

# TWAIN HARTE COMMUNITY SERVICES DISTRICT

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

## REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE February 8, 2023 9:00 A.M.

### **NOTICE: Public May Attend this Meeting In-Person.**

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/84287502543>
- Meeting ID: 842 8750 2543
- Telephone: (669) 900-6833

## AGENDA

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

### **1. Call to Order**

### **2. Pledge of Allegiance & Roll Call**

### **3. Reading of Mission Statement**

### **4. Public Comment**

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

### **5. Presentations:**

A. Presentation of the Fiscal Year 2021-22 Audit Report by Blomberg and Griffin.

### **6. Consent Agenda:**

A. Presentation and approval of financial statements through January 31, 2023

B. Approval of the minutes of the Regular Meeting held on January 11, 2023.

C. Approval of Resolution #23-02 – Directing Preparation of the Engineer’s Report for Continuation of the Fiscal Year 2023-24 Assessment for the Twain Harte Park and Recreation Maintenance District.

D. Approval of Resolution #23-03 – Accepting the Fire Chief’s 2022 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

## 7. New Business

- A. Discussion/action to consider repairing and resurfacing the Twain Harte Tennis Courts with a CaliClay or similar surface.
- B. Discussion/action to consider a one-time waiver of specific requirements for Temporary employees set forth in Policy 2080 – Classification of Personnel.
- C. Discussion/action to establish goals and principles for the 2023 Water and Sewer Rate Study.
- D. Discussion/action to select the District’s representatives for labor negotiations with represented and non-represented employees.

## 8. Reports

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

## 9. Closed Session

- A. Liability Claims (Government Code Section 54956.95)  
Claimant: Tim Schwartz  
Agency Claimed Against: Twain Harte Community Services District
- B. Conference with Labor Negotiators pursuant to Government Code §54957.6  
Agency Designated Representatives: General Manager and/or other designated representative(s) selected in open session  
Employee Organization: Stanislaus Consolidated Firefighters L3399, IAFF
- C. Conference with Legal Counsel – Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)  
(1 case)

## 10. Adjourn

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### **HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING**

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

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

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

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

### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
  - 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.
- In-Person: Raise your hand and the Board Chairperson will call on you.

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

### **MEETING ETIQUETTE**

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

### **ACCESSIBILITY**

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

### **WRITTEN MEETING MATERIALS**

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





# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	05A	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Presentation of the Fiscal Year 2021-22 Audit Report by Blomberg and Griffin.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

- The District employs an independent accounting firm to perform an annual audit of the District's financial statements.
- Blomberg and Griffin conducted the District's Audit in accordance with generally accepted auditing standards.
- After reviewing the District's financials, the auditors have determined that the financial statements for 2021 and 2022 are presented fairly, in all material respects, and the changes in financial position and cash flows have been presented in accordance with accounting principles generally accepted in the USA.
- John Blomberg from Blomberg and Griffin will present the audit and audit findings to the board.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

None.



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	06A	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Presentation and Approval of Financial Statements through January 31, 2023		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Receive and approve the financial statements through January 31, 2023

**SUMMARY:**

This item presents the following Fiscal Year 2022-23 financial statements for all District Funds through January 31, 2023:

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

As a general summary of the financial statements:

- Operating expenditures for all funds are at or near the target of 58.33% expended with the below exceptions.
  1. The park fund is slightly higher than 58.33% of budget due to a large insurance deductible payment.
  2. The fire fund is slightly higher than 58.33% of budget because of overtime related to a workers compensation injury.
- Capital expenditures for all funds are below target levels, primarily because larger capital projects will be constructed in summer 2023, expending most of the budget at the end of the year. Some projects are anticipated to span this fiscal year and next fiscal year.
- Bank balances are healthy and as expected. All accounts have been reconciled.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
22/23 OPERATING EXPENDITURE SUMMARY  
As of January 31, 2023**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 58.33%)
Park	109,265	69,114	40,151	63.25%
Water	1,456,709	788,829	667,880	54.15%
Sewer	940,804	509,606	431,198	54.17%
Fire	1,162,298	716,445	445,853	61.64%
Admin	769,329	440,216	329,113	57.22%
<b>TOTAL</b>	<b>\$ 4,438,405</b>	<b>\$ 2,524,210</b>	<b>\$ 1,914,195</b>	<b>56.87%</b>

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
22/23 CAPITAL EXPENDITURE SUMMARY  
As of January 31, 2023**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent (Target 58.33%)</b>
Park	2,657,800	114,677	2,543,123	4.31%
Water	1,855,400	22,368	1,833,032	1.21%
Sewer	224,300	2,850	221,450	1.27%
Fire	581,390	152,340	429,050	26.20%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 5,318,890</b>	<b>\$ 292,235</b>	<b>\$ 5,026,655</b>	<b>5.49%</b>

Reflects Mid-Year Budget Rev - Approved 01/11/23

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**BANK BALANCES**  
As of January 31, 2023

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Current Balance</b>
U.S. Bank Operating**	1,278,123	1,022,059	(1,010,694)	1,289,488
Five Star Bank-Operating**	-	552,430		552,430
U.S. Bank - D Grunsky #1**	34,749	357		35,106
U.S. Bank - D Grunsky #2**	41,183			41,183
LAIF	2,990,347	15,622		3,005,969
<b>TOTAL</b>	<b>\$ 4,344,402</b>	<b>\$ 1,590,468</b>	<b>\$ (1,010,694)</b>	<b>\$ 4,924,176</b>

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

\*\* In process of changing operating bank accounts - \$550,000 of disbursed funds was a transfer to the new Five Star operating bank account



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	06B	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Approval of the Minutes of the Regular Meeting Held on January 11, 2023		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on January 11, 2023.

## SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on January 11, 2023, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Minutes of the Regular Meeting held on January 11, 2023

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**January 11, 2023**

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

**DIRECTORS:**

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

**STAFF:**

Tom Trott, General Manager  
Neil Gamez, Fire Chief  
Lewis Giambruno, Operations Manager  
Carolyn Higgins, Finance Officer

**AUDIENCE:** 5 Attendees

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

*Eric Hall, Operations Director from TUD thanked the THCS staff for their continued support dealing with issues related to the sewer plant brought on by the ongoing storm systems.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through December 31, 2022
- B. Approval of the minutes of the Regular Meeting held on December 14, 2022.
- C. Annual review of Policy #3015 – Investment Policy.

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

***SECOND: Director deGroot***

***AYES: Mannix, Sipperley, deGroot, Bohlman. Knudson***

***NOES: None***

***ABSTAIN: None***

**NEW BUSINESS:**

- A. Discussion/action to consider submitting a support letter to the California Department of Water Resources for the Urban Drought 2022 Tuolumne-Stanislaus Regional Turf Replacement Project.

***MOTION: Director deGroot made a motion to submit a support letter to the California Department of Water Resources for the Urban Drought 2022 Tuolumne-Stanislaus Regional Turf Replacement Project.***

***SECOND: Director Bohlman***

***AYES: deGroot, Mannix, Bohlman, Knudson, Sipperley***

***NOES: None***

**ABSTAIN: None**

- B. Discussion/action to reallocate Proposition 68 Per Capita Grant funds.

**MOTION: Director Bohlman made a motion to reallocate Proposition 68 Per Capita Grant funds as follows:**

- Tennis/Pickleball Court Expansion - \$155,000
- Eproson Ballfield LED Lights - \$50,000
- Skatepark Improvements - \$18,000
- **Totaling \$223,000.**

**SECOND: Director deGroot**

**AYES: deGroot, Mannix, Sipperley, Bohlman**

**NOES: None**

**ABSTAIN: Knudson**

- C. Discussion/action to adopt Resolution #23-01 – Approval of Fiscal Year 2022-23 Mid-Year Budget Adjustment.

**MOTION: Director deGroot made a motion to adopt Resolution #23-01 – Approval of Fiscal Year 2022-23 Mid-Year Budget Adjustment with the following modification: change Tennis/Pickleball Court Expansion line item under Capital Outlay in the Park Fund Budget to the following line items:**

- Tennis/Pickleball Court Expansion - \$155,000
- Eproson Ballfield LED Lights - \$50,000
- Skatepark Improvements - \$18,000

**SECOND: Director Bohlman**

**AYES: deGroot, Sipperley, Bohlman, Knudson, Mannix**

**NOES: None**

**ABSTAIN: None**

- D. Annual review of Policy #4010 – General Duties of the Board of Directors.

**MOTION: Director Mannix made a motion to accept Policy #4010 – General Duties of the Board of Directors as presented.**

**SECOND: Director Bohlman**

**AYES: deGroot, Mannix, Sipperley, Bohlman, Knudson**

**NOES: None**

**ABSTAIN: None**

- E. Annual review of Policy #4030 – Code of Ethics and Conduct.

**MOTION: Director deGroot made a motion to accept Policy #4030 - Code of Ethics and Conduct as presented.**

**SECOND: Director Knudson**

**AYES: deGroot, Mannix, Sipperley, Bohlman, Knudson**

**NOES: None**

**ABSTAIN: None**

- F. Discussion/action regarding semi-annual review of the District's Strategic Plan.

**MOTION: Director deGroot made a motion to accept the semi-annual review of the District's Strategic Plan as presented.**



**SECOND: Director Bohlman**

**AYES: deGroot, Mannix, Sipperley, Bohlman, Knudson**

**NOES: None**

**ABSTAIN: None**

**REPORTS:**

**President and Board Member Reports**

- Director Sipperley summarized his attendance of the Board of Supervisors meeting stating that during the public comment period it was discussed the SDLF District of Distinction award for THCS.
- President Mannix received a phone number from Tuolumne County OES Dori Bietz for those out of internet in the county during weather events to call at 209-533-6395.

**Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided by Chief Gamez.

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

- A verbal summary of the written report was provided.

**General Manager Report Provided by General Manager Trott**

- A verbal summary of the written report was provided.

**CLOSED SESSION: The Board of Directors convened into closed session at 10:20 a.m.**

- A. Conference with Real Property Negotiator (Government Code Section 54956.8)  
Agency Negotiator: Tom Trott  
Under Negotiations: Instructions to negotiator on price and payment terms.  
Real Property: Ridge Road, Twain Harte, CA 95383 / APN: 048-720-03  
Negotiating Parties: Todd McNeal
- B. Conference with Legal Counsel – Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)  
(1 case)

*President Mannix reconvened the meeting into regular session at 11:46 a.m. with reportable action taken by a motion from Director Sipperley and second from Director deGroot the board voted unanimously to enter into an agreement to sell the real property: Ridge Road, Twain Harte, CA 95383 / APN: 048-720-03 to Todd McNeal for \$30,000 plus Todd McNeal pays for the fees and closing cost.*

**ADJOURNMENT:**

The meeting was adjourned at 11:48 a.m.

