

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 November 12, 2020 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/82620027193>
- Meeting ID: 826 2002 7193
- 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 Safety Awards.

6. Communications:

A. Email from California Special Districts Association – Appreciation for 2020 Legislative Participation.

7. Consent Agenda:

A. Presentation and approval of financial statements through October 31, 2020.

B. Approval of the minutes of the Regular Meeting held on October 14, 2020.

C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2019-20.

- D. Annual review, submittal of report and approval of revisions for Policy #1015 – Identity Theft Prevention Program.

8. Old Business

- A. None

9. New Business

- A. Discussion/action to approve revisions to Policy #2002 – Discrimination.
- B. Discussion/action of annual review and approval of revisions to Policy #2082 – Internet, Email and Electronic Communication Ethics, Usage and Security.
- C. Discussion/action to approve revisions to Policy #3011 – Reserve Policy.
- D. Discussion/action to adopt proposed Policy #3001 – Memorials in Park Areas.
- E. Discussion/action regarding participation in a joint powers authority with other Tuolumne County fire agencies to levy a special parcel tax for fire services and review of customer survey results.
- F. Discussion/action regarding recruitment of Operations Manager, organization structure and potential budget revisions.

10. Reports:

- A. President and Board member reports.
- B. Operations Manager Report.
- C. Fire Chief Report.
- D. General Manager Report.

11. 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.

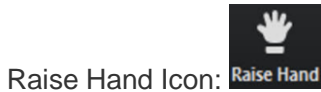
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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 D 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

Tom Trott

From: Dane Wadle <danew@csda.net> on behalf of Dane Wadle
Sent: Friday, October 30, 2020 11:57 AM
To: Dane Wadle
Subject: Thank You for Advocacy Support!

Good morning:

On behalf of CSDA, I want to thank you for your participation in CSDA's advocacy efforts this year.

Through your engagement, we made progress on state and federal legislation. Some of the prominent examples include:

- In the State Capitol, we were able to stop one of our high priority bills, AB 2093, early in the legislative process;
- Federally, districts' letters and phone calls enabled CSDA to introduce HR 7073 and S.4308. These two measures would provide federal COVID-19 relief specifically for special districts;
- CSDA also secured \$20 million in state grant funding specifically for districts to respond to PG&E power-safety shut-offs.

These outcomes would not have been possible without your letters and phone calls to state and federal representatives.

CSDA continually seeks new ways to enhance our stature in the Sacramento and Washington, D.C. In the next two months, we are hosting five virtual district tours for legislators and their staffs to learn more about the important work districts are doing for communities across the state. Additional information is available at:

<https://www.csda.net/learn/specialdistricttour>.

We strive to be the leading legislative voice for special districts and will continue to work with districts, and our partners, to accomplish this goal.

I appreciate your assistance and I look forward to working with you on future issues.

Sincerely,
Dane

Dane Wadlé, CPFO

Senior Public Affairs Field Coordinator – Sierra Network

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732 office
916.442.7889 fax
www.csda.net

A Proud California Special Districts Alliance Partner.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation



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

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	725,300	243,284	(359,755)	608,829
U.S. Bank - D Grunsky #1*	71,756			71,756
U.S. Bank - D Grunsky #2*	73,063			73,063
LAIF	2,952,172	6,269		2,958,441
TOTAL	\$ 3,822,291	\$ 249,553	\$ (359,755)	\$ 3,712,089

*Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

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

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 33.33%)
Park	81,100	30,246	50,854	37.29%
Water	1,025,965	385,761	640,204	37.60%
Sewer	1,126,409	350,784	775,625	31.14%
Fire	1,008,453	355,522	652,931	35.25%
Admin	599,618	178,489	421,129	29.77%
TOTAL	\$ 3,841,545	\$ 1,300,802	\$ 2,540,743	33.86%

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

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 33.33%)
Park	164,400	62,359	102,041	37.93%
Water	475,620	29,044	446,576	6.11%
Sewer	348,300	54,454	293,846	15.63%
Fire	311,680	7,333	304,347	2.35%
Admin		-	-	
TOTAL	\$ 1,300,000	\$ 153,190	\$ 1,146,810	11.78%

Reflects Budget Revision #1 - Approved 7/8/20

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
October 14, 2020

CALL TO ORDER: President Mannix called the meeting to order at 09:01 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

ABSENT:

Robb Perry, Operations Manager

AUDIENCE:

0 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment

COMMUNICATIONS:

A. None

CONSENT AGENDA:

- A. Presentation and approval of financial statements through September 30, 2020.
- B. Approval of the minutes of the Regular Meeting held on September 9, 2020.
MOTION: Director deGroot made a motion to accept the consent agenda in its entirety.
SECOND: Director Sipperley
AYES: Mannix, Knudson, deGroot, McManus, Sipperley
NOES: None
ABSENT:

NEW BUSINESS:

- A. Presentation of end of year financial report for Fiscal Year 2019-20.

MOTION: Director Sipperley made a motion to approve year end financial report for Fiscal Year 2019-20

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

ABSTAIN:

- B. Discussion/action to adopt Resolution #20-31 – Designation of Fiscal Year 2019-20 Year End Balances to Reserves.

MOTION: Director Sipperley made a motion to adopt Resolution #20-31 – Approving the Designation of Fiscal Year 2019-20 Year End Balances to Reserves.

SECOND: Director Mannix

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

ABSTAIN:

- C. Discussion/action to adopt Resolution #20-32 - Approval of Fiscal Year 2020-21 Fire Fund Budget Adjustment to Remove the Mobile Fire Pump Project and Reallocate its \$18,000 Budget to the Replace Fire Station Generator Project.

MOTION: Director McManus made a motion to adopt Resolution #20-32 – Approving the Fiscal Year 2020-21 Fire Fund Budget Adjustment to Remove the Mobile Fire Pump Project and Reallocate its \$18,000 Budget to the Replace Fire Station Generator Project.

SECOND: Director Knudson

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

- D. Discussion/action regarding participation in a joint powers authority with other Tuolumne County fire agencies to levy a special parcel tax for fire services.

MOTION: Director Mannix made a motion to propose that we reach out to the public for their input regarding participation in a joint powers authority with Tuolumne County fire agencies to levy a special parcel tax for fire services and at the December board meeting plan to make a decision based on the feedback from the community.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

- E. Discussion/action regarding requests for memorial art and other dedications in District park facilities.

The Board provided direction to General Manager Trott to create a policy that requires requests for memorial art and other dedications in the district park facilities to first be referred to the park committee to consider and then presented to the board for approval on a case by case basis.

REPORTS:

President and Board member reports.

Committee Reports

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

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

- *The Operations Manager was absent so the written report was provided in the board packet.*

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.*
- *PSPS funding opportunities becoming available, applications due 10/31/2020.*

ADJOURNMENT:

The meeting was adjourned at 10:56 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Eileen Mannix, President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
CAPACITY CHARGES REPORT
FOR FISCAL YEAR ENDING JUNE 30, 2020

Purpose

California Government Code 66013 stipulates that connection fees or capacity charges shall not exceed the estimated reasonable cost for which the fee or charge is imposed when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges. In addition, the government code goes on to further stipulate that when capacity charges are imposed, the local agency must complete a publicly available report detailing the amount of capacity charges collected during the fiscal year, each public improvement on which the charges were expended and additional information as detailed in the attached Government Code.

Capacity Charges Defined

California Government Code 66013 defines capacity charges as a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities.

Charges Collected During FY 2019/2020

Twain Harte Community Services District collects two capacity related charges at the time of new connection. They are called Connection Fees and Impact Charges. A detailed description of the charges can be found in the District Schedule of Charges adopted 4/12/2016.

Activity for FY 2019/2020

	BEGINNING BALANCE	19/20 COLLECTED	INTEREST	SPENT	ENDING BALANCE
Water					
Connection Charges	\$ -		\$ -		\$ -
Impact Charges		-		-	-
Sewer					
Connection Charges	\$ -	\$ 700	\$ -	\$ 700	\$ -
Impact Charges					-
	<u>\$ -</u>	<u>\$ 700</u>	<u>\$ -</u>	<u>\$ 700</u>	<u>\$ -</u>

Connection/Impact Charge Expenses for FY 2019/2020

	18/19 Expense	% Funded by Impact Charges	% Funded by Other Revenue	Total Impact Charges Expended	Total Other Revenue Expended
Capital Project Expenses					
Sewer					
Sewer Main Re-Lining	\$ 5,265	1.01%	98.99%	\$ 53	\$ 5,212
Training Admin Parking Lot	621	1.01%	98.99%	\$ 6	\$ 615
Water Sewer Material Bins	1,000	1.01%	98.99%	\$ 10	\$ 990
Redwing Lift Station Generator	20,367	1.01%	98.99%	\$ 206	\$ 20,161
Mark Twain Lift Station Generator	22,244	1.01%	98.99%	\$ 225	\$ 22,019
Truck #4 Replace	19,715	1.01%	98.99%	\$ 199	\$ 19,516
				-	-
	\$ 69,212			\$ 700	\$ 68,512

Budgeted Impact/Connection Charge Expenses for Next Reporting Period (FY 2019/20)

Description	Water	Sewer
FH Improvements	\$ 15,000	
Well #3 - Sherwood Forest	3,000	
Training/Admin Parking Lot	5,900	3300
Vantage Pointe Materials Bins	14,000	14000
Laurel Pump Station Upgrade	275,000	
SCADA Upgrade	100,000	
Vantage Pt. Equipment Structure	9,000	37000
GM Vehicle Replace (Admin Split)	16,920	9000
SWTP Scatter 7 Turbidimeter	6,800	
Well #1 Generator	30,000	
Sewer Main Re-Lining		75,000
TH School Sewer Re-alignment		125,000
SCADA Upgrade		85,000
TOTAL CONNECTION/IMPACT CHARGE EXP	\$ 475,620	\$ 348,300

Inter-fund Transfer or Loans

During fiscal year 19/20, there were no inter-fund transfers or loans from connection/impact charge funds.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE:	Identity Theft Prevention Program
POLICY NUMBER:	1015
ADOPTED:	June 11, 2009
REVIEWED:	October 9, 2014
REVIEWED:	October 10, 2015
REVIEWED:	October 6, 2016
REVIEWED:	October 12, 2017
REVIEWED:	October 10, 2018
REVIEWED:	November 12, 2019
REVISED:	March 11, 2020

1015.10 Purpose

This program is intended to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information and measures to respond to such events.

1015.20 Risk Assessment

This policy is based on an internal risk assessment conducted by the District to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information, the District identified red flags that were appropriate to prevent identity theft for the following types of activities:

- New accounts opened in person for new construction
- New accounts opened via mail (copy of Grant Deed required)
- Account information accessed in person
- Account information accessed via telephone (person)

1015.30 Detection (Red Flags):

At a minimum, the following red flags will be used to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Identification documents appear to be altered.
- Photo and physical description do not match appearance of applicant.
- Other information is inconsistent with information provided by applicant.
- Other information provided by applicant is inconsistent with information on file.
- Application appears altered or destroyed and reassembled.

- ❑ Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased).
- ❑ Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application).
- ❑ Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager).
- ❑ SS#, address, or telephone # is the same as that of other customer at Utility.
- ❑ Customer fails to provide all information requested.
- ❑ Personal information provided is inconsistent with information on file for a customer.
- ❑ Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet.
- ❑ Identity theft is reported or discovered.

1015.40 Response to Potential Fraud:

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- ❑ Ask applicant for additional documentation
- ❑ Notify internal manager: Any Utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers' identity must notify Finance Officer or General Manager.
- ❑ Notify law enforcement: The Utility will notify Sheriff's Department at Sonora, CA of any attempted or actual identity theft.
- ❑ Do not open the account.
- ❑ Close the account.
- ❑ Do not attempt to collect against the account but notify authorities.

1015.50 Personal Information Security Procedures:

The District shall implement the following security procedures:

1. Paper documents, files and electronic media containing secure information will be stored in locked file cabinets.
2. Only specially identified employees with a legitimate need will have keys to the office and cabinets.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
5. Employees store files when leaving their work areas.
6. Employees lock file cabinets when leaving their work areas.

