

TWAIN HARTE COMMUNITY SERVICES DISTRICT Park and Recreation/Citizens' Committee Meeting

Chair: *Eileen Mannix*

Co-Chair: *Charlotte Bohlman*

Citizen Members: *Lynn Crook & John Kinsfather*

VIDEO TELECONFERENCE
January 5, 2022 12:30 p.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/83370080487>
- Meeting ID: 833 7008 0487
- Telephone: (669) 900-6833

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

AGENDA

- 1. Operations report.**
- 2. Fiscal Year 2021-22 Park Fund donations update.**
- 3. Update on Twain Harte Meadows Park Project.**
- 4. Review draft Fiscal Year 2021-22 Park Fund mid-year budget adjustment.**
- 5. 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.

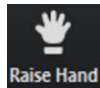
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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

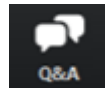
HOW TO SUBMIT PUBLIC COMMENTS:

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 THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

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

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

ACCESSIBILITY:

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

WRITTEN MEETING MATERIALS:

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



TWAIN HARTE CSD OPERATIONS REPORT

What's New

- We are very excited to welcome Michael Royce and Miguel Hernandez to THCS D's Water, Sewer and Park crew.
- Twain Harte Lake Rock Exfoliation Event (see Sewer section) 12/23/21
- Christmas Snowstorm 12/25/21-12/29/21
 - Several power outages at all our facilities.
 - Provided approximately 1,415,000 gallons to TUD after the Main Tuolumne Canal was damaged by a fallen tree.
 - Our operators and Intern performed superbly under extreme and exhausting conditions.



Water/Sewer/Park Division

For December 2021

Committee Meeting 1/5/22

Board Meeting 1/12/22

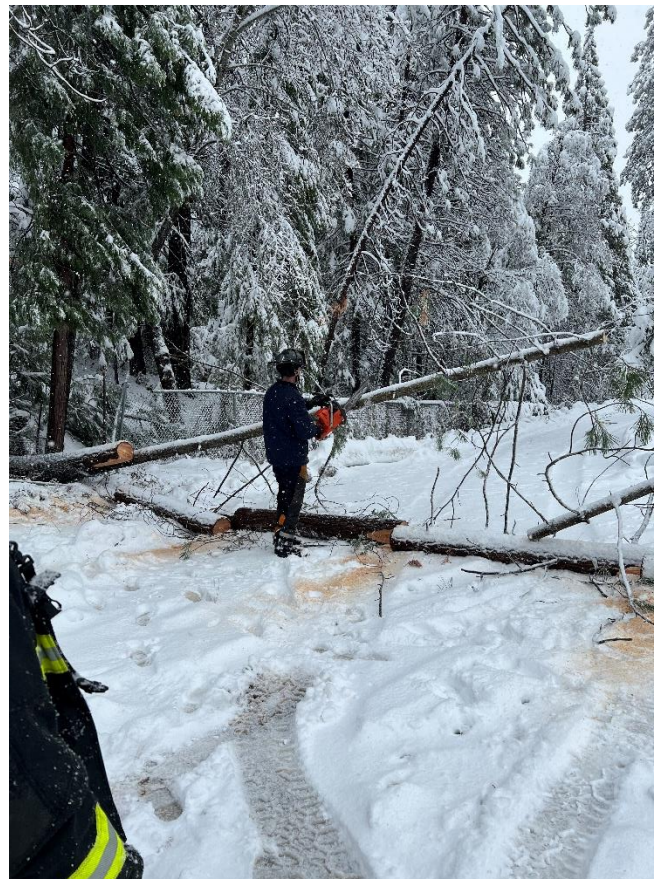
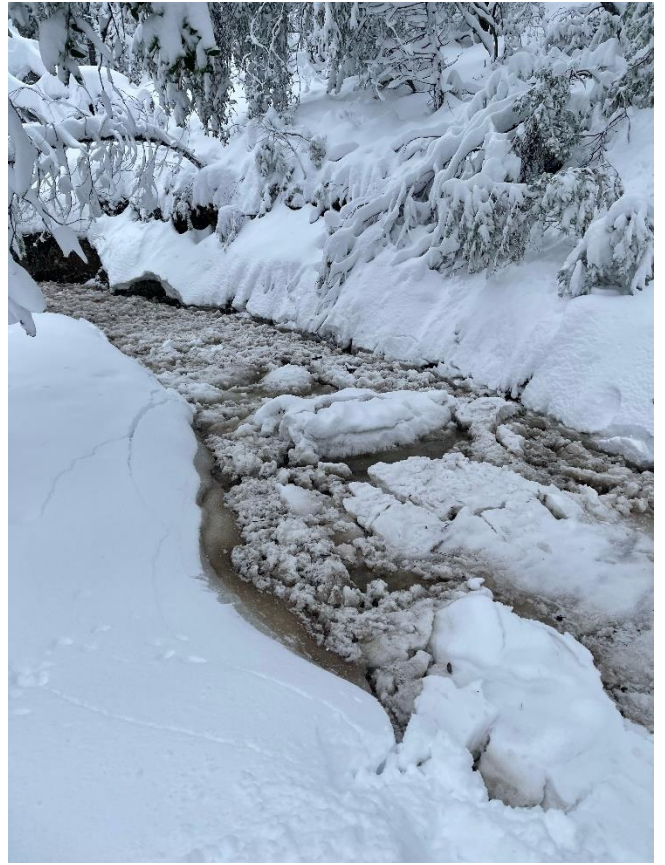
Highlights