Respectfully submitted,

APPROVED:

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Kimberly Silva, Board Secretary

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Eileen Mannix, President



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	06C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt Resolution #23-02 – Directing Preparation of the Engineer’s Report for Continuation of the Fiscal Year 2023-24 Assessment for the Twain Harte Park and Recreation Maintenance District.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Adopt Resolution #23-02 to approve directing preparation of the Engineer’s Report by the SCI Consulting Group for Continuation of the Fiscal Year 2023-24 Assessment for the Twain Harte Park and Recreation Maintenance District.

## SUMMARY:

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500) the Board ordered the formation of and levied the first assessment within the Twain Harte Park and Recreation Maintenance District.

The purpose of the Assessment District is acquisition, installation, maintenance and servicing of public facilities, as applicable, for property owned or maintained by the District.

## FINANCIAL IMPACT:

- This assessment is necessary to maintain the District’s Park and Recreational facilities annually.

## ATTACHMENTS:

- Resolution #23-02

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 23-02**

**DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR CONTINUATION OF THE  
FISCAL YEAR 2023-24 ASSESSMENT FOR THE TWAIN HARTE PARK AND RECREATION  
MAINTENANCE DISTRICT**

**WHEREAS**, by its Resolution No. 06-09, the Board of Directors (Board) of the Twain Harte Community Services District (District) ordered the formation of and levied the first assessment within the Twain Harte Park and Recreation Maintenance District ("Assessment District") pursuant Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

**WHEREAS**, the purpose of the Assessment District is acquisition, installation, maintenance and servicing of public facilities, including but not limited to, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, ground cover, shrubs and trees, street frontages, playground equipment and hardcourt areas, drainage systems, lighting, fencing, entry monuments, other recreational facilities, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, for property owned or maintained by the District.

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

1. SCI Consulting Group is hereby designated as Engineer of Work for purposes of the proceedings for this Assessment District and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution.
2. Upon completion, the Engineer shall file the Engineer's Report with the Board Secretary for submission to the Board.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District at their regular meeting on February 8, 2023 by the following vote:

AYES :  
NOES:  
ABSENT:  
ABSTAIN:

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Eileen Mannix, Board President

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Kimberly Silva, Board Secretary



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	06D	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt Resolution #23-03 – Accepting the Fire Chief’s 2022 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Adopt Resolution #23-03 to accept the Fire Chief’s 2022 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

## SUMMARY:

California Safety Code Sections 13146.2 and 13146.3 requires all fire departments that provide fire protection services to perform and report annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards.

The Board intends this Resolution to fulfill the requirements of the Safety Code regarding acknowledgment of the District’s compliance with California Health and Sections 13146.2 and 13146.3.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Resolution #23-03

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 23-03**

**ACCEPTING THE FIRE CHIEF'S 2022 REPORT OF ANNUAL INSPECTIONS  
OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND  
13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

**WHEREAS**, California Safety Code Sections 13146.2 and 13146.3 requires all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

**WHEREAS**, Safety Code Section 13146.2 requires all fire departments that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

**WHEREAS**, the Board of the Twain Harte Community Services District (District) intends this Resolution to fulfill the requirements of the Safety Code regarding acknowledgment of the District's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of Twain Harte Community Services District acknowledges the District's compliance of with California Health and Safety Code Sections 13146.2 and 13146.3 in the District's service area as follows:

1. **EDUCATIONAL GROUP E OCCUPANCIES:**  
Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the District, there lie 1 Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the District completed the annual inspection of 1 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

2. **RESIDENTIAL GROUP R OCCUPANCIES:**  
Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden.

Within the District, there lie 15 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2022 the District completed the annual inspection of 15 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on February 8, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Eileen Mannix, Board President

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Kimberly Silva, Board Secretary



# Board Meeting Agenda Item Summary

February 8, 2022

<b>ITEM #:</b>	<b>07A</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to consider repairing resurfacing the Twain Harte Tennis Courts with a CaliClay or similar surface.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Discuss the possibility of resurfacing the District’s existing, degraded tennis courts with a CaliClay or similar surface. Provide direction to staff on whether or not to pursue the possibility.

## SUMMARY:

The District’s tennis courts are asphalt hard courts installed over 20 years ago. The courts have been experiencing significant cracking issues for the past 15 years, which is common with asphalt courts. The typical life of an asphalt court is 20 years or less in climates similar to Twain Harte. The District’s current plan is to continue to repair cracks and frequently resurface the hard courts. Crack repairs cost the District \$3,600 last year and resurfacing costs approximately \$25,000. To keep the existing courts in good, playable shape, court cracks should be repaired yearly and the courts should be resurfaced every 3-5 years.

Restoring the existing hard courts would require a complete grind and replacement of the asphalt. This is estimated to cost between \$200,000 and \$250,000. Staff and tennis volunteers have researched other court restoration options in an attempt to find a solution that is less expensive and has less ongoing maintenance costs. One of the most favorable options is a CaliClay surface, which is described in the attached documents. Staff recommends that the Board consider this option as a long-term solution for the tennis courts.

## FINANCIAL IMPACT:

The estimated cost to resurface both of the District’s tennis courts with CaliClay is \$140,000. Utilizing a CaliClay surface is estimated to save \$150,000 in ongoing maintenance costs over the next 20 years.

At the January 11, 2023, Board meeting, the Board allocated Proposition 68 Per Capita Grant Funds to the Pickleball/Tennis Improvements (\$155,000), Ballfield Improvements (\$50,000), and Skate Park Improvements (\$18,000) projects. The Pickleball/Tennis Improvements Project included \$25,000 for tennis court repairs. If the Board chooses to move forward with CaliClay (or similar) resurfacing, the advisor of the Sonora Area Foundation’s Twain Harte Tennis fund has agreed to help fund the project. This would provide an anticipated additional \$30,000 toward the project. There are three options to fund the remaining \$85,000:

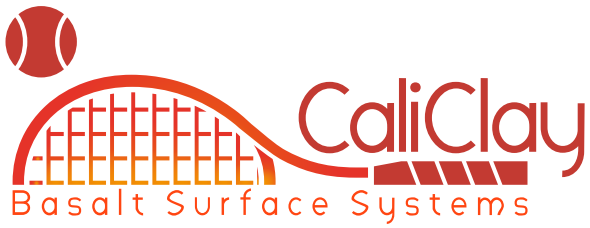
1. Withdraw \$85,000 from Park Capital Reserves, leaving \$198,857 at the end of Fiscal Year (FY) 2022-23.
2. Reallocate \$25,000 from the Ballfield Improvements Project to the Pickleball/Tennis Improvements Project, leaving enough to complete the Ballfield LED light upgrades, but not bleacher replacement. The remaining \$60,000 could be withdrawn from Park Capital Reserves, leaving \$223,857 at the end of FY 2022-23.
3. Reallocate all Per Capita Grant funds dedicated to Ballfield and Skate Park Improvements (\$68,000) to the Pickleball/Tennis Improvements. The remaining \$17,000 could be withdrawn from Park Capital Reserves, leaving \$266,857 at the end of Fiscal Year 2022-23.

All the above options would require a FY 2022-23 budget adjustment.

**ATTACHMENTS:**

- CaliClay Courts Brochure
- CaliClay Courts Cross Section
- CaliClay Courts Warranty
- CaliClay Courts Evaluation





## THE CALICLAY SYSTEM SOLVES THE 3 MAJOR ISSUES WITH CLAY COURTS:

- High Installation Cost
- High Water Use
- High Maintenance Cost



- Installs on top of existing hard court or new 95% compact base in about 5 days.
  - Water before play - average 150 gallons per day when in use.
  - Brush and line after use.
- Add material as needed. Roll occasionally or not at all.
- Red basalt material will not stain clothing.

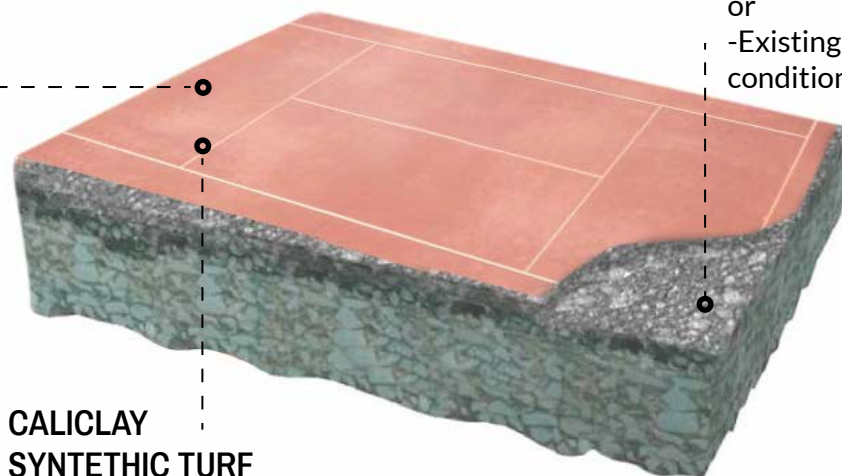
### CALICLAY SOIL

Base requirements

- Compacted soil to 95% Proctor with slurry or seal.
- or
- Existing Hartru/Classic Clay compacted, leveled and sealed.
- or
- Existing hard court in good condition.

### CALICLAY BASALT

About 1 Inch thick.  
13 tons per court.