7. Visitors who must enter areas where sensitive files are kept must be escorted by an employee of the utility.
8. No visitor will be given any entry codes or allowed unescorted access to the office.
9. Access to sensitive information will be controlled using “strong” passwords. Employees will choose passwords with a mix of letters, numbers, and characters.
10. Passwords will not be shared or posted near workstations.
11. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
12. Sensitive information that is sent to third parties over public networks will be encrypted.
13. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
14. When sensitive data is received or transmitted, secure connections will be used.
15. Computer passwords will be required.
16. User names and passwords will be different.
17. The computer network will have a firewall where your network connects to the Internet.
18. Check references or do background checks before hiring employees who will have access to sensitive data.
19. New employees sign an agreement to follow the District’s confidentiality and security standards for handling sensitive data.
20. Access to customer’s personal identity information is limited to employees with a “need to know.”
21. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
22. Implement a regular schedule of employee training.
23. Employees will be alert to attempts at phone phishing.
24. Employees are required to notify the General Manager immediately if there is a potential security breach.
25. Employees who violate security policy are subjected to discipline up to, and including, dismissal.
26. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
27. Paper records will be shredded before being placed into the trash.
28. Paper shredders will be available in the office.

29. Any data storage media will be disposed of by shredding, punching holes in, or incineration.

1015.60 Identity Theft Prevention Program Review and Approval

Annually, at each November board meeting, the General Manager will prepare and submit a report to the governing body that includes matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident and recommendations for substantial changes to the program, if any.

Appropriate employees will be trained on the contents and procedures of this policy.



Twain Harte Community Services District MEMORANDUM

DATE: November 4, 2020

TO: Board of Directors

FROM: Tom Trott, General Manager

SUBJECT: Annual Report – Identity Theft Prevention Program (Policy #1015)

Twain Harte Community Services District staff successfully implemented the Identity Theft Prevention Program (Policy #1015) over the last year of business. The following report summarizes Policy activities over the past year.

Actions:

- **Detection.** Employees looked for red flags identified in the Policy when opening new accounts and receiving requests to access account information.
- **Response.** When red flags were detected, employees responded according to the Policy by asking for additional information. Additional response steps were not needed.
- **Personal Information Security Procedures.** All procedures were followed.
- **Training.** Appropriate staff reviewed Policy 1015 and were trained on its contents and procedures to prevent fraud. Additionally, all staff attended a cyber security training conducted by the District's IT consultant on September 21, 2020. The training focused on new and old innovative ways hackers use to access information stored on servers. Ransomware is one of the most critical threats at this time. Staff was taught appropriate password principles and other methods to avoid being tricked into providing server access to hackers. Staff also continued the important fraud protection practice of verbal verification.

Incidents:

ZERO incidents occurred in the last year.

Recommendations:

No Policy changes are recommended.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Discrimination**
POLICY NUMBER: **2002**
ADOPTED: **March 21, 2006**
AMENDED: **September 11, 2014**
REVIEWED: **September 10, 2015**
REVIEWED: **September 8, 2016**
REVIEWED: **September 14, 2017**
REVIEWED: **September 12, 2018**
REVIEWED: **September 11, 2019**
AMENDED: **September 9, 2020**

2002.10 There shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Disability, mental and physical
- Genetic Information
- Gender Identity, Gender Expression
- Marital Status
- Medical Condition
- Military and Veteran Status
- Race, Color
- Religion, Creed
- Sex. Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation

2002.20 Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

2002.30 All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

2002.40 There shall be no discrimination, for any of the reasons stated above or provided by law, in any actions taken by the District in dealing with our customers or the general public.

2002.50 To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

2002.60 To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.70 Reporting Complaints: There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

- Report to direct supervisor.
- Report to your supervisor's supervisor.
- Report to General Manager.
- If the complaint is in regards to the General Manager, report to the President of the Board of Directors.

2002.80 Response to Reported Complaints: Every reported incident of discrimination will be documented, tracked and promptly investigated by qualified personnel or a District representative with the cooperation of the employee and/or the public member reporting the discrimination. This policy requires anyone who receives a complaint of misconduct to report the complaint to the General Manager. If the complaint is in regards to the General Manager, the recipient of the complaint can report to the President of the Board of Directors. Confidentiality of all persons involved in the incident shall be maintained. Employees will not be exposed to retaliation as a result of the making a complaint or participating in any workplace investigation. The results of any investigation of alleged discrimination shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Discrimination
POLICY NUMBER: 2002
ADOPTED: March 21, 2006
AMENDED: September 11, 2014
REVIEWED: September 10, 2015
REVIEWED: September 8, 2016
REVIEWED: September 14, 2017
REVIEWED: September 12, 2018
REVIEWED: September 11, 2019
AMENDED: September 9, 2020

2002.10 ~~It is the policy of Twain Harte Community Services District that there~~ There shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Disability, mental and physical
- Genetic Information
- Gender Identity, Gender Expression
- Marital Status
- Medical Condition
- Military and Veteran Status
- Race, Color
- Religion, Creed
- Sex. Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation

2002.20 Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

[THCSD 2002 Discrimination Policy REV 2020-11-12](#) ~~THCSD 2002 Discrimination Policy REV~~

2002.30 All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

~~2002.430~~ It is further the policy of the Twain Harte Community Services District that ~~There shall be no discrimination, as for any of the reasons stated above or provided by law,~~ in any actions taken by the District in dealing with our customers or the general public.

2002.50 To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

2002.60 To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.70 Reporting Complaints: There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

- Report to direct supervisor.
- Report to your supervisor's supervisor.
- Report to General Manager.
- If the complaint is in regards to General Manager, report to the President of the Board of Directors.

2002.840 ~~Management~~ Response to Reported ~~Incidents~~ Complaints: Every reported incident of discrimination will be documented, tracked thoroughly and promptly investigated by qualified personnel or a District representative ~~management~~ with the cooperation of the employee and/or the public member reporting the discrimination. This policy requires anyone who receives a complaint of misconduct to report the complaint to the General Manager. If the complaint is in regards to the General Manager, the recipient of the complaint can report to the President of the Board of Directors. ~~Management~~ ~~All qualified personnel involved with the reporting shall respect the confidences and sensitivities~~ Confidentiality of all persons involved in the incident shall be maintained. Employees will not be exposed to retaliation as a result of the making a complaint or participating in any workplace investigation. The results of any investigation of alleged discrimination shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

THCSD 2002 Discrimination Policy REV 2020-11-12 ~~THCSD 2002 Discrimination Policy REV~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Internet, Email and Electronic Communication Ethics, Usage and Security
POLICY NUMBER: 2082
ADOPTED: May 14, 2009
AMENDED: March 8, 2012
AMENDED: January 10, 2013
REVIEWED: December 10, 2015
REVISED: September 8, 2016
REVIEWED: December 14, 2017

2082.10 Twain Harte Community Services District believes that employee access to and use of the internet, email and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2082.20 The District has established this ethics, usage and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the internet and email, in an ethical, legal and appropriate manner. This policy defines acceptable and unacceptable use of the internet, email and other electronic communications.

2082.30 This policy also establishes the steps the District may take for inappropriate use of the internet and email. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to disciplinary action, up to and including, immediate termination.

2082.31 Employees shall not use the internet or email in an inappropriate manner. (If a question, refer to Department Head for determination of "inappropriate"). Inappropriate use of the internet and email includes, but is not limited to:

2082.31.1 Accessing internet sites that contain pornography, exploit children or that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2082.31.2 Participating in any profane, defamatory, harassing, illegal, discriminatory or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2082.31.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2082.31.4 Use of the internet should not interfere with the timely and efficient performance of job duties. Access to the internet and email is not a benefit of employment with the District.

2082.32 Employees do not have any right to privacy in any District computer resources, including internet sites visited, downloads and email messages produced, sent or received by District computers or transmitted via the District's servers and network. Employee access to the internet and email is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. The District maintains administrative controls to email and internet and may reset passwords to access accounts at any time. Employees must disclose ~~their~~ passwords to systems not directly controlled by the District. ~~upon request and the District will maintain a file of all passwords currently in use.~~ The District may monitor the contents of all email messages to promote the administration of the District, its business and policies.

2082.33 Employees access to and use of the internet, email and other electronic communications will be monitored frequently. Failure to follow the policy may lead to disciplinary action, up to and including immediate termination. Disciplinary action may include the removal of internet and email access from their computer or termination of employment with the District.

2082.34 The internet and email provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's email system may be considered part of the District's public business records and should be treated as such.

2082.35 Deleting an email message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including email messages produced, sent and received on the District's computer system.

2082.36 Email and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters and other paper-based documents. Email can be forwarded to others, printed on paper and is subject to possible discovery during lawsuits in which the District may be involved.

2082.37 Currently, all District emails being sent are not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter and/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum or document available to the public.

2082.38 Email, once transmitted, can be printed, forwarded and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2082.39 Use of electronic mail or the internet to distribute copyrighted materials is prohibited.

2082.40

2082.41 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2082.42 Use of electronic mail or the internet to send offensive messages of any kind is prohibited.

2082.43 Use of electronic mail or the internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2082.44 When District employees communicate using electronic mail or other features of the internet, the employee must be extremely mindful of the image being portrayed of the District.

2082.45 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the internet without express permission of the systems administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include email and/or documents received via email and the internet. All downloaded files must be scanned for viruses.

2082.46 Use of another user's name/account to access the internet without express permission of the systems administrator is strictly prohibited.

2082.47 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2082.48 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail.

2082.49 The District will not be responsible for maintaining or for payment of personal internet accounts or related software, in order to maintain the integrity/firewall protection of the District's network system, telephone system, modem pool or communication server to access the internet.

2082.50

2082.51 Emails that users need to retrieve from their personal internet accounts must be retrieved via that user's personal internet account.

2082.52 Employees will only access the internet using the approved internet browser. Any other browser being used on a workstation will be promptly removed.

2082.53 Employees will respect all copyright and license agreements regarding software or publication that they access or download from the internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2082.54 Employees will only download information and/or publications for official business purposes.

2082.55 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2082.56 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2082.60 Personal Use of Social Media

2082.61 Purpose

To establish guidelines with respect to the use of personal web pages, internet postings, blogs, forums, and social networking web sites.

2082.62 Philosophy

Social media provides a valuable means of assisting the District and its personnel in gathering community information and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and utilized as deemed necessary by administrative and supervisory personnel. This District also recognizes the role that social media tools may play in the personal lives of personnel. The personal use of social media can have an effect on personnel in their official capacity. This policy is a means to provide a precautionary nature, as well as restrictions and prohibitions on the use of social media by personnel.

The proper functioning of any public agency relies upon the public's confidence and trust in the individuals and the agency to provide effective service and protection. Any matter, which brings the integrity of District personnel, or this department, into question, has the corresponding effect of reducing public confidence and trust, impeding the ability to work and serve the public. Professionalism is the most significant factor in providing the highest

level of service to the public, which in turn builds public trust and confidence. While employees have the right to use personal/social networking web pages or sites, as members of the District, they are public servants who are held to a higher standard than the general public with regard to general conduct and ethical standards. It is the policy of the District to maintain a level of professionalism in both on and off-duty conduct. Employees shall not engage in conduct that contradicts or impedes the mission of the District.

2082.63 Definitions

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, [Instagram](#), [MySpace](#), Twitter, YouTube, [Wikipedia](#), blogs and other sites. (There are thousands of these types of sites and this is only a short list.)

Social Networks: Platforms where users can create profiles, share information and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

2082.64 Personal Use - Precautions and Prohibitions

2082.64.1 District personnel shall be aware of the following when using social media:

a) District personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the District for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers or negatively affect the public perception of the District.

b) As public employees, District personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.

c) District personnel should assume that their speech and related activity on social media sites will reflect upon their position within the District. District

personnel should be mindful that their speech becomes part of the worldwide web.

d) Check your privacy and security settings and know privacy rules. Privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

e) Respect copyright and fair use laws. For your employer's protection as well as your own, it is critical that you respect laws governing copyright and fair use of copyrighted material owned by others, including your department or agency's copyrights, logos or images. Use citations early and often.

f) Be particular about your "friends" and associations. You can't control what your friends post to your profile (although you can remove it once you see it), nor what they post to their own profiles or to those of mutual friends.

g) District personnel may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation, including:

- Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern and would be offensive to a reasonable person;
- Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

h) District personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the District at any time without prior notice.

