

# **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 November 8, 2023 - 9:00 A.M.**

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

- Videoconference Link: <https://us02web.zoom.us/j/88415725882>
- Meeting ID: 884 1572 5882
- 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 Annual Employee Safety Awards.

### **6. Communications**

A. Coalition letter from Mountain Counties Water Resources Association to California Air Resources Board regarding Advanced Clean Fleet regulations.

### **7. Consent Agenda**

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

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

C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.

- D. Annual review and submittal of annual report for Policy #1015 – Identity Theft Prevention Program.
- E. Annual review of Policy #2082 – Internet, Email and Social Media Use.

## 8. New Business

- A. Discussion/action to adopt the 2023 Water and Sewer Rate Study.
- B. Discussion/action regarding water and sewer rate increases proposed in the 2023 Water and Sewer Rate Study, including:
  - 1. Authorizing staff to prepare and send a Proposition 218 notice with proposed 5-year schedule of rates; and
  - 2. Setting a public hearing to consider adoption of proposed rates.
- C. Discussion/action to adopt revisions to Policy #2130 – Use of District Vehicles and Equipment.
- D. Discussion/action to adopt revisions to Policy #2140 – Employee Safety Award.
- E. Discussion/action to appoint a Director to fill the vacant Board of Director’s seat.

## 9. Reports

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

## 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:**

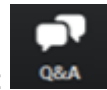
- Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
- Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383

- **During the Meeting:**

- Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

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

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

### **MEETING ETIQUETTE**

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

### **ACCESSIBILITY**

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

### **WRITTEN MEETING MATERIALS**

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



# Board Meeting Agenda Item Summary

November 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 Annual Employee Safety Awards		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Present annual safety awards to employees who have a proven safety record over the past year.

**SUMMARY:**

The District strongly encourages safe practices within the workplace and realizes benefits when employees remain free of injuries. Healthy, injury-free employees are happier and more capable of providing reliable and efficient services. The District also realizes lower workers' compensation insurance costs when employees remain injury free. For this reason, the District incentivizes employee safety.

Each November, the District presents safety awards to employees who have remained injury-free and engaged in safe work practices over the past year. The District's Employee Safety Award program requirements are detailed in District Policy #2140 – Employee Safety Award.

**FINANCIAL IMPACT:**

Employee safety awards for this year total \$850, which is included in the Fiscal Year 2023-24 Budget.

**ATTACHMENTS:**

- Safety Awards

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*NEIL GAMEZ*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MARK SLATER*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*NEFTALI OROZCO*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*LEWIS GIAMBRUNO*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023



Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MIGUEL HERNANDEZ*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*JASON KARNEY*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*TOM TROTT*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MELINDA BOYER*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MICK GRIMES*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*CAROLYN HIGGINS*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*KIMBERLY SILVA*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 8, 2023



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	06A	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Coalition letter from Mountain Counties Water Resources Association to California Air Resources Board regarding Advanced Clean Fleet regulations.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

None.

**SUMMARY:**

On April 7, 2023, the District sent a letter to the California Air Resources Control Board (CARB), encouraging them to exempt water and wastewater vehicles from their proposed Advanced Clean Fleet (ACF) regulation. This letter was one of many letters from California’s water and wastewater agencies that urged CARB to classify water and sewer vehicles as emergency vehicles so that they could ensure continued protection of public health and safety. This is especially important during large storms and extended power outages that render useless the zero emission vehicles (ZEV) required by the ACF regulation. CARB adopted the ACF regulation without making any revisions to accommodate the concerns of California’s water and sewer agencies.

In response to water and sewer agency concerns, on October 8, 2023, Governor Newsom signed AB 1594 into law. AB 1594 authorizes public utility agencies to purchase non-ZEV’s so that they can maintain critical health and safety services during severe weather events and natural disasters. However, AB 1594 requires CARB to consult with public utility agencies to determine the proper scope of exemptions. To ensure we had a seat at the table for those discussions, the District, as a member of the Mountain Counties Water Resources Association (MCWRA), joined a coalition of water agencies requesting MCWRA to represent our districts in the discussions with CARB.

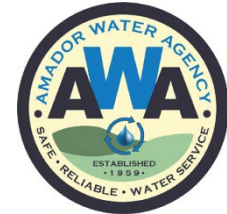
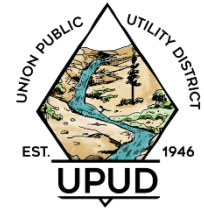
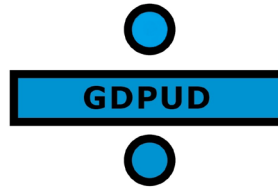
**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Coalition letter from Mountain Counties Water Resources Association to California Air Resources Board regarding Advanced Clean Fleet regulations.





November 1, 2023

Liane M. Randolph  
Chair  
California Air Resources Control Board  
Transmit Via Email: [Liane.Randolph@arb.ca.gov](mailto:Liane.Randolph@arb.ca.gov)

Re: CARB Advanced Fleet Regulations Implementation Engagement

Dear Chair Randolph:

We write to seek formal engagement with the California Air Resources Board regarding the implementation of its April 2023 Advanced Clean Fleets (“ACF”) regulation in conjunction with AB 1594, which recently passed the Legislature by near-unanimous votes and was signed into law by Governor Newsom on October 8, 2023.

AB 1594 mandates flexibility in the implementation of the ACF regulation, by exempting certain public agency utilities – including water agencies of all descriptions – from the requirement to replace medium- and heavy-duty vehicles at the end of their useful lives with zero-emission vehicles. Specifically, AB 1594 authorizes public agency utilities to purchase non-zero-emission replacements when needed to maintain reliable service and respond to major foreseeable events such as severe weather, wildfires, and other natural disasters.

This flexibility is vitally important to our agencies, which provide drinking water and wastewater disposal and treatment to remote, mountainous service areas that often include very remote and rugged terrain and minimal road and power infrastructure. As recent years have demonstrated, our jurisdictions are prone to public safety power outage (PSPS) events, and are increasingly experiencing severe and extreme weather, wildfire, and other natural disasters. These conditions make our commitments to safe and reliable service both more vital and more vulnerable than ever before.

We cannot meet our service obligations, and maintain public health and safety, without robust and reliable fleets of often-specialized vehicles. For many of these vehicles, no practical zero- or net-zero emission replacements currently exist or are on the horizon. Those that do exist generally do not meet our demanding in-field performance requirements.

AB 1594 explicitly requires consultation between CARB and agencies like ours, to enable CARB to determine the proper scope of the purchase exemptions and other flexibility needed to ensure that our imperatives to maintain reliable service and emergency response capability are appropriately balanced against the ACF regulation's policy goals. We stand ready to conduct that consultation, and we urge you to initiate it as soon as possible, given the ambitious deadlines in the ACF regulation and the crippling impacts it could have, absent a robust and effective consultation under the new law.

We expect that CARB may be receiving numerous similar contacts from other public utility agencies, many of them much larger than ours. Still, our active participation in the consultation is vital. As suggested above, the service-area challenges we face are unique, and the consequences of failing to meet them are profound. They affect not only our customers in the Wildland-Urban Interface, but also the millions of Californians who rely on the headwaters within our jurisdictions to provide 40% of the state's developed water supply, as well as the associated hydropower production, irrigation, recreation, water recycling, tourism, and instream flows that fuel the engine of our state's economy. We have much more information to offer on these critical subjects, and we look forward to doing so during the consultation process.

For efficiency, we propose that the Mountain Counties Water Resources Association (MCWRA), of which we are all member agencies, be deemed our representative in the consultation process. We urge you to contact MCWRA's Executive Director, Justin Caporusso, as soon as feasible to initiate this engagement.

We look forward to collaborating with CARB in the implementation of the ACF regulation and AB 1594.

Sincerely,

Justin Caporusso, Executive Director  
Mountain Counties Water Resources Association

Don Perkins, General Manager  
Tuolumne Utilities District

Tony Firenzi, Director of Strategic Affairs  
Placer County Water Agency

Paul Hughes, General Manager  
South Tahoe Public Utility District

Nicholas Schneider, General Manager  
Georgetown Divide Public Utility District

Michael Minkler, General Manager  
Calaveras County Water District

Jessica Self, General Manager  
Union Public Utility District

Joel Metzger, General Manager  
Utica Water and Power Authority

Larry McKenney, General Manager  
Amador Water Agency

Tom Trott, General Manager  
Twain Harte Community Services District

Jim Abercrombie, General Manager  
El Dorado Irrigation District

Jim Holmes, Chair (District 3)  
Placer County Board of Supervisors

Cc: CARB Board of Directors  
MCWRA Board of Directors  
MCWRA Legislative Committee



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	07A	<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 October 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 October 31, 2023

**SUMMARY:**

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through October 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 expenditure for all funds except Fire and Admin are at or below the target of 33% expended.
- Operating expenses for the Fire and Admin funds are above the target level of 33% due to strike team costs and large full-year insurance premiums paid at the beginning of the fiscal year.
- Bank balances are healthy and in line with expectations. In October, large capital project payments were made related to the million-gallon tank and park projects that required a transfer from the LAIF account to the operating account. These costs will later be reimbursed from state grant funding.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

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

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

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 33.33%)
Park	90,536	27,737	62,799	30.64%
Water	1,547,396	525,175	1,022,221	33.94%
Sewer	1,025,973	315,769	710,204	30.78%
Fire	1,233,441	541,837	691,604	43.93%
Admin	807,852	280,065	527,787	34.67%
<b>TOTAL</b>	<b>\$ 4,705,198</b>	<b>\$ 1,690,583</b>	<b>\$ 3,014,615</b>	<b>35.93%</b>

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

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 33.33%)
Park	2,492,550	400,932	2,091,618	16.09%
Water	1,913,500	555,209	1,358,291	29.02%
Sewer	777,500	12,763	764,737	1.64%
Fire	406,550	20,297	386,253	4.99%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 5,590,100</b>	<b>\$ 989,201</b>	<b>\$ 4,600,899</b>	<b>17.70%</b>

Reflects Budget Rev #2 - Approved 10/11/23

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

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Transfers</b>	<b>Current Balance</b>
U.S. Bank Operating	1,605	1,940	(50)		3,495
Five Star Bank-Operating	353,764	254,506	(872,475)	876,289	612,084
U.S. Bank - D Grunsky #1*	35,106			(35,106)	(0)
U.S. Bank - D Grunsky #2*	41,183			(41,183)	-
LAIF	3,049,989	27,504		(800,000)	2,277,493
Five Star Money Market	1,149	3	(15)		1,137
<b>TOTAL</b>	<b>\$ 3,482,796</b>	<b>\$ 283,953</b>	<b>\$ (872,540)</b>	<b>\$ -</b>	<b>\$ 2,894,209</b>

\*Davis Grunsky reserve money was released from restrictions and transferred to the operating bank account



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	07B	<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 October 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 October 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 October 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 October 11, 2023



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

**CALL TO ORDER:** President Mannix 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 Knudson  
Director Bohlman

**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:**

*Bruce Erickson made a public comment.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through September 30, 2023.
- B. Approval of the minutes of the Regular Meeting held on September 13, 2023.

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

***SECOND: Director Bohlman***

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

***NOES: None***

***ABSTAIN: None***

**PUBLIC HEARING:**

- A. Open public hearing.
- B. Presentation on Ordinance #31 - Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).
- C. Receive public comment regarding adoption of Ordinance #31.
- D. Presentation on Ordinance #32 - Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).
- E. Receive public comment regarding adoption of Ordinance #32.
- F. Close public hearing.
- G. Discussion/action to adopt Ordinance #31 - Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).

***MOTION: Director Sipperley made a motion to adopt Ordinance #31 – Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).***

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN: None**

- H. Discussion/action to adopt Ordinance #32 - Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).

**MOTION: Director Sipperley made a motion to adopt Ordinance #32 – Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN: None**

**NEW BUSINESS:**

- A. Presentation of end of year financial report for Fiscal Year 2022-23 and discussion/action to adopt Resolution #23-32 – Designation of Fiscal Year 2022-23 Year End Balances to Reserves.

**MOTION: Director Sipperley made a motion to adopt Resolution #23-32 – Designation of Fiscal Year 2022-23 Year End Balances to Reserves.**

**SECOND: Director Knudson**

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

**NOES: None**

**ABSTAIN: None**

- B. Discussion/action regarding draft Water/Sewer Rate Study development.  
*The Board provided direction to GM Trott to move forward with the continued development of the 2023 Water/Sewer Rate Study as presented.*

- C. Discussion/action to adopt Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.

**MOTION: Director Sipperley made a motion to adopt Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN: None**

- D. Discussion/action to adopt Resolution #23-34 – Approving the Department of Forestry and Fire Protection Agreement #7GF23134 for Services Under the Volunteer Fire Capacity Program.

**MOTION: Director Knudson made a motion to adopt Resolution #23-34 – Approving the Department of Forestry and Fire Protection Agreement #7GF23134 for Services Under the Volunteer Fire Capacity Program.**

**SECOND: Director Bohlman**

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

**NOES: None**

**ABSTAIN: None**

- E. Discussion/action to adopt Resolution #23-35 – Approving a Fiscal Year 2023-24 Fire Fund Budget Adjustment in the Amount of \$42,500 Engine 723 Motor Replacement.

**MOTION: Director Sipperley made a motion to adopt Resolution #23-35 – Approving a Fiscal Year 2023-24 Fire Fund Budget Adjustment in the Amount of \$42,500 Engine 723 Motor Replacement.**

**SECOND: Director Knudson**

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

**NOES: None**

**ABSTAIN: None**

- F. Discussion/action to adopt Resolution #23-36 – Resolution of Appreciation for Kathryn deGroot.

**MOTION: Director Bohlman made a motion to adopt Resolution #23-36 - Resolution of Appreciation for Kathryn deGroot.**

**SECOND: Director Knudson**

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

**NOES: None**

**ABSTAIN: None**

#### **REPORTS:**

##### **President and Board Member Reports**

- Director Sipperley provided a summary of his attendance of the September JPA meeting.
- President Mannix provided a summary of the Tuolumne County CSDA meeting that she attended with Director Sipperley and General Manager Trott on October 9, 2023.

##### **Fire Chief Report by Chief Gamez**

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

##### **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 10:47 a.m.**

- A. 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 11:28 a.m. with no reportable action.*

**ADJOURNMENT:**

The meeting was adjourned at 11:28 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

November 8, 2023

<b>ITEM #:</b>	07C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Accept and File the Annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.

## SUMMARY:

California Government Code 66013 requires the District to complete a publicly available annual report detailing capacity charges that were collected in the previous fiscal year (FY). The report lists the amount of fees that were collected, the capital projects or portions of capital projects to which they were applied, and the projects budgeted for the upcoming fiscal year.

The attached Capacity Charges Report shows that no capacity fees were collected in FY 2022-23.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Capacity Charges Report for Fiscal Year 2022-23.



**Connection/Impact Charge Expenses for FY 2022/2023**

Capital Project Expenses	22/23 Expense	% Funded by Impact Charges	% Funded by Other Revenue	Total Impact Charges Expended	Total Other Revenue Expended
<b>Water</b>					
MG Tank #2 Rehabilitation & Recoat	\$ 185,120	0.00%	100.00%	\$ -	\$ 185,120
Equipment Trailer	10,835	0.00%	100.00%	\$ -	\$ 10,835
Motor Control Center	12,944	0.00%	100.00%	\$ -	\$ 12,944
Truck #3 Replacement	46,740	0.00%	100.00%	\$ -	\$ 46,740
Truck #4 Replacement	55,197	0.00%	100.00%	\$ -	\$ 55,197
<b>Sewer</b>					
Equipment Trailer	\$ 5,834	0.00%	100.00%	\$ -	\$ 5,834
I&I Manhole Replacement	16,180	0.00%	100.00%	\$ -	\$ 16,180
Truck #3 Replacement	25,168	0.00%	100.00%	\$ -	\$ 25,168
Truck #4 Replacement	29,721	0.00%	100.00%	\$ -	\$ 29,721
	<u>\$ 387,739</u>			<u>\$ -</u>	<u>\$ 387,739</u>

**Budgeted Impact/Connection Charge Expenses for Next Reporting Period (FY 23/24)**

Description	Water	Sewer
FH Improvements	\$ 15,000	
SCADA Upgrade	365,000	95,000
Refurbish Treatment Filters	25,000	
Truck #4 Plow	8,500	
Cedar Pines Pressure Zone Upgrades	100,000	
Turbidimeter Replacement	40,000	
WTP Motor Control Center Upgrade	135,000	
MG Tank #2 Rehabilitation & Recoat	1,225,000	
Push Camera		25,000
TH Pipeline Replacement Project		490,000
Sewer Main Re-Lining/Replacement		150,000
Truck #4 Plow		4,500
<b>TOTAL CONNECTION/IMPACT CHARGE EXP</b>	<b>\$ 1,913,500</b>	<b>\$ 764,500</b>

**Inter-fund Transfer or Loans**

During fiscal year 22/23, there were no inter-fund transfers or loans from connection/impact charge funds.



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	07D	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Annual Review and Submittal of Annual Report for Policy #1015 – Identity Theft Prevention Program.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Accept review of Policy #1015 (Identity Theft Prevention Program) and make no changes. Accept the General Manager’s annual Identity Theft Prevention Program report.

## SUMMARY:

Policy #1015 (Identity Theft Prevention Program) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and continues to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, and provide measures to respond to such events.

Policy #1015 also requires the General Manager to submit an annual report detailing the effectiveness of the policies and procedures, the oversight and effectiveness of any third-party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and any recommendations for changes to the program.

The Board’s Finance/Policy Committee reviewed Policy #1015 and the General Manager’s annual report and recommends that the report be accepted and no Policy changes be made at this time.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

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



# **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

## **Policy and Procedure Manual**

**POLICY TITLE:** Identity Theft Prevention Program  
**POLICY NUMBER:** 1015  
**ADOPTED:** June 11, 2009  
**REVIEWED:** 10/9/2014, 10/10/2015, 10/6/2016, 10/12/2017, 10/10/2018,  
11/12/2019, 11/12/2020, 11/10/2021, 11/9/2022  
**LAST AMENDED:** November 9, 2022

### **1015.10 PURPOSE**

This program is intended to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, and provide measures to respond to such events.

### **1015.20 RISK ASSESSMENT**

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

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

### **1015.30 DETECTION (RED FLAGS)**

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

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

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

#### **1015.40 RESPONSE TO POTENTIAL FRAUD**

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

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

#### **1015.50 PERSONAL INFORMATION SECURITY PROCEDURES**

The District shall implement the following security procedures:

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

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

26. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
27. Paper records will be shredded before being placed into the trash.
28. Paper shredders will be available in the office.
29. Any data storage media will be disposed of by shredding, punching holes in, or incineration.

#### **1015.60 IDENTITY THEFT PREVENTION PROGRAM REVIEW AND APPROVAL**

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

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



## Twain Harte Community Services District MEMORANDUM

**DATE:** November 1, 2023

**TO:** Board of Directors

**FROM:** Tom Trott, General Manager

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

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

### **Actions:**

- Detection. Employees looked for red flags identified in the Policy when opening new accounts, receiving requests to access account information, and in daily business activities with other staff, vendors and customers.
- Response. When red flags were detected, employees responded according to the Policy by asking for additional information. This prevented fraud in all cases related to customer or vendor interactions. It also helped identify fraudulent emails from a cyber thief who attempted to get the District to pay them instead of a contractor. The fraud was quickly identified and District staff prevented the cyber theft.
- Personal Information Security Procedures. All procedures were followed.
- Training. Appropriate staff reviewed Policy 1015 and were trained on its contents and procedures to prevent fraud.

### **Incidents:**

ZERO incidents occurred in the last year related to District staff, customers and vendors.

### **Recommendations:**

The guidelines of this policy proved effective in preventing fraud; therefore, no substantive Policy changes are recommended.



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	07E	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Annual Review of Policy #2082 – Internet, Email and Social Media Use.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Accept the annual review of Policy #2082 (Internet, Email and Social Media Use) and make no changes.

**SUMMARY:**

Policy #2082 (Internet, Email and Social Media Use) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and continues to ensure that all District employees use internet, email and social media resources in an ethical, legal and appropriate manner. At the same time as the Board’s review or any time after the Board revises this policy, all District employees shall re-read the policy and acknowledge their review in writing.

The Board’s Finance/Policy Committee reviewed Policy #2082 and recommends that no changes be made at this time.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Policy #2082 – Internet, Email and Social Media Use.

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

**POLICY TITLE:** Internet, Email and Social Media Use  
**POLICY NUMBER:** 2082  
**ADOPTED:** May 14, 2009  
**AMENDED:** 3/8/2012, 1/10/2013, 9/8/2016, 11/12/2020  
**REVIEWED:** 12/10/2015, 12/14/2017, 11/10/22  
**LAST AMENDED:** November 9, 2022

**2082.10 PURPOSE**

The District believes that employee access to and use of internet, email, social media and other electronic communications resources benefits the District. This policy is established to ensure that all District employees use internet, email and social media resources in an ethical, legal and appropriate manner. This policy defines acceptable and unacceptable use of internet, email and social media resources. It also establishes actions the District may take for inappropriate use of such resources, since misuse has the potential to harm the District's reputation and success.

**2082.20 ACKNOWLEDGEMENT AND REVIEW**

**2082.21 Acknowledgment.** All employees must read and adhere to the guidelines and requirements established herein. Employees shall verify that they have read the policy by signing a form that will be placed in their personnel file.

**2082.22 Review.** The District Board shall review this policy annually. At the same time as the Board's review or any time after the Board revises this policy, all District employees shall re-read the policy and acknowledge their review in writing.

**2082.30 DEFINITIONS**

**2082.31 Email.** All forms of electronic information sent over the internet, including but not limited to electronic mail and instant chat messages.

**2082.32 Post.** Content an individual shares on a social media site or the act of publishing content on a site.

**2082.33 Profile.** Information that a user provides about himself or herself on a social networking site.

**2082.34 Social Media.** A category of internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not

limited to, social networking sites: Facebook, Instagram, Twitter, YouTube and other sites. (There are thousands of these types of sites and this is only a short list.)

**2082.35 Social Networks.** Platforms where users can create profiles and share information with others using a range of technologies.

**2082.36 Speech.** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

#### **2082.40 NO RIGHT TO PRIVACY**

**2082.41** Employees do not have any right to privacy in District internet, email and social media use. This includes, but is not limited to internet sites visited, downloads and email messages produced, sent or received through the District's email system or the District's servers and network.

**2082.42** The District maintains administrative controls to email and internet and may reset passwords to access accounts at any time. Employees must disclose passwords to systems, software and sites not directly controlled by the District.

**2082.43** Employees access to and use of the internet, email and other electronic communications (including all associated content) will be monitored frequently to promote the administration of the District, its business and policies.

**2082.44** The District retains backup copies of all documents, including email messages produced, sent, received, and deleted through the District's email system, in accordance with the District's Records Retention Policy.

**2082.45** It is advisable for all employees of the District to remind customers/clients/contractors that email and/or documents sent to the District are not confidential.

#### **2082.50 APPROPRIATE USE GUIDELINES**

District employees and Board members shall adhere to the following guidelines of appropriate use of District internet, email and social media resources:

1. Correspondence with customers (and others) through the District's email system may be considered part of the District's public records and should be treated as such.
2. When employees communicate using email or other features of the internet, the employee must be extremely mindful of the image being portrayed of the District.
3. Email and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters and other paper-based documents. Employees shall not transmit information in an email that should not be written in a letter, memorandum or document available to the public.



4. Be aware of the content placed within an email. Email, once transmitted, can be printed, forwarded and disclosed by the receiving party without the consent of the sender.
5. Employees shall take all necessary steps to prevent unauthorized disclosure of confidential or privileged information.
6. Employees are to be continually aware of phishing scams and other methods hackers use to compromise security and shall consider such scams before downloading or opening files and other items on their computers to prevent the introduction of computer viruses.
7. Emails that employees need to retrieve from their personal internet accounts must be retrieved via that user's personal internet account.
8. Employees will only access the internet using the approved internet browser. Any other browser being used on a workstation will be promptly removed.
9. Employees will only download information and/or publications for official business purposes.
10. Employees will respect all copyright and license agreements regarding software or publication that they access or download from the internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

#### **2082.60 INAPPROPRIATE USE RESTRICTIONS**

District employees and Board members shall not engage in any of the following restrictions related to use of District internet, email and social media resources:

1. Accessing internet sites that contain pornography, exploit children or that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
2. Participating in any profane, defamatory, harassing, illegal, discriminatory or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. Policy #2002 Discrimination, Policy #2170 Sexual Harassment, Policy #2215 Harassment).
3. Using speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any protected class of individuals.
4. Using speech involving themselves or other District personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
5. Transmitting offensive messages of any kind.

6. Posting, downloading or viewing inappropriate pictures or images.
7. Using email or the internet to distribute copyrighted materials.
8. Using email, internet or social media for inappropriate or unauthorized advertising and promotion of the District or others.
9. Using email, internet or social media for personal commercial activity.
10. Using another employee's username/account without express permission of the user or systems administrator.
11. Receiving and/or downloading executable files and programs without express permission of the systems administrator. This includes, but is not limited to, software programs and software upgrades. This does not include email and/or documents received via email and the internet. All downloaded files must be scanned for viruses.
12. Exploiting security weaknesses of the District's computer systems and network and/or other networks or computers outside the District.
13. Using internet, email and/or social media in a manner that interferes with the timely and efficient performance of job duties. Access to these resources is not a benefit of employment with the District.

## **2082.70 PERSONAL USE OF SOCIAL MEDIA**

**2082.71 Purpose and Philosophy.** Social media provides a valuable means of assisting the District and its personnel in gathering community information and other related organizational and community objectives. This section identifies possible uses of social media that may be deemed necessary by Board members and administrative/supervisory personnel.

**2082.72 Employee and Board Responsibility.** The proper functioning of any public agency relies upon the public's confidence and trust in the individuals and the agency to provide effective service and protection. Any matter, which brings the integrity of District personnel or Board members into question has the corresponding effect of reducing public confidence and trust, impeding the ability to work and serve the public. While employees and Board members have the right to use personal/social networking web pages or sites, as members of the District, they are encouraged to remember their position of public responsibility, trust, and transparency when using personal social media. Employees and Board members shall maintain a level of professionalism in both on and off-duty conduct. Employees and Board members shall not engage in conduct that contradicts or impedes the mission of the District.