### CALICLAY SYNTETHIC TURF

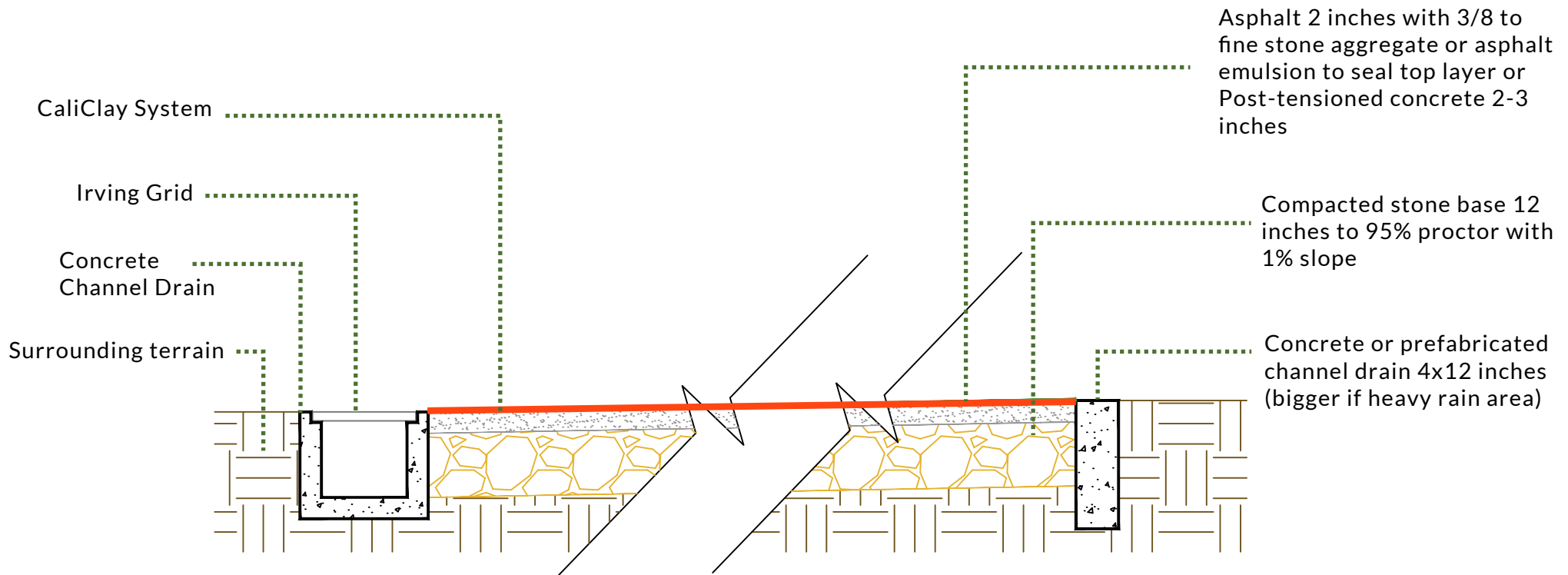
1 cm

## EASY MAINTENANCE!

- Brush and line after play.
- Roll once a month or as preferred.
- Never scarify.
- No seasonal closing or re-opening in winter environs.
- Don't water when not in use - for days, weeks or months.
- Add material as needed - average court uses 30-40 bags annually.
- 10 year warranty.



# CROSS-SECTION OF A TENNIS COURT BASE





CaliClay System has a ten-year warranty and has an expected life span of twenty years.

Warranty validity can only be held if the court was maintained properly.

For private, low-use courts:

\*Brush and line after each play.

\*Use lute scarifier to even out the clay on the surface of the court. (Push the lute across the court with its teeth facing down, do this regularly depending on use and weather).

\*Season closing and re-opening in winter environments isn't required.

\*Don't water when not in use – for days, weeks or months.

\*Add material when needed – average court uses 30-40 bags annually.

- Watch the lines closely and keep an eye out for loose nails or uneven areas where materials might've gotten pushed underneath lines).

For public, high-use courts:

\*Brush and line after each play.

\*Brush once a day with a stainless-steel bristle drag brush.

\*Roll once a month or as preferred.

\*Never scarify.

\*Season closing and re-opening in winter environments isn't required.

\*Don't water when not in use – for days, weeks or months.

\*Add material when needed – average court uses 30-40 bags annually.





CaliClay isn't responsible for weather-related issues, vandalism or any other damages to the court that might be unrelated to the quality of the system itself or its components.

Date of installation: \_\_\_\_\_

Warranty valid through: \_\_\_\_\_

Client: \_\_\_\_\_

CaliClay: \_\_\_\_\_

## CaliClay Court Evaluation

### **Pros:**

- Inexpensive resurfacing alternative compared to redoing asphalt.
- Weather and crack resistant.
- Holds up great in rain and snow and drains well for play in rain or shortly after.
- Easy to repair.
- Long term solution – 10-year warranty, 20+ year life
- Minimal annual maintenance costs
  - \$600-\$1,000 for extra clay
  - Last year's repairs were \$3,600
- Does not require expensive resurfacing every 3-5 years (\$25,000 ea) like current courts
- Plays slower – important for higher elevation play and aging population
- Easier on joints and fewer injuries

### **Cons:**

- High upfront costs (\$120,000-140,000), but cheaper than other alternatives
- Requires water; however:
  - Push button watering system minimizes water use and only when needed
  - Courts will still be playable without water, just dusty
- Requires brushing; however:
  - This can be done by players and is not a necessity like regular clay courts.
  - The ball will still bounce true even if not brushed because clay is so thin.

### **References:**

#### Telluride, Colorado

- The racquet specialist with decades of experience chose CaliClay to repair their dilapidated asphalt courts after significant research.
- He claims it is the best court he's ever managed or played on and has had experience with every type of court.
- He claims it's like playing at sea level – elevation 9,000 feet.
- He said it's amazingly easy to maintain and takes very little water. They played on it for the first 5 weeks without any water and it was just a little dusty. They only got 1 complaint.
- Has held up in heavy thundershowers and snow.
- He put up signs that ask people to brush courts after play and most do, takes 3 minutes.
- They hire a crew to service it once a year at \$5,000, including tarping, maintenance, extra clay.
- He strongly recommends and believes it is the right solution for a mountain climate.

### East Hampton, New York

- He has decades of experience managing courts and this is the best surface he has ever seen. He installed it over the top of delapidated asphalt courts.
- Very little maintenance is required.
- It is very resistant to weather and snow. It drains so well that they can often play on it a day after it snows.
- The courts do not experience any erosion from heavy rains and it doesn't get muddy.
- The courts never have cracks.
- He uses very little water and says it's rarely dusty.
- He says the brushes easily remove the leaves and other debris that falls from overhanging trees.
- He says it's less maintenance than most courts he has managed.
- He brushes it once a day when played on a lot, but says it's not necessary most of the time. Players are asked to brush it after play.
- He spends about 1-2 hours once a year adding clay and rolling it out.
- After 3.5 years, there is no sign of wear and tear at all.
- He strongly recommends.

### **Project Cost to Refurbish 2 Courts: \$140,000**

If this project replaced the ballfield and skate park Per Capita Grant projects, the District would be responsible for coming up with an additional \$47,000 that is not currently budgeted. The advisor of the Sonora Area Foundation Fund for the TH Tennis Courts said the fund could be used to help cover this extra cost and ongoing maintenance.



# Board Meeting Agenda Item Summary

February 8, 2022

<b>ITEM #:</b>	<b>07B</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to consider a one-time waiver of specific requirements for Temporary employees set forth in Policy 2080 – Classification of Personnel.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Approve a one-time waiver of Policy 2080 (Classification of Personnel) to allow the District to offer benefits to a Temporary Fire Captain position to fill the current injury-created staffing void.

## SUMMARY:

The District's Fire Division has been short-staffed for the past five months due to a worker's compensation injury experienced by one of its Fire Captains. During that time, the District has been able to fill the void through mandatory overtime, Relief Captains and utilizing a Seasonal Engineer in the Captain capacity. Timing of the injured Captain's return is currently unknown and may still be several months away.

Filling the staffing void is increasingly difficult for the following reasons:

- Most Relief Captains are having to work overtime at their agencies due to a statewide staffing shortage.
- The District's Seasonal Engineer position has ended.
- Requiring the other two Captains to work overtime for extended periods negatively impacts morale, is expensive, and reduces the District's staffing redundancy and resiliency.

To ensure sufficient staffing during the duration of the worker's compensation injury, the District needs to hire a Temporary Fire Captain. The statewide staffing shortage makes this a challenge. To mitigate this, many agencies are providing competitive salary and benefit packages and offering signing bonuses up to \$35,000.

Section 2080.20 of Policy 2080 (Classification of Personnel) states that Temporary Employees are not entitled to benefits. In order to successfully recruit a qualified Temporary Fire Captain in the existing competitive hiring climate, staff requests a one-time waiver of Policy 2080 to enable the District to recruit and hire a Temporary Fire Captain with benefits to fill the current void created by the injured Fire Captain.

## FINANCIAL IMPACT:

Hiring a Temporary Fire Captain with benefits for a period of six months results in a savings of \$6,400 when compared to requiring the District's current Captains to work overtime for six months.

## ATTACHMENTS:

- Policy #2080 – Classification of Personnel



**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:**           **Classification of Personnel**  
**POLICY NUMBER:**       **2080**  
**ADOPTED:**               **December 13, 2007**  
**AMENDED:**               **December 10, 2009**

**2080.10** Regular Full-Time Employees

A regular full-time employee has an established job classification, works a standard work week of forty (40) hours on a continuing basis over a full twelve (12) month year, has successfully completed the initial introductory period and is entitled to all employee benefits.

**2080.20** Temporary or Seasonal

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District and are hired for a term of employment of one (1) year or less, although they may work a standard work week of forty (40) hours per week during that period of time. **Temporary or seasonal employees are paid hourly and are not entitled to employee benefits.** The District may choose to contract with a temporary personnel service to fill the need for temporary or seasonal employees. An employee will not change from temporary or seasonal status to another status unless specifically informed of such change in writing by the General Manager.

**2080.30** Regular Part-Time

A regular part-time employee has an established job classification, works less than forty (40) hours per week on a continuing basis and has completed the initial introductory period. A regular part-time employee gets paid on an hourly basis and may receive limited to full employee benefits. Shift (fire) personnel are excluded from this classification.

**2080.40** Introductory Employees

An introductory employee is one who has been hired to fill a regular position in any job classification and has fewer than twelve (12) months of continuous service with the District. The purpose of the introductory period is to give the district the opportunity to determine the ability with which the employee performs his or her job, and to provide the employee with the opportunity to decide if he or she is satisfied with his or her position within the District.

Upon completion of twelve (12) months of continuous service with the District in said work classification and upon the General Manager's decision to retain said employee, said employee shall be granted status as either a regular full-time, regular part-time or temporary or seasonal employee. Completion of the introductory period, and subsequent appointment to the job classification, does not limit the District's ability to separate the employee "at-will" with or without cause and with or without notice.

#### **2080.41** Statement of *At-Will* Employment Status

Employment at the District is employment *at-will*. Employment *at-will* may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in the Employee Policies and Procedures or in any document or statement shall limit the right to terminate employment *at-will*. No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than *at-will*. Only the Board of Directors of the Twain Harte CSD has the authority to make any such agreement and then only in writing. *THCSD complete At-Will Policy is located in Policy 2000.*

#### **2080.50** Independent Contractors and Consultants

An independent contractor or consultant is a person with special skills or services that are provided to the District by means of a written contract signed by the contractor and an authorized District representative. The contract shall fully describe the service to be provided, starting and ending dates of service, method of payment (percentage, stipend, hourly, monthly or annually), termination or cancellation of services and whatever other information is applicable or required by legal counsel. The contractor is not an employee of the District and is not entitled to employee benefits or payments. The contractor is responsible for reporting his income to the Internal Revenue Service and for paying any applicable taxes or fees. The contractor is also responsible for providing his/her own insurance, including workers' compensation insurance if he or she employs any helpers or assistants in the course of performing his/her independent contractor duties. An independent contractor or consultant will not change from independent status to employment status unless specifically informed of such change in writing by the General Manager.