2082.64.2 District personnel are cautioned not to do the following:

a) Display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.

b) Post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, fire officer or employee of this District.

c) Post any material that brings discredit to or may adversely affect the efficiency or integrity of the District.

d) Misrepresent yourself or others. You should be careful that what you post about your training and education is accurate and consistent with information you have given to your employer.

2082.64.3 District personnel are prohibited from the following:

a) Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.

b) Speech involving themselves or other District personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

c) District personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements, or publish materials that could reasonably be considered to represent the views or positions of this District without express authorization.

d) Posting inappropriate pictures or images.

e) Linking your work activities to your Facebook postings. For example, letting people know that you are a firefighter with ABC Fire Department and proceeding to trash talk the Chief, elected officials or other employees. Safety yes, trash no.

f) Complaining about your job, supervisors, or co-workers in a public forum. These comments reflect poorly on you, the organization and the persons that you criticize. Negative and derogatory comments may also lead to claims of defamation and slander.

g) Posting inappropriate "statuses". Avoid any status updates that discuss patient care situations, your department, or other staff members, or that may implicate unprofessional conduct.

h) Post photographs/images, video, audio files or any other information related to any emergency response or other activity conducted by this District.

i) District personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the General Manager or designee.

j) Using social networking while engaged in District work activities, except when such use is directly related to performance of District work activities. Access to social networking sites on your personal device should only occur

during breaks or absolute down time (firefighters only) as you would use a personal cell phone when on duty. It is inappropriate to post statuses or to view social networking profiles while engaged in District work activity.

2082.65 Violations

2082.65.1 Any employee becoming aware of or having knowledge of a posting or of any social media site or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action. Violation of this social media policy may result in suspension or termination.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Reserve Policy
POLICY NUMBER: 3011
ADOPTED: April 10, 2014
AMENDED: May 12, 2016

3011.10 **POLICY PURPOSE** - The District will establish, dedicate and maintain, reserve accounts (fund balances/net assets) to meet known and estimated future obligations and to ensure available cash for normal operations. Adequate reserves will also ensure that the District will have sufficient funding available to meet its capital and debt service cost obligations, as well as any unfunded mandates, such as regulatory requirements.

3011.20 **RESERVE ACCOUNT TYPES AND DEFINITIONS** - Reserve accounts will be organized and maintained in accordance with Governmental Accounting Standards Board (GASB) classifications (see Appendix A) with further designations and titles established by the Board of Directors as detailed below:

3011.21 NON-SPENDABLE RESERVE ACCOUNTS (defined in Appendix A)

3011.22 RESTRICTED RESERVE ACCOUNTS (defined in Appendix A)

3011.22.1 Expansion Reserves

These reserves consist of capacity charges and are restricted to fund only growth-related capital improvements or pay for growth-related debt. Capacity charges are fees charged for the purpose of defraying all or a portion of the cost of public facilities related to a new service connection. By law (GC 66000), capacity fees and the investment interest income earned by moneys in these funds, shall be expended only for these purposes.

3011.22.2 Debt Service Reserves

Reserves for debt service consist of funds required to be held by debt issuance documents; i.e. official statements and trustee agreements. The amount of such reserves will be established in accordance with the legal covenants of the District's debt issuance documents.

3011.23 COMMITTED RESERVE ACCOUNTS (defined in Appendix A)

3011.23.1 Capital Improvement/Asset Replacement Reserve

The Capital Improvement/Asset Replacement Reserve will be established to support the future capital needs of the District. This may include replacement costs of existing facilities or equipment as it reaches the end of its useful life, funding major repairs that extend the useful life of facilities, or funding new capital projects. The level of funding will be dependent upon the Districts capital improvement plan and level of yearly asset depreciation. Staff will prepare an inventory of all capital items along with a plan for timely replacement as the useful life expires. The goal of this policy is to “fund depreciation” and new capital improvements at one hundred percent (100%) in the future.

3011.23.2 Rate/Revenue Stabilization Reserve

This reserve is intended to provide a buffer should revenue estimates in any year not meet projections. The reserve level will vary over time with a goal of maintaining at minimum an amount equal to ten percent (10%) of revenues that are subject to fluctuation (e.g. rate revenue and secured/unsecured property taxes).

3011.23.3 Water Rights Reserve

The purpose of this reserve is to cover the cost associated with efforts to secure, protect and preserve the District’s water rights, which may include funding projects and other activities that will enhance, protect, secure and preserve water rights for beneficial use.

3011.24 ASSIGNED RESERVE ACCOUNTS (defined in Appendix A)

3011.24.1 Operating Reserves

These reserves ensure adequate levels of available cash to account for timing differences between revenue collection and payment of expenses. Operating reserves may also be used to cover unanticipated operating expenses, emergency expenses or revenue anomalies. The operating reserve level for each fund will vary over time with a goal of maintaining three months (enterprise fund) or six months (governmental fund) of anticipated (budgeted) annual expenditures for operating costs and debt service.

3011.30 ACCUMULATION AND DISPOSITION OF RESERVE FUNDING

The board shall review all reserve accounts annually and make a determination regarding the continuing need for each reserve fund, the appropriate levels of accumulation, and the conditions necessary to utilize the reserve funds.

3010.31 Creating Reserve Accounts - Additional reserve funds may be established by Board resolution, specifying the following:

- a. The purpose for which the reserve is created.
- b. Minimum and maximum parameters for the accumulation of the monies in the reserve fund, if applicable.
- c. Conditions under which reserve funds shall be expended or transferred.

3010.32 Authorization to Spend Unrestricted Reserves - All expenditures drawn from Committed Reserve Accounts (see section 3011.22) require prior Board approval unless previously authorized by an approved budget document.

Appendix A

FUND BALANCE DEFINITIONS UNDER GASB 54

GASB 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to honor constraints imposed upon the use of the resources reported. In addition, GASB 54 requires the identification of the authorization level and type of action for Committing or Assigning fund balances.

The following definitions and the GASB 54 pronouncement are applicable to governmental funds (Fire & Parks/Recreation); however, to simplify this policy and its use for planning, the definitions and concepts are also used for the District's enterprise funds (Water & Sewer). Audited financial statements will only classify enterprise fund reserve balances into two categories, Restricted and Unrestricted. Unrestricted fund balances reported in audits for the Water and Sewer enterprise funds are comprised of all committed and assigned fund balances as defined below.

A. Nonspendable Fund Balance/Reserves

Resources that are inherently nonspendable. The amounts may be in a nonspendable form (such as inventory or prepaid expense) or the amounts may be required by legal or contractual provisions to be maintained intact (such as a revolving fund or principal of an endowment).

B. Restricted Fund Balance/Reserves

Resources that are subject to externally enforceable legal restrictions; these restrictions are either externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Examples of restricted fund balance for the District include funds restricted for debt service.

C. Committed Fund Balance:

Resources that are designated for specific purposes by a formal action of the highest level decision-making authority. Action to commit funds must occur within the fiscal reporting period while the amount committed may be determined subsequently.

Authority to Commit – The highest level of decision-making authority for the District is the Board of Directors and the commitment must be made by a formal action (defined as either resolutions or minute actions approved by the Board at a noticed public meeting). The constraint remains binding unless removed in the same formal manner by the Board.

D. Assigned Fund Balance:

Resources that are intended for a specific purpose as evidenced by the District's adopted budget and/or long-term financial plan, or to eliminate a projected deficit

in the subsequent year's budget. Assignments may be made after the end of the fiscal year but prior to financial statement issuance.

Authority to Assign – Upon action by the Board, the General Manager shall assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Memorials in Park Areas
POLICY NUMBER: 3001
ADOPTED:
REVISIONS:

4040.01 PURPOSE

This policy sets forth the process for placement of memorials at any of the District's public park areas and facilities.

4040.10 DEFINITIONS

For the purpose of this policy, "memorial" shall include plaques, signs, monuments, statues, art, and any other physical structures established to honor or remember people, organizations or events.

4040.20 AUTHORIZATION

Memorials may only be placed at District public park areas and facilities with District approval, as provided herein. Any memorial placed on District property without District approval shall be removed.

4040.30 APPROVAL PROCESS

Anyone desiring to place a memorial at District public park areas and facilities must first gain approval from the District via the following process:

1. The person or group requesting the memorial shall submit an application to the District on a District-approved form. At a minimum, the application shall include the following information:
 - a. 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.
 - b. 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.).
 - c. Visual Representation (if possible): Drawing, sketch, photograph or sample photograph of proposed memorial.

- d. Proposed Location: description or depiction of the proposed location of the memorial.
 - e. Special Requirements: measures needed to protect the memorial or public safety, ongoing maintenance requirements, and resources needed (i.e. water, electricity, etc.).
 - f. Method of Placement: description of how memorial will be installed, including who is proposed to perform the installation.
2. The Park and Recreation Committee shall review all applications and make a recommendation to the Board of Directors (Board). The Park and Recreation Committee may:
 - a. Engage with the applicant to request more information or propose revisions prior to making a recommendation to the Board.
 - b. Recommend specific conditions and requirements be met for approval.
 3. The Board of Directors shall make the final decision to approve or deny the application for placement of the memorial.

4040.40 GENERAL REQUIREMENTS

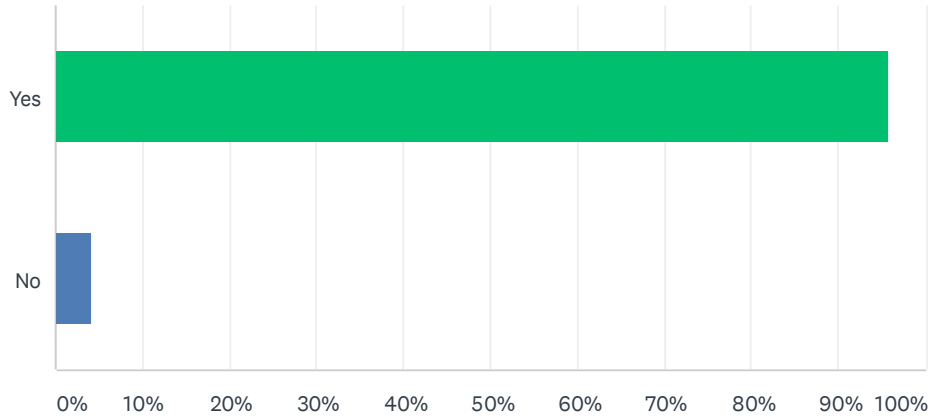
1. Installation of approved memorials must be inspected and approved by District staff. If deemed necessary by the General Manager, District staff will install the memorial.
2. Costs for the memorial, including installation, shall be borne by the applicant, unless otherwise approved by the Board.
3. There shall be no ongoing costs to maintain or sustain functionality of memorials, unless otherwise approved by the Board.
4. Memorials must not create any risk to public safety.

4040.50 EXCEPTIONS

1. District staff and Board members may propose memorial ideas to the Board without an application. Such proposals may be stand alone or integrated in a design for new or renovated park facilities. The Board will make the final decision to approve or deny all such ideas.
2. The Board may approve fundraisers that result in memorials placed in park areas to honor those who donate to the District. Applications and approval of each memorial involved in such fundraisers will not be required.

Q1 Do you live or own property within the Twain Harte CSD (THCSD) district boundary? (Hint: Answer YES if you get a monthly water bill from Twain Harte CSD and NO if you do not.)