**2082.73 Personal Use Cautions.** Employees and Board members are cautioned to take into account the following when using social media for personal use:

1. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the District, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the District.
2. Employees are cautioned that their speech either on or off duty that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
3. Employees should assume that their speech and related activity on social media sites will reflect upon their position within the District and should be mindful that their speech becomes part of the worldwide web.
4. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the District at any time without prior notice.
5. Employees should not display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
6. Employees should not post any material that brings discredit to or may adversely affect the efficiency or integrity of the District.
7. Employees should not complain about their jobs, supervisors, or co-workers in a public forum. These comments reflect poorly on you, the organization and the persons that you criticize. Negative and derogatory comments may also lead to claims of defamation and slander.

**2082.74 Personal Use Prohibitions.** Employees and Board members are prohibited from the following types of personal use of social media:

1. Using of the Twain Harte Community Services District name, logos, or employee status on personal social media to imply directly, or indirectly, that your personal opinions or posts are an official position or opinion of the District.
2. Divulging information gained by reason of their authority as a District employee or making any statements, speeches, appearances, and endorsements, or publishing materials that could reasonably be considered to represent the views or positions of the District without express authorization.
3. Linking work activities to personal social media postings.
4. Posting inappropriate status updates that discuss your department, other staff members, or that may implicate unprofessional conduct.
5. Post photographs/images, video, audio files and/or any other information related to any emergency response activity conducted by this District.

6. Post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the General Manager or designee.
7. Using social media while engaged in District work activities, except when such use is directly related to performance of District work activities. Access to social media sites on a personal device should only occur during breaks or absolute down time (firefighters only) as you would use a personal cell phone when on duty. It is inappropriate to post statuses or to view social networking profiles while engaged in District work activity.

### **2082.80 VIOLATIONS**

Failure to adhere to the guidelines and requirements of this policy may lead to disciplinary action, up to and including, immediate termination. Any employee becoming aware of or having knowledge of a posting or of any social media site or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action. Violation of this social media policy may result in suspension or termination.



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	<b>08A</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt the 2023 Water and Sewer Rate Study.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

**RECOMMENDED ACTION:**

Adopt the 2023 Water and Sewer Rate Study.

**SUMMARY:**

In accordance with District Strategic Plan Objective 5.21, staff has developed the 2023 Water and Sewer Rate Study (Study). Over the past 9 months, the District’s Board and Water/Sewer Committee has provided significant input and review for the development of this Study. The Water/Sewer Committee has reviewed the Study in detail and recommend its adoption, as well as implementation of the Study’s recommended 5-year water and sewer rate schedules.

The 2023 Water and Sewer Rate Study was prepared to evaluate water and sewer revenues over the coming five years to see if they are sufficient to meet estimated operational and capital costs. It also provides a cost of services analysis that ensures that the District’s water and sewer fees are charged to customer classes in a manner that does not exceed the proportional cost of service provided to parcels within each customer class (required by the California Constitution). Generally, the Study:

- Finds that water and sewer revenues over the next five years are not sufficient to meet estimated operational and capital costs over the next five years.
- Proposes minor changes to the District’s existing rate structure to ensure that each customer class is charged proportional to the service provided to them.
- Recommends the implementation of 5-year water and sewer rate schedules to establish rates that are sufficient to cover estimated operational and capital costs over the next five years.

If the Study is adopted, the Board will then consider whether or not it wants to initiate the process required by the California Constitution to implement the recommended 5-year water and sewer rate schedules recommended by the Study.

**FINANCIAL IMPACT:**

None. Adoption of the Study enables the District to propose a 5-year rate schedule that provides for continued water and sewer operations over the next five years without withdrawing from Rate Stabilization Reserves.

**ATTACHMENTS:**

- 2023 Water and Sewer Rate Study

# Twain Harte Community Services District



## WATER & SEWER RATE STUDY

November 8, 2023

**Twain Harte Community Services District**  
**Water and Sewer Rate Study**

**Date:**

**November 8, 2023**

**Prepared by:**

**TOM C. TROTT, P.E.**  
**District General Manager**

**CAROLYN HIGGINS**  
**District Finance Officer**

**Reviewed by:**

**District Water and Sewer Committee**

**Adopted by:**

**District Board of Directors**

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## 1.0 Introduction

### 1.1 Purpose

In the 2019 Strategic Plan, the Twain Harte Community Services District (District) Board of Directors set an objective to complete a water and sewer rate study that identified costs of providing services to each customer class, projected five-year revenues and expenses, analyzed rate structures, and recommended a financial plan for the next five years. The intent of this study is twofold: (1) short term and long-term financial health and stability and (2) equitable cost of service rates.

### 1.2 Background

The District was formed on August 1, 1996, to provide water, sewer, park and recreation, fire protection, and hydroelectric services to the Twain Harte community. Its formation resulted in the consolidation of three districts whose service to the community dates as far back as 1935 – Twain Harte Fire Protection District, Tuolumne County Water District No. 1 and Twain Harte Recreation and Park District. The District has a population of approximately 2,226 full-time residents and an additional unknown number of seasonal/vacation residents, who primarily reside in other water/sewer districts.

This rate study focuses only on the District’s water and sewer services, which are generally described as follows:

- **Water:** The District provides treated water to approximately 1,600 customers. Raw water stored in Lyons Reservoir is transported to the District via an open ditch system and is purchased from the Tuolumne Utilities District. The water is treated at the District’s water treatment plant (one million gallons per day capacity), pumped through two pump stations, distributed through approximately 27 miles of pipeline and stored in six storage tanks (totaling 2.5 million gallons of storage). The District



also owns and operates three groundwater wells (capable of producing 125 gallons per minute) and an emergency water supply reservoir (capacity of 15 acre-feet).

- **Sewer:** The District owns and operates a wastewater collection system consisting of approximately 25 miles of sewer mains and three sewer lift stations. All wastewater collected by the District is conveyed to Tuolumne Utilities District for treatment. The Sherwood Forest subdivision is the only area within the District that utilizes individual septic systems to treat wastewater.

In Fiscal Year 2022-23, the District generated approximately \$1.464 million in water service revenue and \$1.137 million in sewer service revenue. Revenues for water and sewer services are primarily generated from service fees and are used to fund the costs of each respective service, including but not limited to, operations and maintenance, debt, capital improvements and adequate reserves. All such revenues are used only to fund the type of service for which they are collected and only for service within that service's respective service area.

### **1.3 Initial Findings**

Revenues collected from water and sewer rates must be sufficient to completely cover operating and capital expenses. If sufficient revenues are not collected, the water or sewer system cannot be adequately maintained and will eventually fall into disrepair, resulting in service disruptions or lack of service altogether.

Based on a financial review of the District's sewer fund at current rates, the District is projected to end FY 23/24 with an operating deficit of \$69,412 which will grow to approximately \$278,714 by FY 27/28. In addition, capital reserve funds are projected to deplete below the board approved minimum level by FY 25/26 leaving all capital projects thereafter unfunded and leaving an overall deficit of over \$1.4M by the end of FY 27/28. This revenue shortfall primarily results from substantial increases in wastewater treatment costs imposed by TUD, who provides wastewater treatment services to the District. The sewer fund has also experienced significant increased costs due to rising inflation levels, high electricity costs and continual fuel price fluctuations. The gap between collected sewer revenue and sewer expenses is projected to increase over the next five years as sewer infrastructure continues to degrade and TUD implements its adopted annual wastewater treatment rate increases.

Unlike the sewer fund, the District's water fund currently collects enough revenue to fund existing operations and maintenance expenditures but projections show that an operating deficit will occur in FY 26/27. In addition, its revenues are not sufficient to fully fund water capital improvement needs and has recently had to use reserves to cover those costs. These reserve funds are scheduled to dip below the board approved minimum level by FY 25/26 leaving a projected overall deficit of over \$1M by the end of FY 27/28. The revenue shortfall primarily results from an increase in wholesale water costs recently levied

by the District's wholesale supplier, rising inflation levels and increased electricity costs and fluctuating fuel prices.

The District's last rate increase was adopted in July of 2019 and despite no rate revenue increases since that time, the District has negated or minimized water and sewer revenue shortfalls by reducing operations and maintenance costs through creative operational efficiency improvements, weeding out excess maintenance costs and negotiating a reasonable contract with the District's employee labor union. The District also obtained approximately \$2.3M in grants to offset capital improvement costs.

Even though the District has been able to continue operations and capital improvements throughout the last four years without a rate increase, projected revenues for the next five years are not sufficient to cover operating and capital improvement costs and the District will need to generate more revenue to continue to provide adequate water and sewer services. This rate study identifies the District's revenue needs over the next five years, thoroughly analyzes costs to ensure they are shared equitably among customer classes and presents a five year financial plan that will generate sufficient revenue to cover all water and sewer expenses.

## 2.0 Rate Design Principles and Goals

### 2.1 Overview of Rate Design Principles

The rate design method used in this study incorporates a combination of generally accepted and District-specific principles and goals. These principles and goals work together to establish rates that generate sufficient revenues, equitably recover costs and meet the unique needs of the District.

### 2.2 General Principles

While no water or sewer agency uses the exact same rate design approach, water and sewer rate design methods should be consistent with the general principles accepted and practiced industry wide. In general, the industry-accepted rate design methods implement and maintain a reasonable balance between the following principles:

- Rates must generate revenues that are sufficient to cover operating and capital expenses.
- Rates must collect revenue from each customer class in an equitable manner that is reasonably proportionate to the cost of service provided to each customer class.
- Rate structures should be simple for customers to understand and for agencies to administer.
- Rates should promote sustainable use of resources.
- Rates should be levied in a manner that reasonably minimizes customer impact.

### 2.3 District-Specific Principles

Every water and sewer agency operates under unique circumstances that require their rate structures to vary according to their individual needs. For example, many water agencies have a relatively steady population base year-round and can generate a steady revenue stream with a rate structure that collects most of its revenue through volumetric charges (\$/gallon). The District cannot generate steady revenues with that rate structure model because its customer base more than doubles in the summer due to tourism. In order to account for the District's unique needs and makeup, the District's Board of Directors adopted the following principles to guide the rate design carried out in this study:

#### General Rate Principles

- Equitable distribution of costs to each customer class based on real costs of services in compliance with the requirements of Proposition 218.
- Simplified administration.
- Easy-to-understand rate structures.

- District fiscal responsibility and stability.
- Continued efficient provision of professional, reliable and quality services.
- Reasonable rate adjustments through balancing the need for increased revenues and customer cost impacts over a 5-year rate adjustment period.

#### **Water Rate Principles**

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

#### **Sewer Rate Principles**

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

### **2.4 District-Specific Goals**

In addition to setting District-specific principles to guide the rate design process, the District board adopted financial goals to identify the costs that rate revenues should cover. Some of the goals are already set forth in District policy, such as minimum levels of Operating Reserves and the “pay as you go” method of funding capital improvements (paying for capital improvements with cash instead of with loans). Other goals are specific to the rate design undertaken in this study. Those goals seek to improve the District’s mission of providing services in a reliable and fiscally responsible manner, such as making accelerated unfunded liability payments and funding depreciation. The District desires to fund the following financial goals through the rate design accomplished in this study:

#### **District Financial Goals**

- 100% of operations and maintenance costs every year.
- 100% of capital costs in the 5-year Capital Improvement Plan.
- 100% of depreciation costs of future capital improvements.
- Accelerated payment toward unfunded liability.
- A minimum \$350,000 Water Fund Capital Reserves Account balance at the end of five years.
- A minimum \$250,000 Sewer Fund Capital Reserves Account balance at the end of five years.
- Operating and Rate Stabilization Reserve Account levels required by the District Reserves Policy.

- 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.

## **2.5 Meeting Principles and Goals**

While a perfect rate design would completely incorporate all rate principles and goals, successful rate designs usually cannot, due to competing principles and goals. A successful rate design must delicately balance and prioritize all principles and goals to attain rates that are sufficient, fair, and reasonable. For example, the District must balance the principle of implementing rates that reasonably impact customers with their goal to make accelerated payments toward unfunded retirement liability, which increases customer impacts. Some principles and goals must be met due to law or basic, sound fiscal management, while others carry some flexibility. The balancing and prioritizing undertaken in this rate study resulted in a recommended rate structure that did not accomplish or only partially accomplished the following District goals and principles:

- 100% Funding of Depreciation. While funding depreciation (funding the cost of replacing infrastructure as it ages) is important, the District found that rate increases to fully fund both capital improvements and depreciation within five years would result in unreasonable customer impacts. The District reasoned that developing a rate design that fully funds its five-year capital improvement needs, which includes replacement of aging infrastructure, was a reasonable step toward funding future infrastructure replacement costs.
- Accelerated Unfunded Liability Payments. The District is currently required to make annual payments to the California Public Employees Retirement System (CalPERS) to pay off its projected water and sewer related unfunded liability (the projected shortfall of current retirement investments to meet future retirement payments) over twenty years. In order to reduce customer rate impacts, the District opted not to increase payments beyond those required to pay off its projected unfunded liability over twenty years.

## **3.0 Rate Design Process**

### **3.1 General Process**

The rate design process in this study is based on an industry-accepted process, which consists of conducting a comprehensive analysis to develop cost-based water and sewer user charges. The process develops rates that generate sufficient revenues to cover water and sewer expenses, recover costs from customer classes in a manner that is proportional to the service provided and incorporate the District's rate design principles and goals. The rate design process is comprised of the following three main components:

1. Revenue Requirements Analysis
2. Cost of Services Analysis
3. Rate Design Analysis

### **3.2 Revenue Requirements Analysis**

The revenue requirements analysis identifies the amount of annual revenue that is needed to provide reliable and efficient water and sewer services to customers. The analysis thoroughly evaluates present and anticipated future water and sewer expenses to determine whether current rate revenues are sufficient to cover expenses over the coming five years. The analysis serves as the basis for accomplishing the fundamental goal of rate design – generating sufficient revenue to cover expenses.

The revenue requirements analysis involves identifying all water and sewer expenses, including operating, maintenance, debt service (principal and interest) and capital improvements. It also identifies revenues needed to fund adequate reserve balances set forth in the District's Reserves Policy. These expenses and revenue needs are combined, quantified, and projected annually over five years using known cost increases, a five-year capital improvement plan and inflation. The final annual costs are compared with existing rate and other revenue sources to quantify the annual revenue required to completely meet the water and sewer fund needs.

### **3.3 Cost of Service Analysis**

The cost-of-service analysis provides the framework for collecting the rate revenue needs identified in the revenue requirements analysis in a manner that is proportionate to the service provided to each water and sewer customer class. The analysis equitably allocates water and sewer expenses to individual customer classes through the following three steps:



1. Allocate Revenue Requirements to Functional Cost Categories. Revenue requirements, represented as costs, are broken down into categories that lump similar costs together based on the type of system function each cost supports. For example, water costs related to water treatment are lumped into one category and water costs related to pumping are lumped into another category. This process simplifies cost allocations undertaken in the next step.
2. Allocate Functional Costs to Demand Cost Categories. The total costs in each functional cost category are allocated to demand categories based on the types of demand that function places on the system. For example, a portion of water treatment costs are related to both average water use and peak water use. Allocating costs to these demand categories is necessary to equitably allocate costs to each customer class based on each class's demand characteristics.
3. Allocate Demand Costs to Customer Classes. The total costs in each demand cost category are allocated to individual customer classes based on the level of demand each class places on the system. For example, residential and non-residential customer classes differ in their historical average and peak water use. That difference is used to equitably divide and assign costs related to average demand and peak demand to each class.

### **3.4 Rate Design Analysis**

After water and sewer revenue needs have been identified through the revenue requirements analysis and equitable collection of those revenues has been determined through the cost-of-service analysis, the rate design analysis can take place. The rate design analysis involves development of a rate structure that successfully balances equitable collection of sufficient revenues with the District's unique principles and goals to achieve rates and charges that meet the unique needs of the District and its customers. The rate design analysis generally consists of the following steps:

1. Existing Rate Structure Analysis. The existing rate structure is analyzed to determine how well it meets the District's specific objectives and the general principles of rate design. This analysis results in the identification of strengths and deficiencies in the existing rate structure.
2. Rate Structure Development. A new rate structure is developed, or the existing rate structure is modified so that it best accommodates the District's unique needs and accomplishes the equitable collection of revenue determined in the cost of service analysis.
3. Rate Level Setting. Five-year rate levels are set for the rate structure using present and projected system demands and revenue needs identified in the rate requirement analysis. Although the water and sewer revenue needs drive rate levels, the levels may be adjusted over the five-year period to minimize customer impacts.

## 4.0 Water Rate Analysis

### 4.1 Revenue Requirements Analysis

#### 4.1.1 General Methodology

The first step of rate design is performance of a revenue requirements analysis. This assessment of the District's water fund financial health involves a detailed analysis of existing expenses and revenues along with reasonable projections of future expenses to determine current and future revenue needs over a five year span. The analysis then compares revenue needs with collected revenues to determine whether rates must be adjusted to continue adequate water services.

#### 4.1.2 Data Input

The following data items were reviewed and incorporated in this analysis:

- District rate design principles and goals
- Fiscal Year 2022-23 water fund actuals
- Fiscal Year 2023-24 water fund budget
- 5-year capital outlay plan
- District Reserves Policy
- Adopted Tuolumne Utilities District wholesale water rate increase schedule
- Debt service data from existing loans

#### 4.1.3 Existing Water Revenues

The water fund receives revenue primarily from rates and service charges and collects only a limited amount from property taxes. From time to time, the district also receives grants to improve water supply or complete specific capital projects. These grants are not granted on a continuous basis and, therefore, are not considered regular operational revenue. Over the past three years, the District received approximately 82% of its revenue from rates and service charges, 5% from property taxes, and 13% from other one-time, non-continuous revenue sources such as grants.

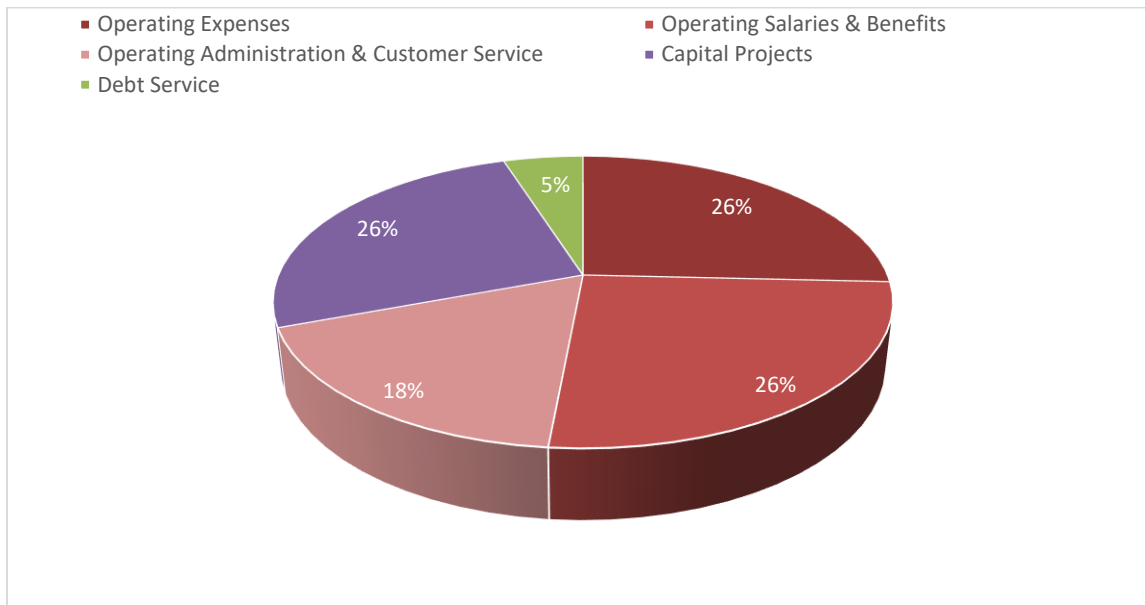
In Fiscal Year 2022-23, the District collected \$1,984,856 in water revenues, consisting of the following:

- Rate Revenue: \$1,463,948
- Fees and Misc Revenue: \$116,674
- Property Taxes & Assessments: \$40,295
- One-Time Grant Revenue: \$363,939

The District’s last water rate increase was in 2019. After that increase, revenues remained fairly steady through 2023, varying slightly based on water use.

#### 4.1.4 Existing Water Expenses

District revenue requirements are determined by combining all expenses, including all operational and maintenance costs, capital improvement costs, and payments on debt. Figure 4-1 depicts a breakdown of the District’s average water fund expenses into each of these cost categories.



**Figure 4-1. Breakdown of Average Water Expenses**

As evidenced in Figure 4-1, the majority (69%) of water fund expenses are related to operating costs – 26% Operating Expenses (i.e. repairs, electricity, treatment chemicals, maintenance, etc.), 26% Operating Salaries & Benefits (i.e. water treatment personnel, distribution personnel, etc.) and 18% Operating Administration & Customer Service. Capital projects (pipeline and facility replacement and upgrades) make up 26% of costs and debt service payments to pay for previously constructed capital projects make up 5% of costs.

#### 4.1.5 Projected Water Revenues and Expenses

In order to assess the short- and long-term water fund financial health, existing revenues and expenses were projected out over five years. For the purposes of this analysis, it is assumed that the Fiscal Year (FY) 2023-24 water fund budget accurately represents existing revenues and expenses. The only exception is that one-time revenues and expenses related to grant-funded projects were removed to accurately represent re-occurring revenues and expenses.

Operating and maintenance costs are projected to increase annually over the five-year period. Projected increases are generally based on the following:

- Cost of water is based on a rate increase schedule adopted by Tuolumne Utilities District.
- Salaries and benefits are based on the provisions of the existing Collective Bargaining Agreement (labor union contract) and the career development path of existing employees.
- Most of the other operating and maintenance costs (i.e. electricity, repair materials, treatment chemicals, etc.) are projected to increase by 4% per year due to inflation. Although this percentage is lower than inflation rates over the past few years, it is in line with the historical inflation pattern and is an industry-accepted value for projecting costs.

Capital improvement costs are projected based on the District’s 5-Year Capital Outlay Plan (Table 4-1). Debt service costs were projected based on existing loan schedules with no new debt scheduled.

**Table 4-1. 5-Year Capital Outlay Plan (Water Fund)**

	Requested FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Out Years 6 to 10	TOTAL
FH Improvements	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 150,000
SCADA Upgrade <sup>4</sup>	\$ 365,000						\$ 375,000
WTP Motor Control Center Upgrade <sup>4</sup>	\$ 172,056						\$ 185,000
Million Gallon Tank #2 Rehab/Recoat <sup>4,6</sup>	\$ 1,089,880						\$ 1,275,000
Turbidimeter Replacement	\$ 40,000						\$ 40,000
Refurbish Treatment Filters	\$ 25,000						\$ 25,000
Truck #4 Plow (35% Sewer)	\$ 8,500						\$ 8,500
Cedar Pines Pressure Zone Upgrades	\$ 100,000	\$350,000					\$ 450,000
Manzanita Ct Waterline Upgrade		\$160,000					\$ 160,000
Emergency Response Trailer (50% S)		\$ 5,000					\$ 5,000
Sherwood Forest Water System Upgrade <sup>7</sup>		\$300,000	\$2,000,000	\$1,400,000			\$ 3,700,000
Rehab/Recoat Black Oak Tanks			\$ 300,000				\$ 300,000
High Pressure Pipe/Lateral Replacement				\$ 100,000	\$ 150,000	\$2,500,000	\$ 2,750,000
Shadybrook Dredging/Bypass					\$ 100,000	\$ 850,000	\$ 950,000
Recoat Sherwood Tank						\$ 100,000	\$ 100,000
Vehicle/Equipment Replacement						\$ 145,420	\$ 145,420
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,815,436</b>	<b>\$830,000</b>	<b>\$ 2,315,000</b>	<b>\$ 1,515,000</b>	<b>\$ 265,000</b>	<b>\$ 3,670,420</b>	<b>\$ 10,618,920</b>

**NOTES:**

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

In addition to expenses, revenue requirements must include the cost of maintaining adequate reserve levels. Among other reserve accounts, the District’s Reserves Policy requires maintaining an Operating Reserve balance of 25% of budgeted operating expenses (approximately \$364,000 for FY 2023-24), a Rate/Revenue Stabilization Reserve balance of 10% of total budgeted operating revenue (approximately \$154,000 for FY 2023-24) and a Capital Reserve balance capable of funding 100% of capital projects. All reserve account balances currently meet the minimum levels, however, operating and capital reserve are

projected to fall below the board adopted minimum levels, if no additional rate revenue is realized in the next five years.

Since no rate adjustments are currently scheduled in the next five years, projected revenues remain almost unchanged over the five-year period. Revenue generated from rates, fees and miscellaneous sources is not projected to change. The slight year-to-year variation resulting from water consumption and the number of late fees is considered inconsequential for this analysis. The \$1,463,948 in rate revenue is based on the 22/23 actual revenue. Property taxes, the only projected revenue increase over the next five years, are projected to increase by 2% per year. Interest revenue is projected to decrease due to the decrease in interest earning capital reserve funds.