#### **2080.60** Exempt Employees

Exempt employees are exempt from overtime pay within the meaning of State and Federal Wage and Hour Laws and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative and which requires exercise of discretion, independent judgment and supervisory control over other employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. Exempt

employees have sufficient control over their time to establish a personal work schedule in coordination with their supervisor. Therefore, exempt employees are not entitled to overtime pay under any circumstances.

**2080.70** The following positions are exempt:

**2080.71** General Manager

**2080.72** Operations Manager

**2080.73** Finance Officer/ Secretary

**2080.74** Fire Chief/Assistant Chief or Administrative Captain

**2080.80** Non-Exempt Employees

The duties of these employees involve work within their described job classification and duties which are assigned and directed by a supervisor.

**2080.81** The following positions are non-exempt:

**2080.81.1** Administrative Assistant/Clerk

**2080.81.2** Customer Service Representative

**2080.81.3** Utility Maintenance/Meter Reader

**2080.81.4** Utility Operator I & II

**2080.81.5** Fire Department Captain (except Administrative)

**2080.81.6** Fire Department Engineer



# Board Meeting Agenda Item Summary

February 8, 2022

<b>ITEM #:</b>	<b>07C</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to establish goals and principles for the 2023 Water and Sewer Rate Study.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

**RECOMMENDED ACTION:**

Adopt the 2023 Water and Rate Study Goals and Principles with any revisions resulting from Board discussions.

**SUMMARY:**

The District completed its last Water and Sewer Rate Study in 2016. The study resulted in an adopted 5-year rate plan that enabled the District to provide professional, reliable and fiscally responsible water and sewer services to its customers. The adopted rate plan’s last water and sewer rate increase went into effect on July 15, 2019. In order to ensure continued fiscal responsibility, the Board adopted Objective 5.21 in its current Strategic Plan, which requires the completion of an updated Water and Sewer Rate Study.

The updated Water and Sewer Rate Study will evaluate whether or not existing rates are sufficient to provide reliable services and necessary capital improvements over the next five years. It will also set forth the groundwork to ensure that rates are shared amongst customers in a manner that is reasonably proportional to each customer’s use of the water and sewer systems. If the Rate Study determines that existing rates are not sufficient, it will include a recommendation of rate changes. Recommended changes will incorporate operational needs, capital needs, future planning, and any other principles and goals established by the District’s Board.

The attached draft Water and Sewer Rate Study Principles and Goals were established for the 2016 Water and Sewer Rate Study. Staff recommends that the Board re-evaluate the principles and goals and determine if any changes need to be made. At a minimum, staff recommends that the Board discuss the highlighted items, make any revisions necessary, and adopt revised Water and Sewer Rate Study Principles and Goals.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Draft 2023 Water and Sewer Rate Study Goals and Principles



# Twain Harte Community Services District

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

Directors: Eileen Mannix • Charlotte Bohlman • Gary Sipperley • Richard Knudson • Kathryn deGroot

## 2023 WATER & SEWER RATE STUDY PRINCIPLES & GOALS

### General Principles

# DRAFT

The District desires to develop water and sewer rates that promote:

1. Equitable distribution of costs to each customer class based on real costs of services in compliance with the requirements of Proposition 218.
2. Simplified administration.
3. Easy-to-understand rate structures.
4. District fiscal responsibility and stability.
5. Continued efficient provision of professional, reliable and quality services.
6. Reasonable rate adjustments through balancing the need for increased revenues and customer cost impacts over a 5-year rate adjustment period.

### Water Principles

The District desires to develop water rates that:

1. Promote efficient and conservative use of the District's limited water supply.
2. Provide a stable revenue stream with an irregular seasonal population base.
3. Plan for reasonable future water demands by projecting a use that is based on averaging the past five fiscal years.

### Sewer Principles

The District desires to develop sewer rates that:

1. Equitably distributes costs based on equivalent single family resident (ESFR) units, based on average winter water use for each customer type.

### Financial Goals

The District desires to develop water and sewer rates that are sufficient enough to provide for:

1. 100% of operations and maintenance costs every year.
2. 100% of capital costs in the 5-year Capital Improvement Plan.
3. 100% of depreciation costs.
4. Accelerated payment toward unfunded liability.
5. A minimum \$350,000 Water Fund Capital Reserves Account balance at the end of five years.
6. A minimum \$250,000 Sewer Fund Capital Reserves Account balance at the end of five years.
7. Operating and Rate Stabilization Reserve Account levels required by the District Reserves Policy.
8. Pass-through of wholesale water and sewer services costs to avoid negative future financial impacts resulting from increased costs imposed by wholesale water and sewer service providers.



# Board Meeting Agenda Item Summary

February 8, 2022

<b>ITEM #:</b>	<b>07D</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to select the District's representatives for labor negotiations with represented and non-represented employees.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

1. Authorize General Manager Tom Trott, Finance Officer Carolyn Higgins, and Fire Chief Neil Gamez to serve as the District's representatives for labor negotiations with Stanislaus Consolidated Firefighters L3399, IAFF.
2. Authorize General Manager Tom Trott and Finance Officer Carolyn Higgins to serve as the District's representatives for labor negotiations for unrepresented fire employees.

**SUMMARY:**

The District's Memorandum of Understanding with its fire union – Stanislaus Consolidated Firefighters L3399, IAFF – expires on June 30, 2023. In order to negotiate a renewed contract prior to its expiration, it is necessary for the Board to designate management employees to serve as its representatives during negotiations. District representatives in previous fire-related labor negotiations have been the General Manager, Finance Officer and Fire Chief.

The District's past practice is to evaluate benefit and compensation packages for non-represented employees at the same time as it evaluates labor agreements for represented employees. The Board must also designate management employees to serve as its representatives for non-represented employees. District representatives in previous negotiations have been the General Manager and Finance Officer.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- None



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	08A	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	President and Board member reports.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

This item provides an opportunity for individual Board members to provide a verbal report of District-related activities undertaken in the previous month.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

None.



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	08B	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Fire Chief's report.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

This item includes a written and verbal report from the Fire Chief regarding general operations of the District's Fire Division over the previous month.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter



# January 2023 Operations Report Fire Division



# STAFFING

Full-Time Captains-2

Seasonal Engineers-1

Relief Captains-3

Reserve Firefighters-1

Intern Firefighters-3





# 2023 Storm Response



Thank you to all the agencies that support the mission during our time of need.



# After Action Review for Storm Response



After the weeks of heavy rains, Twain Harte Fire, Water/Sewer, and Twain Harte area CERT came together for an After Action Review (AAR). AAR's purpose was to identify the mission, any problems, and how we can do better the next time. During this AAR, we collectively identified some great ideas and solutions to those items that were identified.



# FLEET/FACILITIES



Captain Slater identified a small air leak inside the driver-side air brake pod. It was replaced and did not delay service.



The new C-720 pickup was picked up on January 12th and has completed phase one of its command vehicle transformation. Next will be the lights and sirens.



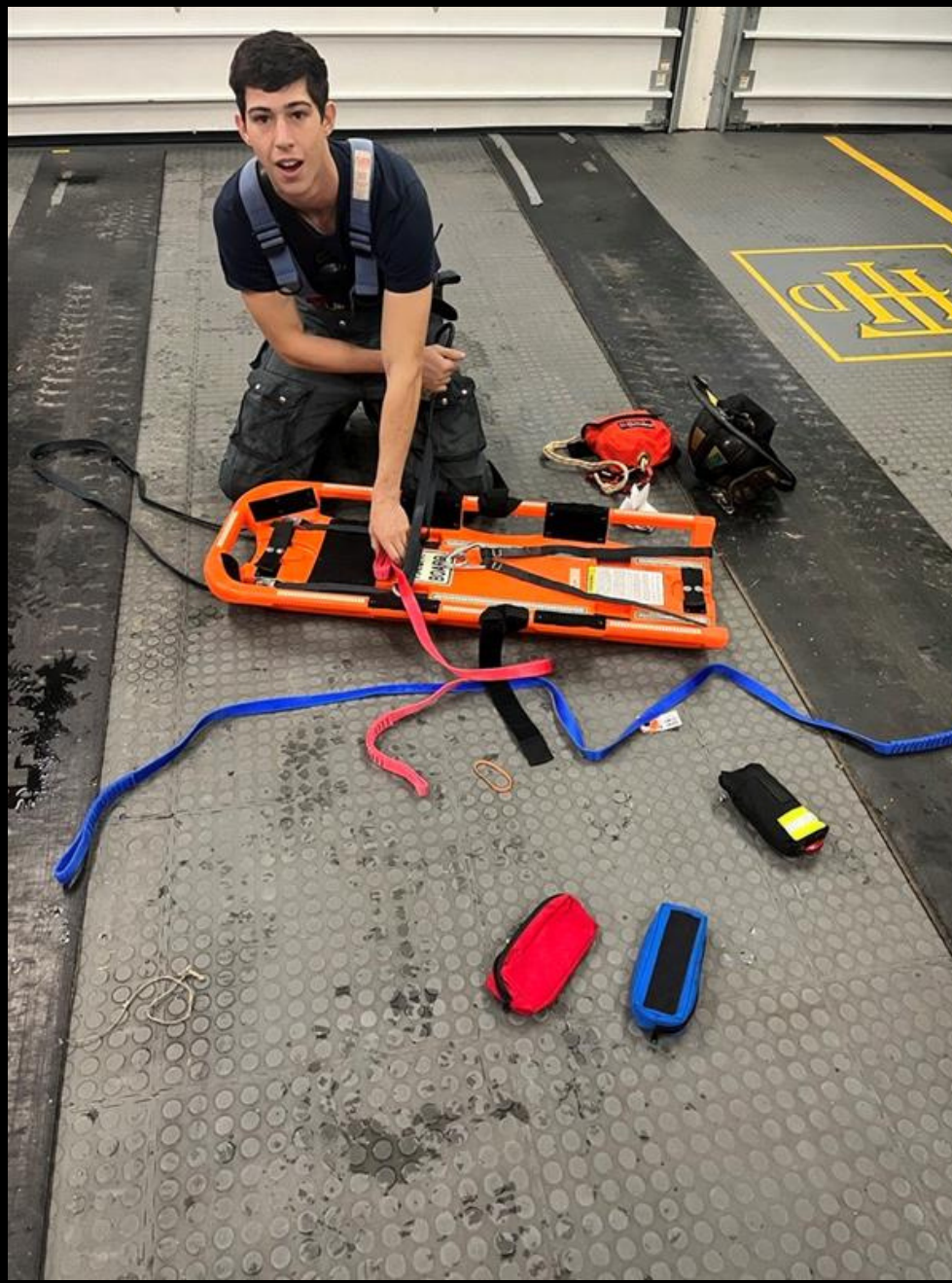


# January Responses-36





# January Training-235



All shifts have been hard at work training their new Interns to the Twain Harte Fire standard.





