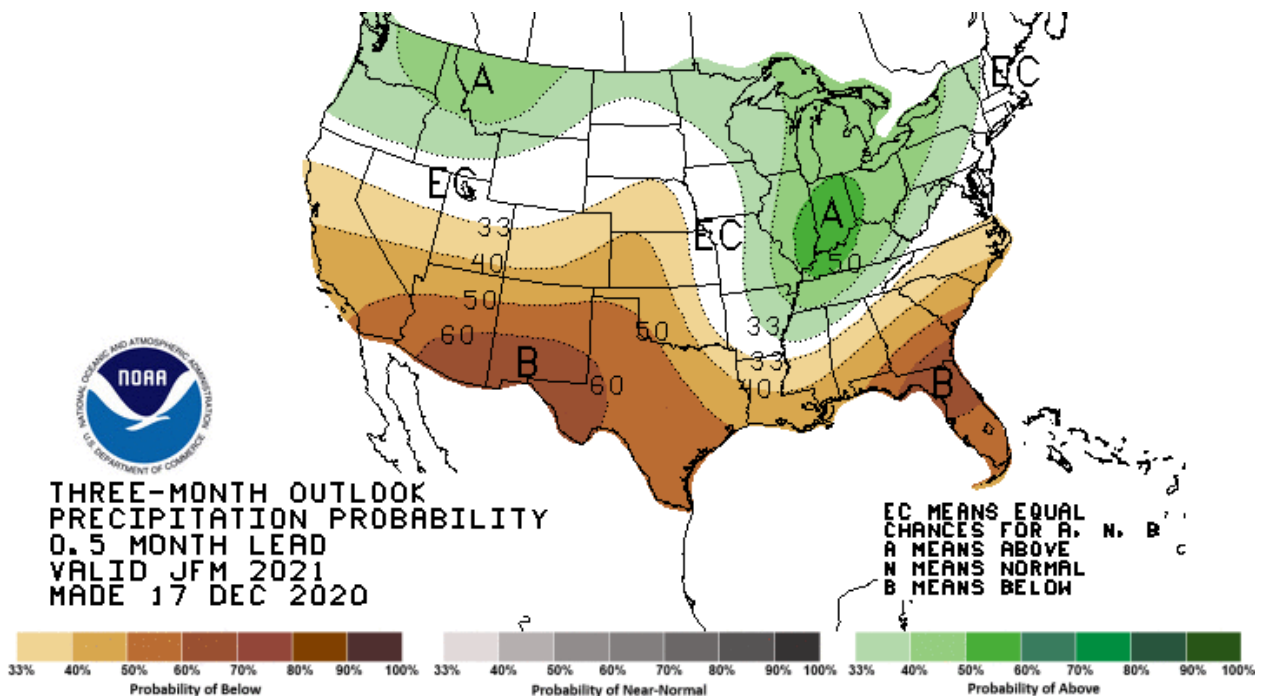
~15% more than 2014

PRECIPITATION FORECAST

1 Month – 50% chance of above normal precipitation

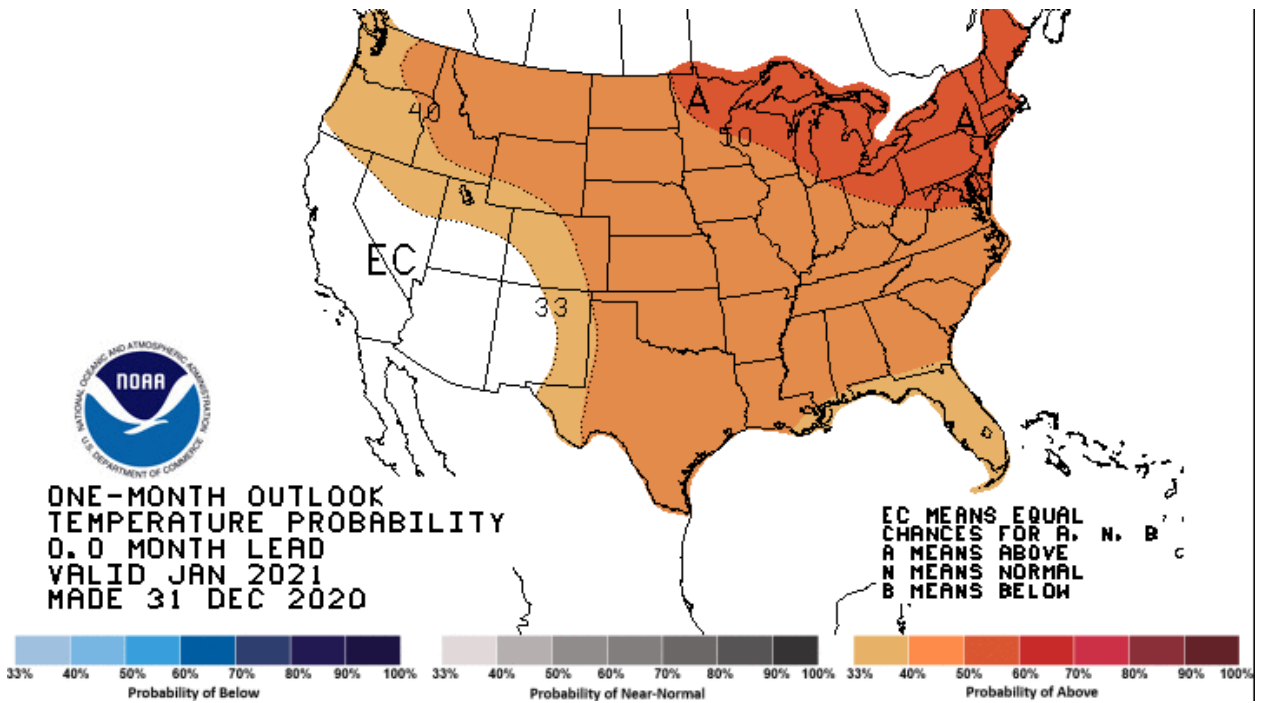


3 Month – 33% chance of below normal precipitation



TEMPERATURE FORECAST

1 Month – Normal temperatures



3 Month – 33% chance of above normal temperatures