#### 4.1.6 Revenue Requirements Results

Table 4-2 compares the projected water revenues and expenses over the next five years to show total revenue required each year. The analysis reveals that projected revenues are not sufficient to meet operating, capital and debt service needs in any of the five years if rates remain at current levels. Specifically, projected revenues fall short of project expenses as follows:

- FY 23-24: \$687,395 shortfall (funded through capital reserves)
- FY 24-25: \$541,375 shortfall (funded through capital reserves)
- FY 25-26: \$405,230 shortfall (\$109,390 funded through capital reserves; remaining unfunded)
- FY 26-27: \$269,899 shortfall
- FY 27-28: \$478,091 shortfall

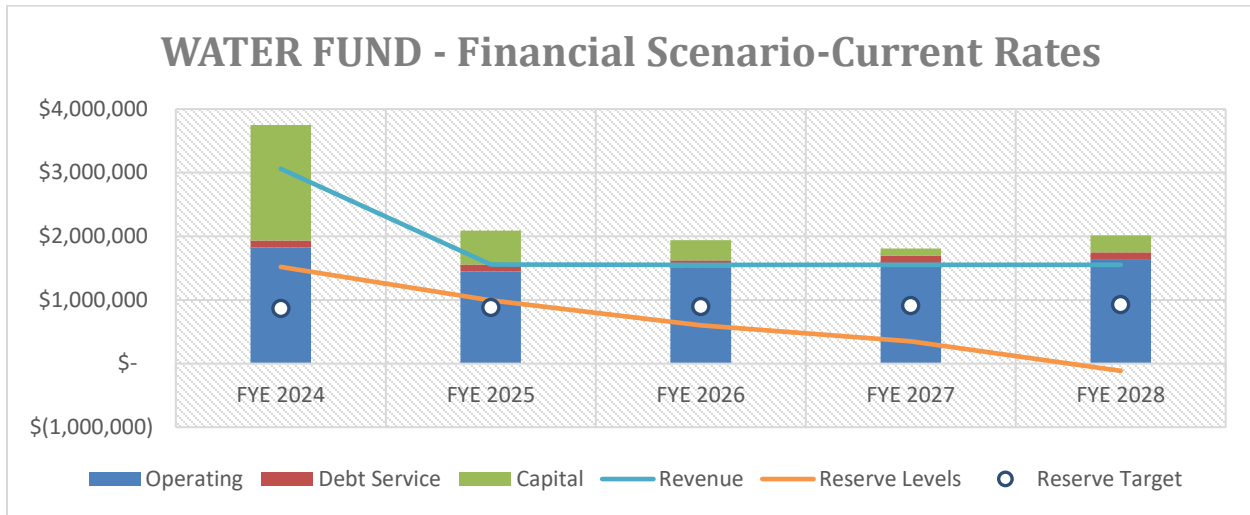
The revenue requirements analysis reveals that existing revenues cannot provide for sustainable water service over the next five years. Current revenues cover operating and debt service payments but are not sufficient to fully pay for capital expenses. This shortfall is currently covered with Capital Reserve funds.

**Table 4-2. Revenue Requirements Results**

Twain Harte Community Services District WATER PROJECTIONS WITH CURRENT RATES 5 Year Revenue Requirement Analysis					
	23/24 Budget	24/25 Budget	25/26 Budget	26/27 Budget	27/28 Budget
<b>Operating Expenses</b>					
Salaries	\$ 344,769	\$ 356,581	\$ 378,620	\$ 399,578	\$ 413,554
Benefits	201,287	216,236	225,052	235,732	245,960
Equip, Auto, Maint, & Repairs	152,300	149,132	155,097	161,300	167,751
Materials & Supplies	49,458	45,865	47,700	49,608	51,592
Outside Services	446,148	26,812	27,885	29,001	30,161
Other (Purchased Water, Utilities, Regulatory Fee)	247,100	255,134	264,251	273,591	283,267
<b>Total Program Expenses</b>	<b>\$ 1,441,062</b>	<b>\$ 1,049,760</b>	<b>\$ 1,098,605</b>	<b>\$ 1,148,809</b>	<b>\$ 1,192,284</b>
Administrative Cost Allocation	381,544	398,711	415,186	433,068	447,812
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,822,606</b>	<b>\$ 1,448,471</b>	<b>\$ 1,513,791</b>	<b>\$ 1,581,877</b>	<b>\$ 1,640,096</b>
<b>Capital and Debt Service</b>					
Debt Service	\$ 110,684	\$ 110,539	\$ 110,389	\$ 110,272	\$ 110,070
Capital Outlay	1,815,436	530,000	315,000	115,000	265,000
<b>Total Capital &amp; Debt Service</b>	<b>\$ 1,926,120</b>	<b>\$ 640,539</b>	<b>\$ 425,389</b>	<b>\$ 225,272</b>	<b>\$ 375,070</b>
<b>Reserve Funding Requirements</b>					
Transfer To/(From) Capital Reserve	(687,395)	(541,375)	(109,390)		
Transfer To/(From) Operating Reserve		14,519	17,022	14,555	15,581
Transfer To/(From) Stabilization Reserve					
<b>Total Transfers To/(From) Reserve Accounts</b>	<b>\$ (687,395)</b>	<b>\$ (526,856)</b>	<b>\$ (92,368)</b>	<b>\$ 14,555</b>	<b>\$ 15,581</b>
<b>TOTAL REVENUE REQUIRED</b>	<b>\$ 3,061,330</b>	<b>\$ 1,562,154</b>	<b>\$ 1,846,811</b>	<b>\$ 1,821,704</b>	<b>\$ 2,030,747</b>
<b>Current Revenue</b>					
Service Charges	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948	\$ 1,463,948
Fees	17,980	17,980	17,980	17,980	17,980
Taxes & Assessments	40,078	40,880	41,697	42,531	43,382
Grants & Donations	1,487,978				-
Other Revenue	48,000	36,000	24,000	24,000	24,000
<b>Total Program Revenue</b>	<b>\$ 3,057,984</b>	<b>\$ 1,558,808</b>	<b>\$ 1,547,625</b>	<b>\$ 1,548,459</b>	<b>\$ 1,549,310</b>
Administrative Cost Allocation	3,346	3,346	3,346	3,346	3,346
<b>GRAND TOTAL CURRENT REVENUE</b>	<b>\$ 3,061,330</b>	<b>\$ 1,562,154</b>	<b>\$ 1,550,971</b>	<b>\$ 1,551,805</b>	<b>\$ 1,552,656</b>
<b>Additional Rate Revenue Required</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (295,840)</b>	<b>\$ (269,899)</b>	<b>\$ (478,091)</b>
<b>GRAND TOTAL RATE REVENUE REQUIRED: \$1,043,831</b>					

If rates remain unchanged, reserve levels required by the District’s Reserves Policy will no longer be met in FY 2025-26 and recovered revenue would no longer completely fund operating and debt service payments. Reserves would continue to deplete until all reserve accounts are completely exhausted sometime in FY 2027-28. This phenomenon is depicted in Figure 4-2.

**Figure 4-2. Projected Revenue, Expenses and Reserve Impacts**



In order to meet the District’s revenue requirements over the next five years and achieve the District’s rate design principles and goals (excluding those discussed in Section 2.5, *Meeting Principles and Goals*), the District would need to increase rates at the beginning of each fiscal year as follows:

- FY 23-24: 0%
- FY 24-25: 1%
- FY 25-26: 27%
- FY 26-27: 0%
- FY 27-28: 0%

## 4.2 Cost of Services Analysis

### 4.2.1 General Methodology

The cost-of-service analysis provides the framework for collecting the rate revenue needs identified in the revenue requirements analysis in a manner that is proportionate to the service provided to each water customer class. The systematic process used in this study to equitably allocate water expenses to individual customer classes is detailed in the industry-accepted American Water Works Association (AWWA) M-1 Manual, *Principles of Water Rates, Fees and Charges*. Specifically, this analysis uses the M-1 Manual’s Base-Extra Capacity Method, which generally involves the following three steps:

1. Identify water costs by functional category (i.e. water treatment, pumping, etc.).
2. Allocate each functional cost category to capacity component cost categories (defined in Section 4.2.2).

3. Allocate capacity component costs to each water customer class based on water use and other characteristics of each class.

#### 4.2.2 Cost Allocation by Function

The total annual cost of service was first broken down into categories classified by “utility function”. A utility function refers to the type of operational activity for which a particular cost is expended. For example, electrical and maintenance costs related to a pump station are classified as “pumping” costs. All District water costs were broken down into the following functional cost categories in accordance with the AWWA M-1 Manual:

- Source of Supply
- Pumping
- Treatment
- Transmission and Distribution
- Customer Accounts
- General and Administrative

#### 4.2.3 Allocation of Functional Costs to Capacity Components

The functional cost categories were further allocated to capacity components. These components identify either the level of demand each functional category places on the water system or how functional categories relate to customer classes. The capacity components are driven by the annual volume of water consumed, the peak water demands incurred, the number of customers in the system, and the number of fire services required to maintain adequate fire protection. The following capacity components were used in this cost-of-service analysis:

- Base Costs – Operating and capital costs directly related to the average quantity of water used, including costs associated with service to customers under average load conditions.
- Extra Capacity Costs (max day & max hour) – Operating costs associated with meeting peak demand water use, or water in excess of average (base) use, including any capital costs that will provide excess capacity.
- Customer Costs – Customer costs are fixed costs, irrespective of the amount of water used. They are equal for all customers and include meter reading, billing, accounting, and administration.
- Meter Service Costs – Meter costs are fixed costs specific to the size of meter utilized by the customer and include maintenance and capital costs directly attributable to meters.



- Fire Protection Costs – Costs directly related to public fire hydrants and associated branch pipelines and valves.

The water fund's budget was analyzed line-by-line and expenditures were distributed to functional cost categories and then allocated to each capacity component. Table 4-3 provides the resulting breakdown of this process. As seen in Table 4-3, functional cost categories were allocated to capacity components differently based on function. For example, 100% of Customer Account category costs were allocated to the Customer Cost component because they are not dependent upon the volume of water used or the number of connections in a system. These costs would be the same if the entire District used five gallons or one million gallons of water. Also, Transmission and Distribution category costs are allocated to Base, and Extra Capacity (both Max Day and Peak Hour) capacity components because the different parts of the transmission and distribution system are used to meet various types of water use demands. For example, distribution pipelines are primarily used to meet average water flows, but they are sized larger than needed for average water flows, so they can also handle much larger water flows, such as: maximum day flows (normally experienced on hot August days) and maximum hour flows (typically experienced in the morning when most people shower).

**Table 4-3. Expenses by Functional Cost Category and Capacity Component**

Description	Total Water				Meters	Customer	
	Expenses	Base	Max Day	Max Hour	& Services	Accounts	Fire
% Allocation		29.58%	12.56%	10.59%	3.53%	43.63%	0.09%
<b>Total Allocation</b>	<b>2,021,411</b>	<b>598,027</b>	<b>253,933</b>	<b>214,137</b>	<b>71,455</b>	<b>881,944</b>	<b>1,916</b>
<b>SALARIES &amp; BENEFITS</b>	<b>546,056</b>	<b>136,195</b>	<b>63,056</b>	<b>59,219</b>	<b>20,090</b>	<b>267,477</b>	<b>21</b>
<b>EQUIP, AUTO, MAINT, &amp; REPAIR</b>							
EQUIP MAINTENANCE & RE	7,400	3,392	1,894	2,114	-	-	-
FACILITIES MAINT/REPAI-SOS	9,300	9,300	-	-	-	-	-
FACILITIES MAINT/REPAI-Pump	4,100	-	4,100	-	-	-	-
FACILITIES MAINT/REPAI-W.T.	23,500	15,079	8,421	-	-	-	-
FACILITIES MAINT/REPAI-T.&D.	58,201	26,676	14,896	16,629	-	-	-
FACILITIES MAINT/REPAI-G.& A.	1,300	336	156	146	50	612	-
VEHICLE MAINTENANCE	7,800	2,018	934	877	298	3,673	-
FUEL	24,700	6,389	2,958	2,778	942	11,632	1
EQUIP UNDER \$5K - Pumping	-	-	-	-	-	-	-
EQUIP UNDER \$5K - W.T.	5,900	3,786	2,114	-	-	-	-
EQUIP UNDER \$5K - T&D	7,600	3,484	1,945	2,171	-	-	-
EQUIP UNDER \$5K - G&A	499	129	60	56	19	235	-
PERSONAL PROTECTIVE EQUIP	2,000	-	-	-	-	2,000	-
<b>MATERIALS &amp; SUPPLIES</b>							
OFFICE SUPPLIES	1,000	-	-	-	-	1,000	-
OFFICE SUPPLIES-CUSTOMER	200	-	-	-	-	200	-
POSTAGE	200	-	-	-	-	200	-
POSTAGE - CUSTOMER ACC	4,800	-	-	-	-	4,800	-
EMERG. RESPONSE FOOD SUPPLY	400	104	48	45	15	188	-
CHEMICAL & TESTING SUP	42,500	42,500	-	-	-	-	-
JANITORIAL SUPPLIES	360	94	43	40	14	169	-
<b>OUTSIDE SERVICES</b>							
LEGAL FEES	7,000	-	-	-	-	7,000	-
IT SERVICES	1,700	-	-	-	-	1,700	-
ENGINEERING SERVICES	433,598	191,648	106,142	117,735	1,354	16,718	1
MEDICAL EXAMS	550	142	66	62	21	259	-
OTHER PROFESSIONAL SER	3,300	854	395	371	126	1,554	-
<b>OTHER PROFESSIONAL SER</b>							
UTILITIES - SOS	-	-	-	-	-	-	-
UTILITIES - PUMPING	18,000	18,000	-	-	-	-	-
UTILITIES - WATER TREATMENT	23,700	15,208	8,492	-	-	-	-
UTILITIES - GEN & ADMIN	4,600	1,190	551	517	176	2,166	-
PHONE/COMMUNICATIONS	7,200	1,862	862	810	275	3,391	-
COMPUTER LIC./MAINT. AGREE.	19,800	-	-	-	-	19,800	-
PROPERTY/LIABILITY INSURANCE	46,000	-	-	-	-	46,000	-
PROPERTY TAX	500	104	-	348	-	-	48
MEMBERSHIPS/PUBS/SUBSC	11,800	3,052	1,413	1,327	450	5,558	-
LICENSES & CERTIFICATIONS	1,400	362	168	157	53	660	-
TRAINING/CONFERENCES/TRAVEL	4,101	1,061	491	461	156	1,932	-
UNCOLLECTABLE ACCOUNTS	500	-	-	-	-	500	-
ADVERTISING & PUBLIC EDUCATION	1,400	362	168	157	53	660	-
LABORATORY FEES	27,300	-	-	-	27,300	-	-
REGULATORY FEES	18,500	-	-	-	18,500	-	-
PURCHASED WATER	51,000	51,000	-	-	-	-	-
BANK & INVESTMENT FEES	11,300	-	-	-	-	11,300	-
CLAIMS	-	-	-	-	-	-	-
ADMIN COST ALLOCATION	381,544	-	-	-	-	381,544	-
<b>DEBT SERVICE</b>							
Total Debt Service	110,684	10,593	4,904	4,606	1,563	89,017	2
Capital Projects - Rate Funded	88,118	53,107	29,656	3,511	-	-	1,843

Key:

Source of Supply
Pumping
Water Treatment
Transmission & Distribution
Customer Accounts
General & Administrative
Multiple Categories Above

#### 4.2.4 Allocation of Capacity Component Costs to Customer Classes

The final cost allocation step is to allocate the capacity component costs to the District's specific customer classes – Residential and Non-Residential. This becomes the basis by which the rates, by customer class, are developed consistent with the cost of providing service to those customer classes.

Table 4-4 presents the allocation of capacity component costs to customer classes (residential and non-residential). Base and extra capacity components were allocated to each class based on their respective annual base, max day and max hour water use statistics over the past five years. This data was used to determine the percentage of Base component and Extra Capacity component costs attributable to each class. Meter Service component costs were allocated to each class based on their respective number of meters. Meter Service costs are typically split by equivalent meter sizes, but after analysis it was determined that the expenses associated with the meter service capacity component would not increase for larger meters and were, therefore, split evenly on a per meter basis. Customer component costs were allocated to each class based on their respective number of customer accounts since the functional costs included in the Customer component benefits every customer equally without respect to water usage. Fire component costs were allocated to each class based on their respective number of meters because the same level of benefit is provided to each customer's meter without respect to meter size or water usage.

The resulting allocation of these component costs provides a road map for equitable rates that will collect the appropriate revenue from Residential and Non-Residential customer classes in proportion to the amount of service and demand they place on the water system. According to the cost-of-service analysis, the Residential customer class is responsible for 88.8% of total revenue requirements and the Non-Residential customer class is responsible for 11.2% of total revenue requirements.

**Table 4-4. Allocation of Capacity Component Costs to Customer Classes**

Summary of Expenses by Capacity Components							
Functional Cost Component	Base	Extra Capacity		Meter Services	Customer Costs	Fire	Total
	Average Day	Max Day	Max Hour				
Total Costs	\$ 357,151	\$ 122,127	\$ 86,102	\$ 67,280	\$ 830,419	\$ 869	\$ 1,463,948

Allocation of Capacity Costs to Customer Classes:

Calculation of Unit Cost for Base, Max Day and Max Hour Cost Components								Meter Services	Customer Costs	Fire
Customer Class	Total Annual Flow	Average Daily Flow	Max Day Peaking Factor	Max Day Flow Above the Average Day Flow	Max Hour Peaking Factor	Max Hour Flow Above the Max Day Flow	Number of Meters			
Residential	46,573,076	127,597	156%	199,221	196%	250,260	1551.85	1488.5	1551.85	
Non-Residential	12,569,546	34,437	128%	43,931	168%	57,706	134	83.5	134	
<b>Total</b>	<b>59,142,622</b>	<b>162,034</b>		<b>243,152</b>		<b>307,966</b>	<b>1,686</b>	<b>1,572</b>	<b>1,686</b>	
<i>Unit Cost</i>		<i>\$ 2.2042</i>		<i>\$ 0.5023</i>		<i>\$ 0.2796</i>	<i>\$ 39.9087</i>	<i>\$ 528.2564</i>	<i>\$ 0.5155</i>	

Allocation of Capacity Costs to Customer Classes								
Customer Class	Base	Extra Capacity		Meter Services	Customer Costs	Fire	Total	% Cost Distribution
	Average Day	Max Day	Max Hour					
Residential	\$ 281,245.97	\$ 100,062.46	\$ 69,968.89	\$ 61,932.28	\$ 786,309.96	\$ 800.35	\$ 1,300,319.90	88.8%
Non-Residential	75,905.10	22,065.02	16,133.60	5,347.76	44,109.43	69.11	\$ 163,630.02	11.2%
<b>Total</b>	<b>\$ 357,151.07</b>	<b>\$ 122,127.48</b>	<b>\$ 86,102.48</b>	<b>\$ 67,280.04</b>	<b>\$ 830,419.39</b>	<b>\$ 869.45</b>	<b>\$ 1,463,949.92</b>	<b>100%</b>

### 4.3 Rate Design Analysis

#### 4.3.1 General Methodology

The rate design analysis involves development of a rate structure that successfully balances equitable collection of sufficient revenues with the District’s unique principles and goals to achieve rates and charges that meet the unique needs of the District and its customers. The rate design analysis generally consists of the following steps:

1. Existing Rate Structure Analysis
2. Rate Structure Development
3. Rate Level Setting

#### 4.3.2 Existing Rate Structure Analysis

The District currently collects revenue from its water customers with a monthly, three-tiered rate structure. The District’s customer classes are solely based on whether they are a Residential or Non-Residential customer. The rate structure is comprised of two components:

Base Charge: The base charge is a fixed monthly charge that collects revenue for each capacity component cost in the proportions allocated to each customer class in the cost of services analysis. This manner of collection ensures that present and future rate revenues are collected in proportion to the cost of services provided to each customer class. The base charge accounts for 86% of the overall required rate revenue and consists of the following capacity components:

- *Base and Extra Capacity Components* – A portion of costs related to the Base and Extra Capacity Components is included in the base charge. Base and Extra Capacity components account for 40.59% of required rate revenue; however, only 26.59% is accounted for in the base charge (the remaining 14% is collected through the commodity charge). The portion of Base and Extra Capacity component costs covered by the base charge are distributed to each customer based on equivalent 5/8-inch meter size, as determined in the AWWA M-1 Manual, in the proportions attributed to each customer class in the cost of services analysis. Meter size is used to represent a customer’s potential capacity, which directly relates to system costs associated with average, max hour, and max flow demands. For example, a 1-inch meter can accommodate 2.5 times greater flows than a 5/8-inch meter and, therefore, customers with 1” meters are responsible for 2.5 times more of these costs than customers with 5/8” meters. This method is applied to all Non-Residential Customers. However, analysis of District Residential customers revealed that water use did not depend on meter size and some customers were supplied with a 1-inch to provide higher pressures. To accommodate this, all Residential customers are considered to have a 5/8-inch meter. The only exception to this is multi-residential customers. Based on analysis of average water use between multi-unit and single family residential, it was determined that each dwelling unit in a multi-residential dwelling has a capacity of 85% of a single-family dwelling unit. Therefore, the base charge for multi-family dwellings is based on 85% of a 5/8” meter per unit in the multi-family dwelling.
- *Meter Service, Customer and Fire Components* – All costs related to Meter Service, Customer and Fire capacity components are included in the base charge in the proportions attributed to each customer class in the cost of services analysis. These costs are distributed to each customer based on number of meters, irrespective of meter size. Since these costs benefit all customers equally, they are shared equally as fixed costs by all customers and are not dependent on customer capacity of water use.

Commodity Charge: The commodity charge for each customer class consists primarily of a portion of the costs included in the Base and Extra Capacity component, which includes costs associated with average system use. Since a portion of these costs are determined by average Residential and Non-Residential water use and vary based on water use, it is appropriate to recover these costs from each customer class through a charge based on actual water usage. Assuming that the ratio of Residential and Non-Residential water use remains consistent, this ensures proportionate collection of future revenue between customer classes. In order to provide consistent revenue streams, the commodity

charge is designed to cover 14% of required rate revenues (the base charge covers the remaining 86% of required rate revenues).

Commodity charges are collected through two tiers based on monthly water use in 1,000 gallon units. The cost to deliver each unit of water is the same no matter how much is consumed; however, the District Board of Directors chose to encourage water conservation by subsidizing the first tier by using \$25,000 in property tax revenue (property taxes can be used at the District’s discretion instead of in proportion to service provided). Therefore, commodity charges are collected in two tiers – the first two thousand gallons at a subsidized charge in the first tier and at cost for any water consumed above two thousand gallons.

#### 4.3.3 Rate Structure Development

Analysis of the existing rate structure revealed that the current rate structure accomplishes the following:

- Collects revenue from Residential and Non-Residential customers in the proportions set forth in the cost-of-service analysis.
- Promotes efficient water use in a cost-justified manner without significantly impacting consistent revenue collection.
- Maintains a consistent, easily understood and easily administered rate structure.
- Incorporates the maximum number of District-specific and general principles.

Due to the above, the District decided not to modify the existing rate structure.

#### 4.3.4 Rate Level Setting

The primary goal of rate level setting is to ensure collection of sufficient revenues to meet District revenue requirements. This must also be balanced with the District’s adopted principle of minimizing customer impacts. The revenue requirements analysis shows that one small rate increase is needed in the second year and one very large rate increase is needed in the third year of the five-year analysis period. However, the resulting customer impacts are too significant and the District had to create a more reasonable method of proposed rate levels that both generated sufficient revenues and minimized customer impacts.

The District chose to recommend initial water rate increases that kept the annual base charge increase at a fairly equal amount each year with the exception of slightly higher increases in the first two years. This method of rate level setting does not generate sufficient rate revenues to cover all capital expenses, but capital reserve funds will be used in any given year to fund the difference. With this model, revenue will exceed operating costs in all five years and reserves will never dip below the minimum requirements. The District deemed this to be an appropriate compromise to keep increases reasonable for its customers. The result of this rate level setting method is illustrated in Figure 4-3.

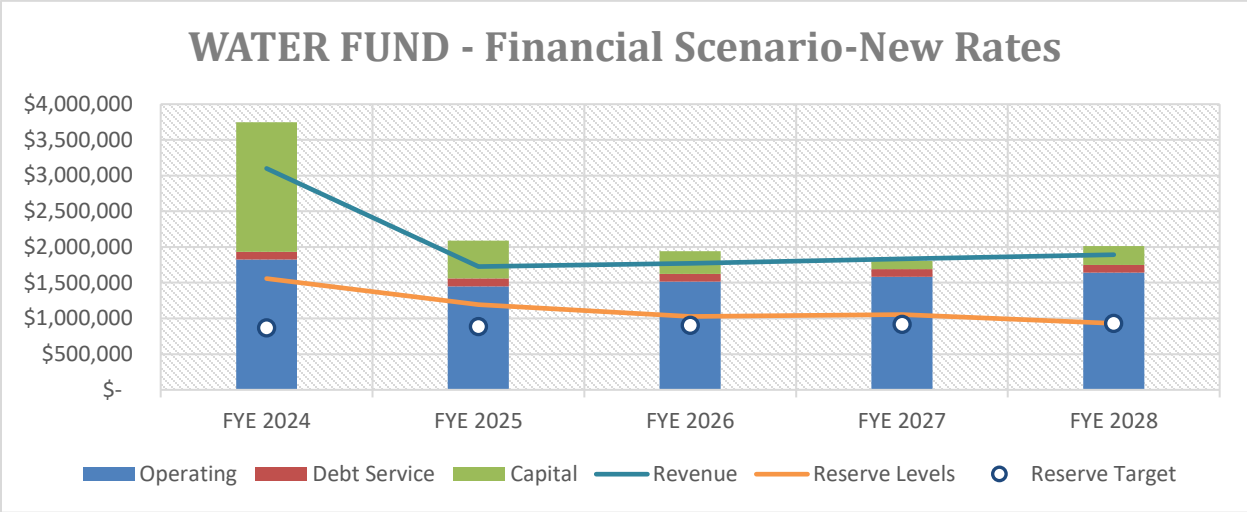


Figure 4-3. Projected Water Revenue, Expenses and Reserves Impacts after Rate Increases

**4.4 Recommended Water Rates**

Table 4-5 presents recommended water rates, based on the rate level setting method in the previous section, for the five-year analysis period. Although these rates account for scheduled cost increases from the District’s wholesale water provider and inflation of other utility costs, it is recommended that a pass-through clause be adopted with the recommended rates so that the District can pass through any such expense increases that are beyond those anticipated in the revenue requirements analysis.

Table 4-5. Recommended Water Rates

Base Charge (Fixed Monthly)						
USER CLASS (by meter size)		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Residential	Single Family Unit	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	Multi Family Unit	\$ 55.68	\$ 58.47	\$ 60.49	\$ 62.57	\$ 64.73
Non-Residential	3/4"	\$ 67.42	\$ 70.81	\$ 73.25	\$ 75.77	\$ 78.39
	1"	\$ 90.99	\$ 95.56	\$ 98.85	\$ 102.26	\$ 105.79
	1.5"	\$ 149.91	\$ 157.44	\$ 162.87	\$ 168.48	\$ 174.30
	2"	\$ 220.62	\$ 231.69	\$ 239.68	\$ 247.95	\$ 256.50
	3"	\$ 409.17	\$ 429.71	\$ 444.52	\$ 459.86	\$ 475.72
Commodity Charge (Variable)						
ALL USER CLASSES (per 1,000 gallons)		FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
0-2,000	Gal	\$ 2.85	\$ 3.06	\$ 3.21	\$ 3.36	\$ 3.52
2,001+	Gal	\$ 4.10	\$ 4.31	\$ 4.46	\$ 4.61	\$ 4.77

Table 4-6 presents the projected revenue that will be generated if the recommended rates are implemented.