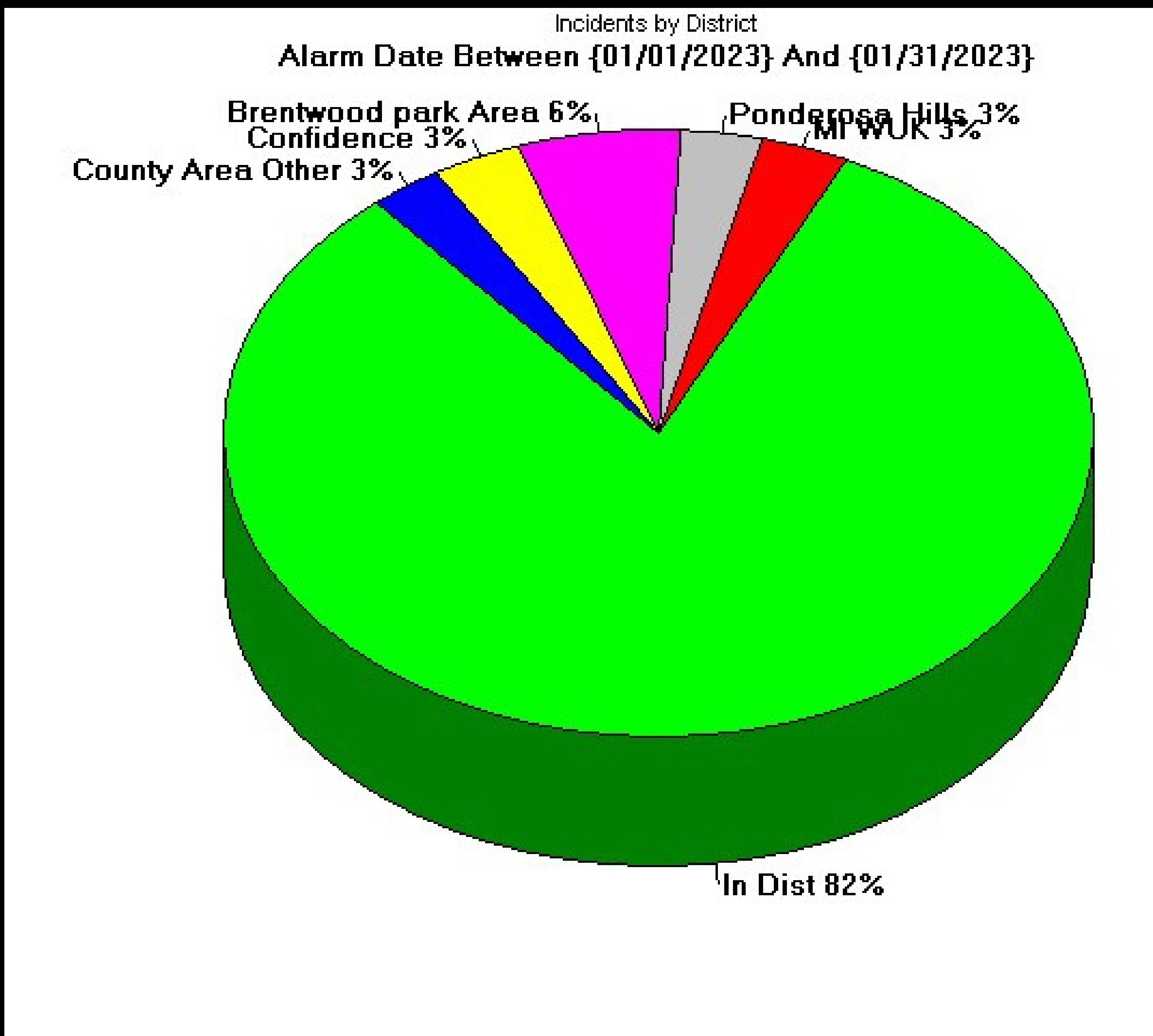
# Tuolumne County Fire Chiefs



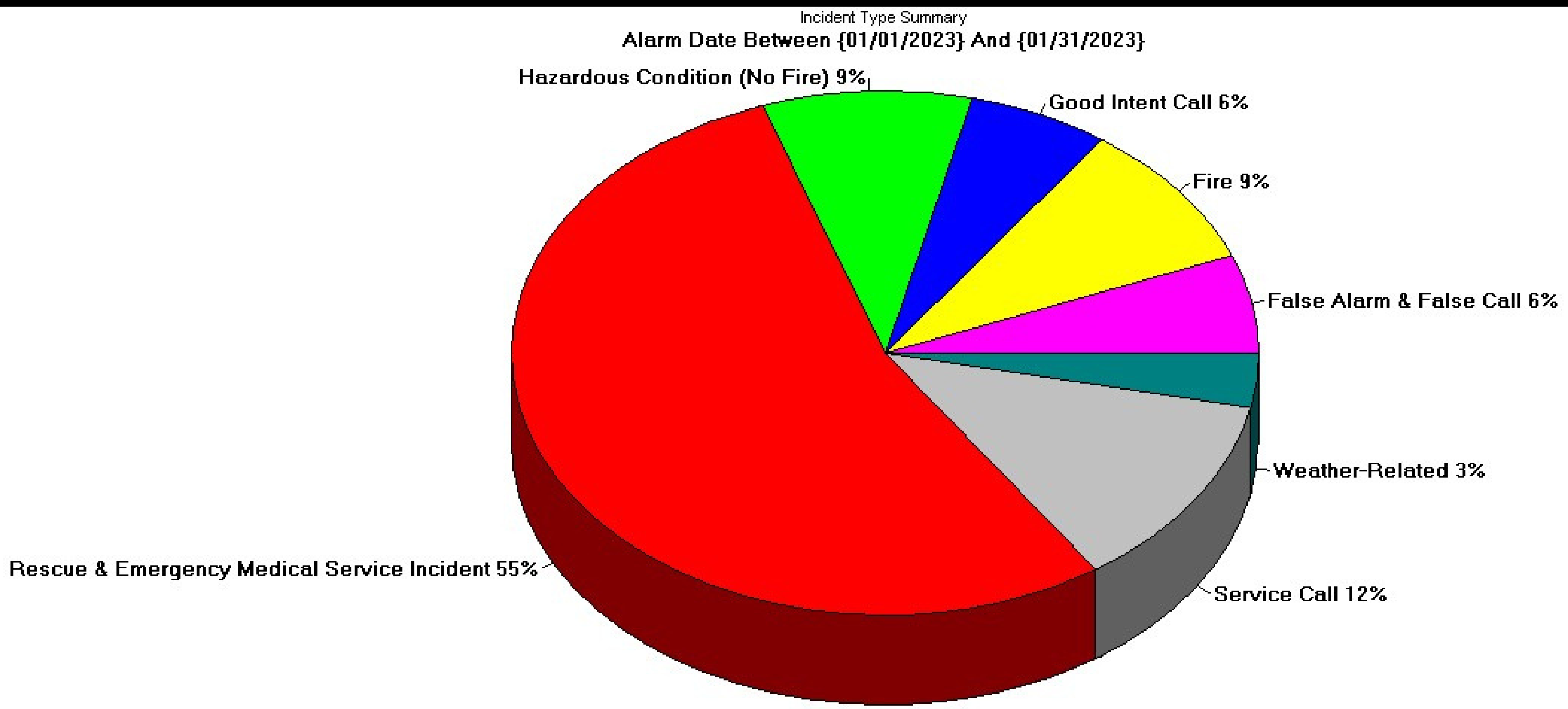
Chief Gamez has been nominated as the  
Tuolumne County Fire Chief's Association  
President for 2023



# January incidents by district



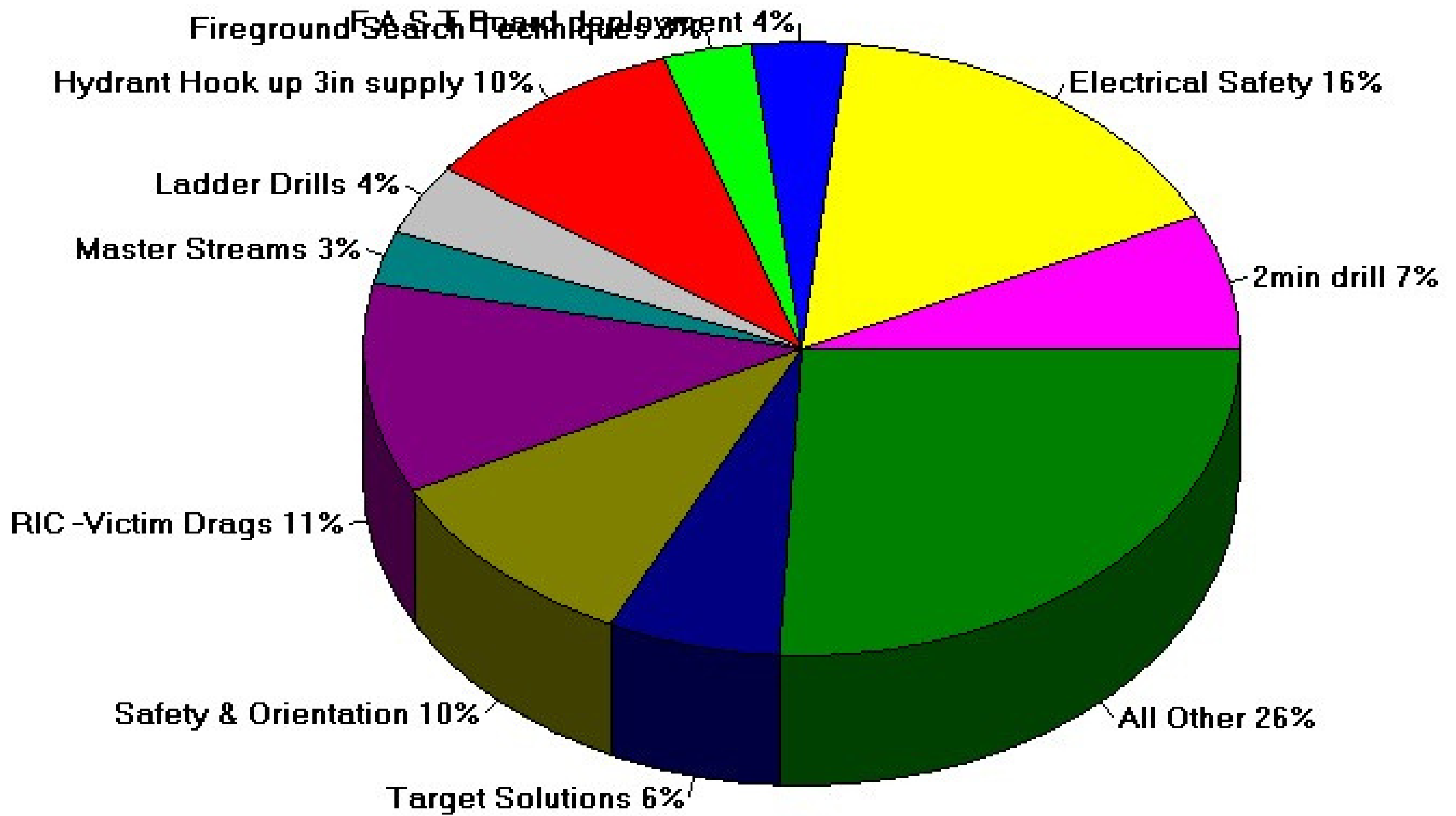
# January incidents by type



# January training by type

Total Staff Hours by Training Category

Date Between {01/01/2023} And {01/31/2023}



# TWAIN HARTE AREA



SERVING OUR COMMUNITY

# MONTHLY UPDATE

January 2023

Mary Schreiner, Editor and PIO  
[twainhartecert@gmail.com](mailto:twainhartecert@gmail.com)

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## NOTES FROM THE PROGRAM MANAGER



January has been the month for rain, the pitter patter of the rain drops on our tin roof sounds so rhythmic and exciting, at least for the first few days.