Water

- Number of customer service calls were average for this time of year (25-30) for a total of 26.
- Valves inspected and maintained out of 575: 169 or 29.4%.
(Context: 125 were inspected and maintained by this time last year with an annual goal of 25%)

- Christmas Snowstorm:

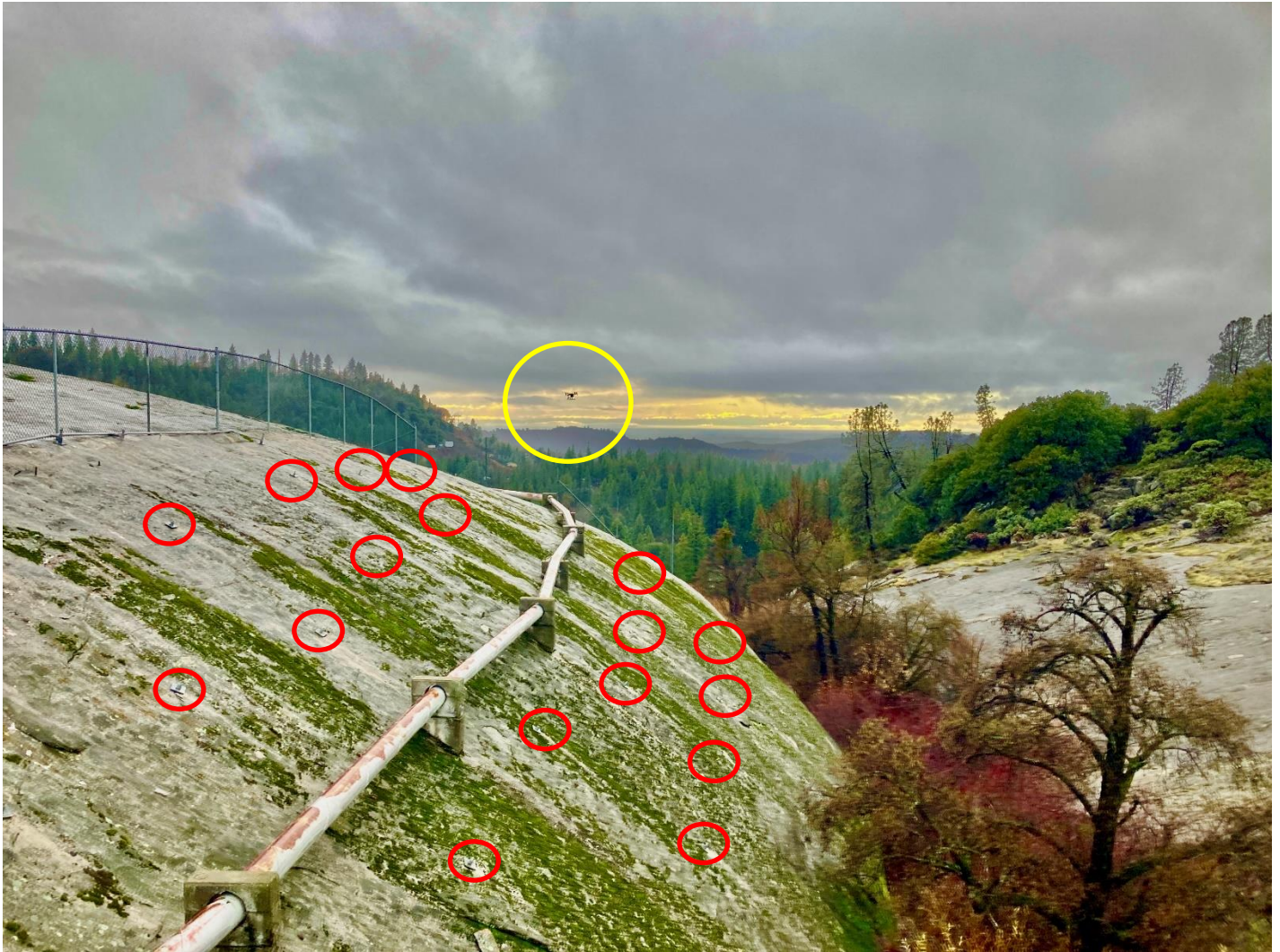




Sewer

- Number of customer service calls were average for this time of year (1-5) for a total of 2.
- Sewer main footage cleaned out of 142,072': 52,611' or 37.0%. (Context: 6,203' were cleaned by this time last year with an annual goal of 25% cleaned).
- Manholes inspected and maintained out of 468: 122 or 26.1%. (Context: 7 were cleaned by this time last year with an annual goal of 25%).
- Mono Project Update: TBD as weather permits
- Manhole Rehab Project: Have received 3 new waterproof manholes and will replace old manholes as weather permits

- Twain Harte Lake Dam Granite Rock Exfoliation Event





- Currently looking at long term options to avoid a major breakage from this continued geological process as well as acquiring the length of hose instead of borrowing hose from TUD that may not always be available.

Parks and Recreation



- Community Center Updates
 - Construction on the inside begins this month
 - We are looking at options to help keep out cars during major snow events so that we can keep the parking area clear of snow in case we need to open it as a warming center

Special Thanks

Due to all the events that went on in the month of December I would like to personally thank the following people/entities for the extraordinary jobs and assistance given to us and myself:

- Intern, Eric Kile
- Water/Sewer/Park Crew
- Twain Harte Fire Department
- General Manager, Tom Trott
- Tuolumne Utilities District
- Pacific Gas and Electric

Year: 2021

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	1,782,867	888,093	1,724,068	830,885	171,667	5,225,913	8,304,262	37.07%	5.95	31.5
Feb	812,370	1,084,946	1,670,276	1,048,320	79,857	4,615,912	5,836,362	20.91%	2.72	0
Mar	682,442	1,106,362	2,160,718	960,206	89,574	4,909,728	5,776,198	15.00%	2.69	15
Apr	2,354,350	1,132,186	2,027,031	962,489	251,811	6,476,056	6,737,931	3.89%	0.92	0
May	4,363,858	1,151,918	2,158,505	980,655	524,483	8,654,936	9,624,851	10.08%	0.01	0
Jun	4,150,136	1,058,889	2,070,629	907,236	688,531	8,186,890	11,912,958	31.28%	0	0
Jul	5,680,435	1,090,602	2,126,878	960,809	371,587	9,858,724	14,740,484	33.12%	0.12	0
Aug	5,478,035	1,076,388	1,993,583	933,315	441,054	9,481,321	14,605,710	35.08%	0	0
Sep	4,098,818	1,011,057	1,906,649	905,631	466,333	7,922,155	10,891,827	27.27%	0.15	0
Oct	6,281,541	1,021,765	1,228,618	319,170	529,279	8,851,094	9,867,000	10.30%	5.39	0
Nov	2,380,730	993,324	1,176,856	0	413,940	4,550,910	6,638,895	31.45%	1.18	0
Dec	3,083,575	985,976	1,892,010	154,157	283,189	6,115,718	7,410,084	17.47%	11.05	72
Total	41,149,157	12,601,506	22,135,821	8,962,873	4,311,305	84,849,357	112,346,562	24.48%	30.18	118.5

Twain Harte Community Services District
2021/2022 MID-YEAR BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,480,003	\$ 1,487,008	0%	\$ 1,138,433	\$ 1,139,135	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,626,144
Fees	18,520	18,180	-2%	14,820	14,820	0%	-	-	0%	3,500	5,000	43%	-	-	0%	38,000
Taxes & Assessments	113,703	114,813	1%	-	-	0%	1,190,422	1,220,450	3%	139,366	141,017	1%	-	-	0%	1,476,280
Grants & Donations	225,000	225,371	0%	135,000	200,771	49%	251,900	292,489	16%	384,000	570,301	49%	-	23,998	23998%	1,312,930
Other Revenue	8,000	7,425	-7%	5,500	5,075	-8%	35,600	210,990	493%	4,700	4,100	-13%	1,000	1,000	0%	228,590
Total Program Revenue	\$ 1,845,226	\$ 1,852,797	0%	\$ 1,293,753	\$ 1,359,801	5%	\$ 1,477,922	\$ 1,723,929	17%	\$ 531,566	\$ 720,418	36%	\$ 1,000	\$ 24,998	2400%	\$ 5,681,943
Admin Revenue Allocation	470	11,749	2400%	250	6,250	2400%	180	4,500	2400%	100	2,500	2400%	(1,000)	(24,998)	2400%	1
GRAND TOTAL REVENUE	\$ 1,845,696	\$ 1,864,546	1%	\$ 1,294,003	\$ 1,366,051	6%	\$ 1,478,102	\$ 1,728,429	17%	\$ 531,666	\$ 722,918	36%	\$ -	\$ -	0%	\$ 5,681,944
Operating Expenses																
Salaries	\$ 317,932	\$ 319,593	1%	\$ 180,287	\$ 177,120	-2%	\$ 522,013	\$ 609,557	17%	\$ 5,157	\$ 5,062	-2%	\$ 362,571	\$ 364,866	1%	\$ 1,476,198
Benefits	156,235	173,312	11%	86,493	95,617	11%	248,349	244,824	-1%	2,736	2,862	5%	168,996	168,525	0%	685,140
Equip, Auto, Maint, & Repairs	140,000	141,500	1%	72,500	76,300	5%	107,700	123,700	15%	48,450	47,250	-2%	18,600	16,600	-11%	405,350
Materials & Supplies	46,000	45,800	0%	5,800	5,900	2%	12,350	9,700	-21%	1,600	1,600	0%	4,750	4,750	0%	67,750
Outside Services	253,800	254,400	0%	153,200	215,900	41%	45,300	45,300	0%	4,400	4,400	0%	25,900	25,900	0%	545,900
Other (Utilities, Prop/Liab Ins, TUD)	161,625	168,384	4%	517,605	515,400	0%	92,650	95,100	3%	23,900	27,600	15%	66,700	68,650	3%	875,134
Debt Service	188,769	188,769	0%	16,994	16,994	0%	84,586	84,586	0%	-	-	0%	-	-	0%	290,349
Total Program Expenses	\$ 1,264,361	\$ 1,291,758	2%	\$ 1,032,879	\$ 1,103,230	7%	\$ 1,112,948	\$ 1,212,767	9%	\$ 86,243	\$ 88,774	3%	\$ 647,516	\$ 649,290	0%	\$ 4,345,820
Administrative Cost Allocation	304,333	305,166	0%	161,879	162,323	0%	116,553	116,872	0%	64,752	64,929	0%	(647,516)	(649,290)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,568,694	\$ 1,596,924	2%	\$ 1,194,758	\$ 1,265,553	6%	\$ 1,229,501	\$ 1,329,639	8%	\$ 150,995	\$ 153,703	2%	\$ -	\$ -	0%	\$ 4,345,820
TOTAL OPERATING BALANCE	\$ 277,002	\$ 267,622		\$ 99,246	\$ 100,498		\$ 248,601	\$ 398,790		\$ 380,671	\$ 569,214		\$ -	\$ -		
Capital Expenses																
Capital Outlay	808,850	782,550	-3%	447,150	454,100	2%	469,500	504,100	7%	368,000	604,791	64%	-	-	0%	2,345,541
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 808,850	\$ 782,550	-3%	\$ 447,150	\$ 454,100	2%	\$ 469,500	\$ 504,100	7%	\$ 368,000	\$ 604,791	64%	\$ -	\$ -		\$ 2,345,541
GRAND TOTAL EXPENSES	\$ 2,377,544	\$ 2,379,474	0%	\$ 1,641,908	\$ 1,719,653	5%	\$ 1,699,001	\$ 1,833,739	8%	\$ 518,995	\$ 758,494	46%	\$ -	\$ -	0%	\$ 6,691,361
Transfer To/(From) Reserve	\$ (531,848)	\$ (514,928)		\$ (347,904)	\$ (353,602)		\$ (220,899)	\$ (105,310)		\$ 12,671	\$ (35,577)		\$ -	\$ -		\$ (1,009,416)

Twain Harte Community Services District
2021-2022 MID-YEAR BUDGET
PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Fees					
Facility/Ground Usage Fees	3,500	5,000	1,500	43%	Higher than anticipated usage
TOTAL FEES	\$ 3,500	\$ 5,000	\$ 1,500	43%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 28,349	\$ 30,000	\$ 1,651	6%	
Property Assessments	111,017	111,017	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 139,366	\$ 141,017	\$ 1,651	1%	
Grants & Donations					
Grant Revenue	368,000	547,301	\$ 179,301	49%	Per Capita Grant, SDRMA Grant, Covid Relief
Donation Revenue	16,000	23,000	7,000	44%	More donations received than anticipated
TOTAL GRANTS & DONATIONS	\$ 384,000	\$ 570,301	\$ 186,301	49%	
Other Revenue					
Sale of Assets	3,100	3,100	-	0%	
Interest Revenue	1,600	1,000	(600)	-38%	
TOTAL OTHER REVENUE	\$ 4,700	\$ 4,100	\$ (600)	-13%	
GRAND TOTAL REVENUE	\$ 531,566	\$ 720,418	\$ 188,852	36%	
Admin Transfer Out	\$ 100	\$ 2,500	\$ 2,400		
GRAND TOTAL WITH ADMIN	\$ 531,666	\$ 722,918	\$ 191,252		

Twain Harte Community Services District
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 4,337	\$ 4,225	\$ (112)	-3%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	513	13	3%	
Intern Stipend			-	0%	
Uniform Allowance	54	57	3	5%	
Cell Phone Stipend	17	17	-	0%	
TOTAL SALARIES	\$ 5,157	\$ 5,062	\$ (95)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 1,113	\$ 1,083	\$ (30)	-3%	
HRA Reimbursement	365	469	104	28%	
CALPERS Retirement	649	657	8	1%	
FICA	320	314	(6)	-2%	
Medicare	75	73	(1)	-2%	
Workers Comp	200	250	50	25%	
Unemployment Ins/ETT	14	17	2	17%	
TOTAL BENEFITS	\$ 2,736	\$ 2,862	\$ 127	5%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	4,000	-	0%	
Tennis Courts	2,100	2,000	(100)	-5%	
Park	9,600	8,600	(1,000)	-10%	
Community Center	2,000	2,000	-	0%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	8,700	8,600	(100)	-1%	
Janitorial/Cleaning Services	15,550	15,550	-	0%	
Fuel			-	0%	
Equipment Under \$5,000	6,000	6,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 48,450	\$ 47,250	\$ (1,200)	-2%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,600	\$ 1,600	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,600	\$ 1,600	\$ -	0%	

Twain Harte Community Services District
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Outside Services - 55XXX

Engineering Services	\$ 4,400	\$ 4,400	\$ -	0%	
Other Professional Services			0	0%	
TOTAL OUTSIDE SERVICES	\$ 4,400	\$ 4,400	\$ -	0%	

Other - 56XXX

Utilities					
Baseball Field	6,700	9,000	2,300	34%	Due to increased utility costs and hot weather
Tennis Courts			-	0%	
Park	7,500	8,900	1,400	19%	Due to increased utility costs and hot weather
Community Center	3,000	3,250	250	8%	
Property/Liability Insurance	2,500	3,350	850	34%	
Property Tax			-	0%	
Training, Conferences & Travel			-	0%	
Advertising & Public Education	4,200	3,100	(1,100)	-26%	Less costs associated with Bocce improvements event
TOTAL OTHER	\$ 23,900	\$ 27,600	\$ 3,700	15%	

Debt Service - 58XXX

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

GRAND TOTAL EXPENSES	\$ 86,243	\$ 88,774	\$ 2,531	3%	
Admin Transfer Out	\$ 64,752	\$ 64,929	\$ 177		
GRAND TOTAL WITH ADMIN	\$ 150,995	\$ 153,703	\$ 2,708	2%	

Twain Harte Community Services District
2021-2022 MID-YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 354,000	\$ 577,000	\$ 223,000	63%	
Community Center Generator	\$ 14,000	\$ 12,791	\$ (1,209)	-9%	Cost less than anticipated
Bocce Court Improvements	\$ -	\$ 10,000	\$ 10,000	10000%	Unspent from previous fiscal year
Admin Office Roof Replacement	\$ -	\$ 5,000	\$ 5,000	5000%	Office roof in need of replacement
GM Vehicle Replacement	\$ -	\$ -	\$ -	0%	
TOTAL CAPITAL OUTLAY	\$ 368,000	\$ 604,791	\$ 236,791	64%	
GRAND TOTAL WITH CAPITAL	\$ 518,995	\$ 758,494	\$ 239,499	46%	