**Table 4-6. Revenue Generated by Recommended Water Rates**

Twain Harte Community Services District WATER PROJECTIONS WITH RECOMMENDED INCREASE 5 Year Revenue Requirement Analysis					
	23/24 Budget	24/25 Budget	25/26 Budget	26/27 Budget	27/28 Budget
<b>Operating Expenses</b>					
Salaries	\$ 344,769	\$ 356,581	\$ 378,620	\$ 399,578	\$ 413,554
Benefits	201,287	216,236	225,052	235,732	245,960
Equip, Auto, Maint, & Repairs	152,300	149,132	155,097	161,300	167,751
Materials & Supplies	49,458	45,865	47,700	49,608	51,592
Outside Services	446,148	26,812	27,885	29,001	30,161
Other (Purchased Water, Utilities, Regulatory Fee)	247,100	255,134	264,251	273,591	283,267
<b>Total Program Expenses</b>	<b>\$ 1,441,062</b>	<b>\$ 1,049,760</b>	<b>\$ 1,098,605</b>	<b>\$ 1,148,809</b>	<b>\$ 1,192,284</b>
Administrative Cost Allocation	381,544	398,711	415,186	433,068	447,812
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,822,606</b>	<b>\$ 1,448,471</b>	<b>\$ 1,513,791</b>	<b>\$ 1,581,877</b>	<b>\$ 1,640,096</b>
<b>Capital and Debt Service</b>					
Debt Service	\$ 110,684	\$ 110,539	\$ 110,389	\$ 110,272	\$ 110,070
Capital Outlay	1,815,436	530,000	315,000	115,000	265,000
<b>Total Capital &amp; Debt Service</b>	<b>\$ 1,926,120</b>	<b>\$ 640,539</b>	<b>\$ 425,389</b>	<b>\$ 225,272</b>	<b>\$ 375,070</b>
<b>Reserve Funding Requirements</b>					
Transfer To/(From) Capital Reserve	(648,479)	(377,474)	(184,355)	9,945	(137,214)
Transfer To/(From) Operating Reserve	-	14,519	17,022	14,555	15,581
Transfer To/(From) Stabilization Reserve	-	-	-	-	-
<b>Total Transfers To/(From) Reserve Accounts</b>	<b>\$ (648,479)</b>	<b>\$ (362,955)</b>	<b>\$ (167,333)</b>	<b>\$ 24,500</b>	<b>\$ (121,633)</b>
<b>TOTAL REVENUE REQUIRED</b>	<b>\$ 3,100,246</b>	<b>\$ 1,726,055</b>	<b>\$ 1,771,846</b>	<b>\$ 1,831,649</b>	<b>\$ 1,893,533</b>
<b>Current Revenue</b>					
Service Charges	\$ 1,502,865	\$ 1,627,849	\$ 1,684,823	\$ 1,743,792	\$ 1,804,825
Fees	17,980	17,980	17,980	17,980	17,980
Taxes & Assessments	40,078	40,880	41,697	42,531	43,382
Grants & Donations	1,487,978	-	-	-	-
Other Revenue	48,000	36,000	24,000	24,000	24,000
<b>Total Program Revenue</b>	<b>\$ 3,096,901</b>	<b>\$ 1,722,708</b>	<b>\$ 1,768,501</b>	<b>\$ 1,828,303</b>	<b>\$ 1,890,187</b>
Administrative Cost Allocation	3,346	3,346	3,346	3,346	3,346
<b>GRAND TOTAL CURRENT REVENUE</b>	<b>\$ 3,100,247</b>	<b>\$ 1,726,054</b>	<b>\$ 1,771,847</b>	<b>\$ 1,831,649</b>	<b>\$ 1,893,533</b>
<b>Additional Rate Revenue Required</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

#### 4.5 Customer Impacts

As noted throughout this study, many rate design measures were undertaken to minimize customer rate impacts, including depleting Capital Reserves below minimum levels. Table 4-7 displays the recommended impacts with a comparison of existing rates and recommended rates.

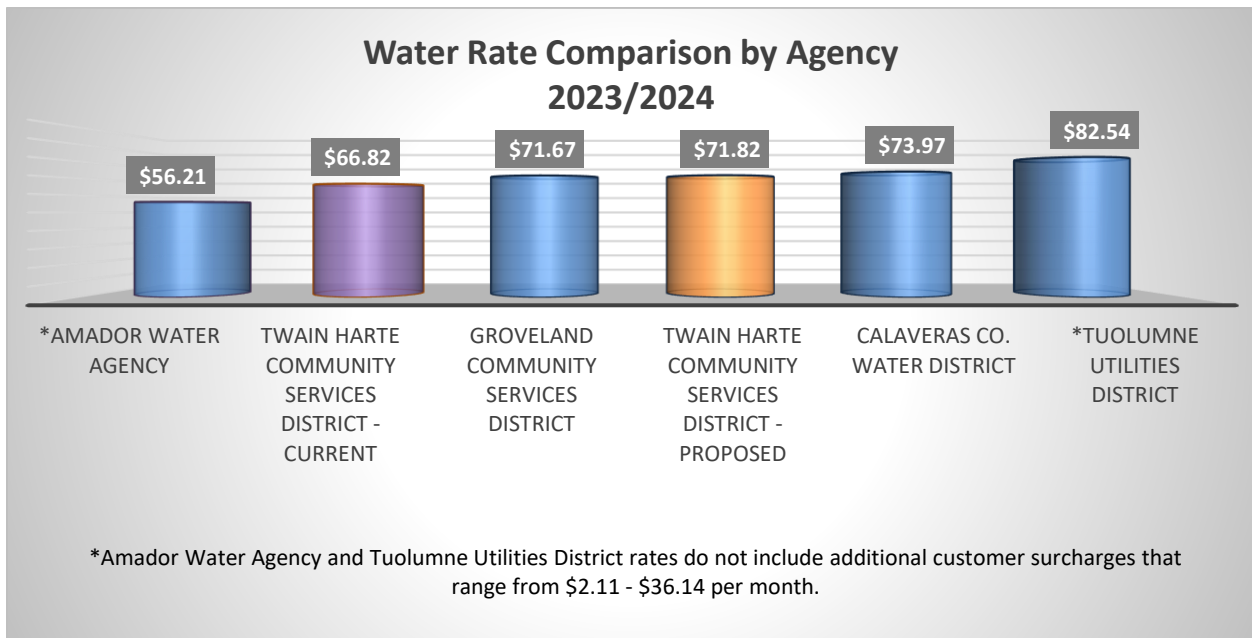


**Table 4-7. Existing vs. Recommended Rates**

<b>Base Charge (Fixed Monthly)</b>							
<b>USER CLASS (by meter size)</b>		<b>CURRENT</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
<b>Residential</b>	<i>Single Family Unit</i>	\$ 61.50	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	<i>Multi Family Unit</i>	\$ 61.50	\$ 55.68	\$ 58.47	\$ 60.49	\$ 62.57	\$ 64.73
<b>Non-Residential</b>	<b>3/4"</b>	\$ 61.50	\$ 67.42	\$ 70.81	\$ 73.25	\$ 75.77	\$ 78.39
	<b>1"</b>	\$ 80.85	\$ 90.99	\$ 95.56	\$ 98.85	\$ 102.26	\$ 105.79
	<b>1.5"</b>	\$ 129.23	\$ 149.91	\$ 157.44	\$ 162.87	\$ 168.48	\$ 174.30
	<b>2"</b>	\$ 187.29	\$ 220.62	\$ 231.69	\$ 239.68	\$ 247.95	\$ 256.50
	<b>3"</b>	\$ 342.09	\$ 409.17	\$ 429.71	\$ 444.52	\$ 459.86	\$ 475.72
<b>Commodity Charge (Variable)</b>							
<b>ALL USER CLASSES (per 1,000 gallons)</b>		<b>CURRENT</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
			1/15/24	7/15/24	7/15/25	7/15/26	7/15/27
<b>0-2,000</b>	<b>Gal</b>	\$ 2.38	\$ 2.85	\$ 3.06	\$ 3.21	\$ 3.36	\$ 3.52
<b>2,001+</b>	<b>Gal</b>	\$ 3.74	\$ 4.10	\$ 4.31	\$ 4.46	\$ 4.61	\$ 4.77
<b>Proposed Incremental Increases</b>							
<b>Single Family Residential Base Charge</b>			\$ 4.00	\$ 3.29	\$ 2.37	\$ 2.45	\$ 2.54
<b>Average Single Family Residential- Base + Commodity</b>			\$ 5.05	\$ 3.86	\$ 2.87	\$ 3.00	\$ 3.14
<b>Non-Residential (General Commercial) Base Charge</b>			\$ 5.92	\$ 3.38	\$ 2.44	\$ 2.53	\$ 2.61

When considering customer impacts, the District also looked at neighboring water agencies to determine if District customers were being asked to pay much more than similar areas for water services. As illustrated in Figure 4-4, the recommended rates are comparable to water rates levied in other nearby Sierra Nevada foothill communities like Twain Harte.

**Figure 4-4. Recommended Rate Comparison to Similar Water Agencies**



## 5.0 Sewer Rate Analysis

### 5.1 Revenue Requirements Analysis

#### 5.1.1 General Methodology

The first step of rate design is performance of a revenue requirements analysis. This assessment of the District's sewer fund financial health involves a detailed analysis of existing expenses and revenues along with reasonable projections of future expenses to determine current and future revenue needs over a five year span. The analysis then compares revenue needs with collected revenues to determine whether or not rates must be adjusted to continue adequate sewer services.

#### 5.1.2 Data Input

The following data items were reviewed and incorporated in this analysis:

- District rate design principles and goals
- Fiscal Year 2022-23 sewer fund actuals
- Fiscal Year 2023-24 sewer fund budget
- 5-year capital outlay plan
- District Reserves Policy
- Adopted Tuolumne Utilities District sewer rate increase schedule
- Debt service data from existing loans

#### 5.1.3 Existing Sewer Revenues

The sewer fund receives revenue almost completely from rates and service charges. Over the past three years, the District received approximately 90% of its revenue from rates and service charges and 10% from other one-time, non-continuous revenue sources.

In Fiscal Year 2022-23, the District collected \$1,170,537 in sewer revenues, consisting of the following:

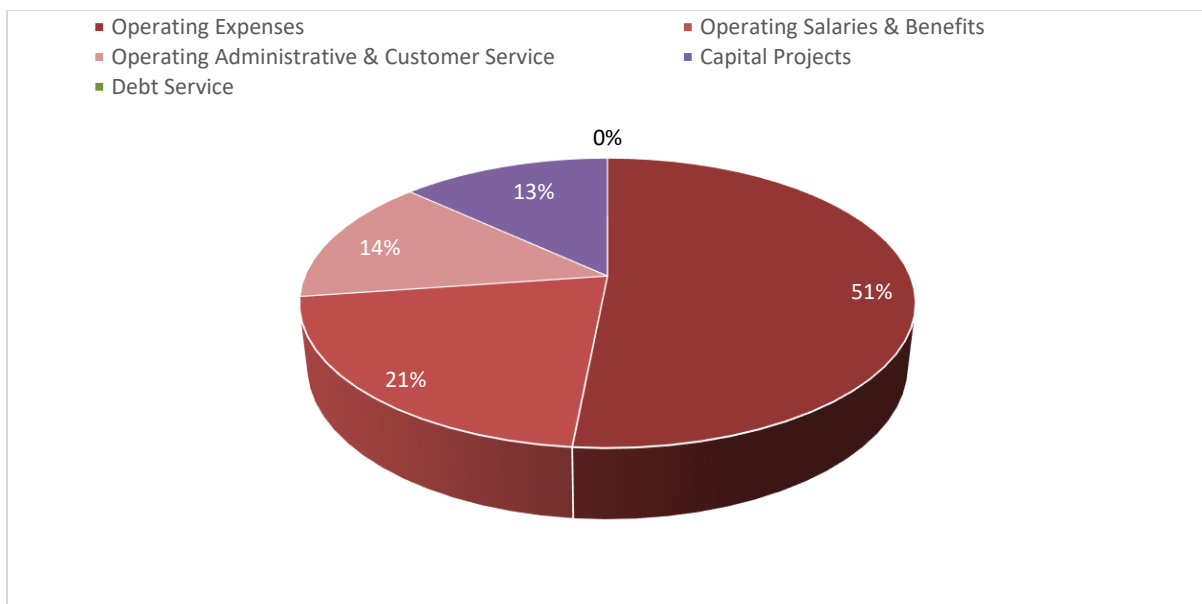
- Rate Revenue: \$1,137,469
- Fee revenue: \$13,758
- Other One-Time Revenue: \$19,310

The District's last sewer rate increase was in 2019. After that increase, collected sewer revenue was sufficient to meet operational and some capital sewer expenses. However, projections show that a

revenue shortfall will exist in the fiscal year ending 2024 primarily due to substantial increases in wastewater treatment costs imposed by TUD, who provides wastewater treatment services to the District. The gap between collected sewer revenue and sewer expenses is projected to increase over the next five years as sewer infrastructure continues to degrade and TUD implements its adopted annual tiered wastewater treatment rate increases.

#### 5.1.4 Existing Sewer Expenses

District revenue requirements are determined by combining all expenses, including all operational and maintenance costs, capital improvement costs, and payments on debt. Figure 5-1 depicts a breakdown of the District’s average sewer fund expenses into each of these cost categories.



**Figure 5-1. Breakdown of Average Sewer Expenses**

As evidenced in Figure 5-1, the majority (87%) of sewer fund expenses are related to operating costs – 51% Operating Expenses (i.e. repairs, electricity, TUD treatment services, maintenance, etc.), 21% Operating Salaries & Benefits (i.e. collections personnel) and 14% Operating Administration & Customer Service. Capital projects (pipeline and facility replacement and upgrades) make up 13% of costs, and debt service payments to pay for previously constructed capital projects make up 0% of costs.

#### 5.1.5 Projected Sewer Revenues and Expenses

In order to assess short term and long-term sewer fund financial health, existing revenues and expenses were projected out over five years. For the purposes of this analysis, it is assumed that the Fiscal Year (FY) 2023-24 sewer fund budget accurately represents existing revenues and expenses.

Operating and maintenance costs were projected to increase annually over the five-year period. Projected increases are generally based on the following:

- Cost of sewer treatment and disposal is based on a rate increase schedule adopted by Tuolumne Utilities District.
- Salaries and benefits are based on provisions of the existing Collective Bargaining Agreement (labor union contract) and the career development path of existing employees.
- Most of the other operating and maintenance costs (i.e. electricity, repair materials, etc.) are projected to increase by 4% per year due to inflation. Although this percentage is slightly lower than inflation rates over the past few years, it is in line with the historical inflation pattern and is an industry-accepted value for projecting costs.

Capital improvement costs were projected based on the District’s 5-Year Capital Outlay Plan (Table 5-1). Debt service costs were projected based on existing loan schedules with no new debt scheduled.

**Table 5-1. 5-Year Capital Outlay Plan (Sewer Fund)**

**5-YEAR CAPITAL OUTLAY PLAN**  
*Sewer Fund - FY 23/24*

	Requested FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Out Years 6 to 10	TOTAL
I&I Manhole Repair/Replacement <sup>3</sup>	\$ 9,000						\$ 25,000
SCADA Upgrade <sup>4</sup>	\$100,000						\$ 100,000
Sewer Main Re-Lining/Replacement	\$150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	\$ 1,500,000
Truck #4 Plow (65% W)	\$ 4,500						\$ 4,500
Push Camera	\$ 25,000						\$ 25,000
Lift Station Backup Pump	\$ 13,000						\$ 13,000
TH Pipeline Replacement Project <sup>5</sup>	\$490,000	\$2,700,000	\$1,300,000				\$ 4,490,000
Emergency Response Trailer		\$ 5,000					\$ 5,000
Sequoia Dr - 6" Replacement		\$ 60,000					\$ 60,000
East Ave/Cedar Pines - 8" Replacement					\$ 70,000	\$ 330,000	\$ 400,000
Cresta/Oakview - 6" Replacement						\$ 580,000	\$ 580,000
Little Fuller/Virgina - 6" Replacement						\$ 80,000	\$ 80,000
Big Pine - 6" Replacement						\$ 40,000	\$ 40,000
Sherwood Forest Sewer <sup>6</sup>						\$3,575,000	\$ 3,575,000
Vehicle/Equipment Replace						\$ 86,380	\$ 86,380
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$791,500</b>	<b>\$2,915,000</b>	<b>\$1,450,000</b>	<b>\$ 150,000</b>	<b>\$ 220,000</b>	<b>\$5,441,380</b>	<b>\$11,047,368</b>

**NOTES:**

Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.

An inflation factor of 3% per year has been applied to future capital costs.

Project completed or anticipated to be completed in previous fiscal year.

Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.

This project is anticipated to be 100% SWRCB grant funded

This project is a new sewer system that will require a special assessment and property owner vote

In addition to expenses, revenue requirements must include the cost of maintaining adequate reserve levels. Among other reserve accounts, the District’s Reserves Policy requires maintaining an Operating Reserve balance of 25% of budgeted operating expenses (approximately \$330,652 for FY 2023-24), a Rate/Revenue Stabilization Reserve balance of 10% of total budgeted operating revenue (approximately \$115,332 for FY 2023-24) and a Capital Reserve balance capable of funding 100% of capital projects.

Since no rate adjustments are currently scheduled in the next five years, projected revenues remain almost unchanged over the five-year period. Revenue generated from rates, fees and miscellaneous sources is projected to decrease slightly due to a reduction in interest earning reserve funds.

#### 5.1.6 Recommended Revenue Requirements

Table 5-2 compares the projected sewer revenues and expenses over the next five years to show the total revenue required each year. The analysis reveals that projected revenues are not sufficient to meet operating, capital and debt service needs in any of the five years if rates remain at current levels. Specifically, projected revenues falls short of project expenses as follows:

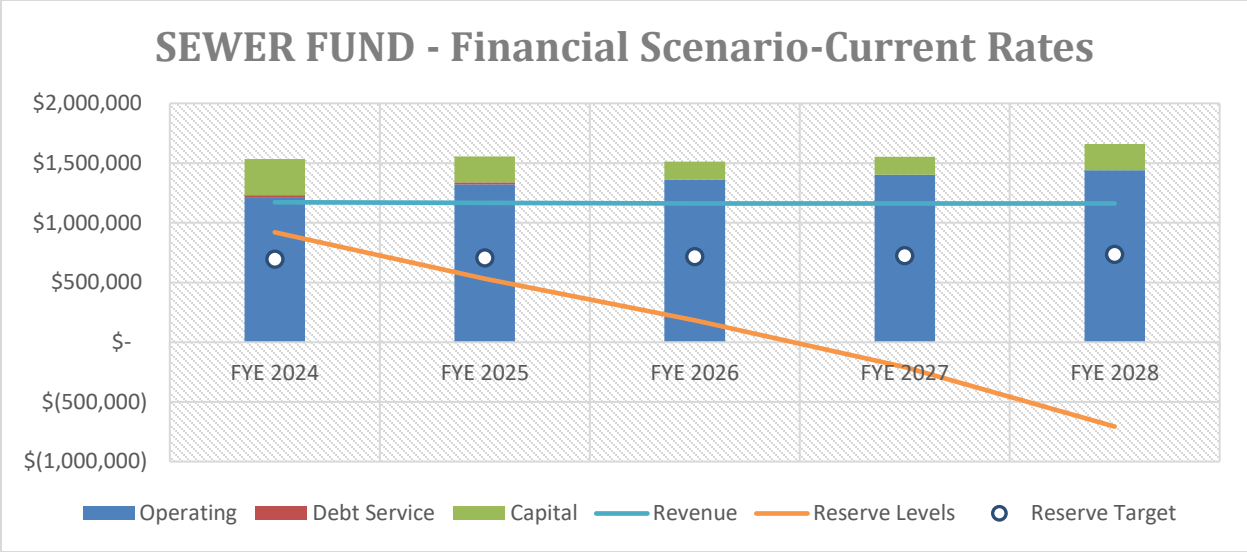
- FY 23-24: \$387,870 shortfall (\$318,458 funded through capital reserve funding)
- FY 24-25: \$397,294 shortfall (\$231,862 funded through capital reserve funding)
- FY 25-26: \$359,563 shortfall (\$61,718 funded through capital reserve funding)
- FY 26-27: \$400,038 shortfall
- FY 27-28: \$509,518 shortfall

The revenue requirements analysis reveals that due to a substantial TUD rate increase, existing revenues cannot provide for sustainable sewer service over the next five years. In fiscal year 23/24 and each year thereafter, current revenues are projected to be lower than operating, debt service and capital project expenses. This shortfall is currently covered with Capital Reserves and Rate/Revenue Stabilization Reserves, but that practice is not sustainable.

**Table 5-2. Revenue Requirements Results**

Twain Harte Community Services District SEWER PROJECTIONS WITH CURRENT RATES Revenue Requirements Analysis					
	23/24 Budget	24/25 Budget	25/26 Budget	26/27 Budget	27/28 Budget
<b>Expenses</b>					
Salaries	\$ 186,563	\$ 193,372	\$ 205,186	\$ 216,416	\$ 223,808
Benefits	109,937	117,134	123,107	128,937	134,507
Equip, Auto, Maint, & Repairs	66,500	69,160	71,927	74,804	77,796
Materials & Supplies	6,000	6,240	6,489	6,749	7,018
Outside Services	30,350	28,444	29,582	30,765	31,995
Other (TUD Treatment & Disposal, Utilities, Regulatory Fees etc.)	611,758	696,177	703,905	714,236	727,174
<b>Total Program Expenses</b>	<b>\$ 1,011,107</b>	<b>\$ 1,110,526</b>	<b>\$ 1,140,196</b>	<b>\$ 1,171,907</b>	<b>\$ 1,202,298</b>
Administrative Cost Allocation	202,949	212,080	220,843	230,355	238,198
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,214,056</b>	<b>\$ 1,322,606</b>	<b>\$ 1,361,039</b>	<b>\$ 1,402,262</b>	<b>\$ 1,440,496</b>
<b>Capital and Debt Service</b>					
Capital Outlay	301,500	215,000	150,000	150,000	220,000
Debt Service	16,958	16,862			
<b>Total Capital &amp; Debt Service</b>	<b>318,458</b>	<b>231,862</b>	<b>150,000</b>	<b>150,000</b>	<b>220,000</b>
<b>Reserve Funding Requirements</b>					
Transfer To/(From) Capital Reserve	(318,458)	(231,862)	(61,718)		
Transfer To/(From) Operating Reserve	27,138	9,608	10,306	9,558	10,804
Transfer To/(From) Stabilization Reserve					
<b>Total Transfers To/(From) Reserve Accounts</b>	<b>\$ (291,320)</b>	<b>\$ (222,254)</b>	<b>\$ (51,412)</b>	<b>\$ 9,558</b>	<b>\$ 10,804</b>
<b>TOTAL REVENUE REQUIRED</b>	<b>\$ 1,241,194</b>	<b>\$ 1,332,214</b>	<b>\$ 1,459,627</b>	<b>\$ 1,561,820</b>	<b>\$ 1,671,300</b>
<b>Current Revenue</b>					
Service Charges	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469	\$ 1,137,469
Fees	13,758	13,758	13,758	13,758	13,758
Other Revenue	18,775	13,775	8,775	8,775	8,775
<b>Total Program Revenue</b>	<b>\$ 1,170,002</b>	<b>\$ 1,165,002</b>	<b>\$ 1,160,002</b>	<b>\$ 1,160,002</b>	<b>\$ 1,160,002</b>
Administrative Cost Allocation	1,780	1,780	1,780	1,780	1,780
<b>GRAND TOTAL CURRENT REVENUE</b>	<b>\$ 1,171,782</b>	<b>\$ 1,166,782</b>	<b>\$ 1,161,782</b>	<b>\$ 1,161,782</b>	<b>\$ 1,161,782</b>
<b>ADDITIONAL RATE REVENUE REQUIRED</b>	<b>\$ (69,412)</b>	<b>\$ (165,432)</b>	<b>\$ (297,845)</b>	<b>\$ (400,038)</b>	<b>\$ (509,518)</b>
<b>GRAND TOTAL RATE REVENUE REQUIRED: \$1,442,246</b>					

If rates remain unchanged, recovered revenue would no longer completely fund operating and debt service payments. Reserves would continue to deplete until all reserve accounts are completely exhausted by the end of 25/26. This phenomenon is depicted in Figure 5-2.



**Figure 5-2. Projected Revenue, Expenses and Reserve Impacts**

In order to meet the District’s revenue requirements over the next five years and achieve the District’s rate design principles and goals (excluding those discussed in Section 2.5, *Meeting Principles and Goals*), the District would need to increase rates during each fiscal year as follows:

- FY 23-24: 11.5%
- FY 24-25: 2.8%
- FY 25-26: 10.1%
- FY 26-27: 7.1%
- FY 27-28: 7.2%

**5.2 Cost of Services Analysis**

**5.2.1 Methodology**

The cost-of-service analysis provides the framework for collecting the rate revenue needs identified in the revenue requirements analysis in a manner that is proportionate to the service provided to each sewer customer class. The method used to allocate sewer expenses equitably to each individual customer class is detailed in Section 3 (Classification of Users, Charges and Fees) of District Ordinance #32 – Wastewater Code. Said method establishes user classifications by the principal activity conducted on the user’s premises and the typical quantity of wastewater demand flows (volume of wastewater discharged into the sewer system). Since flow meters are not feasible in sewer mains, demand flow is considered to be the same for every user within a given classification. For example, all single-family dwellings are considered to have similar sewer discharges because they all exhibit the same type of sewer discharges (showers, toilet flushing, dishwasher, laundry, etc.) for a similar number of people.

Without flow meters, demand flows for each user classification are difficult to establish. Therefore, District Ordinance #32 requires an industry standard method of estimating wastewater discharge volumes by using average winter water use for typical users within a given user classification. This estimate is considered an equitable and reasonable method of determining demand flows because there is virtually no outdoor watering in the winter and so it is reasonable to assume that nearly all winter water use is discharged to the sewer system.

Once demand flows are determined, users are grouped by principal activity conducted on their premises to form user classification. User demand flows within each classification are analyzed and averaged to generate a typical demand flow for each user classification.

The District's methodology assumes that every user classification has an equal strength of wastewater discharge, which accounts for discharge of substances that are difficult to treat (i.e. grease, industrial waste, etc.). Although restaurants often account for stronger discharges than residences, the District is not charged based on strength by its treatment service provider (TUD), and, therefore, cannot associate any measurable costs to strength of discharge.

User classifications and demand flows for the District are set forth in Exhibit A of District Ordinance #32 (see Table 5-3 below).

### 5.2.2 Cost Allocation to Customer Classes

Using the demand flows set forth in District Ordinance #32 (see Table 5-3), sewer revenue requirements can be allocated to each customer class in an equitable manner based on the demand each customer class places on the sewer system. In other words, sewer costs for each user classification are based on the actual amount of use that classification places on the sewer system in proportion to all other users.

Demand flows for each user classification are expressed in Equivalent Single-Family Residence (ESFR) Units. Total sewer revenue requirements are divided by the total number of ESFR units in the District (1,608.6) to obtain a unit charge for each ESFR. Costs are then allocated to each user class based on its demand flow in ESFR units, or its proportional use of the sewer system. Table 5-3 presents the demand flows established for each user classification in Exhibit A of District Ordinance No. 32.



**Table 5-3. Wastewater Demand Flow by User Classification**

User Classification	Demand Flow (ESFR Units)
<b>Residential - Single Family</b> Single family residential dwelling unit, fire stations and other primary residence.	<b>1.0 per living unit</b>
<b>Residential - Multi-Family and Accessory</b> Multi-family dwelling units, apartments, accessory dwelling units.	<b>0.85 per living unit</b>
<b>General Commercial</b> Offices, retail stores, service stations, barbers, salons, post offices, banks, chiropractic, recreation and other general commercial uses.	<b>0.7 per commercial unit</b>
<b>Lodging</b> Hotels, motels, bed and breakfast, rooming houses, cottages and other commercial lodging.	<b>0.3 per room</b>
<b>Restaurant - Small</b> Restaurants, cafes, coffee shops, ice cream shops and other food services. Indoor Dining Area < 500 SF or Average 5-year Winter Water Use < 5,000 gallons/month	<b>1.4 per facility</b>
<b>Restaurant - Large</b> All restaurants and other food services exceeding the requirements of the "Restaurant - Small" classification.	<b>3.6 per facility</b>
<b>Medical</b> Doctor offices, veterinarians, dentists and other medical facilities.	<b>2.0 per facility</b>
<b>Super Market</b> Grocery, butcher, produce and other food products.	<b>By Calculation</b>
<b>Laundromat</b>	<b>0.5 per washer</b>
<b>Car Wash</b>	<b>2.4 per stall</b>
<b>Schools</b>	<b>10.1 per campus</b>
<b>Church</b>	<b>1.1 per facility</b>
<b>Public Restrooms</b>	<b>1.3 per facility</b>
<b>Multi-Use</b> Demand flow for wastewater connections serving combinations of the above user classifications. Demand flow will be calculated based on demand flow units for each type of use.	<b>By Calculation</b>

**NOTES**

- 1 Demand flow is measured in Equivalent Single Family Residence (ESFR) units.
- 2 Demand flow is determined to be uniform for each user within a given user classification.
- 3 Demand flow is calculated based on the average winter water usage of individual users within each user classification.  
Winter water usage is used to reasonably estimate actual wastewater discharges by eliminating non-wastewater usage, such as irrigation.
- 4 Demand flows for users who do not specifically fit within a user classification will be determined by the District Manager from the most similar classification or from usage records of a similar establishment.

This method of allocation bases all cost allocation on system demand. An argument can be made that a portion of sewer costs should be shared equally by each user, such as billing costs. The District chose not to allocate these types of costs by customer for the following reasons:

1. The overall sum of these costs is minor and would create a negligible difference in the allocation of costs to each user class.
2. Allocating this minor cost to each customer class would complicate a simple rate structure based on ESFR units, making the rate structure more difficult for customers to understand.
3. The District's sewer treatment costs, which make up a large percentage of the District's overall sewer costs, are levied by TUD based on ESFR units.

### **5.3 Rate Design Analysis**

#### **5.3.1 General Methodology**

The rate design analysis involves development of a rate structure that successfully balances equitable collection of sufficient revenues with the District's unique principles and goals to achieve rates and charges that meet the unique needs of the District and its customers. The rate design analysis generally consists of the following steps:

1. Existing Rate Structure Analysis
2. Rate Structure Development
3. Rate Level Setting

#### **5.3.2 Existing Rate Structure**

The existing sewer rate structure is made up of a fixed monthly charge based on each customer's typical type of use. This is a common type of sewer charge that provides a consistent stream of revenue even with population variation and varied levels of system use. The charge is designed to meet all operating, debt service and capital improvement costs. Overall, the rate structure is appropriate for the District's unique characteristics and needs and accomplishes the following:

- Collects revenue reasonably and equitably in proportion to the service provided to each customer class.
- Provides a consistent revenue stream.
- Is easily understood by customers and easily administered by staff.

#### **5.3.3 Rate Level Setting**

The primary goal of rate level setting is to ensure collection of sufficient revenues to meet District revenue requirements. This must also be balanced with the District's adopted principle of minimizing customer impacts. The revenue requirements analysis shows that one small, two medium and two large increases are needed throughout the five-year period. The resulting customer impacts in some of those years are too significant, especially when combined with concurrent water rate increases, so the District created a

more reasonable method of proposed rate levels to both generate sufficient revenues and minimize customer impacts.

The District chose to recommend initial sewer rate increases that kept the annual base charge increase at a fairly equal amount each year with the exception of slightly higher increases in the first two years. This method of rate level setting does not generate sufficient rate revenues to cover all operating, debt service, and capital expenses, but reserve funds will be used in any given year to fund the difference. With this model, revenue will exceed operating costs in all five years and reserves will never dip below the minimum requirements. The District deemed this to be an appropriate compromise to keep increases reasonable for its customers. The result of this rate level setting method is illustrated in Figure 5-3.

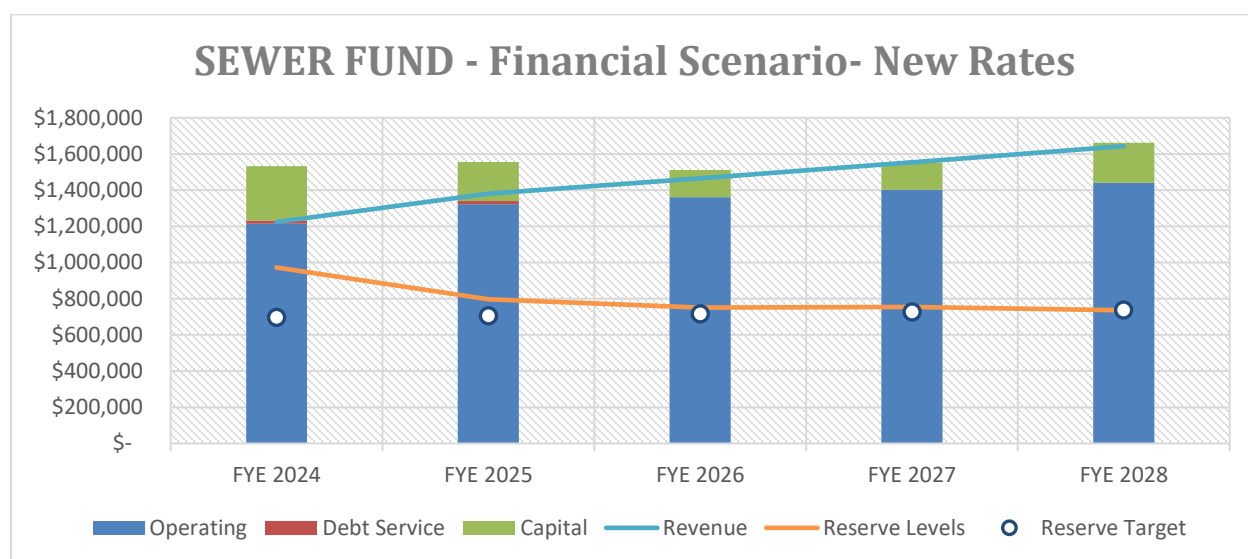


Figure 5-3. Projected Sewer Revenue, Expenses and Reserves Impacts after Rate Increases

#### 5.4 Recommended Sewer Rates

Table 5-4 presents recommended sewer rates, based on the rate level setting method in the previous section, for the five-year analysis period. For simplicity, the recommended rate schedule only shows increases in the ESFR unit charge since all sewer customer class rates are directly related to the ESFR charge. Although these rates account for scheduled cost increases from the District’s sewer treatment service provider and inflation of other utility costs, it is recommended that a pass-through clause be adopted with the recommended rates so that the District can pass through any such expense increases that are beyond those anticipated in the revenue requirements analysis.

Table 5-4. Recommended Sewer Rates

DEMAND FLOW CHARGE					
DEMAND FLOW	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
Per ESFR Unit	\$ 64.82	\$ 69.94	\$ 74.66	\$ 79.25	\$ 83.85

Table 5-5 presents the projected revenue that will be generated if the recommended rates are implemented.

**Table 5-5. Revenue Generated by Recommended Sewer Rates**

Twain Harte Community Services District SEWER PROJECTIONS WITH RECOMMENDED INCREASE 5 Revenue Requirements Analysis					
	23/24	24/25	25/26	26/27	27/28
	Budget	Budget	Budget	Budget	Budget
<b>Expenses</b>					
Salaries	\$ 186,563	\$ 193,372	\$ 205,186	\$ 216,416	\$ 223,808
Benefits	109,937	117,134	123,107	128,937	134,507
Equip, Auto, Maint, & Repairs	66,500	69,160	71,927	74,804	77,796
Materials & Supplies	6,000	6,240	6,489	6,749	7,018
Outside Services	30,350	28,444	29,582	30,765	31,995
Other (TUD Treatment & Disposal, Utilities, Regulatory Fees etc.)	611,758	696,177	703,905	714,236	727,174
<b>Total Program Expenses</b>	<b>\$ 1,011,107</b>	<b>\$ 1,110,526</b>	<b>\$ 1,140,196</b>	<b>\$ 1,171,907</b>	<b>\$ 1,202,298</b>
Administrative Cost Allocation	202,949	212,080	220,843	230,355	238,198
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,214,056</b>	<b>\$ 1,322,606</b>	<b>\$ 1,361,039</b>	<b>\$ 1,402,262</b>	<b>\$ 1,440,496</b>
<b>Capital and Debt Service</b>					
Capital Outlay	301,500	215,000	150,000	150,000	220,000
Debt Service	16,958	16,862	-	-	-
<b>Total Capital &amp; Debt Service</b>	<b>318,458</b>	<b>231,862</b>	<b>150,000</b>	<b>150,000</b>	<b>220,000</b>
<b>Reserve Funding Requirements</b>					
Transfer To/(From) Capital Reserve	(315,851)	(190,763)	(60,841)	(11,683)	(32,900)
Transfer To/(From) Operating Reserve	7,253	15,670	15,306	13,558	15,271
Transfer To/(From) Stabilization Reserve	-	-	-	-	-
<b>Reserve Funding</b>	<b>(308,598)</b>	<b>(175,093)</b>	<b>(45,535)</b>	<b>1,875</b>	<b>(17,629)</b>
<b>TOTAL REVENUE REQUIRED</b>	<b>\$ 1,223,916</b>	<b>\$ 1,379,375</b>	<b>\$ 1,465,504</b>	<b>\$ 1,554,137</b>	<b>\$ 1,642,867</b>
<b>Current Revenue</b>					
Service Charges	\$ 1,189,603	\$ 1,350,062	\$ 1,441,191	\$ 1,529,824	\$ 1,618,554
Fees	13,758	13,758	13,758	13,758	13,758
Grants & Donations	-	-	-	-	-
Other Revenue	18,775	13,775	8,775	8,775	8,775
<b>Total Program Revenue</b>	<b>\$ 1,222,136</b>	<b>\$ 1,377,595</b>	<b>\$ 1,463,724</b>	<b>\$ 1,552,357</b>	<b>\$ 1,641,087</b>
Administrative Cost Allocation	1,780	1,780	1,780	1,780	1,780
<b>GRAND TOTAL CURRENT REVENUE</b>	<b>\$ 1,223,916</b>	<b>\$ 1,379,375</b>	<b>\$ 1,465,504</b>	<b>\$ 1,554,137</b>	<b>\$ 1,642,867</b>
<b>Revenue Requirement (Shortage)/Surplus</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (0)</b>

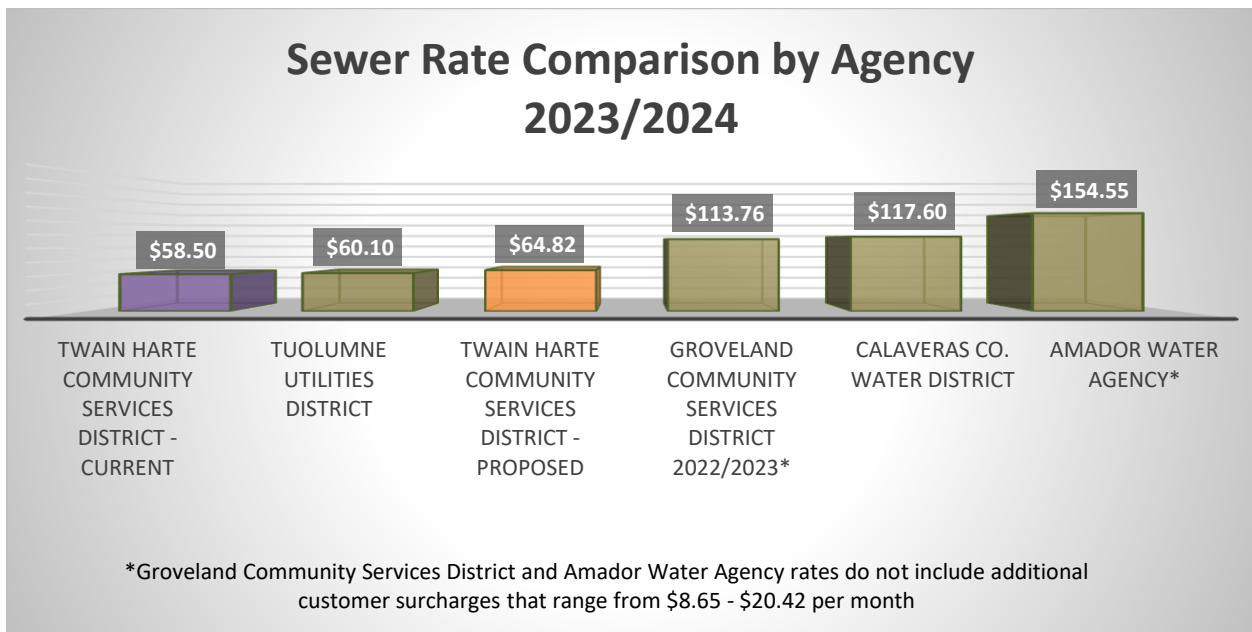
## 5.5 Customer Impacts

As noted throughout this study, many rate design measures were undertaken to minimize customer rate impacts, including depleting Capital Reserves below minimum levels. Table 5-6 displays the recommended impacts with a comparison of existing rates and recommended rates.

**Table 5-6. Existing vs. Recommended Sewer Rates**

DEMAND FLOW CHARGE						
DEMAND FLOW	CURRENT	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
Per ESFR Unit	\$ 58.50	\$ 64.82	\$ 69.94	\$ 74.66	\$ 79.25	\$ 83.85
<b>Proposed Incremental Increases</b>						
Single Family Residential Charge		\$ 6.32	\$ 5.12	\$ 4.72	\$ 4.59	\$ 4.60
General Commercial Charge		\$ 4.42	\$ 3.58	\$ 3.30	\$ 3.21	\$ 3.22

When considering customer impacts, the District also looked at neighboring sewer agencies to determine if District customers were being asked to pay much more than similar areas for sewer services. As illustrated in Figure 5-4, the recommended rates are comparable and much lower than most sewer rates levied in other nearby Sierra Nevada foothill communities like Twain Harte.



**Figure 5-4. Recommended Rate Comparison to Similar Sewer Agencies**

# 6.0 Conclusions

## 6.1 Study Conclusions

After conducting a detailed revenue requirements analysis, cost of service analysis and rate design for the District’s water and sewer funds, the District concluded the following:

- Current rate revenues are not sufficient to support water and sewer operating, debt service, capital and adequate reserves level costs over the next five years.
- Rate levels must be adjusted to generate revenues that sufficiently cover water and sewer revenue requirements.

## 6.2 Rate Recommendations

In order to generate sufficient sewer revenues over the next five years, the sewer rates in Table 6-1 are recommended for implementation. Note that to minimize customer impacts, the recommended rates involve use of sewer Capital Reserves to lessen rate impacts. Sewer Capital Reserves will not drop below the minimum \$250,000 level during the five-year period.

**Table 6-1. Recommended Sewer Rates**

DEMAND FLOW CHARGE					
DEMAND FLOW	FY 23-24 1/15/24	FY 24-25 7/15/24	FY 25-26 7/15/25	FY 26-27 7/15/26	FY 27-28 7/15/27
Per ESFR Unit	\$ 64.82	\$ 69.94	\$ 74.66	\$ 79.25	\$ 83.85

In order to generate sufficient water revenues over the next five years, the water rates in Table 6-2 are recommended for implementation. Note that to minimize customer impacts, the recommended rates involve use of water Capital Reserves to lessen rate impacts. Water Capital Reserves will not drop below the minimum \$350,000 level during the five-year period.

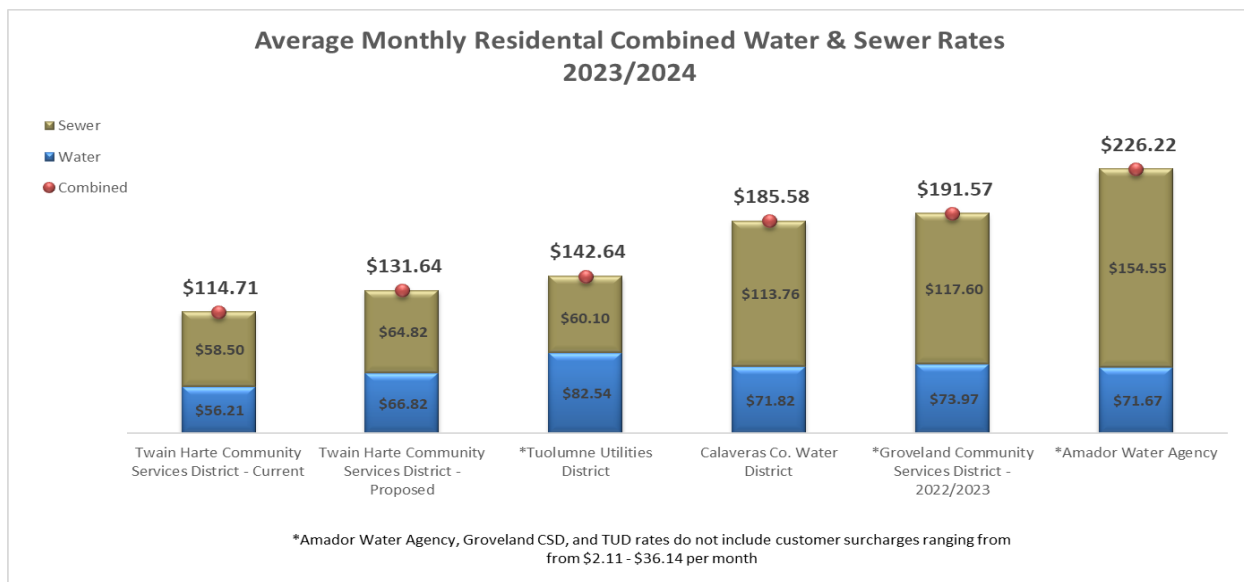
**Table 6-2. Recommended Water Rates**

<b>Base Charge (Fixed Monthly)</b>						
<b>USER CLASS (by meter size)</b>		<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
<b>Residential</b>	<i>Single Family Unit</i>	\$ 65.50	\$ 68.79	\$ 71.16	\$ 73.62	\$ 76.16
	<i>Multi Family Unit</i>	\$ 55.68	\$ 58.47	\$ 60.49	\$ 62.57	\$ 64.73
<b>Non-Residential</b>	<b>3/4"</b>	\$ 67.42	\$ 70.81	\$ 73.25	\$ 75.77	\$ 78.39
	<b>1"</b>	\$ 90.99	\$ 95.56	\$ 98.85	\$ 102.26	\$ 105.79
	<b>1.5"</b>	\$ 149.91	\$ 157.44	\$ 162.87	\$ 168.48	\$ 174.30
	<b>2"</b>	\$ 220.62	\$ 231.69	\$ 239.68	\$ 247.95	\$ 256.50
	<b>3"</b>	\$ 409.17	\$ 429.71	\$ 444.52	\$ 459.86	\$ 475.72
<b>Commodity Charge (Variable)</b>						
<b>ALL USER CLASSES (per 1,000 gallons)</b>		<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
		1/15/24	7/15/24	7/15/25	7/15/26	7/15/27
<b>0-2,000</b>	<b>Gal</b>	\$ 2.85	\$ 3.06	\$ 3.21	\$ 3.36	\$ 3.52
<b>2,001+</b>	<b>Gal</b>	\$ 4.10	\$ 4.31	\$ 4.46	\$ 4.61	\$ 4.77

### 6.3 Overall Customer Impacts

Rate structures and rate level setting for the recommended water and sewer rates incorporated several measures to minimize rate impacts. The District used Capital Reserves to spread out recommended rate increases so that the monthly base charge related to water or sewer were manageable in any given year.

Recommended rates were also compared with neighboring Sierra Nevada foothill water and sewer agencies to ensure recommended water and sewer rates are not excessively more than other like agencies. Figure 6-1 illustrates that recommended combined District water and sewer rates are much less than most like agencies.



**Figure 6-1. Comparison of Combined Average Water and Sewer Rates**



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	<b>08B</b>	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action regarding water and sewer rate increases propose in the 2023 Water and Sewer Rate Study, including: <ol style="list-style-type: none"> <li>1. Authorizing staff to prepare and send a Proposition 218 notice with proposed 5-year schedule of rates; and</li> <li>2. Setting a public hearing to consider adoption of proposed rates.</li> </ol>		
<b>RELATION TO STRATEGIC PLAN:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

## RECOMMENDED ACTION:

1. Authorize staff to prepare and send a Proposition 218 notice to implement the 5-year water and sewer rate schedules recommended in the 2023 Water and Sewer Rate Study with a pass-through clause for unanticipated wholesale water and sewer cost increases.
2. Set a public hearing for January 10, 2024, to consider adoption of the 5-year water and sewer rate schedules.

## SUMMARY:

District Strategic Plan Objective 5.21 calls for the implementation of any rate changes recommended by an updated water and sewer rate study. On November 8, 2023, prior to discussing this item, the Board will consider adoption of the 2023 Water and Sewer Rate Study, which recommends implementation of 5-year water and sewer rate schedules (see attached) to provide sufficient revenue to cover operating and capital costs over the next five years.

In 1996, California voters amended the California Constitution by passing Proposition 218 (Prop 218), which establishes requirements on local government’s imposition of taxes, assessments and property-related fees. According to Prop 218, water and sewer charges are considered property-related fees (unlike other utilities, such as electricity and gas). According to Prop 218, property-related fees must meet the following:

- Revenues derived from the fee must not exceed the funds required to provide the service.
- Revenues derived from the fee must be used only for the purpose for which it is imposed.
- Fees must not exceed the proportional cost of the service attributable to the parcel.

Prior to imposing property-related fee increases, Prop 218 generally requires the following:

- Property owners must be provided a written notice describing the amount of fees to be imposed, the reason for the new or increased fees, and detailed time and location information for the public hearing at which the governing board will consider adoption of the new or increased fees.
- Consideration of fee increases may only be considered at a public hearing, which occurs at least 45 calendar days after the written notice is mailed.
- A property-related fee may not be implemented if a majority of parcel owners submit written protests.
- Rate increases may be proposed and adopted over a maximum duration of five-years.
- Proposed rate increases may include a pass-through clause to enable the local government agency to adjust the proposed rate schedule if its wholesale water and/or sewer costs unanticipatedly increase during the time period of the proposed rate schedule.



In order to implement the recommended water and sewer rate schedule proposed by the 2023 Water and Sewer Rate Study and adopt a pass-through clause, the board must authorize staff to prepare and send a notice that complies with Prop 218 requirements and set a public hearing that occurs at least 45 days after the notice is mailed.

The District's Water/Sewer Committee recommends that the Board authorize sending the Prop 218 notice to implement the rate schedules recommended by the 2023 Water and Sewer Rate Study. A public hearing is recommended to be set for January 10, 2024, which would make the rates effective on January 15, 2024.

**FINANCIAL IMPACT:**

None. This action puts into motion the process to adopt 5-year water and sewer rate schedules that continue to provide for operational and capital costs for the next five years without affecting Rate Stabilization Reserves.

**ATTACHMENTS:**

- Recommended 5-Year Water and Sewer Rate Schedules



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	08C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt revisions to Policy #2130 – Use of District Vehicles and Equipment.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

## RECOMMENDED ACTION:

Adopt revisions to Policy #2130 – Use of District Vehicles and Equipment.

## SUMMARY:

The Board's Finance/Policy Committee reviewed Policy #2130 (Use of District Vehicles and Equipment) at its recent meeting to advance Strategic Plan Objective 5.13, which aims for the review and update (if needed) of all District policies. Policy #2130 was adopted on May 8, 2008, and has never been amended.

Proposed revisions generally include the following:

- Reorganization for ease of use.
- Addition of training and safety requirements required to operate District equipment.

The Board's Finance/Policy Committee reviewed the proposed revisions to Policy #2130 and recommends Board approval.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Policy #2130 – Use of District Vehicles and Equipment. (Clean Version)
- Policy #2130 – Use of District Vehicles and Equipment. (Redlines Version)
- Policy #2130 – Use of District Vehicles and Equipment. (Original Version)

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

**POLICY TITLE:** Use of District Vehicles and Equipment

**POLICY NUMBER:** 2130

**ADOPTED:** May 8, 2008

**AMENDED:**

**LAST AMENDED:**

**2030.10 PURPOSE**

The purpose of this policy is to set forth general guidelines and rules for employee use of District vehicles and equipment.