Rain does so many beautiful things. Clears the air, that wonderful fresh smell is intoxicating. It fills our aquifers, reservoir, creeks and lakes...which means great outdoor activities this summer. We got 25.4" of rain in December and 11" by the first week of January. It is a real wet season this year.

I declare we call this season "Winter". We have not had one is so long that we all forgot what it was like. The ones that were most happy with the foul weather were the pluviophiles (they are rain lovers) and rain gives them a feeling of happiness.

For THA-CERT, the rain motivated us, we met and worked on our January training, we ordered lots of necessary supplies and deployed to help our community. All-in all it was a very full month.

We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on safety and health.

If you have a suggestion for future articles, please contact [twainhartecert@gmail.com](mailto:twainhartecert@gmail.com) for consideration of the topic by the board.





# SHARP NEW UNIFORMS

by Lise Lemonnier, Planning Section Chief



We have a new look! We have added "dress" uniforms to our CERT wardrobe.

Yes, we love our sexy green vests and shirts, but in the hot summer they are not so comfortable. Carol wanted to give us an option for a cooler shirt, I spoke with Business First and we came up with a nice ash colored shirt with the yellow CERT logo. It is printed on the front left and large on the back. It is available in long sleeve and short sleeve.

We also added a green fleece vest, with a patch sewn on the left side. We sure looked sharp for our basic training.

The green (casual) shirts are still available, also in long sleeve and short sleeve. Remember that when we deploy or meet for training you will be asked to don your CERT attire.

All shirts are \$10. The fleece vest is \$25.

If you are interested in purchasing any of these, please email me in care of [twainhartecert@gmail.com](mailto:twainhartecert@gmail.com). I may have some in stock or I may have to order them.



Bob Schreiner models the New "dress" CERT uniform



Front and back of new dress shirt



Front and back of classic green "work" CERT shirt





# WELLNESS CHECK IN TWAIN HARTE

by Mike Mandell, Team Leader



Rain is the theme for January and it came down in buckets. It is a beautiful thing and we all know that we need the rain but 40 days and 40 nights is a bit much.

On January 4th, we had a request to have members on call over night just in case we needed to do evacuations and/or wellness checks. We had 3 people available around the clock for three days. Luckily we were not called.



Storm damage in Twain Harte

The rain kept coming; the land got saturated and then along came the winds. Not a great combination. We had some dead standing trees in Twain Harte that just could not take the stress and they came toppling down. They took out power lines, internet cables, and hit a couple of houses. The crews from THCS, PG&E, TUD, AT&T and THFD were all out at 2:30 on the morning of January 8th to survey the situation, set priorities, accomplish the goals, and get to work.

THA-CERT received a call to help at 10:50 that morning. The need was to do wellness checks on the residents in the area most affected. We had two teams available within 5 minutes and the first team deployed and was on-scene in 10 minutes.

The second team was deployed an hour later. We spent the next 5 hours knocking on doors. Our goal was to tell the residents what the situation was, determine how many people were in the household, assess their current situation, and deliver water as needed.

In the end we knocked on approx 255 doors and delivered water to all who needed it. We met at Twain Harte Fire Station so that we could warm up and do our paperwork. THFD made dinner for us that night...well they ordered pizza! It was the best pizza I have tasted in a long time. Since most of us had not eaten lunch, by 5:00 in the evening (and after all that walking) we were pretty darn hungry.

It was great to be able to do the wellness checks for the residents of Twain Harte. This is something that THA-CERT have trained for and to be able to work with our partners, THCS & THFD, made it even better.

Thanks to THA-CERT members Carol Hallett, Bob Schreiner, Lise Lemonnier, and Matt Kain, who joined me in performing the wellness checks.



Bob Schreiner (above) heads up to a house to check on the residents



Lise Lemonnier (left) and Matt Kain team up to do wellness checks

# **SMOKE DETECTOR INSTALLATION**

by John Buckingham, Safety Officer



One of the most important safety and life saving devices in your home is your smoke detectors/alarms. You can cut your risk of dying in a home fire by half by having smoke detectors in your home. You should have smoke detectors in every bedroom of your home and in each hallway outside of sleeping quarters. Every floor of your home should have a smoke detector.

THA-CERT have been given a grant to help Seniors and the disabled in our area have smoke detectors installed in their residence at no charge (FREE!).

To take advantage of this offer please contact CERT at: [twainhsrtecert@gmail.com](mailto:twainhsrtecert@gmail.com) for an appointment, or call Mike Mandell, CERT Team Leader, at 209-770-2674.

We look forward to being of help to you!



# **DONATION FOR PREPAREDNESS**

by Bob (Pops) Wagner, Financial Section Chief



A Proactive sponsorship was made to help THA-CERT support a preparedness project. This project is in alignment with the Tuolumne County Community Health Implementation Strategies (CHIS) for calendar year 2022.

The proactive donation will help us address the physical and mental health impacts of wildfires and other disasters through training and volunteer engagement. We are so blessed to have such great partners in Tuolumne County. Linda Postma, our Fund Raiser Coordinator, has been at the forefront of interacting with Adventist Health and her great work and dedication was a direct result of the contribution.



We submitted a grant request with Public Health but this year we did not receive a grant. We were looking forward to adding to our video series to help our community to get more prepared...we will have to find some other funding for that project.

Preparedness is one of the main pillars of the CERT program and THA-CERT is ever striving to help Tuolumne County residents to be as prepared as possible.



# COME FLY WITH US!

by Michelle Wagner, UAV Unit Leader



You've all heard the phrase, "The future is now." Well...it's true and it's time to start thinking about how we can prepare for it.

We just completed our first Basic CERT Training course in quite some time and I thought it was a great success! What an amazing group of folks with varying backgrounds and interests, and ALL with a fantastic attitude of teamwork and pride in their new skills. I was approached by a number of them, who expressed an interest in becoming a UAS Team member and I couldn't be more thrilled! Our numbers have dwindled due to folks heading back to school, moving out of the area, retirements, etc., and our recruiting efforts, so far, have been less than successful.

The plan, as of now, is to send out an announcement in the spring asking whomever is interested to get together for a meet & greet and start putting together a training plan for the new folks. I will keep you posted as the date gets nearer. Look for an email invite and come fly with us!



# TRAFFIC CONTROL UPDATE

by Margaret Lawrence, Traffic Control Unit Leader



The Traffic Control unit did not have any deployments this month, but that doesn't mean we are not busy. I have spent time inventorying what supplies we have and what we might need to keep everyone safe during traffic control activities this year.

We recently purchased eight new light batons. These will help us be visible during night operations allowing us to better communicate with drivers. We know sometimes it takes a lot to get their attention. We purchased 8 flashing pucks that will sit on top of barricades, again for safety.

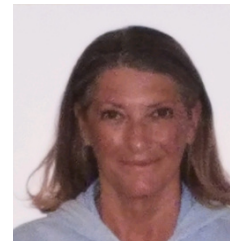


We are also trying to squeeze in another traffic control training later this year, watch for an announcement. Safety is key any time we are deployed. Understanding how to properly communicate our intentions and being visible to the traveling public is critical.



# BASIC CERT TRAINING CLASS FOR 2023

by Mary Schreiner, Public Information Officer



On the last weekend of January, the 27th, 28th, and 29th, we gathered at Twain Harte Community Services District offices to conduct the 2023 Basic CERT Training Class. We had 11 new students, whose backgrounds ranged from logger, to RN, retired sales & marketing, and professor. It's wonderful to have such a diverse class, as every member contributes their own experiences and perspective and help to make our team even stronger.

Several CERT members, including three members from Palo Alto CERT, were on hand to participate as instructors and to assist with live practice exercises. It's wonderful how the entire CERT community is ready and willing to help each other when necessary.

*"The CERT Basic Training course was much more than I expected. It was filled with preparedness content, practicing, and amazing stories but more important was the people aspect, that was a treasure. "*

Cindy Howell, Basic CERT Training Student

The training course, which is prepared by FEMA and made available to all CERT units nationwide, covered such topics as Disaster Preparedness; CERT Organization; Disaster Medical Operations, Parts 1 & 2; Disaster Psychology; Fire Safety and Utility Controls; Light Search and Rescue Operations; and Terrorism and CERT. To all of these, we added Radio Communications because we use radios for every deployment and for many training exercises.



Disaster Medical Training with Randy Revilla, Mary Kirkwood, and Michelle Wagner

After course review and the final exam, the students got ready for the final exercise, where they got to practice what they learned about search and rescue, triage, and first aid. Making it very realistic was the excellent moulage (creating fake but realistic looking cuts, burns, and other injuries) provided by Mary Kirkwood, one of our newest CERT members, and Michelle Wagner, our UAS Unit Leader. Even knowing those injuries

weren't real, it was still hard to look at them.

This was the first year in which we used a multi-level building for this drill and having stairs and several different rooms to search gave students an idea of what a real deployment could involve.

The students worked in teams, along with a mentor, and had to report to "Incident

# BASIC CERT TRAINING CLASS FOR 2023, cont'd

Command" via radio to relay information and request resources. In addition to the teams searching for victims, we had a student assisting in the Command Post, acting as the scribe. This was another aspect of the training that was a first for us and helped make the training feel pretty authentic. We never know which tasks we'll be asked to assist with, or where we'll be assigned. During the exercise, students were assigned to teams and then some were reassigned to different teams, again mimicking real life deployments.