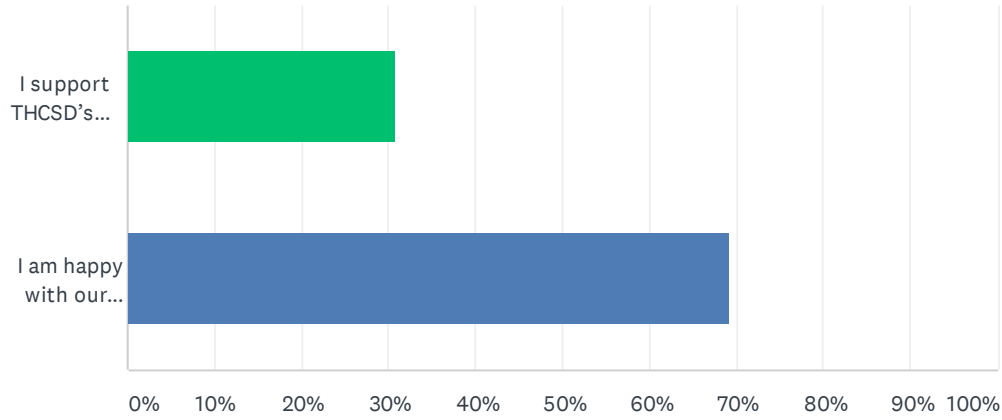
Answered: 169 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	95.86% 162
No	4.14% 7
Total Respondents: 169	

Q2 Please check ONE:

Answered: 169 Skipped: 0



ANSWER CHOICES	RESPONSES	
I support THCS D's participation in the countywide parcel tax to improve fire services.	30.77%	52
I am happy with our current fire services and do NOT want THCS D customers included in the tax.	69.23%	117
TOTAL		169

Q3 We strive to continually improve and provide the best possible services to our community. Is there an area specific to fire service that you would like to see improved? If so, please explain:

Answered: 41 Skipped: 128

#	RESPONSES	DATE
1	I am not in favor of a tax that adds bureaucracy and fire fighters this would be a reactive approach. I am in favor of a proactive plan to better manage lands to prevent fires: Ideas I would be in favor o and would approve a tax by way of vote: 1. Fire prevention management board made up of volunteers. 2. One paid manager 3. Establish annual budget 4. Prioritize areas to be cleared 5. Contract fire prevention clearing services based on bidding process. 6. Where BLM land if a concern outline a plan to manage and clear the land and apply for BLM money 7. Expand on the homeowners clearing programs for larger land owners establish a system to subsidize clearing services. Subsidies are tiered based on acreage and ability to pay.	11/9/2020 12:38 PM
2	We are overtaxed already	11/9/2020 12:31 PM
3	none	11/6/2020 2:59 PM
4	No	11/5/2020 8:00 AM
5	EMT or paramedic	11/4/2020 4:40 PM
6	No	11/4/2020 1:36 PM
7	I would support an assessment/ tax specific to THFD, to help fund full time Engineers position and upgrade from BLS to ALS. I have no interest in supporting a county wide tax without knowing the specific benefits.	11/3/2020 10:01 AM
8	FIRE TAX COMING ON PG&E Bill. Even though the court denied the prior one and still no refund.	11/2/2020 10:42 AM
9	N/A	11/2/2020 10:40 AM
10	N/A	11/2/2020 10:40 AM
11	N/A	11/2/2020 10:40 AM
12	So hard to pay more taxes for people on a fixed income.	11/2/2020 10:39 AM
13	N/A	11/2/2020 10:39 AM
14	N/A	11/2/2020 10:39 AM
15	N/A	11/2/2020 10:38 AM
16	There are 3 fees on our current tax statement that total nearly \$375 with regard to fire. With a CDF Station in the middle of town, I've been satisfied with our service. We need help with the escalating fire insurance rates or more people will be leaving the area.	11/2/2020 10:31 AM
17	I would like to see the TH FD expand coordination with all nearby fire districts in order to maximize the resources which may be applied to any fire - so small or local fires don't spread to become large and significant fire events.	11/1/2020 11:32 AM
18	NO	11/1/2020 5:43 AM
19	EMS	10/31/2020 7:52 AM
20	We pay for fire protection on our tax bill and \$117.00 to the state for wildfire protection and our property is two blocks from the Firhouse.	10/30/2020 1:25 PM
21	More permanent, benefited positions	10/30/2020 11:49 AM
22	Fuel reduction	10/30/2020 6:32 AM
23	No. There is no need to increase service. Insurance rates have tripled and this tax won't help.	10/28/2020 5:15 PM
24	N/A	10/28/2020 8:55 AM
25	Forest Maintenance in combination with fire services; clean-up of the dead trees	10/27/2020 5:24 PM
26	We'd like to see more clean-up required on vacant lots.	10/27/2020 4:41 PM
27	Grass, brush and Tree thinning on all properties within the CSD. If there's minimal flammable material, then additional budget for putting out fires are likely to be only nominal amounts per anum otherwise.	10/27/2020 4:10 PM

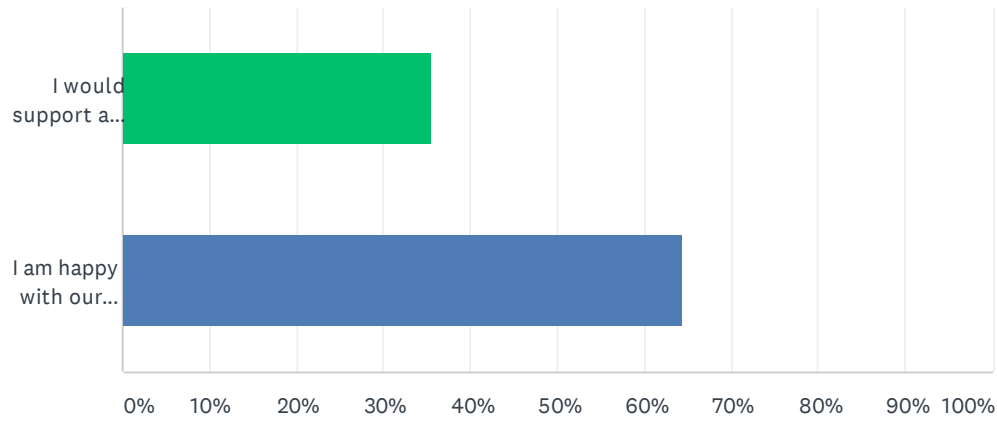
Would You Support a Fire Tax

SurveyMonkey

28	no	10/27/2020 2:19 PM
29	nothing	10/27/2020 2:09 PM
30	no	10/27/2020 2:07 PM
31	Require unimproved parcels to be upgraded and taxed.	10/27/2020 1:55 PM
32	Nothing. Happy with the services.	10/27/2020 1:49 PM
33	N/A	10/27/2020 1:47 PM
34	Satisfied	10/27/2020 1:45 PM
35	Prevention, i.e. education on how to harden homes within the Fire District. ALS, i.e. it would be great to have paramedics on the first due company.	10/27/2020 12:59 PM
36	I would say whatever you think is best.	10/27/2020 11:53 AM
37	I would like to see resources devoted to prevention and more importantly enforcement in the Twain Harte area to ensure that vegetation control on individual parcels is in accordance with Cal-fire regulations. I would support any and all tax measures that directly impact our local community and allow our district to maintain local control of incoming resources.	10/27/2020 11:13 AM
38	None that I can think of.	10/27/2020 11:09 AM
39	ALS	10/27/2020 10:31 AM
40	None	10/27/2020 10:22 AM
41	No improvements needed, great service provided	10/27/2020 10:01 AM

Q4 Please check ONE:

Answered: 166 Skipped: 3



ANSWER CHOICES	RESPONSES	
I would support a future tax measure for ambulance and paramedic services in Twain Harte.	35.54%	59
I am happy with our current emergency medical services.	64.46%	107
TOTAL		166

Q5 If you have any additional feedback for our District, we would love to hear from you. Please comment below:

Answered: 27 Skipped: 142

#	RESPONSES	DATE
1	I believe you would have a much easier tax buy in if the plan was well thought out and involves a decision making community board.	11/9/2020 12:38 PM
2	Prop 13 prohibits more taxes.	11/9/2020 12:31 PM
3	We pay enough in taxes as it is.	11/8/2020 10:15 PM
4	county provides Paramedic Serices	11/6/2020 2:59 PM
5	THCSD, Thank you for the excellent management for our district and services you provide.	11/5/2020 9:51 AM
6	Happy the way it is right now! Taxes are high enough!!	11/5/2020 8:00 AM
7	Thanks for asking	11/4/2020 1:36 PM
8	The tax as proposed is way too much for many people living in Twain Harte and the county (especially seniors on a fixed income). If consideration could be given to a much lower rate, or maybe no tax for unimproved parcels I would consider it. But right now, and into next year, so many of us a financially stretched to the limit.	11/4/2020 1:02 PM
9	No more increases.	11/4/2020 9:37 AM
10	Keep up the good work.	11/3/2020 10:01 AM
11	Please train office workers who need to be more knowledgeable on the rules and regulation and be more customer service oriented reps.	11/3/2020 9:48 AM
12	Can't afford anymore taxation	11/3/2020 8:37 AM
13	Hard to buy fire insurance and pay extra taxes.	11/2/2020 10:42 AM
14	I would not like to see (tax) money collected from Twain Harte property owners combined with other county tax monies and shared in a common pool of expenses. Twain Harte monies collected should be primarily for Twain Harte properties - and for resources (and equipment) which will be of benefit to Twain Harte residents. i.e. I would not like to see Twain Harte property owners pay \$150 and receive any less than \$150 in benefit.	11/1/2020 11:32 AM
15	NO	11/1/2020 5:43 AM
16	Not one more dime. The "hook-up" fees are already outrageously high for this small community. "Management's" ambitions are better suited to New York City than this little burg where I grew up.	10/29/2020 9:58 AM
17	The first question asked when calling 911: Is it a structure or a vegetation fire. Twain Harte fire responds to structure fire. Cal fire handles the real problem. My Fire insurance has more than doubled and this tax won't improve the situation. When and if the big one (fire) comes, everyone will leave Twain Harte.	10/28/2020 5:15 PM
18	Heavens, in this time of paucity, unemployment and pandemic you must contribute by not taxing people more!!! Services are more than excellent and we do not need an engineer on the staff also (Ref: 22849 Golf Club Dr)	10/28/2020 11:24 AM
19	N/A	10/28/2020 8:55 AM
20	Grass, brush and Tree thinning on all properties within the CSD. If there's minimal flammable material, then additional budget for putting out fires are likely to only be nominal amounts per anum otherwise.	10/27/2020 4:10 PM
21	no	10/27/2020 2:09 PM
22	I'd support a parcel tax to improve roads in TH. Most roads are not county maintained and are falling apart!	10/27/2020 1:45 PM
23	I have been so proud of how our district has handled and expanded services within the last few years and brought our fire department from a rural volunteer fire department to a professional organization that not only serves the community of Twain Harte, but also the greater fire service through training, internships, wildfire participation with generation of revenue through many of these avenues. I strongly oppose participation and association with an organization like Tuolumne County Fire Department and would rather see a measure that directly benefits	10/27/2020 11:13 AM

Twain Harte maintaining local control of revenue with a direct correlation of improved services like "Paramedic" or "Paid Operator". I realize that there are other factors involved that I may not know about, and there may be a larger grand plan involved with this measure, however I value local control of revenue and do not want to pay for increased services that ultimately may have little to no benefit to our community in the long run. I feel that if this goes on the ballot then future ballot measures that directly impact THCS Fire will not be well received which may secure a better source of revenue that directly impacts our community. Thank you for the opportunity to respond.

24	No comment at this time.	10/27/2020 11:09 AM
25	N/A	10/27/2020 10:31 AM
26	Thank you for your great service	10/27/2020 10:22 AM
27	What is the difference between improved and I improved parcels? Please outline the difference	10/27/2020 10:19 AM

**JOINT EXERCISE OF POWERS AGREEMENT
FOR
TUOLUMNE COUNTY FIRE AUTHORITY**

This Joint Exercise of Powers Agreement for Tuolumne County Fire Authority (“Agreement”) is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: County of Tuolumne (“County”), City of Sonora (“City”), Groveland Community Services District (“GCSD”), Twain Harte Community Services District (“THCSD”), Tuolumne Fire ~~Protection~~-District (“Tuolumne FPD”), Jamestown Fire Protection District (“Jamestown FPD”), Columbia Fire Protection District (“Columbia FPD”), and Mi-Wuk-Sugar Pine Fire Protection District (“Mi-Wuk-Sugar Pine FPD”). “County,” “City,” and “Districts” are referred to in their individual capacities outside of this Agreement as “Local Agencies,” and are referred to for the purposes of participation in this Agreement individually as “Member” or collectively as “Members.”

RECITALS

WHEREAS, the more than 55,000 people living in Tuolumne County receive fire protection and emergency response services provided by multiple separate agencies and no single agency currently exists to coordinate those services or their funding; and

WHEREAS, the growing risk of wildfires in Tuolumne County does not respect jurisdictional boundaries and that risk needs immediate action and sustained commitment to better protect residents, homes, visitors and businesses; and

WHEREAS, the adequacy of fire suppression and prevention services and funding available to meet that risk also affects the cost of insurance which has added financial burden on residents and businesses; and

WHEREAS, efforts are needed to provide adequate funding in the short term and potentially coordinate and provide fire prevention and suppression services over the long-term; and

WHEREAS, each participating agency desires to form a Joint Powers Authority to maintain local services which are unique to each community and provide an additional funding mechanism to meet the growing safety risk and financial burden on the community.

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

SECTION 1. Authority and Purpose

- a. This Agreement is made under the authority of Sections 6500 through 6539.6, inclusive, of the California Government Code, among the Members.

- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Members. This Joint Powers Authority is to be known as the Tuolumne County Fire Authority (“Authority”). Each Member individually has the statutory ability to provide fire suppression, protection, prevention and related incidental services, as well as the power to tax to fund such services. The purpose and intent of this Agreement is to jointly exercise the common taxing authority in the manner set forth herein. The Authority shall not have responsibility or duties set forth in this Agreement unless and until the tax measure is passed by the voters in a certified election.

SECTION 2. Term of Agreement

This Agreement becomes effective upon the first date that all of the Members listed above have approved this Agreement at a public meeting (“Effective Date”). The Agreement shall remain in effect until it is terminated pursuant to Section 12.

SECTION 3. Membership

- a. **Initial Membership.** To become an initial Member, a Local Agency must execute this Agreement and approve the Authority placing a tax measure to fund the authority, and fund fire prevention and suppression services in a special election in June 2021 (“Tax Measure”). A Local Agency geographically located in Tuolumne County that possesses fire management responsibilities must adopt a resolution of their governing board to become a participating signatory to this Agreement and Member of the Authority.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member’s fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency’s governing body.
- c. Should the Tax Measure fail to pass in a special election in June 2021, this Agreement is terminated and shall be of no further effect upon certification of the election results.

SECTION 4. Board of Directors and Officers

- a. The Authority shall be governed by a Board of Directors (“Board”) comprised of elected officials or chief executive officers appointed by each Member. Each Member shall have one (1) director on the Board and one (1) alternate director. The term of office for each director and alternate shall correspond with the board director’s term of office on the legislative body he or she represents, or until such board director or alternate is removed by the legislative body making the appointment.
- b. All meetings of the Board shall be conducted in accordance with the Ralph M. Brown Act, Government Code § 54950 et seq. and at a time, place and manner as determined by its bylaws. The Board shall hold two (2) regular meetings per month in February and March 2021, and thereafter, the Board shall hold at least two (2) regular meetings each year.

- c. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be forwarded to each member of the Board within thirty (30) days after each meeting. A majority of the membership of the Board will constitute a quorum authorized to conduct business on behalf of the Authority. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. All Board business shall be conducted pursuant to voting conditions set forth in Section 4(f)
- d. The Board shall elect, at its first meeting of each fiscal year, a chair and vice-chair, who shall act in the absence of the chair, and such other officers as the Board deems necessary. All officers shall serve a term of one (1) year from the date of their election or until their successors are elected. Officers may serve successive terms. The chair and vice-chair are authorized to execute all documents in the name of the Authority.
- e. Vacancies shall occur as provided for in the California Government Code for public officers. Vacancies shall be filled in the same manner as the initial appointment.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when a majority of the Directors present vote in favor of the motion.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

SECTION 5. Powers of the Authority

- a. The Authority shall have all the necessary powers and authorities granted by law to exercise the common power to authorize taxes pursuant to Government Code Sections 50075 et seq., 53978, or any successor statutes, as approved by voters in a special election held in June 2021. No subsequent taxes or fees may be raised by the Authority without approval of Members.
- b. As necessary to carry out the authority in Section 5(a), the Authority may make and enter into contracts; incur debts, liabilities and obligations; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow the Authority flexibility in making fiscally sound staffing decisions.
- c. The Authority may exercise the powers permitted pursuant to Government Code section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, the Authority is entitled to invest any money in the treasury that is not required for the immediate necessities of the Authority.

- d. The Authority may do all things necessary and lawful to carry out the purpose of this Agreement.
- e. As required by Government Code Section 6509, one Member must be designated such that the power of the Authority is subject to the restrictions upon the manner of exercising power possessed by that Member. The County of Tuolumne is designated as the Government Code Section 6509 public entity.

SECTION 6. Funding

- a. The Board shall adopt an annual budget for the Authority’s activities (“Administrative Costs”) within ninety (90) days of the date the Elections Office certifies the successful passage of the Tax Measure proposed concurrently with this Agreement to fund this Authority, and by June 1 of each succeeding year.
- a-b. The Members, in the exercise of the reasonable discretion of their governing bodies, may provide support for the Authority, including but not limited to the following Administrative Costs: information technology (IT) support services, services for the legal advisor, treasurer, or auditor-controller, human resources services, for direct and indirect cost of such services and support, supplies, equipment, printing and postage. Unless otherwise agreed, the Authority shall reimburse a Member which provides support for the Authority.
- b-c. The Tax Measure proceeds, after deduction of the Administrative Costs of the Authority, shall be allocated to each Member in proportion to revenue raised in each Member’s respective tax rate areas. Members must certify that the Tax Measure proceeds are used for provision of fire emergency response, prevention and suppression services.

Formatted: Indent: Left: 0.38", No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

SECTION 7. Exemptions

The Authority shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, the Authority must defer to reasonable requests from the Tuolumne County Auditor to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

SECTION 8. Designation and Duties of Treasurer and Auditor

- a. The Treasurer of the Authority shall be the Tuolumne County Treasurer and shall serve as the depository and have custody of all Authority funds and shall comply with the requirements of Government Code section 6505.6.
- b. The Auditor and Controller of the Authority shall be the Tuolumne County Auditor.
- c. The Auditor shall maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections

Formatted: Font: (Default) Times New Roman

6505, 6505.1, 6505.5 and 6505.6. The Auditor shall file an official bond with the authority in the amount set by resolution of the Board.

- d. The Auditor, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, shall give a complete written report of all financial activities for such fiscal year to the Members.

SECTION 9. Debts and Liabilities

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of the Authority shall constitute a debt, liability, or obligation of any Member and each Member's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

SECTION 10. Insurance and Indemnification

The Authority shall acquire such insurance protection as is needed to protect the interests of the Authority and the Members. The Authority may use self-insurance and may contract with a Member for insurance services. The Authority shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.

SECTION 11. Privileges, Immunities and Other Benefits

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for the Authority.

SECTION 12. Termination; Disposition of Assets

- a. Should the Tax Measure to be placed on the ballot at a special election in June 2021 fail to pass or is subsequently repealed, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority shall be returned in proportion to the contributions made by the taxpayers of each Member's jurisdiction. Any other property of the Authority shall be divided among the Members in such manner as shall be determined by the Authority in accordance with California law.

- c. If the Tax Measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

SECTION 13. Severability

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

SECTION 14. No Rights to Third Parties

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement.

SECTION 15. Notices

Notices to Members under this Agreement shall be sufficient if delivered to the County Administrator, City Administrator or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

SECTION 16. Prohibition Against Assignment

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

SECTION 17. Amendments

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement.

SECTION 18. Agreement Complete

The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. Any such agreements merge into this Agreement.

SECTION 19. Filing with Secretary of State

The Authority shall prepare and file, within thirty (30) days of the effective date of this Agreement, a notice of agreement and a copy of this Agreement with the office of the California

Secretary of State and a copy of this Agreement the California State Controller's Office, pursuant to California Government Code sections 6503.5 and 6503.6.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

COUNTY OF TUOLUMNE:

By:
Sherrri Brennan, Chair
Board of Supervisors

Attest:
Heather Ryan
Clerk of the Board of Supervisors

Approved as to legal form:
Sarah Carrillo
County Counsel

DRAFT

Formatted: Space After: 0 pt, Line spacing: single

Formatted: Space After: 0 pt, Line spacing: single

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

7

CITY OF SONORA:

By: _____

Attest:

City Clerk

Approved as to legal form:

City Attorney

DRAFT

&

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

GROVELAND COMMUNITY SERVICES DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

TWAIN HARTE COMMUNITY SERVICES DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

TUOLUMNE FIRE DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

JAMESTOWN FIRE PROTECTION DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

COLUMBIA FIRE PROTECTION DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

MI-WUK - SUGAR PINE FIRE PROTECTION DISTRICT:

By: _____

Attest:

Approved as to legal form:

DRAFT

Agency

By: _____

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

[SAMPLE RESOLUTION APPROVING JPA AGREEMENT]

[AGENCY LETTERHEAD]

A RESOLUTION OF _____ [AGENCY] _____ AUTHORIZING THE _____ [OFFICIAL'S TITLE] _____ TO AUTHORIZE THE _____ [AGENCY] _____'S PARTICIPATION IN THE JOINT EXERCISE OF POWERS AGREEMENT FOR THE TUOLUMNE COUNTY FIRE AUTHORITY

WHEREAS, the more than 55,000 people living in Tuolumne County receive fire protection and emergency response services provided by multiple separate agencies and no single agency currently exists to coordinate those services or their funding; and

WHEREAS, the growing risk of wildfires in Tuolumne County does not respect jurisdictional boundaries and that risk needs immediate action and sustained commitment to better protect residents, homes, visitors and businesses; and

WHEREAS, the adequacy of fire suppression and prevention services and funding available to meet that risk also affects the cost of insurance which has added financial burden on residents and businesses; and

WHEREAS, efforts are needed to provide adequate funding in the short term and potentially coordinate and provide fire prevention and suppression services over the long-term; and

WHEREAS, the _____ [Name Governing Board] _____ is presented for its consideration and acceptance a Joint Exercise of Powers Agreement authorizing the _____ [AGENCY] _____'s participation in the Tuolumne County Fire Authority.

NOW, THEREFORE, BE IT RESOLVED by the _____ [AGENCY GOVERNING BOARD] _____ as follows:

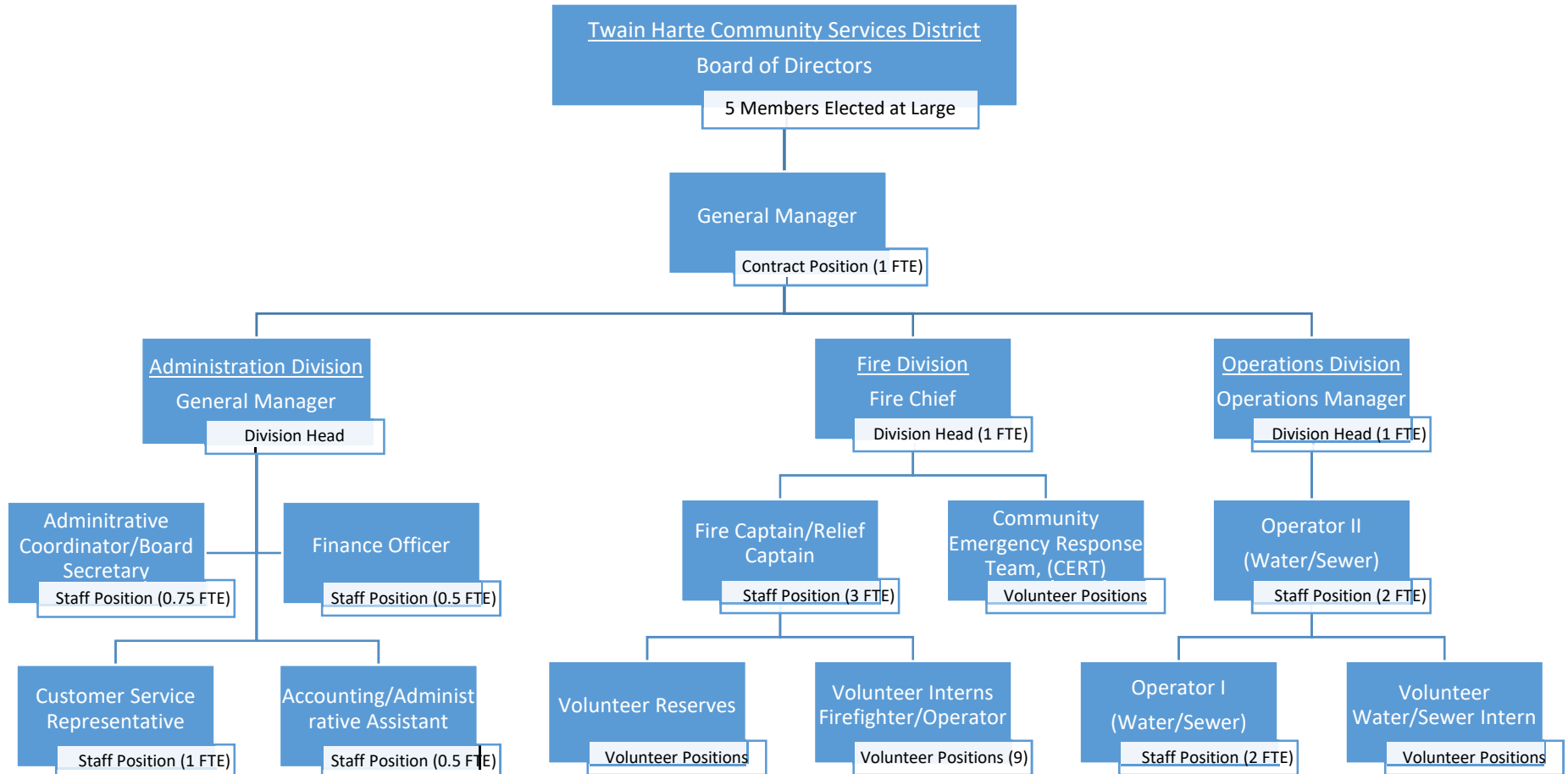
1. Join the Joint Exercise of Powers Agreement to create the Tuolumne County Fire Authority;
2. Authorize the _____ [OFFICIAL'S TITLE] _____ of the _____ [AGENCY] _____ to sign the Joint Exercise of Powers Agreement; and
3. Request that the Tuolumne County Fire Authority place a parcel tax measure on a ballot and call a special election to be scheduled for June 2021 for voter approval.

PASSED AND ADOPTED at a regular meeting of the _____ on _____, 2020, by the following vote:

ORGANIZATION CHART

Twain Harte Community Services District

Total FTE: 12.75



CURRENT

5 F.T.E.

OPS MANAGER
(CHIEF PLANT OPERATOR)

OPERATOR 2
(SUPERVISOR)

OPERATOR 1

OPERATOR 2
(SUPERVISOR)

OPERATOR 1

Replace Operator 2 with Operator 1 + Utilities Maintenance

Additional Costs (Medical - Family)				
FY	Water	Sewer	Park	Total
20-21	\$ 7,845	\$ 3,613	\$ (608)	\$ 10,851
21-22	\$ 23,337	\$ 8,282	\$ (448)	\$ 31,171
22-23	\$ 27,738	\$ 10,735	\$ (397)	\$ 38,076
23-24	\$ 35,573	\$ 15,917	\$ 131	\$ 51,621
24-25	\$ 42,570	\$ 18,984	\$ 91	\$ 61,644

Additional Costs (Medical -1 Dependent)			
Water	Sewer	Park	Total
\$ 3,618	\$ 1,302	\$ (674)	\$ 4,247
\$ 16,016	\$ 4,501	\$ (562)	\$ 19,955
\$ 20,265	\$ 6,648	\$ (514)	\$ 26,399
\$ 27,944	\$ 11,745	\$ 12	\$ 39,701
\$ 34,781	\$ 14,724	\$ (31)	\$ 49,473

Additional Costs (Medical - Single)			
Water	Sewer	Park	Total
\$ (3,787)	\$ (2,748)	\$ (790)	\$ (7,324)
\$ 3,522	\$ (2,350)	\$ (758)	\$ 414
\$ 7,522	\$ (321)	\$ (713)	\$ 6,488
\$ 14,945	\$ 4,636	\$ (191)	\$ 19,390
\$ 21,520	\$ 7,472	\$ (238)	\$ 28,753

Twain Harte Community Services District
WATER
5 Year Projections

	18/19	19/20	20/21	21/22	22/23	23/24	24/25
	Actuals	Actuals	Budget	Estimate	Estimate	Estimate	Estimate
Current Revenue							
Service Charges	\$ 1,382,704	\$ 1,446,545	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836
Fees	20,048	11,263	10,245	13,320	13,320	13,320	13,320
Taxes & Assessments	113,768	115,411	107,825	108,424	109,035	31,796	32,432
Grants & Donations	126,922	68,884	-	-	-	-	-
Other Revenue	20,076	27,732	11,500	11,500	11,500	11,500	11,500
Total Program Revenue	\$ 1,663,518	\$ 1,669,835	\$ 1,573,406	\$ 1,577,080	\$ 1,577,692	\$ 1,500,452	\$ 1,501,088
Administrative Cost Allocation	9,569	383	470	484	499	514	529
GRAND TOTAL REVENUE	\$ 1,673,087	\$ 1,670,218	\$ 1,573,876	\$ 1,577,564	\$ 1,578,191	\$ 1,500,966	\$ 1,501,617
Expenses							
Salaries	\$ 287,369	\$ 304,461	\$ 311,480	\$ 303,836	\$ 316,732	\$ 324,858	\$ 332,080
Benefits	145,185	154,978	164,034	157,717	163,662	167,806	172,060
Equip, Auto, Maint, & Repairs	88,596	82,614	108,500	111,755	115,108	118,561	122,118
Materials & Supplies	37,491	34,617	41,450	42,694	43,974	45,294	46,652
Outside Services	33,531	16,122	55,400	57,062	58,774	60,537	62,353
Other	127,007	135,164	156,190	160,876	165,702	170,673	175,793
Debt Service	218,894	186,169	188,912	186,169	186,169	114,297	114,297
Total Program Expenses	\$ 938,073	\$ 914,125	\$ 1,025,965	\$ 1,020,108	\$ 1,050,121	\$ 1,002,026	\$ 1,025,353
Administrative Cost Allocation	250,465	237,654	53,225	281,793	290,230	299,786	308,454
TOTAL OPERATING EXPENSES	\$ 1,188,538	\$ 1,151,779	\$ 1,079,190	\$ 1,301,901	\$ 1,340,351	\$ 1,301,812	\$ 1,333,807
Total Operating Balance	\$ 484,549	\$ 518,439	\$ 494,686	\$ 275,663	\$ 237,840	\$ 199,154	\$ 167,810
Capital Expenses							
Capital Outlay	531,813	600,244	475,620	169,000	880,500	200,350	530,000
Total Capital Expenses	531,813	600,244	475,620	169,000	880,500	200,350	530,000
GRAND TOTAL EXPENSES	\$ 1,720,351	\$ 1,752,023	\$ 1,554,810	\$ 1,470,901	\$ 2,220,851	\$ 1,502,162	\$ 1,863,807
TRANSFER TO/(FROM) RESERVE	\$ (47,264)	\$ (81,805)	\$ 19,066	\$ 106,663	\$ (642,660)	\$ (1,196)	\$ (362,190)
Capital Reserve Balance	\$ 1,040,185	\$ 999,992	\$ 963,381	\$ 1,060,431	\$ 427,406	\$ 426,210	\$ 56,021

Twain Harte Community Services District
WATER
Replace Operator 2 with Operator 1 & Utilities Maintenance Worker

	18/19	19/20	20/21	21/22	22/23	23/24	24/25
	Actuals	Actuals	Budget	Estimate	Estimate	Estimate	Estimate
Current Revenue							
Service Charges	\$ 1,382,704	\$ 1,446,545	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836	\$ 1,443,836
Fees	20,048	11,263	10,245	13,320	13,320	13,320	13,320
Taxes & Assessments	113,768	115,411	107,825	108,424	109,035	31,796	32,432
Grants & Donations	126,922	68,884	-	-	-	-	-
Other Revenue	20,076	27,732	11,500	11,500	11,500	11,500	11,500
Total Program Revenue	\$ 1,663,518	\$ 1,669,835	\$ 1,573,406	\$ 1,577,080	\$ 1,577,692	\$ 1,500,452	\$ 1,501,088
Administrative Cost Allocation	9,569	383	470	484	499	514	529
GRAND TOTAL REVENUE	\$ 1,673,087	\$ 1,670,218	\$ 1,573,876	\$ 1,577,564	\$ 1,578,191	\$ 1,500,966	\$ 1,501,617
Expenses							
Salaries	\$ 287,369	\$ 304,461	\$ 311,308	\$ 309,568	\$ 326,414	\$ 341,063	\$ 354,260
Benefits	145,185	154,978	172,051	175,322	181,718	187,174	192,450
Equip, Auto, Maint, & Repairs	88,596	82,614	108,500	111,755	115,108	118,561	122,118
Materials & Supplies	37,491	34,617	41,450	42,694	43,974	45,294	46,652
Outside Services	33,531	16,122	55,400	57,062	58,774	60,537	62,353
Other	127,007	135,164	156,190	160,876	165,702	170,673	175,793
Debt Service	218,894	186,169	188,912	186,169	186,169	114,297	114,297
Total Program Expenses	\$ 938,073	\$ 914,125	\$ 1,033,811	\$ 1,043,445	\$ 1,077,859	\$ 1,037,599	\$ 1,067,923
Administrative Cost Allocation	250,465	237,654	53,225	281,793	290,230	299,786	308,454
TOTAL OPERATING EXPENSES	\$ 1,188,538	\$ 1,151,779	\$ 1,087,036	\$ 1,325,238	\$ 1,368,089	\$ 1,337,385	\$ 1,376,377
Total Operating Balance	\$ 484,549	\$ 518,439	\$ 486,841	\$ 252,326	\$ 210,101	\$ 163,581	\$ 125,240
Capital Expenses							
Capital Outlay	531,813	600,244	475,620	169,000	880,500	200,350	530,000
Total Capital Expenses	531,813	600,244	475,620	169,000	880,500	200,350	530,000
GRAND TOTAL EXPENSES	\$ 1,720,351	\$ 1,752,023	\$ 1,562,656	\$ 1,494,238	\$ 2,248,589	\$ 1,537,735	\$ 1,906,377
TRANSFER TO/(FROM) RESERVE	\$ (47,264)	\$ (81,805)	\$ 11,221	\$ 83,326	\$ (670,399)	\$ (36,769)	\$ (404,760)
Capital Reserve Balance	\$ 1,040,185	\$ 998,031	\$ 949,701	\$ 1,022,314	\$ 359,591	\$ 322,823	\$ (91,685)

Twain Harte Community Services District
SEWER
5 Year Projections

	18/19	19/20	20/21	21/22	22/23	23/24	24/25
	Actuals	Actuals	Budget	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ 1,097,683	\$ 1,132,278	\$ 1,134,923	\$ 1,130,415	\$ 1,130,415	\$ 1,130,415	\$ 1,130,415
Fees	15,124	9,563	10,645	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	29,100	156,160	250,000	-	-	-	-
Other Operating Revenue	2,695	21,151	7,500	7,500	7,500	7,500	7,500
Total Program Revenue	\$ 1,144,602	\$ 1,319,152	\$ 1,403,068	\$ 1,151,295	\$ 1,151,295	\$ 1,151,295	\$ 1,151,295
Administrative Cost Allocation	5,090	204	250	258	265	273	281
GRAND TOTAL REVENUE	\$ 1,149,692	\$ 1,319,356	\$ 1,403,318	\$ 1,151,553	\$ 1,151,560	\$ 1,151,568	\$ 1,151,576
Expenses							
Salaries	\$ 164,045	\$ 164,504	\$ 187,228	\$ 182,533	\$ 189,764	\$ 193,673	\$ 198,292
Benefits	82,859	87,459	94,135	90,369	93,742	95,936	98,513
Equip, Auto, Maint, & Repairs	26,213	33,815	47,200	48,616	50,074	51,577	53,124
Materials & Supplies	3,929	4,575	5,100	5,253	5,411	5,573	5,740
Outside Services	46,242	175,224	269,150	19,725	20,316	20,926	21,553
Other	451,276	485,956	506,585	521,783	537,436	553,559	570,166
Debt Service	16,377	17,028	17,011	17,478	17,478	17,478	17,478
Total Program Expenses	\$ 790,941	\$ 968,561	\$ 1,126,409	\$ 885,756	\$ 914,221	\$ 938,721	\$ 964,866
Administrative Cost Allocation	133,226	126,412	28,311	149,890	154,378	159,461	164,071
TOTAL OPERATING EXPENSES	\$ 924,167	\$ 1,094,973	\$ 1,154,720	\$ 1,035,646	\$ 1,068,599	\$ 1,098,182	\$ 1,128,937
Total Operating Balance	\$ 225,525	\$ 224,383	\$ 248,598	\$ 115,907	\$ 82,961	\$ 53,386	\$ 22,639
Capital Expenses							
Capital Outlay	112,943	69,211	348,300	101,000	240,500	288,650	2,867,000
Admin Capital Transfer							
Total Capital Expenses	112,943	69,211	348,300	101,000	240,500	288,650	2,867,000
GRAND TOTAL EXPENSES	\$ 1,037,110	\$ 1,164,184	\$ 1,503,020	\$ 1,136,646	\$ 1,309,099	\$ 1,386,832	\$ 3,995,937
TRANSFER TO/(FROM) RESERVE	\$ 112,582	\$ 155,172	\$ (99,702)	\$ 14,907	\$ (157,539)	\$ (235,264)	\$ (2,844,361)
Capital Reserve Balance	\$ 762,981	\$ 936,122	\$ 804,139	\$ 810,808	\$ 645,873	\$ 410,609	\$ (2,441,441)

Twain Harte Community Services District

SEWER

Replace Operator 2 with Operator 1 & Utilities Maintenance Worker

	18/19	19/20	20/21	21/22	22/23	23/24	24/25
	Actuals	Actuals	Budget	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ 1,097,683	\$ 1,132,278	\$ 1,134,923	\$ 1,130,415	\$ 1,130,415	\$ 1,130,415	\$ 1,130,415
Fees	15,124	9,563	10,645	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	29,100	156,160	250,000	-	-	-	-
Other Operating Revenue	2,695	21,151	7,500	7,500	7,500	7,500	7,500
Total Program Revenue	\$ 1,144,602	\$ 1,319,152	\$ 1,403,068	\$ 1,151,295	\$ 1,151,295	\$ 1,151,295	\$ 1,151,295
Administrative Cost Allocation	5,090	204	250	258	265	273	281
GRAND TOTAL REVENUE	\$ 1,149,692	\$ 1,319,356	\$ 1,403,318	\$ 1,151,553	\$ 1,151,560	\$ 1,151,568	\$ 1,151,576
Expenses							
Salaries	\$ 164,045	\$ 164,504	\$ 186,908	\$ 182,005	\$ 191,396	\$ 199,591	\$ 206,884
Benefits	82,859	87,459	98,069	99,179	102,845	105,935	108,904
Equip, Auto, Maint, & Repairs	26,213	33,815	47,200	48,616	50,074	51,577	53,124
Materials & Supplies	3,929	4,575	5,100	5,253	5,411	5,573	5,740
Outside Services	46,242	175,224	269,150	19,725	20,316	20,926	21,553
Other	451,276	485,956	506,585	521,783	537,436	553,559	570,166
Debt Service	16,377	17,028	17,011	17,478	17,478	17,478	17,478
Total Program Expenses	\$ 790,941	\$ 968,561	\$ 1,130,023	\$ 894,037	\$ 924,956	\$ 954,638	\$ 983,850
Administrative Cost Allocation	133,226	126,412	28,311	149,890	154,378	159,461	164,071
TOTAL OPERATING EXPENSES	\$ 924,167	\$ 1,094,973	\$ 1,158,334	\$ 1,043,927	\$ 1,079,334	\$ 1,114,099	\$ 1,147,921
Total Operating Balance	\$ 225,525	\$ 224,383	\$ 244,985	\$ 107,626	\$ 72,226	\$ 37,469	\$ 3,655
Capital Expenses							
Capital Outlay	112,943	69,211	348,300	101,000	240,500	288,650	2,867,000
Admin Capital Transfer							
Total Capital Expenses	112,943	69,211	348,300	101,000	240,500	288,650	2,867,000
GRAND TOTAL EXPENSES	\$ 1,037,110	\$ 1,164,184	\$ 1,506,634	\$ 1,144,927	\$ 1,319,834	\$ 1,402,749	\$ 4,014,921
TRANSFER TO/(FROM) RESERVE	\$ 112,582	\$ 155,172	\$ (103,315)	\$ 6,626	\$ (168,274)	\$ (251,181)	\$ (2,863,345)
Capital Reserve Balance	\$ 762,981	\$ 935,218	\$ 798,456	\$ 796,230	\$ 619,264	\$ 368,083	\$ (2,503,718)

Twain Harte Community Services District

PARK PROJECTIONS

SUMMARY

	18/19	19/20	20/21	21/22	22/23	23/24
	Actuals	Actuals	Budget	Projections	Projections	Projections
Revenue						
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	3,555	5,180	1,000	2,800	2,800	2,800
Taxes & Assessments	128,285	132,564	134,556	137,247	139,992	142,792
Grants & Donations	18,240	19,945	95,735	15,000	15,000	15,000
Other Operating Revenue	2,277	5,660	2,250	2,250	2,250	2,250
Total Program Revenue	\$ 152,357	\$ 163,349	\$ 233,541	\$ 157,297	\$ 160,042	\$ 162,842
Administrative Cost Allocation	2,036	81	100	103	106	109
GRAND TOTAL REVENUE	\$ 154,393	\$ 163,430	\$ 233,641	\$ 157,400	\$ 160,148	\$ 162,951
Expenses						
Salaries	\$ 8,409	\$ 8,491	\$ 10,062	\$ 8,985	\$ 9,518	\$ 9,743
Benefits	3,731	3,712	5,368	4,588	4,810	4,810
Equip, Auto, Maint, & Repairs	46,453	29,859	41,700	42,951	44,240	45,567
Materials & Supplies	1,442	1,209	1,600	1,648	1,697	1,748
Outside Services	3,868	3,892	4,250	4,378	4,509	4,644
Other	16,413	16,615	18,120	18,664	19,224	19,801
Debt Service		-	-			
Total Program Expenses	\$ 80,316	\$ 63,778	\$ 81,100	\$ 81,214	\$ 83,998	\$ 86,313
Administrative Cost Allocation	53,290	50,565	11,324	59,956	61,751	63,784
TOTAL OPERATING EXPENSES	\$ 133,606	\$ 114,343	\$ 92,424	\$ 141,170	\$ 145,749	\$ 150,097
Total Operating Balance	\$ 20,787	\$ 49,087	\$ 141,217	\$ 16,230	\$ 14,398	\$ 12,854
Capital Expenses						
Capital Outlay	-	4,265	164,400	25,000	30,000	12,000
Admin Capital Transfer		-		-		
Total Capital Expenses	-	4,265	164,400	25,000	30,000	12,000
GRAND TOTAL EXPENSES	\$ 133,606	\$ 118,608	\$ 256,824	\$ 166,170	\$ 175,749	\$ 162,097
TRANSFER TO/(FROM) RESERVE	\$ 20,787	\$ 44,822	\$ (23,183)	\$ (8,770)	\$ (15,602)	\$ 854
Capital Reserve Balance	\$ 198,112	\$ 242,934	\$ 219,751	\$ 210,981	\$ 195,380	\$ 196,234

Twain Harte Community Services District
PARK PROJECTIONS
Replace Operator 2 with Operator 1 & Utilities Maintenance Worker

	18/19	19/20	20/21	21/22	22/23	23/24
	Actuals	Actuals	Budget	Projections	Projections	Projections
Revenue						
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	3,555	5,180	1,000	2,800	2,800	2,800
Taxes & Assessments	128,285	132,564	134,556	137,247	139,992	142,792
Grants & Donations	18,240	19,945	95,735	15,000	15,000	15,000
Other Operating Revenue	2,277	5,660	2,250	2,250	2,250	2,250
Total Program Revenue	\$ 152,357	\$ 163,349	\$ 233,541	\$ 157,297	\$ 160,042	\$ 162,842
Administrative Cost Allocation	2,036	81	100	103	106	109
GRAND TOTAL REVENUE	\$ 154,393	\$ 163,430	\$ 233,641	\$ 157,400	\$ 160,148	\$ 162,951
Expenses						
Salaries	\$ 8,409	\$ 8,491	\$ 10,071	\$ 9,163	\$ 9,758	\$ 10,328
Benefits	3,731	3,712	4,751	3,961	4,173	4,356
Equip, Auto, Maint, & Repairs	46,453	29,859	41,700	42,951	44,240	45,567
Materials & Supplies	1,442	1,209	1,600	1,648	1,697	1,748
Outside Services	3,868	3,892	4,250	4,378	4,509	4,644
Other	16,413	16,615	18,120	18,664	19,224	19,801
Debt Service		-	-			
Total Program Expenses	\$ 80,316	\$ 63,778	\$ 80,492	\$ 80,766	\$ 83,601	\$ 86,444
Administrative Cost Allocation	53,290	50,565	11,324	59,956	61,751	63,784
TOTAL OPERATING EXPENSES	\$ 133,606	\$ 114,343	\$ 91,816	\$ 140,722	\$ 145,352	\$ 150,228
Total Operating Balance	\$ 20,787	\$ 49,087	\$ 141,825	\$ 16,678	\$ 14,796	\$ 12,723
Capital Expenses						
Capital Outlay	-	4,265	164,400	25,000	30,000	12,000
Admin Capital Transfer		-		-		
Total Capital Expenses	-	4,265	164,400	25,000	30,000	12,000
GRAND TOTAL EXPENSES	\$ 133,606	\$ 118,608	\$ 256,216	\$ 165,722	\$ 175,352	\$ 162,228
TRANSFER TO/(FROM) RESERVE	\$ 20,787	\$ 44,822	\$ (22,575)	\$ (8,322)	\$ (15,204)	\$ 723
Capital Reserve Balance	\$ 198,112	\$ 242,934	\$ 220,359	\$ 212,037	\$ 196,833	\$ 197,556

Twain Harte Community Services District Field operations report October 2020

Water

Service Orders: 4 consisting of leak check, data logs, and pressure check.

Projects/ Field Operations Update:

- The 11 month inspection was performed on the million gallon tank #1, condition report to be prepared.*

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: 4 consisting of customer lateral back up and 1 inspection.

Projects/ Field Operations:

- Regular maintenance is ongoing to the sewer system.*

Park and Recreation

Projects/ Field Operations Update:

- The Bocce courts are on standby while the contractor waits for a delivery of wood.*

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						0	6,638,895	100.00%		
Dec						0	7,410,084	100.00%		
Total	41,371,219	11,482,310	14,929,902	3,246,769	3,481,710	67,783,431	112,346,562	39.67%	16.56	22.4



Twain Harte Community Services District

Fire Division



Monthly Operations Report

For October 2020

INCIDENTS

- Monthly emergency call total: **30**
- Public Contacts/Non-Fire Agency Assists total:**8**
- Please see attached statistics for incident response information

PERSONNEL

- Total on personnel roster **13**
- One new Intern has cleared backgrounds and has been assigned to A-Shift
- Captain Schuller started effective October 19th, assigned to A-shift
- Intern Oberg assigned to Red Salmon Complex in Humboldt County, and back home safe
- One Relief Captain in backgrounds

EQUIPMENT AND APPARATUS

- U-721- Replaced thermostats, Glow Plugs and serviced the Airbag
- CERT Firefighter Rehab vehicle OOS forever, blown Heli coli
- New Hitch installed on U-721for towing
- Rescue hitch receivers were installed on E-721, E-723 for Rope Rescue pick points

FACILITIES

- Fire House backup Generator was purchased. Will arrived in mid-November/December
- Received Quotes for the laminate floor project at the station. Abby Carpet was selected
- PPE lockers were purchased and will arrive in December
- There are new Safety Protocols in place at the station. No boots are allowed in the living area.

TRAINING PROGRAM: Staff completed over **90** hours of combined training during the month

- THFD personal assisted Columbia College with their live-fire training
- Captain Slater has created a safety class for prevented maintenance
-

FINANCIAL

- The AFG, Tuolumne County Regional Grant for SCBA's was rejected
- The Leary Foundation Grant for Blood Borne Pathogen protection gear was rejected.
- OES grant was submitted for backup generators for; fill station, well #1, and Legion Hall

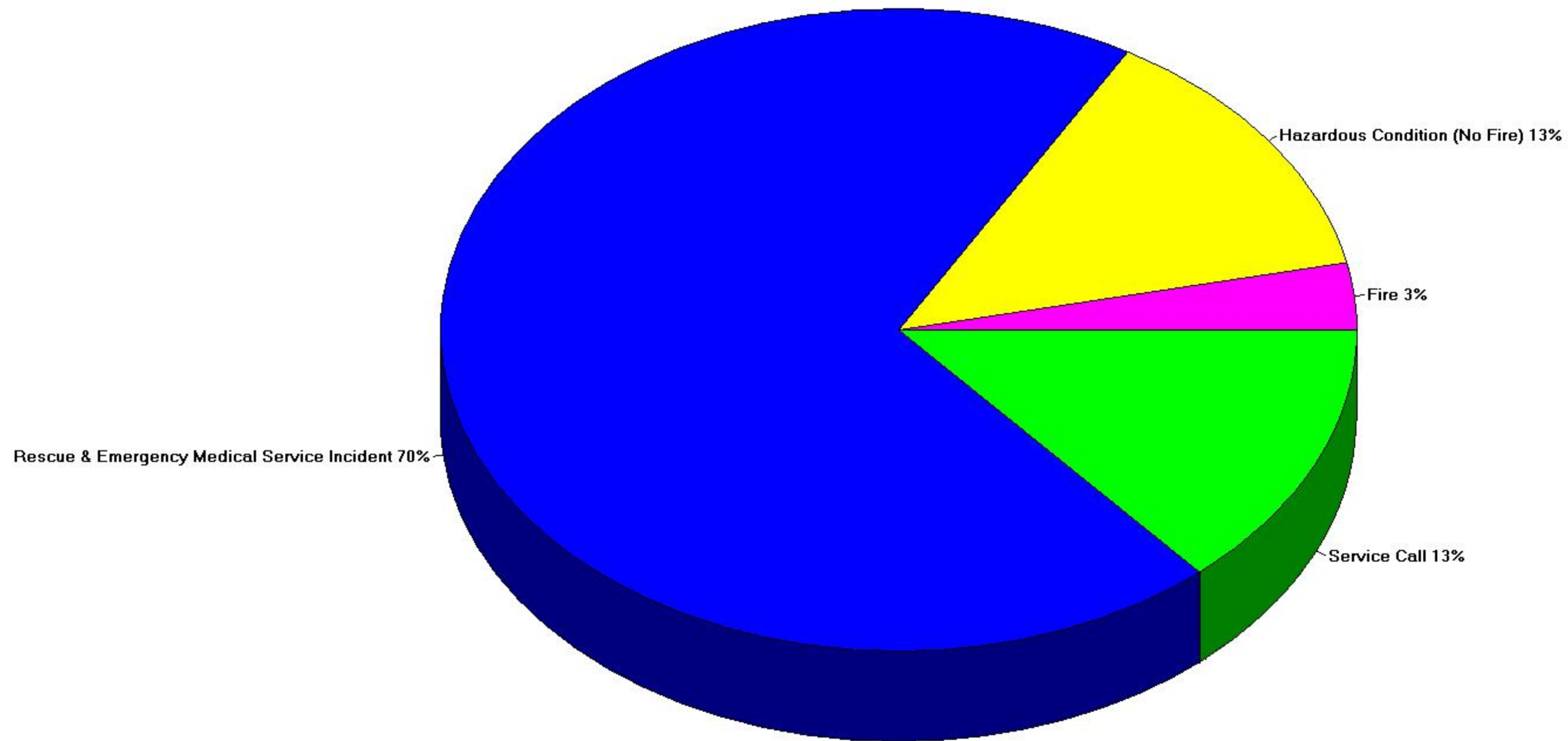
TUOLUMNE COUNTY CHIEF OFFICER'S ASSOCIATION

- No meeting, Nothing to report

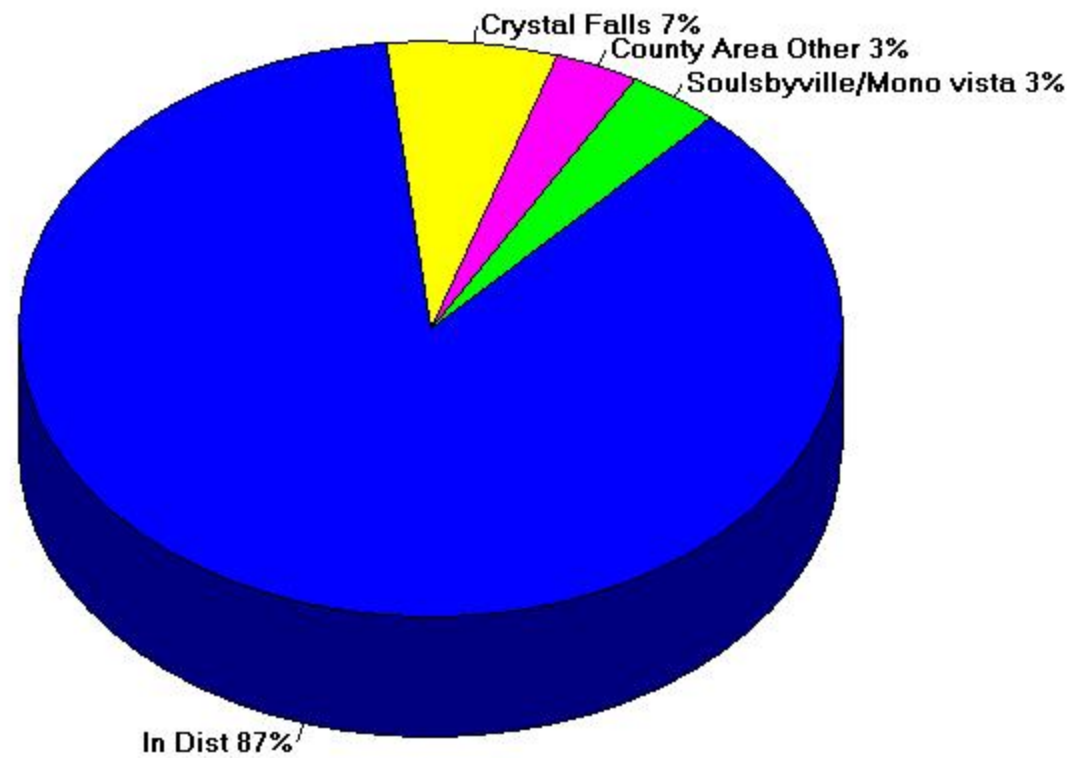
FIRE PREVENTION PROGRAM/PUBLIC EDUCATION

- Inspections of Twain Harte Market completed
- We are working on a virtual station tour concept.

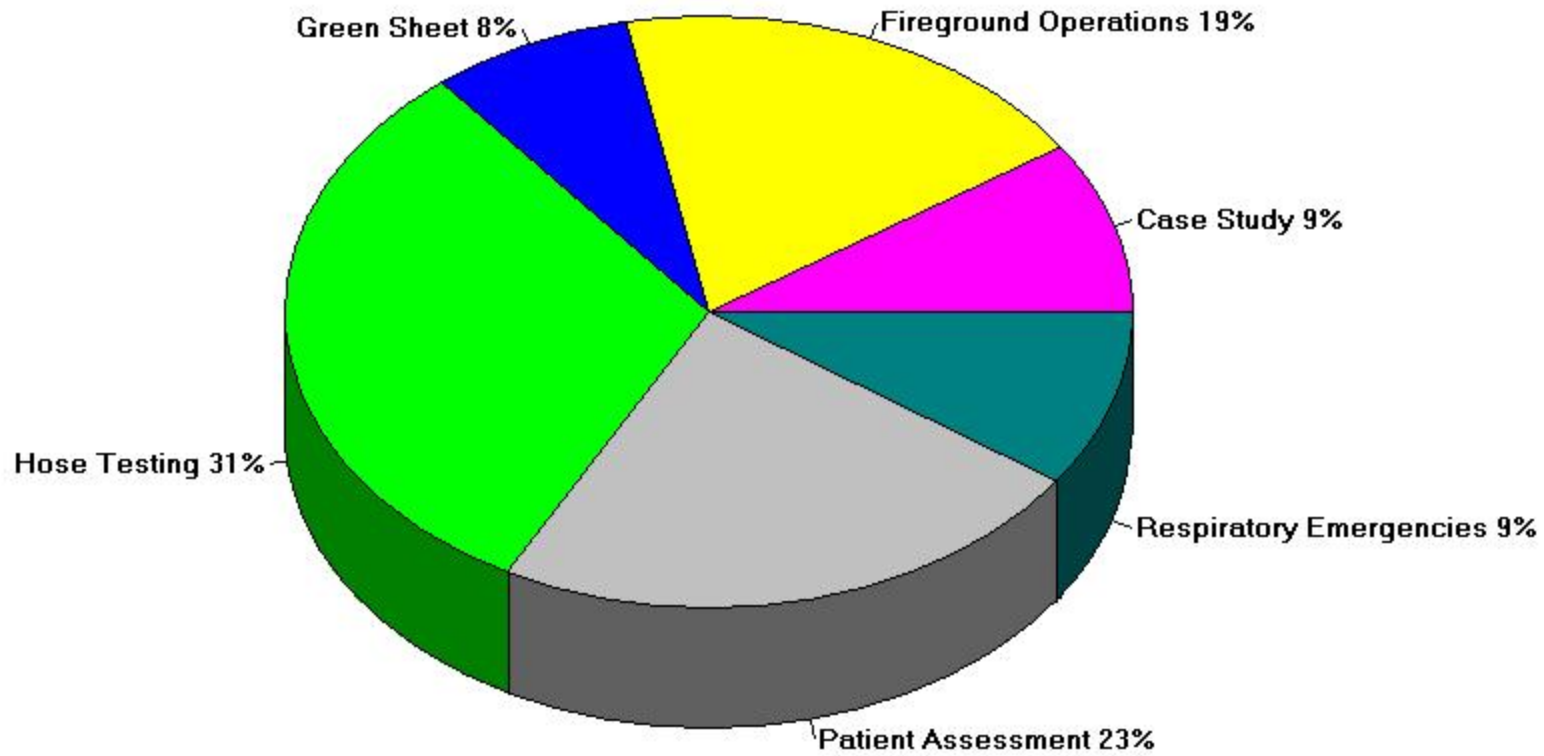
Incident Type Summary
Alarm Date Between {10/01/2020} And {10/31/2020}



Incidents by District
Alarm Date Between {10/01/2020} And {10/31/2020}



Total Staff Hours by Training Category
Date Between {10/01/2020} And {10/31/2020}





GENERAL MANAGER'S REPORT

November 12, 2020

Administration / Operations

- *Operations Manager Recruitment*
- *Intranet Development*
- *Document Retention Policy*
- *Fire Parcel Tax Survey*
- *Failed Office Generator / PSPS Grant*

Planning Projects

- *Sewer System Evaluation/Analysis* – In process.
- *Water System Hydraulic Model* – Draft complete. Anticipated completion this month.
- *Water Treatment Plant Assessment* – In process. Anticipate completion this month.

Capital Projects

- *Bocce Court Improvements* –Shade structure roof delayed - anticipated completion this month. Landscaping and tank completion anticipated in November/December.
- *Fire Equipment Building* – Building constructed. Electrical and concrete site work anticipated to be complete this month.

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**

Meetings of Interest

- *TUD Sierra Pines WTP Community Meeting* – 10/22/20
- *Million Gallon Tank #1 Warranty Inspection* – 10/30/20
- *Water Treatment Plant Site Assessment* – 11/5/20