**2030.20 GENERAL RULES AND GUIDELINES**

Employees using District vehicles and equipment shall abide by the following rules and guidelines:

1. Licensing: An employee required to drive District vehicles must maintain a valid driver's license of the appropriate class with endorsements for the vehicles operated, and an acceptable driving record as required by the District's vehicle insurance carrier.
2. Training: Only employees who have been appropriately trained by experienced District staff and/or other District-accepted trainers shall operate District equipment.
3. Safety: Employees must wear a seat belt at all times while operating District vehicles and must comply with all laws and safety requirements when operating District vehicles or equipment.
4. Business Use Only: District vehicles and equipment are intended for District-related business only.
5. Assigned Vehicles: Any employee assigned a District vehicle may not use the vehicle for personal purposes other than for commuting or limited incidental personal use (such as a stop for a brief personal errand on the way to conduct a business activity or on the way to the employee's home from a business activity). Personnel who are assigned on-call duty may utilize their assigned vehicle while on-call if they are expected to immediately respond to a call.

6. Travel for District Business: An employee may be assigned a District vehicle when District business requires travel. The specific needs of the District at the time will determine the most cost effective and efficient destination for errands.
7. Storage: All District vehicles and equipment, with the exception of assigned vehicles, shall be stored and locked in or on the appropriate District property after normal working hours, unless extended hours are necessary for repairs or other District activities. District equipment used for projects may be locked and stored overnight at the project site only at the discretion of the appropriate division head.

### **2030.30 VIOLATIONS**

Any misuse of District vehicles or equipment or violation of these rules and guidelines is cause for disciplinary action up to, and including, termination.

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

**POLICY TITLE:** Use of District Vehicles and Equipment

**POLICY NUMBER:** 2130

**ADOPTED:** May 8, 2008

**AMENDED:**

**LAST AMENDED:**

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### **2030.30 VIOLATIONS**

Any misuse of District vehicles or equipment or violation of these rules and guidelines is cause for disciplinary action up to, and including, termination.

~~2130.10 Twain Harte Community Services District vehicles and equipment are intended for District related business only. Seat belts must be worn at all times by anyone driving or riding in District vehicles.~~

~~2130.20 All District vehicles, with the exception of assigned vehicles, shall be stored and locked in or on the appropriate District property after normal working hours, unless extended hours are necessary for repairs or modifications to the District equipment and/or lines.~~

~~2130.21 The District backhoe may remain on a work site if deemed necessary for completion, provided it is locked and secured for the night. When feasible, it should be returned to the District yard.~~

~~2130.30 Any employee assigned a District vehicle may not use the vehicle for personal purposes other than for commuting or limited incidental personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home). Fire personnel may utilize their assigned vehicle while on standby if they are expected to immediately respond to a call.~~

~~2130.40 An employee may be assigned the District vehicle to run errands for the District or attend District business related meetings. The specific needs of the District at the time will determine the most cost effective and efficient destination for errands.~~

~~2130.50 All employees of the District will be placed on the Department of Motor Vehicles Pull Notice list (with the exception of the Board of Directors).~~

~~2130.51 An employee required to drive District vehicles must maintain a valid driver's license of the appropriate class with endorsements for the vehicles operated, and an acceptable driving record as required by the District's vehicle insurance carrier.~~

~~2130.60 Any misuse of District vehicles or violation of these rules and regulations is cause for disciplinary action up to, and including, termination.~~

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

**POLICY TITLE:** Use of District Vehicles and Equipment

**POLICY NUMBER:** 2130

**ADOPTED:** May 8, 2008

**AMENDED:**

**LAST AMENDED:**

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**2130.21** The District backhoe may remain on a work site if deemed necessary for completion, provided it is locked and secured for the night. When feasible, it should be returned to the District yard.

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**2130.60** Any misuse of District vehicles or violation of these rules and regulations is cause for disciplinary action up to, and including, termination.





# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	08D	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt revisions to Policy #2140 – Employee Safety Award.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.13</u>		

**RECOMMENDED ACTION:**

Adopt revisions to Policy #2140 – Employee Safety Award.

**SUMMARY:**

The Board’s Finance/Policy Committee reviewed Policy #2140 (Employee Safety Award) at its recent meeting to advance Strategic Plan Objective 5.13, which aims for the review and update (if needed) of all District policies. Policy #2140 was adopted on November 21, 2006, and was last amended on October 14, 2011.

Proposed revisions generally include the following:

- Reorganization for ease of use.
- Addition of a purpose statement that defines the reason the District offers safety awards to employees.
- Revision of the eligibility requirements to provide awards only to permanent full and part-time employees instead of offering the potential of including some volunteers.
- Addition of eligibility requirement for employees to have consistently engaged in safe working practices throughout the year, not just maintain the absence of a reportable on-the-job injury.

The Board’s Finance/Policy Committee reviewed the proposed revisions to Policy #2140 and recommends Board approval.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Policy #2140 – Employee Safety Award (Clean Version)
- Policy #2140 – Employee Safety Award (Redlines Version)
- Policy #2140 – Employee Safety Award (Original Version)

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

**POLICY TITLE:** Employee Safety Award

**POLICY NUMBER:** 2140

**ADOPTED:** November 21, 2006

**AMENDED:** 1/10/2008, 10/14/2011

**LAST AMENDED:** October 14, 2011

**2140.10 PURPOSE**

The District strongly encourages safe practices within the work place and realizes benefits when employees remain injury free. Healthy, injury-free employees are happier and more capable of providing reliable and efficient services. The District also realizes lower workers' compensation insurance costs when employees remain injury free. For this reason, the District incentivizes employee safety as discussed in this policy.

**2140.20 ANNUAL SAFETY AWARD**

Each District employee's safety performance will be evaluated annually in October to determine whether or not the employee is eligible for a safety award. Safety awards will be awarded each November at the following values:

1. Eligible Fire Division and Operations Division employees will be awarded a \$100.00 safety award.
2. Eligible Administration Division employees will be awarded a \$50.00 safety award.

**2140.30 ELIGIBILITY REQUIREMENTS**

In order to receive the annual safety award, an employee must meet the following eligibility requirements:

1. Only Regular Full-Time and Part-Time employees are eligible to receive safety awards. Temporary or Seasonal employees and volunteers are not eligible.
2. Employees must have worked an entire year (November-October) without a reportable on-the-job injury.
3. Employees must have consistently engaged in safe working practices for the entire year, in the opinion of their Division head.



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

**POLICY TITLE:** Employee Safety Award  
**POLICY NUMBER:** 2140  
**ADOPTED:** November 21, 2006  
**AMENDED:** 1/10/2008, 10/14/2011  
**LAST AMENDED:** October 14, 2011

**2140.10 PURPOSE**

The District strongly encourages safe practices within the work place and realizes benefits when employees remain injury free. Healthy, injury-free employees are happier and more capable of providing reliable and efficient services. The District also realizes lower workers' compensation insurance costs when employees remain injury free. For this reason, the District incentivizes employee safety as discussed in this policy.

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1. Only Regular Full-Time and Part-Time employees are eligible to receive safety awards. Temporary or Seasonal employees and volunteers are not eligible.
2. Employees must have worked an entire year (November-October) without a reportable on-the-job injury.
3. Employees must have consistently engaged in safe working practices for the entire year, in the opinion of their Division head.

~~2140.10~~ Regular District employees who work one (1) full year without a reportable on-the-job injury shall be eligible to receive a safety award. Part time and volunteer fire staff who participate actively in training, drills and responses and serve a predetermined number of exposure hours without an on-the-job injury, shall be eligible to receive a safety award.

~~2140.11~~ The methodology for determining the eligibility of part time and volunteer firefighters shall be determined annually by the Fire Chief with the concurrence of the Fire Committee. An eligibility list with the methodology for determining eligibility will be provided to the General Manager prior to issuance of the award.

~~2140.12~~ The cash value of the annual award shall be one hundred dollars (\$100.00) per employee.

~~2140.13~~ The safety award for administrative office staff shall be 50% of the annual award amount.

~~2140.14~~ Each employee's safety performance shall be reviewed annually in October. Safety awards will be presented at the regular meeting in November of each year.

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

**POLICY TITLE:** Employee Safety Award

**POLICY NUMBER:** 2140

**ADOPTED:** November 21, 2006

**AMENDED:** 1/10/2008, 10/14/2011

**LAST AMENDED:** October 14, 2011

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**2140.13** The safety award for administrative office staff shall be 50% of the annual award amount.

**2140.14** Each employee's safety performance shall be reviewed annually in October. Safety awards will be presented at the regular meeting in November of each year.



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	08E	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to appoint a director to fill the vacant Board of Director's seat.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Appoint a director to fill the vacant Board of Director's seat.

**SUMMARY:**

Director Kathryn deGroot has tendered her letter of resignation from the District Board, effective September 15, 2023, leaving a vacancy on the Board. Pursuant to Section 1780 of the California Government Code (GOV Code), vacancies on a governing board of a special district may be filled through an appointment made by the remaining members of the board within 60 days after the effective date of the vacancy.

GOV Code Section 1780 requires the District to post notice of the vacancy in three or more conspicuous places in the District at least 15 days prior to making the appointment. In an effort to exceed these requirements, the District posted notice in four places in the District for more than 30 days and also provided notice on the District website, and through several Facebook posts.

The District received five applications from interested community members, which are attached for Board review. In addition to the application, each applicant will be allowed up to five minutes at the Board meeting to introduce themselves and provide an oral presentation before the Board discusses and makes the appointment.

The individual appointed to fill the vacant Board seat must be a voter within District boundaries and will serve on the Board until the next regular election in November 2024. Should the appointed director be interested in continuing to serve as a director after that time, he/she will need to be elected by District customers in the November 2024 election.

The appointed director will receive orientation and training over the next month and will officially fill the director seat at the next regular Board meeting on December 13, 2023.

Should the Board fail to appoint a director to fill the vacant seat by November 14, 2023, the Tuolumne County Board of Supervisors will appoint someone on behalf of the District within 90 days of the effective date of the vacancy.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Applications for the vacant Board of Directors seat.



# Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383

Phone: (209) 586-3172 ▪ Fax: (209) 586-0424

www.twainhartecsd.com

OCT 27 2023

*Me*

Directors: Eileen Mannix ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Richard Knudson

## APPLICATION

### APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY TWAIN HARTE COMMUNITY SERVICES DISTRICT

#### Instructions

The Twain Harte Community Services District (THCSD) Board of Directors is seeking interested applicants for appointment to fill its vacant board seat. If you are interested in serving on the THCSD Board of Directors, please complete this application and return it to Kim Silva, Board Secretary at either:

- Email: [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com)
- District Offices: 22912 Vantage Pointe Dr., Twain Harte

Applications are due no later than: **November 1, 2023 – 3:00 p.m.**

All applicants will be given an opportunity to orally present their interest in filling the vacant THCSD Board seat at the Board meeting where the appointment will be made. Oral presentations shall be five minutes or less. The THCSD Board anticipates appointing a new director at its meeting on:

- Date: November 8, 2023
- Time: 9:00 a.m.
- Location: 22912 Vantage Pointe Dr., Twain Harte

All applicants must be registered to vote within THCSD boundaries. A THCSD boundary map can be viewed at: <https://www.twainhartecsd.com/service-area>

#### Application

NAME: Juliette (Julie) R. Cowell

RESIDENCE ADDRESS: 23300 Shadybrook Dr., Twain Harte, CA 95383

MAILING ADDRESS: P.O. Box 1036 " " " "

PHONE: (209) 586-1085

FAX  
E-MAIL: (209) 586-2638

Are you registered to vote within the THCSD service area?  YES  NO



EDUCATION				
Institution	Major	Degree	Year	
Oakland City College (CA)	Math/science	AA	1962	
San Francisco State College (CA)	BA - Education	BA	1964	
Mills College - Oakland, CA	Cur. Dev. & Admin	MA	1983	
Various Collages (Berkeley, <sup>UC</sup> Fresno, <sup>Pacific</sup> , etc)	Special Ed. Cred plus etc		1964- Retired	

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
Alum Rock School District	San Jose, CA	2nd Grade Teacher	1964	1965
Alameda Unified School Dist.	Alameda, CA	2nd Grade Teacher	2 yrs.	
(Our boss/admin. made all our special positions under the district for retirement issues - pay was teacher/unit salary schedule)		Elem. Math Specialist	2 yrs	
		Reading/Math Specialist	2 yrs	
	(Calif/USA)	SERN Team Trainee	7 yrs +	
	(Alameda Naval Air Station)	4th Grade	3 yrs.	
	Alameda K-12	District Resource (Key Ed) Teacher	5-7 years	
	Alameda	Elem. Principal	1 year	
	Alameda	Special Ed; Teacher	4-5 yrs.	

### Applicant Questions:

Please briefly answer the following questions. If you need more room or would like to type your responses, please attach a separate sheet(s).

1. Why are you interested in serving on the THCS Board of Directors?

I belong to a number of community groups that serve our town and county and feel it is time to step-up and do more since I've already contributed to the new park and five dept. and am involved with water due to the Shady brook pond and well.

2. What do you hope to accomplish as a THCS Board member?

It is not so much what I hope to accomplish but that I am able to give another point of view by listening/hearing, visualizing and researching issues that come to the board. Plus - I'd like to see the final stages of the new park development related to pre-work done by the community input.

3. How long have you lived in Twain Harte and what do you like about living here?

I've lived here for 20+ years. My husband and I choose this spot due to mountain activity (hiking, camping, etc.), the friendly people, the services, the activities, the community attitude/feeling and the levels of involvement.

4. THCS D's Mission Statement is to "provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner." Please describe what that looks like?

It looks like a "bike tire" <sup>The wheel that goes round & round!</sup> with the center core/hub as the management/staff, the attachment of spokes → the board/staff with the extension of the people in the community and the frame → holding it together and the tire making it able to function → <sub>move and adjust,</sub>

5. What can THCS D do to better accomplish its mission or better serve its community?

THCS D has not only the issue to do better or the best, but also to be one or two steps ahead of what the community needs and all can afford. It has a responsibility to be inclusive, stable, organized, listening and visualizing leaders,

6. Do any of THCS D's current policies, decisions, rates or other practices concern you? Please explain.

"Costs" always concern all payers - some can afford rate increases and others must count their change. We need to be inventive and go outside our boundaries (box) so all can maintain a mine set that supports our decisions and policies and any <sup>changes.</sup>

7. What can you contribute to the THCS D Board that will enhance the Board's ability to function as a team in its oversight of the THCS D?

I have already contributed to Twain Harte in various ways - namely the new park and fire equipment. I believe I have a mind's-eye to work on/in the team process as a member, contributor and sounding-board as to issues that appear in the window of <sup>opportunity</sup>

8. How would you react if a majority of Board members disagreed with an opinion or position you held?

I would have to reflect/step-back and consider equal points of view, the affect on the long & short term consequences and priorities of management/staff/board and the community as a whole.

9. What do you believe is the most important character trait of a board member? Please describe using personal experience if you have served on a board in the past.

I have not served on a "board" but rather on teams in my former fields of work. A key trait is to listen and use the word "AND" not "but", do any back-up study, look at all options and at times do what is the better decision for the issue(s) versus "my option or <sup>opinion</sup>"

10. How would you deal with a customer who is angry about a THCS D Board policy or decision?

Hopefully under the circumstances I would follow THCS D Board of Management procedures/policies and that I would be able to direct decision making to management unless it is a variance in Board policy/protocol that needs to be reviewed and reflection and maybe <sup>re-designed.</sup>

11. If selected, you will be one of five people on a board to whom the General Manager reports. How do you see your role with the rest of THCS D's staff?

I see myself as being part of the team decision making protocol/issues, policies with procedures as per management, guidance and education. Also one needs to be open-minded as to all ideas and solutions.

12. What amount of time are you able to commit to THCS D Board work on a monthly basis?

I will make time even though I may have to modify my time (time due to on-going activities and meeting of the various groups that I support and participate in and with.)

13. Have you attended any THCS D, Tuolumne Utilities District or County board meetings in the past two years? If so, what was the reason you attended?

I have attended some meetings - one due to the topic and others related to new park & old park. It was a curiosity to see the logistics of the board and how formal the procedure was in making or not okaying an issue(s).

14. Describe your experience (if any) serving on any local volunteer groups or participating in community projects or events.

As I belong to several groups in Tuolumne County and also outside this area. I helped my husband (when he was alive) trek the coast of California & the Bay Area Ridge Trail, we also did "Meals on Wheels" and I now I assist in fundraiser activities/events for AAUW, SIATH, SRT, Rotary & plus)

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Juliette Cowell  
Signature

Julie

Oct. 27, 2023  
Date

Julie Cowell



# Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383  
Phone: (209) 586-3172 ▪ Fax: (209) 586-0424  
[www.twainhartecsd.com](http://www.twainhartecsd.com)

Directors: Eileen Mannix ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Richard Knudson

## APPLICATION

### APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY TWAIN HARTE COMMUNITY SERVICES DISTRICT

#### Instructions

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Applications are due no later than: **November 1, 2023 – 3:00 p.m.**

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- Date: November 8, 2023
- Time: 9:00 a.m.
- Location: 22912 Vantage Pointe Dr., Twain Harte

All applicants must be registered to vote within THCSD boundaries. A THCSD boundary map can be viewed at: <https://www.twainhartecsd.com/service-area>

#### Application

NAME: Mary M. Dearborn

RESIDENCE ADDRESS: 18613 Wildwood Drive, Twain Harte CA 95383

MAILING ADDRESS: 18613 Wildwood Drive, Twain Harte CA 95383

PHONE: 510-552-5887

E-MAIL: mmdearborn@gmail.com

Are you registered to vote within the THCSD service area?  YES  NO

## EDUCATION

Institution	Major	Degree	Year
University of North Carolina	Business Admin	Accounting	1984

## WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	From	To
Twain Harte Rotary	Twain Harte	Board Member	2022	Present
Twain Harte CERT	Twain Harte	Board Member	2022	Present
Carlson & Associates CPA	Sonora	Bookkeeper	10/23	Present
Z-Line Designs, Inc.	San Ramon	Senior Account Executive	05/06	10/22

### Applicant Questions:

Please briefly answer the following questions. If you need more room or would like to type your responses, please attach a separate sheet(s).

1. Why are you interested in serving on the THCS D Board of Directors?

As a full time resident, I am interested and engaged in our local community. As a board director one must have strong leadership skills. We must be able to lead and inspire. We must be able to communicate effectively, build consensus among fellow board members, and make tough decisions.

We must also be able to provide guidance and mentorship to the organization and its members.

I possess all of the aforementioned skills and experience to be an effective member of the organization.

2. What do you hope to accomplish as a THCS D Board member?

I will continue to serve in a stewardship role fostering education and transparency to the community we serve. I will encourage residents to ask questions, voice their concerns and attend regular board meetings. These meetings are vital for the success of our community since they provide a platform for discussion and decisions that shape our communities future.

3. How long have you lived in Twain Harte and what do you like about living here?

My husband and I have been coming up to Twain Harte since 1986. We moved here full time in June of 2022. Twain Harte offers something for everyone, that's why its such a great place to call home. The weather is comfortable 10 months out of the year. We can bike, hike, fish, camp, boat ski and golf. All within a short distance. People are warm and friendly and always willing to lend a hand.

4. THCS D's Mission Statement is to "provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner." Please describe what that looks like?

The community has expectations about the reliability, competence and honesty of THCS D and its board members. As a board member we have the responsibility to meet those expectations in an ethical and fiscally sound manner.

5. What can THCS D do to better accomplish its mission or better serve its community?

As a community member I would like to see a recap of the board meetings on the website. Currently, what is offered is the agenda.

6. Do any of THCS D's current policies, decisions, rates or other practices concern you? Please explain.

I have not been actively involved and cannot make an educated comment at this time.

7. What can you contribute to the THCS D Board that will enhance the Board's ability to function as a team in its oversight of the THCS D?

I have a passion to become an integral and useful part of this community. My strengths lie in the ability to organize and plan for meetings and projects. I have ability to do indepth research and gather information, brainstorm potential solutions, analyze possible alternatives to ultimately arrive at the best course of action.

8. How would you react if a majority of Board members disagreed with an opinion or position you held?

As stated previously, after presenting my findings I feel the board as a group will arrive arrive at the best course of action.

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9. What do you believe is the most important character trait of a board member? Please describe using personal experience if you have served on a board in the past.

An eagerness and willingness to participate at every meeting. To be supportive, but willing to express your own opinion in a positive, non threatening manner.

We should all strive to learn as much as possible of the topic at hand before engaging in a negative fashion with other board members.

10. How would you deal with a customer who is angry about a THCS D Board policy or decision?

It comes back to educating our community. THCS D Board policies and decisions should be based on factual data. If this information is shared in a positive yet dispassionate manner one would hope to de-escalate the confrontation.

11. If selected, you will be one of five people on a board to whom the General Manager reports. How do you see your role with *the rest* of THCS D's staff?

Provide support and information to the staff. Answer questions as requested.

Be a liason between the community and the THCS D staff sharing concerns and questions that may arise.

12. What amount of time are you able to commit to THCS D Board work on a monthly basis?

I can make all regular meetings. I will assume any role deemed necessary and commit as many hours as necessary to enure duties and projects assigned are completed in a timely fashion.

13. Have you attended any THCS D, Tuolumne Utilities District or County board meetings in the past two years? If so, what was the reason you attended?

No I have not but plan on utilizing the zoom meeting feature in the future.

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14. Describe your experience (if any) serving on any local volunteer groups or participating in community projects or events.

I currently sit on the TH CERT Board and the TH Rotary Board. In the past year that we have lived full time in town I have volunteered my time in the following capacities: Easter Egg hunt, monthly ATCA food bank, Outhouse Races, Summer Festival, October Christmas Market, Traffic Control deployments through CERT, Summerville HS Scholarship interviews, Volunteer booth at fair grounds Cooling Station at the Big Foot festival. THFD Pancake breakfast, NNO 2023 in the park.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Mary Dearborn  
Signature

10/28/2023  
Date



# Twain Harte Community Services District

22912 Vantage Pointe Dr • Twain Harte, CA 95383

Phone: (209) 586-3172 • Fax: (209) 586-0424

www.twainhartecsd.com

RECEIVED  
NOV 01 2023  
Mel 9:41 AM

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

## APPLICATION

### APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY TWAIN HARTE COMMUNITY SERVICES DISTRICT

#### Instructions

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- Email: [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com)
- District Offices: 22912 Vantage Pointe Dr., Twain Harte

Applications are due no later than: **November 1, 2023 – 3:00 p.m.**

All applicants will be given an opportunity to orally present their interest in filling the vacant THCSD Board seat at the Board meeting where the appointment will be made. Oral presentations shall be five minutes or less. The THCSD Board anticipates appointing a new director at its meeting on:

- Date: November 8, 2023
- Time: 9:00 a.m.
- Location: 22912 Vantage Pointe Dr., Twain Harte

All applicants must be registered to vote within THCSD boundaries. A THCSD boundary map can be viewed at: <https://www.twainhartecsd.com/service-area>

#### Application

NAME: Cameron P. McClean

RESIDENCE ADDRESS: 22564 TWAIN HARTE DR.

MAILING ADDRESS: SAME

PHONE: 209-312-0139

E-MAIL: CHCF.MCLEAN@GMAIL.COM

Are you registered to vote within the THCSD service area?  YES  NO

EDUCATION			
Institution	Major	Degree	Year
CLANTON VALLEY HS		DIPLOMA	91
LE CORDON ROUGE	CULINARY	AA	07

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
SUMMERSVILLE <del>HIGH</del> SCHOOL	TROOPING	PRESIDENT	17	19

**Applicant Questions:**

Please briefly answer the following questions. If you need more room or would like to type your responses, please attach a separate sheet(s).

1. Why are you interested in serving on the THCS Board of Directors?

I OWN 3 BUSINESSES IN TOWN HATS THAT DEAL WITH LOCALS, TOURISTS AND CABIN OWNERS DAILY. THIS GIVES ME A UNIQUE PERSPECTIVE ON WHAT COULD BENEFIT OUR COMMUNITY.

2. What do you hope to accomplish as a THCS Board member?

TO BE A POSITIVE MEMBER HELPING TO LEAD OUR COMMUNITY IN A DIRECTION THAT IS HEALTHY AND POSITIVE. TO HELP BRING PARTNERSHIP BETWEEN LOCAL BUSINESSES AND THCS.

3. How long have you lived in Twain Harte and what do you like about living here?

A TOTAL OF 14 YEARS COMBINED. I LOVE THE COMMUNITY INTERACTION AND IT AMAZING RESOURCES THAT WE USED TO PROTECT.

4. THCSD's Mission Statement is to "provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner." Please describe what that looks like?

1. THEY HAVE LAID OUT THOSE SERVICES ON THEIR WEB PAGE. 2. PROVIDED A WELL MANAGED TEAM TO FIX, REPAIR, AND MAINTAIN OUR INFRASTRUCTURE. THEY HAVE THIS. 3. STAYING CONNECTED TO THE COMMUNITY'S WANTS AND NEEDS.

5. What can THCSD do to better accomplish its mission or better serve its community?

I THINK A STRONGER SOCIAL MEDIA PRESENCE WOULD BE VERY BENEFICIAL.

6. Do any of THCSD's current policies, decisions, rates or other practices concern you? Please explain.

NOT AT THE MOMENT.

7. What can you contribute to the THCSD Board that will enhance the Board's ability to function as a team in its oversight of the THCSD?

I FEEL MY RELATIONSHIP WITH THE LOCAL COMMUNITY AS WELL AS THE RENTA COMMUNITY WOULD BE A STRONG ASSET.

8. How would you react if a majority of Board members disagreed with an opinion or position you held?

YOU CAN'T BE RIGHT ALL THE TIME. RESPECTFUL DEBATE IS A GOOD POLICY.

9. What do you believe is the most important character trait of a board member? Please describe using personal experience if you have served on a board in the past.

HONESTY AND HUMILITY. I WAS PRESIDENT OF A BOARD THAT CHANGED DELAWARES GDP POLICIES. IT WAS UNPOPULAR AND I/WE RECEIVED A LOT OF CRITICISM. THE SCHOOL LEFT ON TO HAVE NEW FOUND FINANCIAL FREEDOM.

10. How would you deal with a customer who is angry about a THCSB Board policy or decision?

LISTEN. ALWAYS LISTEN FIRST AND DO NOT GIVE AN ANSWER UNTIL YOU KNOW YOU HAVE DONE THE RESEARCH.

11. If selected, you will be one of five people on a board to whom the General Manager reports. How do you see your role with the rest of THCSB's staff?

~~AS A~~ AS A HELPER AND MOTIVATOR. I WANT TO SUPPORT AND ENCOURAGE. SOMETIMES THAT MEANS THE TRUTH HURTS.

12. What amount of time are you able to commit to THCSB Board work on a monthly basis?

WHATEVER REQUIRED.

13. Have you attended any THCSB, Tuolumne Utilities District or County board meetings in the past two years? If so, what was the reason you attended?

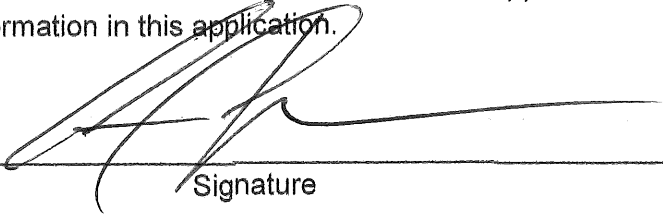
YES. TREE REMOVAL.

14. Describe your experience (if any) serving on any local volunteer groups or participating in community projects or events.

I HAVE BEEN INVOLVED IN MANY LOCAL EVENTS AS  
A VOLUNTEER AND BUSINESS MAN. SPONSORED MANY  
SPORTS TEAMS AND BOY SCOUTS.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
\_\_\_\_\_  
Signature

11/1/23  
Date



RECEIVED  
OCT 26 2023

BY: *[Signature]*



# Twain Harte Community Services District

22912 Vantage Pointe Dr • Twain Harte, CA 95383  
Phone: (209) 586-3172 • Fax: (209) 586-0424  
www.twainhartecsd.com

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

## APPLICATION APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY TWAIN HARTE COMMUNITY SERVICES DISTRICT

### Instructions

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Applications are due no later than: **November 1, 2023 – 3:00 p.m.**

All applicants will be given an opportunity to orally present their interest in filling the vacant THCSD Board seat at the Board meeting where the appointment will be made. Oral presentations shall be five minutes or less. The THCSD Board anticipates appointing a new director at its meeting on:

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- Location: 22912 Vantage Pointe Dr., Twain Harte

All applicants must be registered to vote within THCSD boundaries. A THCSD boundary map can be viewed at: <https://www.twainhartecsd.com/service-area>

### Application

NAME: MARK T. PETERS

RESIDENCE ADDRESS: 22774 BRET HARTE DR. TWAIN HARTE

MAILING ADDRESS: 22774 BRET HARTE DR. TWAIN HARTE

PHONE: 209-651-1022

E-MAIL: MA PETERS @ S.T.I. NET

Are you registered to vote within the THCSD service area?  YES  NO



EDUCATION			
Institution	Major	Degree	Year
CHABOT COLLEGE - HAYWARD CA.	CERT. INGS SUPERVISION	PARTIAL A.A.	1972
DELTA COLLEGE - STOCKTON CA.	BUSINESS	A.A.	1979

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
PAC. GAS & ELECTRIC. } } }	OAKLAND HAYWARD CONCORD	LABOR THUR OPS MANAGER		—
	STOCKTON SALINAS SAN FRANCISCO MONTEREY	SUPERVISION OVER 126 EMPLOYEES 4 DEPARTMENTS 7 CITIES PAC. UTILITIES	1961	—
CALIFORNIA STATE LICENSE BOARD		ACTIVE LICENSES 1. A - ENGINEERING		
PROJECTS COMPLETED	IN 7 COUNTIES	2. B - GENERAL 3. C - ELECTRICAL	1994	ALL CURRENT

#### Applicant Questions:

Please briefly answer the following questions. If you need more room or would like to type your responses, please attach a separate sheet(s).

1. Why are you interested in serving on the THCS D Board of Directors?

TO ASSIST AND AID THE BOARD MEMBERS WITH ALL ISSUES  
WHICH MAY OCCUR. USE MY PAST EXPERIENCE TO  
EVALUATE AND HELP PROVIDE ANSWERS TO OUR MANAGER  
SO WE CONTINUE AT A HIGH QUALITY OF SERVICE TO THCS D  
CUSTOMERS.

2. What do you hope to accomplish as a THCS D Board member?

LEARN MORE ABOUT HOW THE BOARD FUNCTIONS AS  
A BOARD MEMBER. TRY TO PROVIDE SOUND SOLUTIONS  
AND ANSWERS TO ALL ISSUES INVOLVING THCS D.  
TO ASSIST OUR MANAGER IN MAINTAINING QUALITY  
SERVICE.

3. How long have you lived in Twain Harte and what do you like about living here?

PURCHASED FIRST HOME IN 2009, 22783 BLACK OAK DR.  
STILL FAMILY HOME USED. BUILT PRESENT HOME IN 2017  
22774 BRET HARTE DR. IN WHICH MY WIFE AND I  
RESIDE THERE!

4. THCS D's Mission Statement is to "provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner." Please describe what that looks like?

KEEPING THE WATER METERS FLOWING, MAKING SURE  
OUR WASTE LINES ARE ADEQUATE, AND WASTE IS BEING  
TREATED. OUR FIRE PROTECTION AND SAFETY IS AT A  
HIGH LEVEL. AND OUR BUDGET IS MONITORED AND BALANCED.

5. What can THCS D do to better accomplish its mission or better serve its community?

KEEP WORKING ON ALL ISSUES WHICH DEVELOP WITHIN  
OUR SCOPE OF RESPONSIBILITY, TAKE THE LEAD IN  
IMPROVING OUR COMMUNITY, WITH SERVICES WE PROVIDE  
FIRE PROTECTION, SAFETY, PARKS, RECREATION. PROVIDE FUTURE FORECASTS.

6. Do any of THCS D's current policies, decisions, rates or other practices concern you? Please explain.

NO! OUR MANAGE AND BOARD MEMBERS, HAVE ALL  
EVALUATED OTHER COMMUNITY DISTRICTS AND OUR  
RATES AND POLICES ARE IN ALIGNMENT WITH OTHERS!  
OUR RATES ARE LOWER THEN (T.U.D. & CALAVERAS)

7. What can you contribute to the THCS D Board that will enhance the Board's ability to function as a team in its oversight of the THCS D?

MY BACKGROUND IN THE PUBLIC UTILITY COMPANY, INSTANT  
RESPONSE TO EMERGENCY ISSUES, REPORTS, TIMELINE ISSUES  
COUNTY, STATE, & FEDERAL REPORTS. EQUIPMENT, MANPOWER,  
REQUIREMENTS, T&M STUDIES, BUDGET FORECASTING.

8. How would you react if a majority of Board members disagreed with an opinion or position you held?

DISCUSS THE FACTS OF MY OPINION THE BEST I CAN, THAN  
LISTEN TO OTHER MEMBERS, AND COME UP WITH A SOLUTION!

ALWAYS VOICE MY OPINION ON THE FACTS I  
STAND ON, ALWAYS WILLING TO MOVE FORWARD.

9. What do you believe is the most important character trait of a board member? Please describe using personal experience if you have served on a board in the past.

SUPPORT ALL BOARD MEMBERS, GENERAL MANAGER  
UPHOLD ALL THE CODES + REQUIREMENTS. PROVIDE HONEST  
FEEDBACK TO ALL BOARD MEMBERS AND STAFF STRIVE  
TO IMPROVE THE OPERATIONS TO ASSIST ALL AREAS OF THCSO.

10. How would you deal with a customer who is angry about a THCSO Board policy or decision?

BRIEFLY EXPLAIN THE FACTS AND BACKGROUND BEHIND  
OUR DECISION REGARDING A POLICY OR CHANGE OF A POLICY.  
ALWAYS RESPOND IN A PROFESSIONAL MANNER. OFFER  
FOLLOWUP FOR ADDITIONAL DETAILS, PROMOTE GOODWILL TOWARDS CSO,

11. If selected, you will be one of five people on a board to whom the General Manager reports. How do you see your role with the rest of THCSO's staff?

"OPEN DOOR POLICY" LISTEN AND LEARN, BEING A NEW  
JUNIOR BOARD MEMBER, IF NEEDED ALWAYS REVIEW AND  
ASK QUESTIONS TO STAY IN ALLIANCE WITH ALL STAFF AND THE  
GENERAL MANAGER

12. What amount of time are you able to commit to THCSO Board work on a monthly basis?

"NO" TIME LIMITS. I DONOT SET A TIME LIMIT IN  
ORDER TO HANDLE THE DUTIES AND RESPONSIBILITIES  
INVESTED IN ME AS A BOARD MEMBER.

13. Have you attended any THCSO, Tuolumne Utilities District or County board meetings in the past two years? If so, what was the reason you attended?

YES ON ATTENDING BOTH THCSO AND COUNTY BOARD  
MEETINGS. THCSO MEETING HAVE BEEN ATTENDED TO REVIEW  
THE SPECIFIC CONCERNS OVER WATER/WASTE USAGE ON  
ADDITIONAL DWELLINGS, ADU'S ETC. COUNTY MEETINGS NEW CODE REG.

14. Describe your experience (if any) serving on any local volunteer groups or participating in community projects or events.

CARMEL VALLEY - HIDDEN HILLS WATER BOARD 1985 - 1993  
HOME OWNERS - BAY RIDGE - MONTEREY - BOARD - 1994 - 1998  
PAC. GAS & ELECTRIC UTILITIES REP. TO SEVEN CITY MANAGERS  
MONTHLY STAFF MEETINGS 1980 - 1995.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Mark T. Feter

Signature

10-25-2023

Date



# Twain Harte Community Services District

22912 Vantage Pointe Dr • Twain Harte, CA 95383

Phone: (209) 586-3172 • Fax: (209) 586-0424

www.twainhartecsd.com

**Directors: Eileen Mannix • Charlotte Bohlman • Gary Sipperley • Richard Knudson**

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#### Application

NAME: Margaret Seibert

RESIDENCE ADDRESS: 22878 East Avenue

MAILING ADDRESS: P.O. Box 885, Twain Harte 95383

PHONE: 831.901.4959

E-MAIL: meg@nonprofitdev.com

Are you registered to vote within the THCSD service area?  YES  NO

EDUCATION			
Institution	Major	Degree	Year
Christopher Newport University VA	Government Admin	BSGA	1992
USC Los Angeles	Public Administration	MS	1994

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
Margaret Seibert Consulting	Twain Harte	Owner	2004	current

**Applicant Questions:**

Please briefly answer the following questions. If you need more room or would like to type your responses, please attach a separate sheet(s).

1. Why are you interested in serving on the THCS D Board of Directors?

I believe my education in public administration would be useful. Also, I'm interested in supporting my community.

2. What do you hope to accomplish as a THCS D Board member?

Help the group make wise and equitable decisions.

3. How long have you lived in Twain Harte and what do you like about living here?

I moved to Twain Harte in 2020 because I enjoy the community and mountain living. I enjoy hiking, fishing, horseback riding + painting plein air.

4. THCS D's Mission Statement is to "provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner." Please describe what that looks like?

Providing the most good for the most people. Considering the budget given, tracking expenditures and soliciting quotations from multiple providers to choose the ~~most~~ best.

5. What can THCS D do to better accomplish its mission or better serve its community?

I don't know yet as I'm unfamiliar with all its responsibilities and roles.

6. Do any of THCS D's current policies, decisions, rates or other practices concern you? Please explain.

I don't know yet - same response as #5.

7. What can you contribute to the THCS D Board that will enhance the Board's ability to function as a team in its oversight of the THCS D?

Thorough knowledge of public administration and budgeting. Also as a resident full time I'm familiar with many of the local needs.

8. How would you react if a majority of Board members disagreed with an opinion or position you held?

I would try persuasion using facts + research to back my position. However I would also challenge them to change my point of view with facts and research.

9. What do you believe is the most important character trait of a board member? Please describe using personal experience if you have served on a board in the past.

Willingness to compromise. Also, ability to listen actively without interrupting the speaker. I've facilitated Board retreats for non-profits + am familiar with Board meetings.

10. How would you deal with a customer who is angry about a THCS Board policy or decision?

I would acknowledge their position and listen attentively so they are aware that I'm taking their opinion seriously.

11. If selected, you will be one of five people on a board to whom the General Manager reports. How do you see your role with the rest of THCS's staff?

I could contribute allowability input on proposed expenditures, and propose strategies and protocol to approach issues at hand. I could contribute to discussions + group discourse.

12. What amount of time are you able to commit to THCS Board work on a monthly basis?

I'm self employed so I can make time in my schedule for meetings.

13. Have you attended any THCS, Tuolumne Utilities District or County board meetings in the past two years? If so, what was the reason you attended?

No.



14. Describe your experience (if any) serving on any local volunteer groups or participating in community projects or events.

I have volunteered for the Friends of the  
Animal Community, picked up trash on Clean up  
days, and offered to assist during the TH  
Christmas Parade. I've ridden in the Columbia  
Christmas Parade.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

M. Seibert

Signature

11/1/23

Date



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	09A	<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

November 8, 2023

<b>ITEM #:</b>	09B	<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

October 2023  
Operations Report  
Fire Division



# STAFFING

**Full-Time Captains-3**

**Seasonal Engineers-3**

**Relief Captains-4**

**Reserve Firefighters-4**

**Intern Firefighters-2**



# FLEET



**The old 720 command vehicle  
has been sold to a volunteer  
department in Illinois.**



**Repair work has started on  
E-723.**



# October Training Hours-235



# October Projects



**We are finishing the data transfer from FireHouse software to the new ESO reporting software. This new program will allow our staff to transfer patient medical forms in real-time to the ambulance when they take over patient care.**



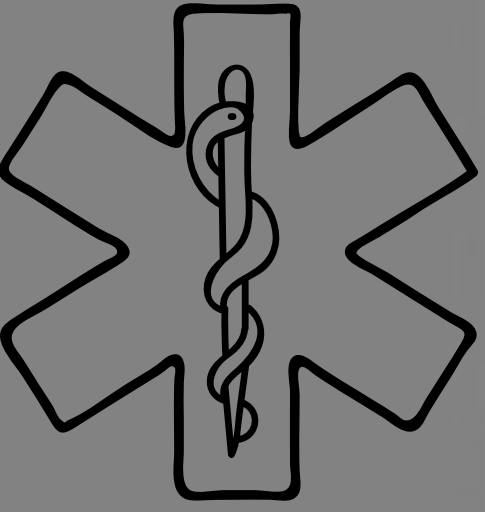
**We are installing laminate flooring in the last three rooms of the firehouse. Captain Slater has removed all the carpet, and Captain Orozco and Dixon will start on the floor next week.**





# THFD INCIDENT STATISTICS

October-2023



EMS Incidents-58%



Structure Fires -4%



Good Intnet- 30%



False Alarms 8%

**October Responses- 26**

# Responses by District

## October 2023



Twain Harte District-67%



Tuolumne County Fire-  
29%



Mi Wuk District-4%

HOPE



SUPPORT



BREAST  
CANCER

AWARENESS



SERVING OUR COMMUNITY

# MONTHLY UPDATE

October 2023

Mary Schreiner, Editor and PIO  
twainhartecert@gmail.com

## Contents:

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## NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



October was a crazy fast month filled with challenges, surprises and fun.

The team kept the projects moving forward this month pretty much on their own. I mentioned what needed to be done and it was completed. I shared what would be good to accomplish and they made it happen. I came up with some crazy idea and they laughed and, with a smile, did it. This team makes work fun.

We were involved in many different activities during the month like the National Shakeout and the Christmas Outdoor Market. Both were fun and very successful. We also made great progress on Papa Smurf, with lots more planned... the articles are interesting to read.

Our biggest achievement was making our goal and being able to order the LUCAS Device for THFD. Our coffers are empty but we made it happen. Thank you is not enough to say to express the gratitude I have for all of those who contributed to making this a reality.

I enjoy preparing for winter, which starts with cleaning out the freezers, refrigerators, and the pantry so I can cook, can, and prep. Chopping is great therapy for me. I hope you enjoy reading about that and try my recipe.

I can't wait for Tempranillo Day!



Fall Colors Peaking Out

# NATIONAL SHAKEOUT

by Lee Smith, THA-CERT Member



Today is October 19 and at 10:19 we simulated an earthquake that was devastating to our county. With the potential for massive failures of our land lines and mobile phone infrastructure, during a wildfire, there is increased interest in developing neighborhood based radio watch groups. What do you do when that happens? Radios are the answer.

We had 11 people check into the Twain Harte Neighborhood Radio Watch. This includes 3 HAM licensed individuals (of which I am one), several GMRS licensed people, and the rest using FRS. Twain Harte Neighborhood Radio Watch was the largest group to check in during the event. We want to grow the team to include you!



We have found that the GMRS radios are better to use because they have more power. To use a GMRS you need to get a license through the FCC but it is well worth (the \$35- 10 year investment) if that is the only means of communication.

Joining a radio watch group is easy but more importantly it is a time to practice using the radio so that you feel comfortable when it is needed. I feel like I have a new network of friends out there that I can check in with during one of the directed nets or anytime just to check on things. Like the other day helicopters were flying around the skies above Twain Harte... I wanted to know why. I can just pick up my radio and ask.

Our group can be heard in Brentwood, downtown Twain Harte, Mark Twain Dr, Sugar Pine, Lilac Terrace, Lizzy Lane, Soulsbyville, Gina Avenue, and Little Fuller. We meet on Wednesday evening at 7:00pm and Sunday morning at 9:00am on channel 18.

There is so much going on in the world and we never know what is just around the corner for the world, our country and our county. Having a GMRS radio in your home is an easy preparedness solution. It gives you peace of mind to know that you can communicate with others and get updates on what is happening.



Examples of GMRS radios (above) and FRS Radios (below)



Everyone in a neighborhood can participate with a Family Radio (FRS), General Mobile Radio (GMRS) or Ham Radio and enable local area or county-wide communications without physical infrastructure. When all else fails, these radios will work. The cost of the radios range from \$20 (FRS) to \$40 (GMRS) to \$100 (Ham).

# PAPA SMURF UPDATE

by Bob Schreiner, Logistics Section Chief



The container project is nearing completion. Thanks to our volunteers, we have now painted the interior, and had Two Ton Electric install the electrical panel, wiring, outlets, and lights. Next up is clearing out all of our old storage spots and moving cabinets and shelving into the container so we can get our equipment and supplies inventoried and put away. We have made a good start and should be able to get everything moved over the course of several days.



Bob Schreiner and Mike Mandell paint the interior of the container

Having all of our equipment and supplies housed in one secure, climate controlled, space has been a dream of Project Manager Carol Hallett's for quite some time now and it's great to see it coming to fruition.

We at THA-CERT are nothing if not efficient and having everything under on roof will make us even more so. Kind of boggles the mind, doesn't it?

Thanks to the CERT volunteers who stepped up to help me (Mike Mandell, Matt Kain, Margaret Lawrence, Lise Lemonnier, Ed Proctor, Carol Hallett, Mary Schreiner, and John Buckingham), Two Ton Electrical, and the donor for the cost of the electrical work, who wishes to remain anonymous, we were able to get to this point in record time.



Hey, watch where you point that thing! Our painting crew: Matt Kain, Mike Mandell, and Bob Schreiner

# PAPA SMURF UPDATE, cont'd



Slim, from Two Ton Electric, installs the electrical panel



Two Ton Electric hard at work



Let there be light!



Matt and Mike remove a cabinet from our old office in the THCSD building



Matt, Mike, and Lise dismantle the UAS cabinet in Station 2



# CHRISTMAS FAIR FUNDRAISER

by Lise Lemonnier, Planning Section Chief



Our THA-CERT team had a last fund-raising event for this year, and it was a huge success. We reached our goal of collecting \$20,000 to purchase the LUCAS device, a device that will help our Fire Fighters to save lives. In addition to the fund-raising events we held all year with the help of lots of hard work by our volunteers, we had several private donations, including a check in the donation box from Betty Zertuche, that helped us get to our goal. Thank you, Betty.

So, for our last fund-raiser, CERT set up four booths at the October 14 and 15 Twain Harte Outdoor Christmas Market. We had booths for Beer, Wine, Margaritas, and Swag. Volunteers loaded up pickup trucks on Friday afternoon, brought everything to the firehouse, and began the process of assembling tables and tents to be ready for the next morning's fair goers.

Mike Mandell was our fearless leader, and he did a fearless job. Matt Kain was in charge of the beer booth and kept things flowing, while Mary Dearborn made a mean margarita that was in hot demand. John Buckingham sold lots of Twain Harte Fire Department t-shirts and mugs, and I took care of the wine booth, which netted a total profit, except for the cost of cups, because I had donations from a wine competition.

We were ready on both Saturday and Sunday mornings, with Mary starting up the margarita machine early, and the rest of the volunteers setting everything up. Because the weather was a little cooler than we had had for the summer festival, early morning sales were a little slow, but things had picked up by afternoon.

Thank you to Allan and Carol Hancock, from the Kitchen Store, for making sure the volunteers were fed, providing a great lunch each day.

We thank all of the CERT members who volunteered, and have special thanks to give to our "non" CERT members, our CERT members by proxy, Sydney, Christy, Odette, and Mike D. It was a pleasure to work with you. Thank you to Randie Revilla for doing a shift and then coming back to help us clean up. Also, a special thanks goes out to Mary D. for her generous donation of the alcohol and the alcohol license. Because of all the donations we received, our net sales were up!

This is always a fun and social event. Join us if you can next time.



(Left) Mike Mandell and Victoria Forrester staff the Wine booth, while Lise Lemonnier, John Buckingham, and Tracy Hastings set up the Swag booth (Right)



# SQUIRRELING THINGS AWAY

by Carol Hallett, Program Manager

After the harvest is always a time for canning, freezing and preparing our pantries for the winter.

I can sit in my house and watch the squirrels scurrying around the yard. This year they have been busy chewing off the oak leaves and then gnawing at the stems. A friend said they are hungry and they are getting good nourishment from the oaks. You would have thought that there would have been plenty for them to eat this year. It is obvious that they are getting ready for winter.

Like the squirrels, I have been doing my own prepping for the winter. It was a cold wet winter last year and I was pleased to have so many supplies in my pantry and freezer but those items were used up. It is time to stock up again. I start by cleaning out the freezers, refrigerators, and moving all the items in my pantry to the front and cleaning out the items that seem to just appear on the shelves. Now, I am ready to restock those empty spaces.



Squirrels eating green leaves



Apples ready to can

I am grateful to have received two buckets of apples from a neighbor, huge shopping bag of peaches from my sister-in-law and I bought cantaloupe and mango when it was really ripe. I spent time canning apple butter, making applesauce and slicing fruit for the freezer. I made sure I had plenty of butter and eggs in the freezer too. Did you know you could freeze eggs? Yes, you can. Eggs were one thing that I was counting at the end of the winter shut in but this year I am planning ahead so I should be fine.

I went through my pantry to rotate and/or replenish things that are necessary, items that we like and some lovely surprises for those cold winter days (hot chocolate, brownies and chocolate chip cookie mixes). I make sure that I have plenty of pasta and lentils. I have a great recipe for lentil soup... we enjoy it every winter.



Freezer getting full

I cooked some hearty dinners and froze the leftovers. I made huge batches of sauces (Enchilada sauce, Bolognese sauce) so that I would have extra for the freezer. I am going to try to freeze an alfredo sauce this year. I understand that you can freeze a cream based sauce as long as they are stored in an airtight container or double wrapped first with plastic wrap and then wrapped in foil. It needs to be completely thawed in the refrigerator before it is reheated.

I like to have a variety so that we do not get bored with our meals. I made a beef stew and a salsa stew that freeze well and is a favorite when the cold sets in.

It sounds odd to some but I love to chop, cook and fill my freezer and pantry with good food for later. October always feel like I am "squirreling things away".



Pantry prepared for winter



Nana C's Applebutter



## LENTIL VEGETABLE SOUP

### Introduction

Minutes to Prepare: 20 min

Minutes to Cook: 1 hour 30 min

Number of Servings: 8-10

### Ingredients

- 1 pound French green lentils
- 4 cups chopped yellow onions (3 large onions)
- 4 cups chopped leeks, white part only (2 leeks)
- 1 tablespoon minced garlic (3 cloves)
- 1/4 cup good olive oil, plus additional for drizzling on top
- 1 tablespoon kosher salt
- 1 1/2 teaspoons freshly ground black pepper
- 1 tablespoon minced fresh thyme leaves or 1 teaspoon dried
- 1 teaspoon ground cumin
- 3 cups medium-diced celery (8 stalks)
- 3 cups medium-diced carrots (4 to 6 carrots)
- 3 quarts vegetable stock
- 1/4 cup tomato paste
- 2 tablespoons red wine or red wine vinegar
- Freshly grated Parmesan cheese



### Directions

In a large bowl, cover the lentils with boiling water and allow to sit for 15 minutes. Drain.

In a large stockpot on medium heat, sauté the onions, leeks, and garlic with the olive oil, salt, pepper, thyme, and cumin for 20 minutes, until the vegetables are translucent and very tender. Add the celery and carrots and sauté for 10 more minutes. Add the chicken stock, tomato paste, and lentils. Cover and bring to a boil. Reduce the heat and simmer uncovered for 1 hour, until the lentils are cooked through. Check the seasonings. Add the red wine and serve hot, drizzled with olive oil and sprinkled with grated Parmesan.



# FOUNDING MEMBER REUNION

by Carol Hallett, Program Manager



One of the things I love about living in Tuolumne County is the people you meet in the most unexpected locations. Like the other day I stopped to get gas and who drove up to the pump next to mine? Bill Schiavo, one of our THA-CERT founding members. It was so good to catch up with him.

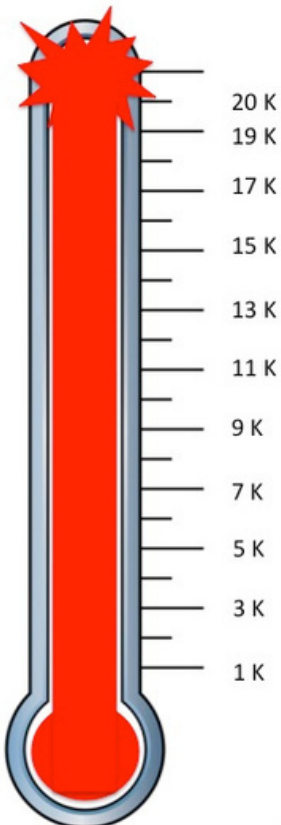
It reminded me how far we have come over the past decade and of the close connection we have with our founding members. It reminded me how blessed I am to have joined such a dynamic organization.



# LUCAS DEVICE PURCHASED

by Carol Hallett, Program Manager

**GOAL!**



# LUCAS DEVICE



It is with great excitement that I share with you the fact that I ordered the LUCAS machine for the fire department in Twain Harte. It will be a couple of months before we get delivery because they are in such great demand.

We were able to make this purchase because of all the hard work that was done by the THA-CERT staff to organize our fundraisers and the volunteer hours that you all gave so willingly. Along with the hard work we had a some very generous donations from caring local residents (yes, I saw you stuffing our donation can). We also received donations from the Homeowners Association and Sonora Sunrise Rotary... those charitable and thoughtful contributions took us to our goal.

Again, thank you for helping make this dream become a reality.

# TWAIN HARTE FIRE DEPARTMENT CORNER

by Neil Gamez, THFD Fire Chief



## EQUIPMENT

E-722 is still being painted at the Sierra Conservation Center. The paint should be completed in late November.



## 19 INCIDENTS



E-721 responded to a Residential Structure Fire in the Phoenix Lake Estates area.

## THFD STAFF

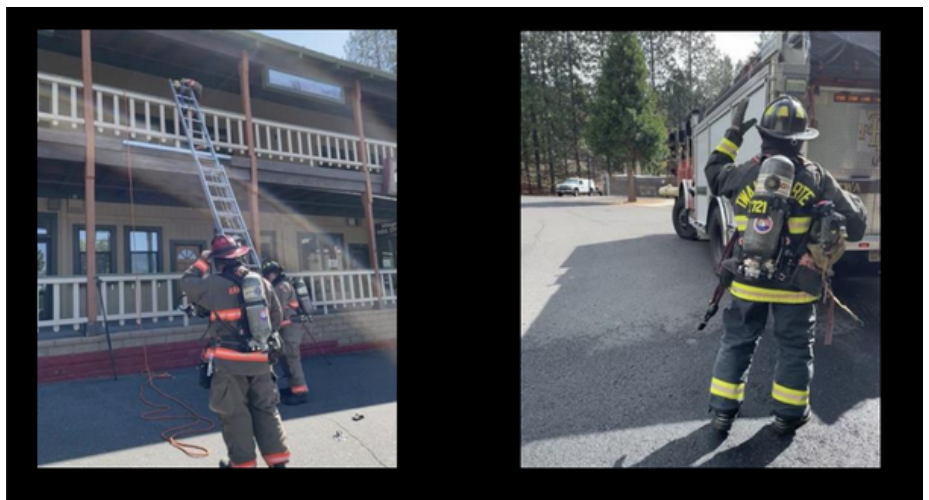
- Full Time Chief - 1
- Full Time Captains - 3
- Seasonal Engineers - 3
- Relief Captains - 4
- Reserve Firefighters - 4
- Intern Firefighters - 2

## TRAINING HOURS



## DEPLOYED

Captain Albert Desrosiers returned to the SRF Lightning Complex as a Fire-Line E.M.T.



All shifts have been training with other agencies on multi-company drills for a total of 210 hours.

# CHANGE CLOCKS & CHECK BATTERIES

by Mike Mandell, Team Leader



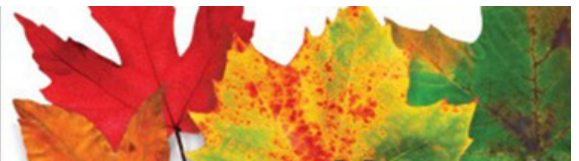
It's that time of year again when we need to turn our clock back one hour and check our smoke detectors. We can help you with both, if you like.

THA-CERT has a group of volunteers who are available to check and replace your smoke detectors and batteries. While we are there, we can change your clocks too.



Daylight saving time is coming to an end on November 5th, the first Sunday in November. Clocks will "fall back" one hour at 2 am on Nov 5, granting most people an extra hour of sleep.

With the change comes earlier sunrises and nightfall well before 7:00 pm



## What is the history of clocks going back?

Benjamin Franklin, an inventor, philosopher and American political heavyweight - first proposed the idea in a letter he wrote when in Paris in 1784. In it he joked that Parisians should be roused from their slumbers an hour earlier by ringing church bells and firing cannons in the street.

However, it wasn't until 1907 that a serious proposal for daylight saving time was made in Britain by William Willett.

Hawaii, most of Arizona and some territories in the Pacific and Caribbean do not observe daylight savings time. The twice-yearly switcheroo is irritating enough to lawmakers of all political stripes that the US Senate passed legislation in March 2022 to make daylight saving time permanent.

The Sunshine Protection Act that the Senate passed has not made it to the US House for discussion. It would require House passage and the President's signature to become law.

**TWAIN HARTE AREA**



**THA-CERT SMOKE ALARM PROGRAM**

SERVING OUR COMMUNITY

What/who are Twain Harte Area CERT (THA-CERT)? We are a dedicated team of community-based volunteers who are trained to support our community.

This team provides the following services to senior and disabled residents in Tuolumne County:

- Free Smoke Alarms/Detectors
- Free Installation
- Free Battery Replacement

If you need a smoke detector installed, need a new battery, or need a ten-year-old smoke detector replaced, we can help for free.

If you are interested, please contact us by sending an email to [twainhartecert@gmail.com](mailto:twainhartecert@gmail.com), or call Mike at 209-770-2674.

<https://www.twainhartecsd.com/smoke-detector-installation>



If you need a smoke detector installed, batteries checked and/or clocks changed... contact me!

# YOU HAD ME AT TEMPRANILLO

by Mary Schreiner, Public Information Officer



Autumn is my favorite season of the year. We've finally escaped summer's heat and winter's snow and cold are far enough away that we can just forget about them for a bit. Building the first fire of the season in the wood stove is always a special occasion. Of course, by the time winter rolls around, the novelty has worn off, but the first few weeks are always enjoyed and savored.

Another thing that autumn brings is the start of the holiday season. From Halloween to the end of January, it's just one holiday after another (depending on how you celebrate). November has a number of "special" days, in addition to our big National holiday of Thanksgiving, and observing Veteran's Day:

The first day of November alone is National Prime Meridian Day, Day of the Dead, All Saints Day, Autistics Speaking Day, National Biologic Coordinators Day, World Vegan Day, National Cinnamon Day, National Calzone Day, and National Deep Fried Clams Day, just to name a few (yes, there are many more for just that one day!). Some other days in November are set aside for:

Look for Circles Day (Nov 2nd)

Cliché Day (Nov 3rd)

Chicken Lady Day (Nov 4th)

Daylight savings end (Nov 5th)

Dear Santa Letter Week (Nov 5th-11th)

Marooned Without A Compass Day (Nov 6th)

Election Day (Nov 7)

Cappucino Day (Nov 8)

Tempranillo Day (Nov 9th), and it goes on and on but they had me at Tempranillo Day!



Me at my happy place among the vines!



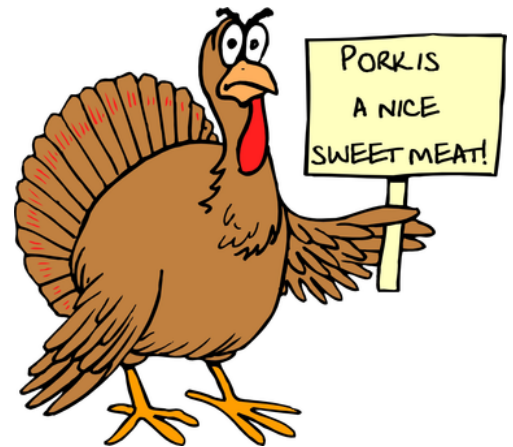
# FIRE SAFE THANKSGIVING

by John Buckingham, Safety Officer



The holiday season is a time for family, friends and feasts. This might mean you end up spending more time than usual in the kitchen, so it's important to brush up on safety tips.

Cooking is the main cause of home fires any time of the year but are especially common on Thanksgiving. The average number of home fires in residential buildings on this day is often double the number of these same fires throughout the rest of the year.



Be smart about how you cook this season by following these ten tips:

1. **Stand by your pan.** If you leave your kitchen, turn the burner off.
2. **Keep an eye on what you fry!** Most cooking fires start when frying food.
3. **Roll up your sleeves.** This reduces the chance that they'll catch on fire.
4. **Supervise children and pets.** Make sure they stay away from the stove.
5. **Watch what you're cooking!** If you see any smoke, or grease starts to boil, turn the burner off.
6. **If there's an oven fire, keep the door closed.** Turn off the oven and keep the door closed until it's cool.
7. **Move things that can burn away from the stove.** This includes dishtowels, bags, boxes, paper, and curtains.
8. **Turn pot handles toward the back of the stove.** This is so no one can bump them or pull them over.
9. **Only use a turkey fryer outdoors.** Make sure that the fryer is on a sturdy surface, away from things that can burn, and keep children and pets well away from the fryer.
10. **Check smoke alarms.** Make sure to have working smoke alarms close to where anyone may be sleeping.

From FEMA website

**Have a safe and Happy Thanksgiving!!**



# WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



The total THA-CERT volunteer hours for October are:

Administration = 234  
Training = 0  
Deployment = 168  
Total October hours = 402



## Events

**Visit Tuolumne County:**

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

**Twain Harte Chamber of Commerce:**

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

## Veterans Day

THA-CERT members will be putting up flags for Veterans Day in Twain Harte on Tuesday, November 7th at 10 am. Meet at Harte of the Kitchen, on Joaquin Gully, if you are interested in helping out.

## Training

There are no more THA-CERT trainings scheduled for the remainder of 2023; please keep an eye out for our 2024 Training Calendar!

## Meetings

**THCSD Board Meeting**

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

Wednesday, November 8, 9:00 am

**CERT & Fire Association Board Meeting**

Thursday, November 9, 9:30 am



There was a team of three who spent three hours cleaning up the yard so that our vehicle and trailer could be securely parked in their new homes. It started sprinkling while we worked but that did not slow us down, we were determined to complete the job.



FF Rehab Vehicle in its new home



Car Trailer back in its place

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.





# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	09C	<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

- Shadybrook preparations to prevent taste and odor issues was successful.
- We have an open Utility Operator I position.
- The ballfield lights electric consumption comparison for August when our lights are used the most for the Bigfoot festival indicate a large savings.

Year	kWH (consumption)	Rate	Usage Cost (+ \$5.00 meter fee)
<b>2022</b>	2200	\$0.153500	\$342.70
<b>2023</b>	880	\$0.175500	\$159.44



### Water/Sewer/Park Division

For October 2023

Board Meeting 11/8/23

# Water

- MG #2 Tank rehab status as of 11/2/23: Exterior painting is complete. Site cleanup and final inspections are pending.
- 1 service line leak on Holly Dr.
- We provided 1.397 million gallons of water to TUD with zero taste and odor complaints.
- Clarifier was drawn down and cleaned as part of its normal biennial cleaning.



# Sewer

- The Shadybrook Liftstation had all its floats replaced.
- We conducted our routine cleaning of the downtown sewer lines with the help of TUD's large vacuum truck to limit the number of trips needed to dump at the regional WWTP.





# Parks and Recreation

- Sinkholes status: No Change. The County of Tuolumne is waiting on FEMA inspectors to complete an inspection of the area as part of the funding process. Tom Trott is working with the County and the storm water grant and can answer specific questions.



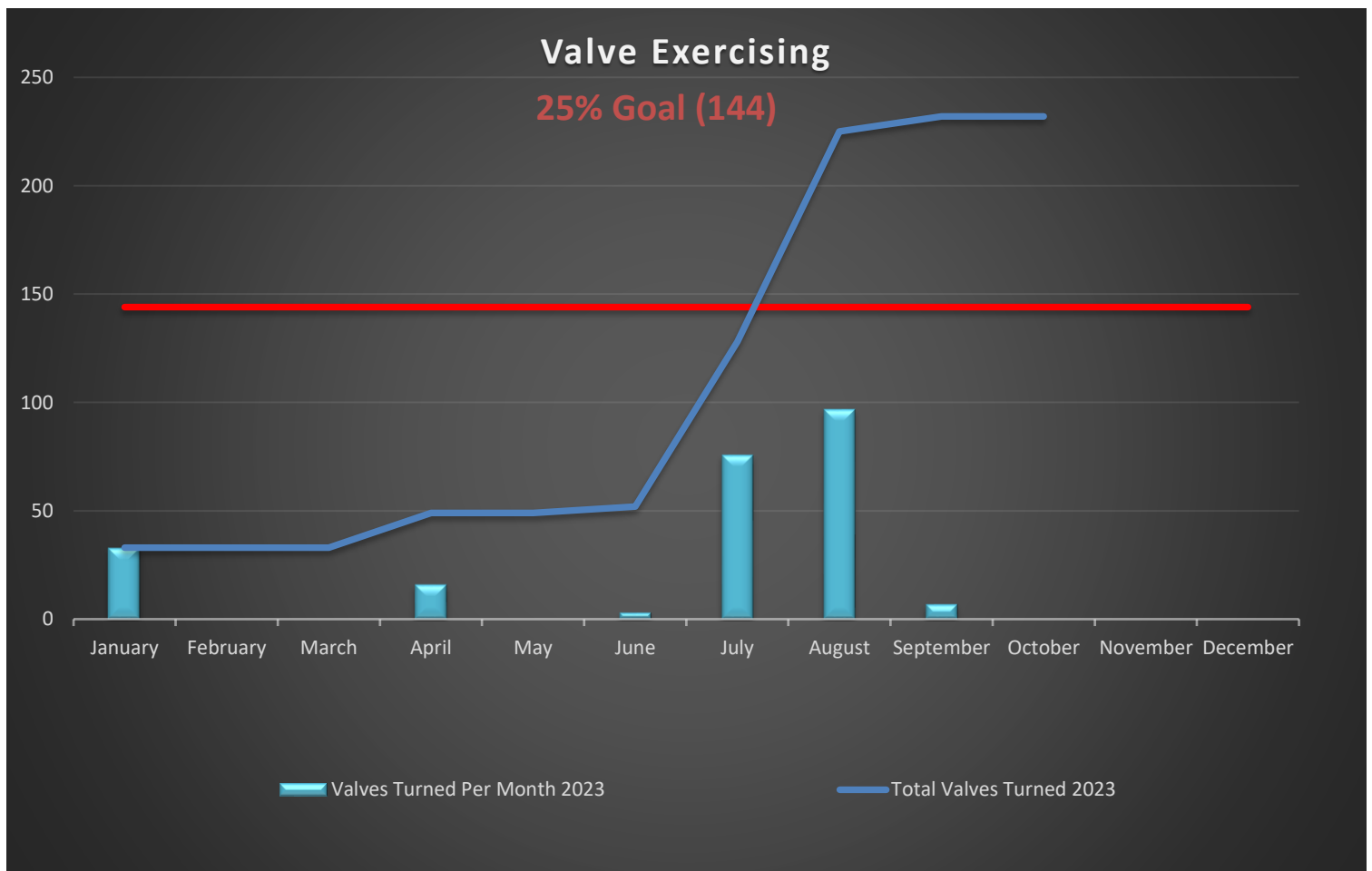
# Vehicles, Equipment & Facilities

- Truck 3: Power brakes booster replaced, routine oil change, valve cover gasket replaced, turn signal replaced. Currently up for sale.
- Truck 4: Currently up for sale.
- Truck 6: Routine oil change, oil pan gasket replaced.
- The Roundhouse and water plant yard had much of its pipe storage area, covered car port area and dumpster cleaned up

# Water, Sewer and Parks Statistics

## Water

- Number of customer service calls were average for this time of year (20-35) for a total of 25.
- 31 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 232 or 40.3%. (Context: 141 were inspected and maintained by this time last year).

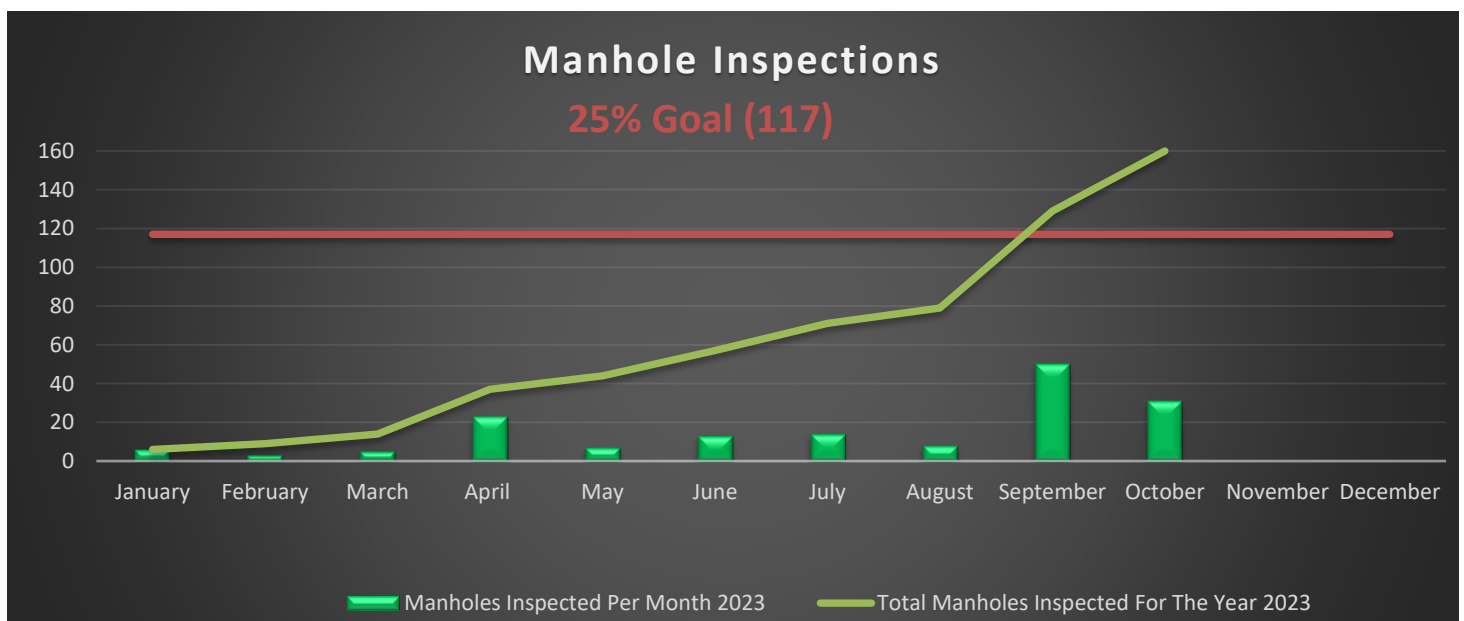


# Sewer

- Number of customer service calls were average for this time of year (1-6) for a total of 3.
- Sewer main footage cleaned out of 142,072': 42,900' or 30.2%. (Context: 62,771,' were cleaned by this time last year with an annual goal of 25% cleaned).

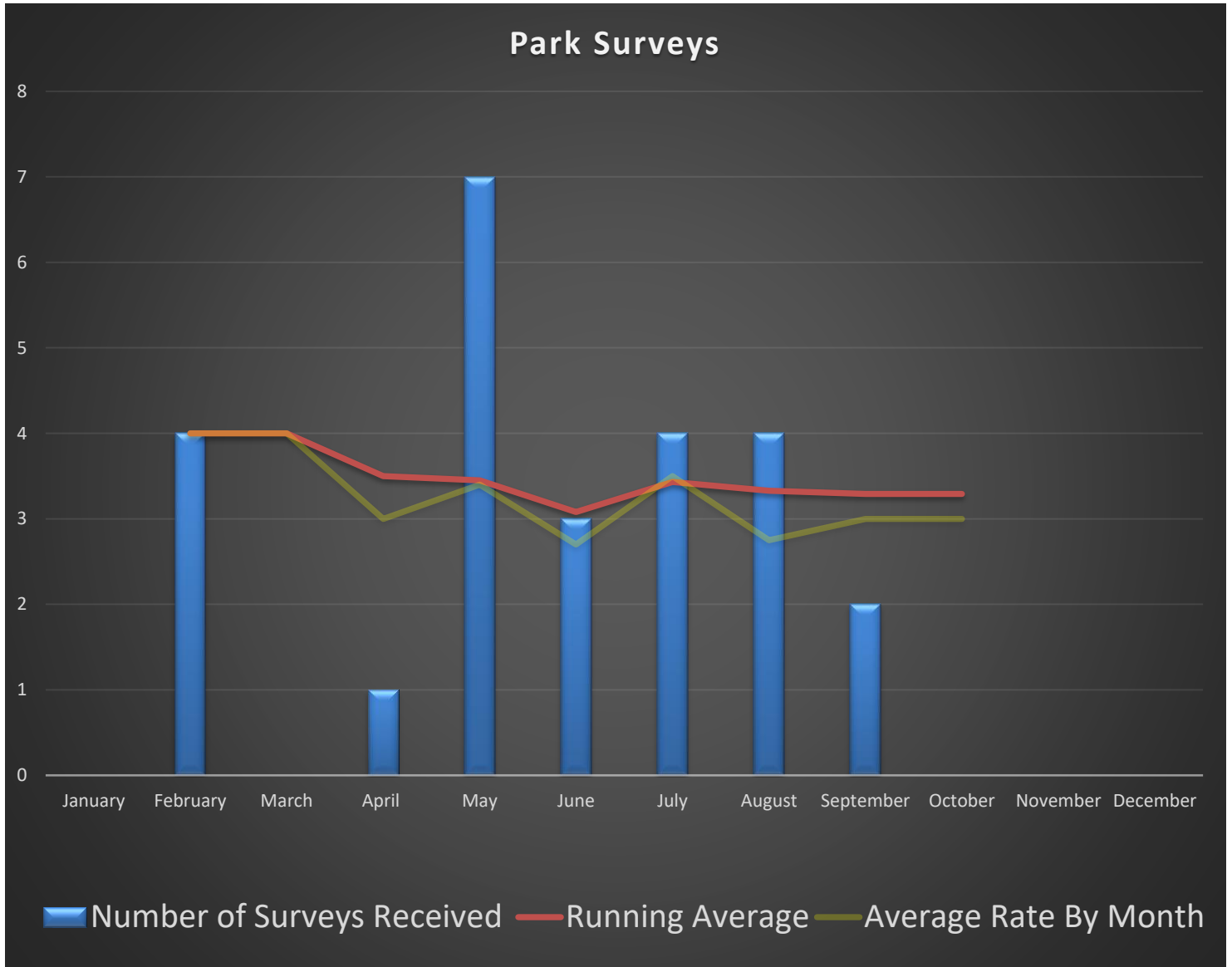


- Manholes inspected and maintained out of 468: 160 or 34.2%. (Context: 205 were cleaned by this time last year with an annual goal of 25%).



# Parks

- Number of Parks surveys submitted for October was 0.





# 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)	Decrease in Demand (%)	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	4,903,690	0	0	0	376,325	4,903,690	5,836,362	15.98%	1.46	77
Mar	5,518,276	708,141	1,364,973	0	456,740	7,591,390	5,776,198	-31.43%	15.95	21.26
Apr	6,407,049	0	0	0	430,598	6,407,049	6,737,931	4.91%	0.38	0.52
May	5,932,501	308,793	1,318,443	0	467,854	7,559,737	9,624,851	21.46%	2.43	0
Jun	8,598,359	0	0	0	450,852	8,598,359	11,912,958	27.82%	0.33	0
Jul	10,608,454	0	0	0	450,386	10,608,454	14,740,484	28.03%	0.03	0
Aug	8,883,455	0	0	0	571,325	8,883,455	14,605,710	39.18%	0.71	0
Sep	7,106,450	352,706	0	191,386	500,267	7,650,542	10,891,827	29.76%	0.81	0
Oct	8,120,745	663,719	1,053,348	89,696	545,481	9,927,508	9,867,000	-0.61%	1.16	0
Nov						0				
Dec						0				
<b>Total</b>	<b>70,402,035</b>	<b>2,696,033</b>	<b>5,470,935</b>	<b>385,768</b>	<b>4,804,693</b>	<b>78,954,771</b>	<b>98,297,583</b>	<b>19.68%</b>	<b>37.79</b>	<b>106.41</b>



# Board Meeting Agenda Item Summary

November 8, 2023

<b>ITEM #:</b>	09D	<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

November 8, 2023



## ADMIN ACTIVITIES

- Water and Sewer Rate Study
- Fiscal Year 2022-23 Audit
- TH Meadows Park Construction Management
- Million Gallon Tank #2 Construction Management
- Operator II Promotion and Operator I Recruitment
- FEMA Storm Damage Reimbursement Coordination
- Records Retention Reorganization

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$185,000

Construction submittals to replace the MCC at the water treatment plant have been reviewed and approved. Manufacturer delays will push installation to March 2024 during low water demand months.

### Twain Harte Meadows Park

Budget: \$2,600,000

Njirich & Sons completed grading and a majority of underground utilities for the new, grant-funded community park. Underground utilities and some landscaping work are expected to be completed this month. Project completion is anticipated in early fall 2024.

### Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Paso Robles Tank has completed all work except exterior coating touch-up on this grant-funded project to replace tank roof and recoat the tank. Work is anticipated to be complete this month.

### Tennis/Pickleball Court Improvements

Budget: \$295,000

Design of pickleball courts expansion using a sport grid surface and tennis court resurfacing with clay is nearly complete. Fundraising will be needed for pickleball. Construction is anticipated in spring.

### Community Center Improvements

Budget: \$67,000 Fire / \$67,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Parking lot is anticipated to be complete this month.

## MEETINGS OF INTEREST

- 10/27** County Drought Task Force
- 11/2** MHI Survey Kickoff Meeting
- 11/6** Skate Park Senior Project Meeting
- 11/7** Motherlode Views – TH Meadows Park
- 11/8** TUD/THCSD Sewer Coordination

## PLANNING PROJECTS

### Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis and risk assessment, and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is 60% complete.

## FUNDING OPPORTUNITIES

### TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

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

Shadybrook Silt Removal / Award: Spring 2024

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

Water Line Replacement / Award: Spring 2024

### STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Award: Spring 2024

### PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED

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

TH Meadows Park / AWARDED

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

MG Tank #2 Rehab / AWARDED