All in all, this year's Training was one of our best to date. It's almost as if we improve with practice...imagine that!

We now have 61 CERT volunteers, 35 active, 26 "B" active (have some restrictions).

Special thanks to Twain Harte Fire Chief Neil Gamez and his team for supporting this training all weekend long. Captain Neftali Orozco did a fabulous job with teaching Fire Suppression and Utilities Control and running the fire suppression drill.



Ed Proctor, Cooling/Warming Unit Leader, shows off his "leg wound"

As with any multi-day event, this did not happen overnight and required a huge amount of planning and support. None of this could have happened without our planning team: Carol Hallett, Mike Mandell, Lise Lemonnier, Margaret Lawrence, and myself.

Thanks to all of my fellow instructors, Carol Hallett, Mike Mandell, Randie Revilla, Michelle Wagner, Mary Kirkwood, Captain Orozco, and Chief Gamez for all your time not only presenting your course(s), but also for all of the time you spent preparing for this training. The weeks (in some cases months) you spent preparing certainly paid off.

Thank you to all of the CERT members from Twain Harte Area and Palo Alto who were on hand to assist and answer questions. We could not have done it without you. Thanks to Mark Meyers, from Palo Alto CERT, whose Unit on Search and Rescue was moved up a day (and presented by Carol), due to concerns about the weather, but who came Sunday to assist with the final exercise anyway.



Our fearless students, all geared up and ready to extinguish some fires



# BASIC CERT TRAINING CLASS FOR 2023, cont'd

Thanks to all who volunteered as "victims" for our final exercise. We had 12 victims, all with different emergency scenarios, and each person played their part perfectly. By giving your time you gave our students very valuable practice and you looked amazing.

And, last but not least, thanks to our Planning Section Chief, Lise Lemonnier, who seemed to be everywhere at once and without whom we most definitely could not have done this. From obtaining training materials, to making copies, to ensuring that there were snacks available every day for all attendees, Lise was indispensable. Anything requested of her was responded to with a quick, "No problem!"

On the next page you will find the THA-CERT 2023 Training and Events Calendar. As always, all of our training sessions are open to all and are no cost or obligation. I hope you will join us.





# BASIC CERT TRAINING CLASS FOR 2023, cont'd



Class of 2023, minus Cindy Howell and Mary Kirkwood



Alex in full PPE



Captain Orozco teaching Fire Suppression



Carol demonstrated "pack strap carry" with Alex





## 2023 Training and Events Calendar

January 27, 28, 29	Basic CERT Training*
February 25	Emergency Communications Training
March (dates TBD)	Columbia College Fire Academy Live Fire Training*
April 29	CPR and AED Training
May 27	Memorial Day Weekend - No Training
June 24	First Aid - Practical Training
July 22 & 23	Summer Outdoor Market - No Training
August 1	National Night Out with Tuolumne Co. Sheriff
August 26	Go Bag, Emergency Kit, First Aid Kit
September 3	Firemen's Pancake Breakfast
September 30	Search and Rescue Training
October 14 & 15	Christmas Outdoor Market
October (dates TBD)	Columbia College Fire Academy Live Fire Training*
November 25	Thanksgiving Weekend - No Training
December 30	New Year's Holiday - No Training

*Note: all training sessions will be at 9 am at Twain Harte Community Center, unless otherwise noted.*

*\*Training held at Vantage Pointe*



# WHERE DOES THE TIME GO?



by Lise Lemonnier, Planning Section Chief, THA-CERT

The total THA-CERT volunteer hours for January are:

Administration =	300
Training =	392
<u>Deployment =</u>	<u>169</u>
Total January hours =	861

## February



## Events

**Visit Tuolumne County:**

<https://www.visittuolumne.com/events>

**Twain Harte Chamber of Commerce:**

<https://www.twainhartecc.com/events>

## Training

**CERT Radio Communications Training**

Saturday, February 25

9 am to 12 pm

Twain Harte Community Center

18775 Manzanita Drive

Twain Harte

(behind car wash)



## Meetings

**THCSD Board Meeting**

<https://www.twainhartecsd.com/board-meetings>

Wednesday, 08 Feb 2023 , 9:00 am

**CERT & Fire Association Board Meeting**

22912 Vantage Point, Board Room

Thursday, 09 Feb 2023, 9:30 am



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	08C	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Operations Manager's report.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

This item includes a written and verbal report from the Operations Manager regarding general operations of the District's Operations Division over the previous month. The Operations Division is responsible for water, sewer, and parks and recreations services.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Operations Manager Report



# TWAIN HARTE CSD OPERATIONS REPORT

## What's New

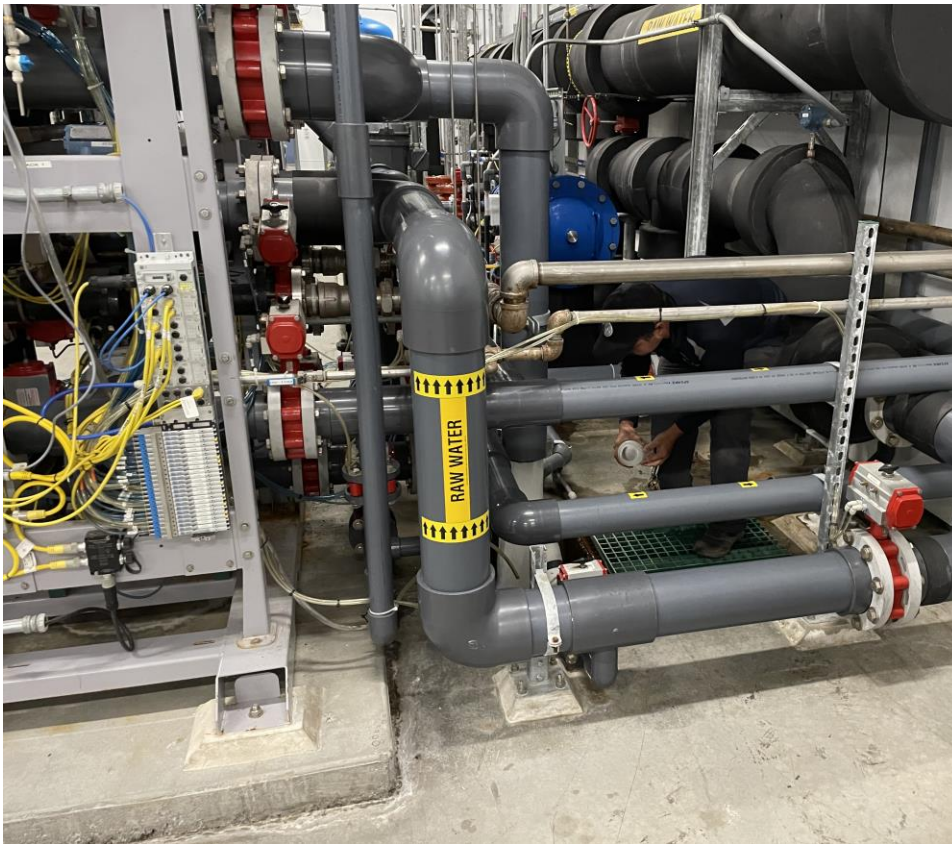
- Major storms in January
- WWTP/Collections and WTP  
Tour of Juneau AK facilities.



Water/Sewer/Park  
Division

For January 2022

Board Meeting 2/8/23





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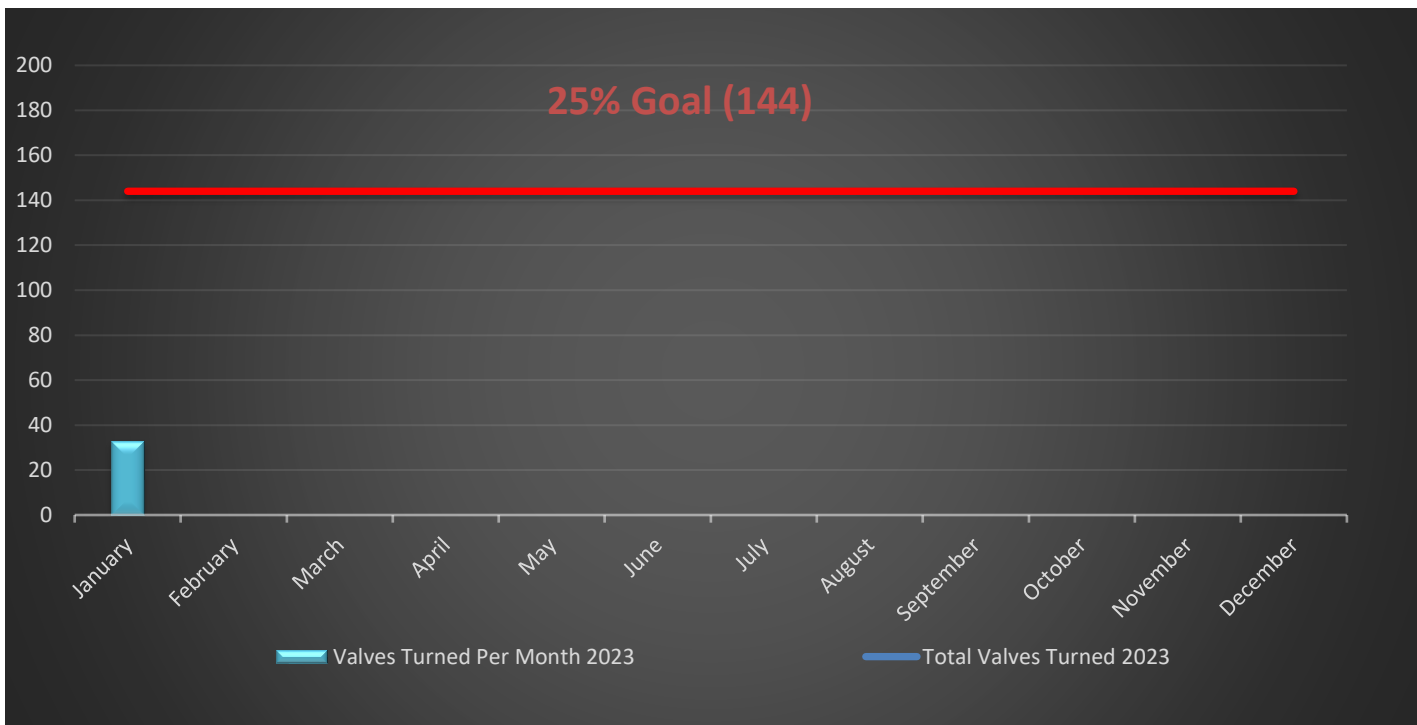
# Highlights

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## Water

- Number of customer service calls were above average for this time of year (20-30) for a total of 42.
- 3 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 33 or 0.06%.  
(Context: 0 were inspected and maintained by this time last year).





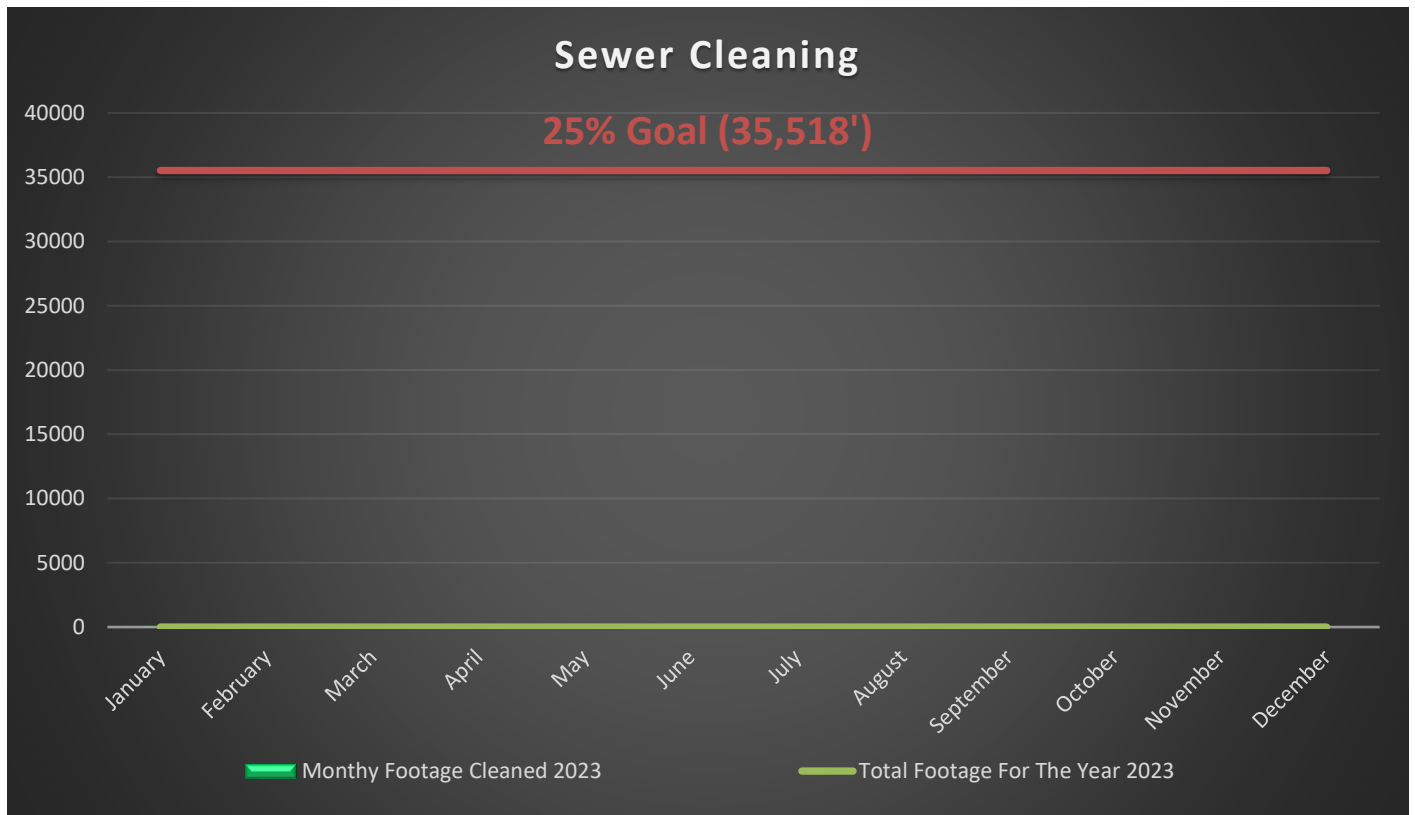
- 2 main line repairs and 2 service line repairs were performed.
- Provided approximately 1.3 MG to TUD while responding to our own main line breaks.
- WSP/FD/THA CERT collaboration on Placer leak with interdepartmental After-Action-Review to further finetune our unified efforts.



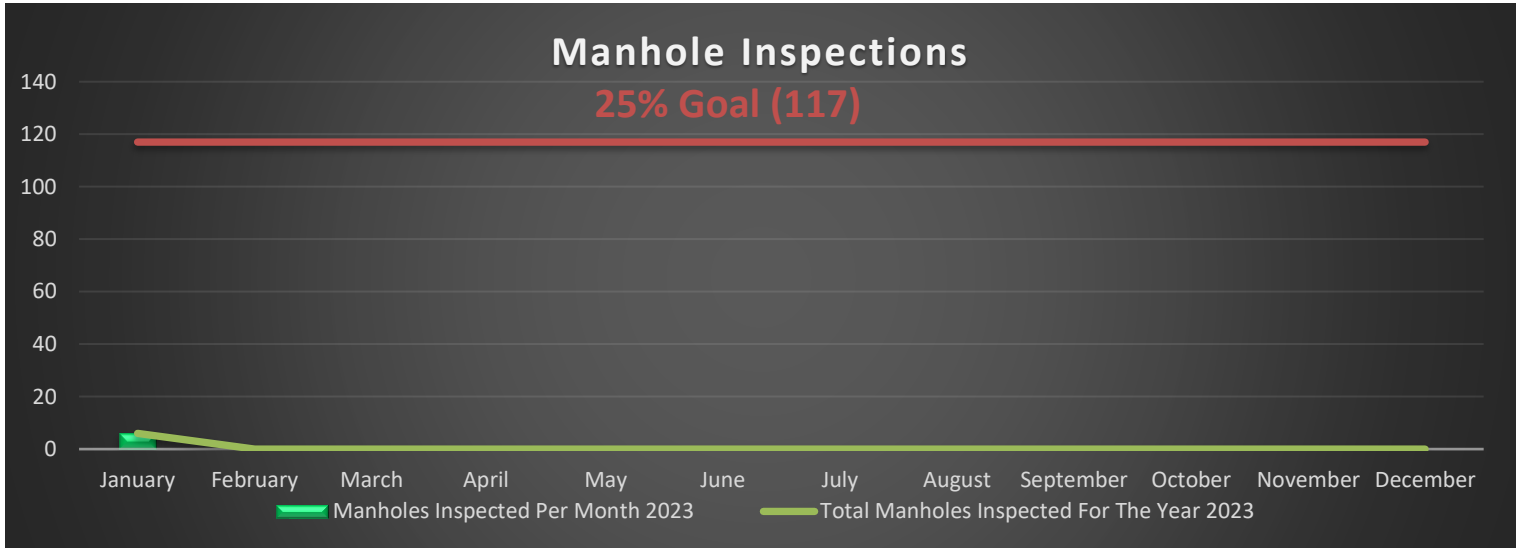




- Number of customer service calls were average for this time of year (0-5) for a total of 2.
- Sewer main footage cleaned out of 142,072': 107' or 0.0008%. (Context: 1,028' were cleaned by this time last year with an annual goal of 25% cleaned).



- Manholes inspected and maintained out of 468: 6 or 0.01%. (Context: 0 were cleaned by this time last year with an annual goal of 25%).



- 2 sewer lift station Pumps are getting repaired with others to follow.
- Inflow and infiltration investigations due to atmospheric rivers overwhelming our regional sanitary systems.





# Parks and Recreation

- A sinkhole formed above a storm drain at Eproson park was repaired by the County. Due to other potential sinkholes and in an abundance of caution, the entire park was closed until this repair was completed.







# Vehicles and Equipment

- Jeep went in for a recall repair for anti-lock brakes module software update.
- Snowplow required an electrical component repair.

# Year: 2023

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	4,323,056	662,674	1,734,171	104,686	554,865	6,824,587	8,304,262	17.82%	14.53	7.63
Feb						0				
Mar						0				
Apr						0				
May						0				
Jun						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
<b>Total</b>	<b>4,323,056</b>	<b>662,674</b>	<b>1,734,171</b>	<b>104,686</b>	<b>554,865</b>	<b>6,824,587</b>	<b>8,304,262</b>	<b>17.82%</b>	<b>14.53</b>	<b>7.63</b>

December 2022 saw 22.42" of rain.



# Board Meeting Agenda Item Summary

February 8, 2023

<b>ITEM #:</b>	08D	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	General Manager's report.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

This item includes a written and verbal report from the General Manager regarding overall District operations and operations of the District's Administration Division over the previous month.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- General Manager's Report



# GM REPORT

FEBRUARY 8, 2023



## ADMIN ACTIVITIES

- Fire Salary and Benefits Comparison Study
- TH Meadows Park Design & Funding Agreement
- Storm Emergency Funding and Claims
- Per Capita Grant Projects Scoping/Estimating
- Million Gallon Tank #2 Design Review/Coordination
- Banking System Changeover
- Records Retention, Reorganization and Purging

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$185,000

A contract has been awarded to True Blue Automation to replace the MCC at the water treatment plant and a Notice to Proceed has been issued. Due to long lead times, work is anticipated to take place in November 2023 during low water demand months.

### Twain Harte Meadows Park

Budget: \$2,600,000

A grant-funded project to build a new, community-designed park next to Eproson Park. Draft final design is complete and completion of the funding agreement is anticipated by the end of the month. Construction anticipated in summer 2023.

### Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

90% design is complete for the grant-funded project to replace tank roof, reinforce support structure and recoat interior and exterior of the tank. Construction is anticipated in summer 2023.

### Fire Station Backwall Excavation & Sealing

Budget: \$55,000

The main construction work has been completed. An addition of a concrete swale to provide improved drainage is underway.

### SCADA Upgrade Project

Budget: \$300,000 Water / \$100,000 Sewer

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in spring 2023.

## MEETINGS OF INTEREST

- 1/20 TH Meadows Pavilion/Restroom Design
- 1/26 Stormwater Funding Agreement Final
- 1/27 OES Emergency Storm Damage Costs
- 2/6 TUD Sewer Collections Efficiency
- 2/7 Twain Harte Download

## PLANNING PROJECTS

### Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model, water loss analysis and risk assessment and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is underway.

## FUNDING OPPORTUNITIES

### MULTI-BENEFIT DROUGHT GRANT - \$650K

Turf Replacement / Award: March 2023

### MULTI-BENEFIT DROUGHT GRANT - \$950K

Shadybrook Silt Removal / Award: March 2023

### MULTI-BENEFIT DROUGHT GRANT - \$1.7M

Water Line Replacement / Award: March 2023

### STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Award: Spring 2023

### PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

### MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

### PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED