

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 October 11, 2023 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/83716890834>
- Meeting ID: 837 1689 0834
- 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. 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.

6. 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).
- H. Discussion/action to adopt Ordinance #32 - Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).

7. 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.
- B. Discussion/action regarding draft Water/Sewer Rate Study development.
- C. Discussion/action to adopt Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.
- 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.
- 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.
- F. Discussion/ action to adopt Resolution #23-36 - Resolution of Appreciation for Kathryn deGroot.

8. Reports

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

9. Closed Session

- A. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(1 case)

10. Adjourn

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.

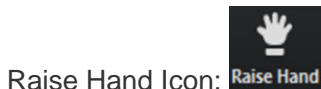
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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



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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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

www.twainhartecsd.com



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	05A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through September 30, 2023		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through September 30, 2023

SUMMARY:

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through September 30, 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 Water, Sewer, and Fire funds are at or below the target of 25% expended.
- Operating expenditure for the Fire and Park funds is above the target levels of 25% due to strike team payments and large full-year insurance premiums paid at the beginning of the fiscal year.
- Bank balances are healthy and in line with expectations. In September, large capital project payments related to the million-gallon tank and park projects were made that required a transfer from the Five Star Money Market account to the Operating Account.

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 September 30, 2023

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	90,536	25,468	65,068	28.13%
Water	1,547,396	388,002	1,159,394	25.07%
Sewer	1,025,973	144,672	881,301	14.10%
Fire	1,190,941	427,721	763,220	35.91%
Admin	807,852	188,453	619,399	23.33%
TOTAL	\$ 4,662,698	\$ 1,174,316	\$ 3,488,382	25.19%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 CAPITAL EXPENDITURE SUMMARY
As of September 30, 2023

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	2,492,550	78,078	2,414,472	3.13%
Water	1,913,500	499,017	1,414,483	26.08%
Sewer	777,500	12,763	764,737	1.64%
Fire	406,550	20,154	386,396	4.96%
Admin		-	-	
TOTAL	\$ 5,590,100	\$ 610,012	\$ 4,980,088	10.91%

Reflects Budget Rev #2 - Approved 8/09/23

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of September 30, 2023

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
U.S. Bank Operating**	97,904	1,756	(55)	(98,000)	1,605
Five Star Bank-Operating**	442,088	253,871	(689,195)	347,000	353,764
U.S. Bank - D Grunsky #1*	35,106				35,106
U.S. Bank - D Grunsky #2*	41,183				41,183
LAIF	3,049,989				3,049,989
Five Star Money Market	249,682	467		(249,000)	1,149
TOTAL	\$ 3,915,952	\$ 256,094	\$ (689,250)	\$ -	\$ 3,482,796

*Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

** In process of changing operating bank accounts



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	05B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting Held on September 13, 2023.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on September 13, 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 September 13, 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 September 13, 2023

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 13, 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 deGroot
Director Bohlman

STAFF:

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

AUDIENCE: 4 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Cal Fire's Bill Barteau introduced himself as the new Battalion Chief for Cal Fire serving the Twain Harte community.

Bruce Erickson made a public comment.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2023.
- B. Approval of the minutes of the Regular Meeting held on September 13, 2023.
- C. Annual Review of Policy #2002 – Discrimination.
- D. Annual Review of Policy #3030 – Injury and Illness Prevention Program.

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

SECOND: Director deGroot

AYES: Mannix, Sipperley, Knudson, deGroot, Bohlman

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Introduction of Ordinance #31 – Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).

Director Sipperley thanked Tib Warner for participating in the September Water/Sewer Committee meeting – stated that his questions, suggestions and ideas were both thoughtful and very helpful. General Manager Trott echoed Director Sipperley's comments.

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

SECOND: Director Sipperley

AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman

NOES: None

ABSTAIN: None

- B. Introduction of Ordinance #32 – Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).

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

SECOND: Director Bohlman

AYES: Mannix, Sipperley, deGroot, Bohlman, Knudson

NOES: None

ABSTAIN: None

- C. Discussion/action regarding updated draft water and sewer rate study revenue requirements.

MOTION: Director Sipperley made a motion to adopt the proposed rate increase that includes the front-loaded rate increase in the first year followed by a decrease over the next five years.

SECOND: Director Knudson

AYES: Mannix, Knudson, Sipperley, Bohlman

NOES: deGroot

ABSTAIN: None

- D. Discussion/action to adopt revisions to Policy #2011 - On-Call Duty.

MOTION: Director Sipperley made a motion to adopt revisions to Policy #2011 – On-Call Duty.

SECOND: Director deGroot

AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman

NOES: None

ABSTAIN: None

- E. Discussion/action to approve a letter of support for proposed constitutional amendment ACA 13 – Voting Thresholds.

MOTION: Director deGroot made a motion to approve a letter of support for proposed constitutional amendment ACA 13 – Voting Thresholds.

SECOND: Director Sipperley

AYES: Mannix, Knudson, Sipperley, deGroot, Bohlman

NOES: None

ABSTAIN: None

REPORTS:

President and Board Member Reports

- *Director Sipperley provided a summary of his attendance of the Board of Supervisors hearing that took place on 9/5/23 regarding the Twain Harte Shopping Center.*
- *Director Mannix thanked and congratulated CERT for the successful pancake breakfast over the labor day weekend.*
- *Director deGroot provided her resignation letter to the board, effective September 15, 2023.*

Fire Chief Report by Chief Gamez

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

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

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

General Manager Report Provided by General Manager Trott

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

ADJOURNMENT:

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Eileen Mannix, President



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	06G	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Ordinance #31 - Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: <u>5.14</u>		

RECOMMENDED ACTION:

Adopt Ordinance #31 - Adoption of the Twain Harte Community Services District Water Ordinance (Water Code).

SUMMARY:

In accordance with Strategic Plan Objective 5.14, the District is reviewing and updating (as necessary) its ordinances. After reviewing the District’s existing Water Ordinance (Ordinance #22), which was adopted in 1992, staff determined that it needed a significant update.

The District’s Water Ordinance establishes requirements for the District’s water system, including but not limited to charges and fees, billing administration, service connections, facility extensions and conservation. The proposed Water Ordinance (Ordinance #31) updates the District’s Water Ordinance (or Water Code) to align with recent laws and best practices. It also aligns with pertinent portions of Tuolumne Utilities District’s (TUD) Water Rules and Regulations since the District purchases its primary water supply from TUD. The updated Ordinance also provides regulations for accessory dwelling units, as discussed and directed by the Board at its special meeting on July 18, 2023.

The Board’s Water/Sewer Committee thoroughly reviewed Ordinance #31 at its September meeting and recommended its adoption. The entire Board reviewed and introduced Ordinance #31 at its September 13, 2023, meeting. District staff published a summary of Ordinance #31 and notice of this public hearing in the Union Democrat in accordance with state law.

If the Board adopts Ordinance #31, a summary of the adopted ordinance will be published in accordance with state law and it will become effective 30 days from its adoption date. Ordinance #31 will supersede all other District water-related ordinances.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Ordinance #31 Affidavit of Publication
- Ordinance #31 – Adoption of the Twain Harte Community Service District Water Ordinance (Water Code)

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

NOTICE OF PUBLIC HEARING
AND ORDINANCE SUMMARY
TWIN HARTE COMMUNITY
SERVICES DISTRICT

Rachel Gummerson, being duly sworn, says:

That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

September 26, 2023

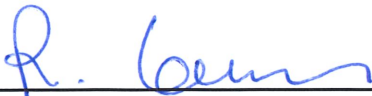
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 26th day of September 2023.



Rachel Gummerson, Principal Clerk, Tuolumne County, California

1. ORDINANCE TITLE
ORDINANCE NO. 31 — Adoption of the Twain Harte Community Services District Water Ordinance (Water Code)

2. ORDINANCE SUMMARY
The Board of Directors of the Twain Harte Community Services District ("District") introduced Ordinance No. 31 (Ordinance #31) on September 13, 2023. Ordinance #31 establishes requirements to govern the District's water system, which generally include charges and fees, billing administration, service connections, facility extensions and conservation. Proposed Ordinance #31 updates and completely replaces the District's existing Water Ordinance (Ordinance #22). Updates generally include provisions that: (1) comply with new laws, (2) create administrative consistency with the District's Wastewater Ordinance, (3) address accessory dwelling units, and (4) align with industry best practices for water systems.

3. NOTICE OF PUBLIC HEARING
The District Board of Directors will conduct a Public Hearing to consider adoption of Ordinance #31 on Wednesday, October 11, 2023 at 9:00 a.m. at the District offices located at 22912 Vantage Pointe Dr., Twain Harte, CA. Members of the public are invited to attend and provide comment on Ordinance #31, which is available for inspection on the District website(<https://www.twainhartecsd.com/district-ordinances>) and at the District office, Monday through Friday from 8:00 a.m. to 4:00 p.m.

Dated: 09/21/2023
Kimberly Silva, Board Secretary
Publication Date: September 26, 2023
The Union Democrat Sonora, CA 95370

00000127 00028836

TWAIN HARTE COMMUNITY SERVICES DISTRICT
PO BOX 649
TWIN HARTE, CA 95383

TWAIN HARTE COMMUNITY SERVICES DISTRICT



WATER CODE

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 31**

**ADOPTION OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT WATER
ORDINANCE (WATER CODE)**

The Twain Harte Community Services District Board of Directors, hereby ordains as follows:

TABLE OF CONTENTS

SECTION 1 - PURPOSE AND DEFINITIONS	1-1
1.01 SHORT TITLE	1-1
1.02 PURPOSE.....	1-1
1.03 DEFINITIONS	1-1
SECTION 2 - GENERAL WATER SERVICE AND USE REQUIREMENTS.....	2-1
2.01 SERVICE SUBJECT TO REGULATIONS	2-1
2.02 PROPERTY OWNER LIABILITY	2-1
2.03 NON-LIABILITY OF DISTRICT	2-1
2.04 SERVICE INTERRUPTIONS	2-1
2.05 WATER PRESSURE CONDITIONS	2-1
2.06 USER RESPONSIBILITY FOR WATER	2-1
2.07 WATER RESALE PROHIBITED.....	2-2
2.08 USER RESPONSIBILITY FOR FACILITIES	2-2
2.09 DISTRICT RESPONSIBILITY FOR FACILITIES	2-2
2.10 DAMAGE TO DISTRICT FACILITIES	2-2
2.11 TAMPERING WITH DISTRICT FACILITIES.....	2-2
2.12 REQUESTS TO CHANGE DISTRICT FACILITIES	2-2
2.13 ELECTRICAL GROUNDS PROHIBITED	2-2
2.14 INSTALLATION OF WELLS	2-3
SECTION 3 - WATER SERVICE RATES, CHARGES AND FEES	3-1
3.01 ESTABLISHMENT OF RATES, CHARGES AND FEES.....	3-1
3.02 PROPERTY OWNER RESPONSIBILITY FOR RATES, CHARGES AND FEES	3-1
3.03 REGULAR WATER SERVICE RATES AND CHARGES	3-1
3.03.1 BASE CHARGE	3-1
3.03.2 CONSUMPTION CHARGE	3-1
3.04 PRIVATE FIRE PROTECTION WATER SERVICE RATES AND CHARGES.....	3-1
3.04.1 BASE CHARGE	3-1
3.04.2 CONSUMPTION CHARGE	3-1
3.05 CONNECTION FEES AND CAPACITY CHARGES	3-1
3.05.1 CAPACITY CHARGES FOR ACCESSORY DWELLING UNITS.....	3-2
3.06 MISCELLANEOUS FEES.....	3-2
3.07 CHANGE OF USE	3-2
3.08 TEMPORARY SUSPENSION OF REGULAR WATER SERVICE RATES	3-3
SECTION 4 - BILLING AND ENFORCEMENT FOR NON-PAYMENT	4-1
4.01 BILLING	4-1
4.02 BILLING FREQUENCY.....	4-1
4.03 DELIVERY OF BILLS.....	4-1
4.04 DIRECT BILLING OF TENANTS	4-1
4.05 ESTIMATED BILLS	4-1
4.06 PRORATED BILLS.....	4-1
4.07 BILL PAYMENT.....	4-2
4.08 DELINQUENT BILLS	4-2
4.08.1 DELINQUENT DATE	4-2
4.08.2 PENALTIES.....	4-2
4.08.3 DELINQUENT NOTICES.....	4-2
4.08.4 DISPUTED BILLS	4-2
4.08.5 PAYMENT TO AVOID FLOW RESTRICTION OR SHUTOFF	4-3
4.08.6 FLOW RESTRICTION OR SHUTOFF FOR NON-PAYMENT	4-3

4.09	ALTERNATIVE PAYMENT PLANS, FEE WAIVERS AND ACCOUNT CREDITS	4-3
4.10	UNPAID ACCOUNTS – PROPERTY LIEN	4-3
4.11	UNPAID ACCOUNTS – COUNTY TAX ROLL	4-3
4.12	COLLECTION BY LEGAL ACTION.....	4-4
SECTION 5 - SERVICE CONNECTIONS.....		5-1
5.01	APPLICATION FOR SERVICE	5-1
5.02	NEW SERVICE CONDITIONS.....	5-1
5.03	GUARANTEE OF APPLICANT.....	5-1
5.04	QUOTES FOR SERVICE.....	5-1
5.05	SERVICE CONNECTION REQUIREMENTS.....	5-2
5.06	SERVICE CONNECTION SIZE, LOCATION AND INSTALLATION	5-3
5.07	METERS.....	5-3
5.08	CROSS-CONNECTIONS AND BACKFLOW PREVENTION	5-3
5.09	CUSTOMER DISCONNECTION OF SERVICE PROHIBITED.....	5-4
5.09.1	EXCEPTIONS FOR CERTAIN PROJECTS	5-4
5.09.2	EXCEPTIONS FOR ABANDONED CONNECTIONS.....	5-4
5.10	DISCONNECTION OF SERVICE BY DISTRICT	5-4
5.11	UNAUTHORIZED SERVICE CONNECTIONS.....	5-5
SECTION 6 - EXTENSION OR IMPROVEMENT OF FACILITIES.....		6-1
6.01	REQUIRED EXTENSION OR IMPROVEMENT OF FACILITIES.....	6-1
6.02	EXTENSION OR IMPROVEMENT APPLICATION	6-1
6.03	PROJECT APPROVAL.....	6-1
6.04	ENVIRONMENTAL REVIEW CHARGE	6-1
6.05	DESIGN, INSTALLATION AND OWNERSHIP OF FACILITY EXTENSIONS	6-1
6.06	SIZING OF FACILITIES AND MINIMUM PRESSURE.....	6-2
6.07	LOCATION OF FACILITIES.....	6-2
6.08	LAND RIGHT SCHEDULE	6-2
6.09	PAYMENT OF COSTS.....	6-2
6.10	INSPECTION AND NOTICE OF COMPLETION.....	6-3
6.11	ACCEPTANCE OF FACILITIES.....	6-3
6.12	WARRANTY RESPONSIBILITIES.....	6-3
6.13	DOCUMENTATION OF PROJECT COSTS.....	6-3
6.14	COSTS REIMBURSED BY THE DISTRICT	6-3
SECTION 7 - FIRE SERVICE		7-1
7.01	CONDITIONS OF SERVICE.....	7-1
7.02	PUBLIC FIRE HYDRANTS.....	7-1
7.03	PRIVATE COMMERCIAL FIRE PROTECTION SYSTEM.....	7-1
7.04	UNAUTHORIZED USE OF FIRE HYDRANTS	7-2
SECTION 8 - TEMPORARY SERVICE		8-1
8.01	DURATION AND PAYMENT	8-1
8.02	TEMPORARY SERVICE THROUGH FIRE HYDRANTS	8-1
8.03	TEMPORARY EMERGENCY CONNECTION.....	8-1
SECTION 9 - CONSERVATION		9-1
9.01	CONSERVATION POLICY	9-1
9.02	WATER SHORTAGE CONTINGENCY PLAN	9-1
9.03	PHASED WATER CONSERVATION PROGRAMS.....	9-1
9.03.1	PHASE I – ONGOING WATER CONSERVATION.....	9-1
9.03.2	PHASE II – VOLUNTARY CONSERVATION MEASURES	9-1

9.03.3	PHASE III – MANDATORY CONSERVATION MEASURES	9-2
9.03.4	PHASE IV – MANDATORY CONSERVATION MEASURES FOR EXTREME EMERGENCY.....	9-4
9.04	ENFORCEMENT	9-6
9.05	VARIANCES.....	9-6
9.06	LOW WATER USE PLUMBING FIXTURES REQUIRED.....	9-6
 SECTION 10 - MISCELLANEOUS AND ENFORCEMENT		 10-1
10.01	INTERPRETATION AUTHORITY	10-1
10.02	ENFORCEMENT OF THIS CODE.....	10-1
10.03	UNLAWFUL ACTS	10-1
10.04	PENALTY	10-1
10.05	APPEALS	10-1
10.06	SUPERSEDES.....	10-1
10.07	SEVERABILITY.....	10-1
 SECTION 11 - PUBLICATION, EFFECTIVE DATE AND ADOPTION		 11-1
11.01	PUBLICATION.....	11-1
11.02	EFFECTIVE DATE.....	11-1
11.03	ADOPTION.....	11-1
 EXHIBIT A - AMENDMENTS.....		 11-1

SECTION 1 - PURPOSE AND DEFINITIONS

1.01 Short Title

This Ordinance shall be known as the "Twain Harte Community Services District Water Code" and may be cited as such.

1.02 Purpose

This Code establishes uniform requirements for design, construction, operation and maintenance of both public and private water supply, storage and distribution facilities and water service connections served by the water system of the Twain Harte Community Services District (hereinafter referred to as "District"). It also provides for the user charges and fees for the equitable distribution of cost of all users. Uniform application of these Regulations to all Customers served by the District water system shall enable the District to comply with the water quality requirements set by the Environmental Protection Agency (EPA) and the State Water Resources Control Board (SWRCB) and such other state and/or national standards of performance which may apply.

1.03 Definitions

Accessory Dwelling (ADU) – An attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following: (A) An efficiency unit. [and] (B) A manufactured home, as defined in Section 18977 of the Health and Safety Code. For billing purposes, a dwelling unit on a parcel zoned for multi-family residential will only be considered an accessory dwelling unit after all other dwelling units allowed under the specific parcel zoning have been constructed.

Adequate and Reserve Capacity - Water mains capable of supplying, to applicant's land, potable water within the velocity and pipe size specifications set forth in the District Regulations, contained herein.

Application for Service - Written application requesting Twain Harte Community Services District service to a specific parcel of land, as indicated on a form provided by the District, together with such plans, specifications and fees as the District's Regulations shall, from time-to-time, require.

AWWA - American Water Works Association, a national association of water purveyors.

Backflow Prevention Device - Equipment used to protect the District's public water supply against actual or potential cross-connection with other sources of water supply or with sources of possible contamination.

Board - The Board of Directors of the Twain Harte Community Services District.

Bulk Usage - Water sold to a temporary customer by the truck load usually through fire hydrants, measured by a portable meter supplied by the District.

Capacity Charge - A charge required for the purpose of replacing the capacity of the District's facilities (supply, treatment, storage, transmission and distribution) to be used by a project or a new service where such capacity has not been previously provided by a developer.

Certificate of Lien - Written certificate of an overdue balance owing to the District by any user, duly recorded with the Tuolumne County Recorder.

Change of Use - When the primary water use changes from one classification to another, increases quantity, and/or adds multiple uses.

Check Valve Assembly - A mechanical device installed on a water line to restrict the flow of water in one direction only.

Code – See Water Code.

Connection Fees - A charge imposed upon all applicants for service at the time service is sought from the District. “Connection fee” is a general term that encompasses a variety of one-time charges imposed upon applicants for service. A “connection fee” includes, but is not limited to, the fees charged to make the physical connection to the District’s system, service lateral installation charges, meter set charges, new account administration fees, and capacity charges (which compensate the District for expenses incurred in providing existing capacity or an increase in needed capacity).

Control Valve - A device used to control the flow of water in water line or in fire hydrant laterals.

Customer – Any person or entity, including without limitation a parcel or property owner, or tenant, supplied or entitled to be supplied with water service by the District in accordance with established rules, regulations, rates and charges.

Disconnection – A water meter has been physically removed from the meter box; the water service lateral has been cut and capped; or other permanent method has been employed to ensure that water is not able to flow into the property. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon approval by the District.

Discontinuance – A water meter is still physically present but a District controlled flow restriction device been placed on the serve to limit water from flowing to the customer. See FLOW RESTRICTION.

District - Twain Harte Community Services District, a California Special District organized under Sections 61000 et. seq. of the Government Code. May also be referred to as THCS D.

Dwelling Unit – Any structure containing living, sleeping, cooking, and sanitation facilities. At a minimum, cooking facilities shall include a sink that is separate from the bathroom sink. See Residential Living Unit.

Engineer - The District Engineer of the Twain Harte Community Services District.

Finance Officer – The Finance Officer of the Twain Harte Community Services District.

Flow Restriction – A device placed on a customer’s meter by the District to restrict flow through the customer’s service as a result of non-payment. The device shall significantly restrict flow, but provide enough water for basic human needs – drinking, cooking and sanitation.

General Manager – The General Manager of the Twain Harte Community Services District.

Guest Living Unit – Any accessory living area occupied by temporary guests, without compensation of any kind as a condition of occupancy, and used as sleeping quarters only. A

Guest Living Unit may have sleeping and sanitation facilities, but no living, cooking or housekeeping facilities. A Guest Living Unit includes either: (1) a structure detached from a primary residential living unit or (2) an independent living area attached to a primary residential living unit that has its own separate entrance.

ISO - Fire demand pipe size requirements as specified by the most current edition of the fire suppression rating schedule published by the Insurance Service Office.

Junior Accessory Dwelling Unit – A unit that is no more than 500 square feet in size and contained entirely within a single family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

Meter - The device capable of measuring the quantity of water delivered to a designated parcel.

Monthly Fixed Charge – The monthly fixed charge for every account to which water service is provided and readily available through a connection to the District's system, whether or not water is used through said connection.

Multi-Family Residential - A parcel with a water service that serves a structure with more than one attached dwelling unit, such as duplexes, triplexes, apartments and accessory dwelling units. For the purposes of billing, detached accessory dwelling units will also be considered a multi-family residential unit.

New Service - Refers to application for metered water service to lands not currently served by the District.

Operations Manager – The Operations Manager of the Twain Harte Community Services District.

Parcel - A piece of real property designated by the County of Tuolumne by a single assessor's parcel number.

Parcel Owner - The person or persons whose name or names appear on the Tuolumne County Tax Assessor's latest equalized assessment roll as the owner of a parcel that is receiving utility service or that is located within the District's geographical boundaries. The Parcel Owner is responsible for the payment of all rates, charges, and fees, including penalties thereon regarding any furnished services.

Private Fire System - Fire suppression service in the form of a sprinkler system to a designated parcel of land.

Property Owner – See Parcel Owner.

Regulations – See Water Code.

Residential Living Unit – Any structure containing living, sleeping, cooking, and sanitation facilities. At a minimum, cooking facilities shall include a sink that is separate from the bathroom sink. See Dwelling Unit.

Service Connections - Water facilities including a tap on a water main and the service lateral pipe from the main to and including the meter as located by the District and including the curb stop and meter box.

Service Valve - The equipment located on the District's lateral pipe to the user's property, and which is the method by which service to the affected land is controlled.

Shall and Will - "Shall" is mandatory and "Will" is permissive.

Single Family Residence –The primary residential dwelling unit on a parcel. For billing purposes, all separate/detached dwelling units on a parcel will be billed as separate single family residential units, unless the dwelling unit is classified as an accessory dwelling unit.

Standard Specifications and Plans of the District - This refers to the specific requirements of the District relative to plumbing facilities and equipment and includes improvement standards and specifications as well as detailed drawings and all Amendments thereto and changes thereof.

Tenant – A person who occupies land or property rented from a landlord, including without limitation a parcel or property owner. See Customer.

THCSD – See District.

Unimproved Property - Refers to parcels of land upon which no structure requiring water service has heretofore been placed or presently exists.

Water Code – The entirety of this Ordinance, which establishes requirements for design, methods of construction, operation and maintenance of both public and private water supply, storage and distribution facilities and water service connections served by the District's water system.

Water Service – Water or water infrastructure that is provided, including but not limited to, residential, non-residential, agricultural, commercial and industrial customers.

Water System – The District water conveyance system, including treatment plants, tanks, pumps, pipes, canals, reservoirs, drainage courses and any other appurtenance that exists in support of the water system. Any water system constructed or reconstructed by the District; or any private water system acquired by the District by whatever means.

Water User – Users receiving water service as defined herein, specifically under Water Service in this section.

SECTION 2 - GENERAL WATER SERVICE AND USE REQUIREMENTS

2.01 Service Subject to Regulations

Water service will be provided to properties within the Twain Harte Community Services District boundary in accordance with this Code, adopted and amended from time to time by the Board of Directors. By applying for or receiving water service from the District, each user covenants and agrees to be bound by and to comply with all regulations of this Code.

2.02 Property Owner Liability

The Property Owner shall be ultimately responsible for water use associated with his/her parcel, including but not limited to, service connection; installation, operation and maintenance of private water equipment/facilities; water use; and payment of any costs, rates, charges or fees related thereto. Tenant occupancy of a property shall not relieve the Property Owner of this liability, even if the tenant is a District Customer.

2.03 Non-Liability of District

The District will exercise reasonable care and diligence to deliver a continuous, sufficient supply of water of good quality at the District connection to the customer's premises. However, the District is not, and will not be liable for any loss, damage or inconvenience to any person or equipment by reason of shortage, insufficiency, suspension, discontinuance, service interruption, increase or decrease of water pressure, or by a water quality problem.

2.04 Service Interruptions

The District reserves the right at any and all times to shut off water delivery for the purpose of maintenance, making repairs, or alterations to the system. Reasonable effort will be made when feasible to give advance notice of interruption of service to all water users affected. The District shall not be liable for any loss or damage or insufficiency of supply if caused by accident, act of God, fire, strikes, riots, war or any other cause beyond the District's control.

2.05 Water Pressure Conditions

The District will attempt to provide a minimum of 20 psi (pounds per square inch) at the meter for each District user; however, the user, by applying for water service from the District, accepts such conditions of pressure and service as are provided by the Water System at the location of the proposed service connection.

User may, upon their own discretion, install a booster pump facility on the user side of the meter. All operation and maintenance shall be the responsibility of the user and the District assumes no liability for its use, condition, deterioration or damage.

A pressure regulator or pressure reducing valve shall be installed and maintained by the customer on each connection where the water pressure at the meter exceeds 80 pounds per square inch (psi), per the Uniform Plumbing Code.

2.06 User Responsibility for Water

Ownership and responsibility for water, including risk of loss or damage resulting from its use, passes from the District to the water user at the outlet of the meter or District-owned valve, backflow device, or double check valve assembly at the customer's point of connection. Water users shall only use water for the purpose identified on the application for service, consistent with all District Regulations.

2.07 Water Resale Prohibited

Except with the prior written authorization of the District, no user shall resell any water furnished by the District; nor shall any user permit the use of any water furnished by the District on any premises other than specified in the user's application for service.

2.08 User Responsibility for Facilities

Water Users are responsible for all privately owned equipment, pumps, appliances, pipes, water heaters, or other facilities connected to the public water supply on the discharge side of the water meter. It is the responsibility of the water user to protect private facilities by installation of switches, valves, sensors, or sediment traps or screens or other protective devices. Damage to private facilities resulting from water outages, volume or pressure variations or accumulations of line sediment, discoloration or scale formation will not be compensated by the District.

2.09 District Responsibility for Facilities

Operation, maintenance and replacement of the District-owned Water System shall be under the exclusive control of the District under the direction of the General Manager. The District's ownership of and responsibility for operation and maintenance of Water System facilities shall end at the discharge side of water meters that are installed by the District.

2.10 Damage to District Facilities

The user shall be responsible to pay the District for costs of repairing or replacing any District facilities damaged as a result of construction or other work or activities on the user's property.

2.11 Tampering with District Facilities

No person other than those designated and authorized by the District, shall at any time in any manner operate, interfere with, or tamper with the District's property or Water System. This includes, but is not limited to, buildings and facilities, communication equipment, curbstops, valves, gates, hydrants, standpipes or other appurtenances.

The cost of repairing any damage resulting from tampering with District Facilities will be billed to the responsible party and shall include, without limitation, the cost of labor, materials and equipment. Any tampering qualifying as a misdemeanor under the California Penal Code shall be referred to the District Attorney for prosecution.

2.12 Requests to Change District Facilities

Customers may request that the District make changes to its facilities (i.e. relocation of a meter or service connection for customer convenience). If the District deems that the requested changes are suitable for continued service and do not add an undue burden to the District's operations, the District may make such changes. If changes are approved, the customer is required to make a payment sufficient to cover the District's cost of work, as determined by the District, prior to the performance of work.

2.13 Electrical Grounds Prohibited

Ground wire connections to any plumbing which ultimately is connected to the District's Water System is prohibited, unless approved in writing by the General Manager.

2.14 Installation of Wells

It shall be unlawful to install wells within the District boundaries without first securing the written permission of the District Board.

SECTION 3 - WATER SERVICE RATES, CHARGES AND FEES

3.01 Establishment of Rates, Charges and Fees

The District Board shall, by resolution, establish a schedule of rates, charges and fees for water service and new water connections. Water service rates, charges and fees shall be set and established in accordance with law. The District may from time to time increase its rates, charges and fees or adopt new rates, charges and fees pursuant to applicable provisions of law.

3.02 Property Owner Responsibility for Rates, Charges and Fees

The Property Owner is responsible for the timely payment of all rates, charges and fees related to water service for his/her property.

3.03 Regular Water Service Rates and Charges

3.03.1 Base Charge

A monthly fixed charge will be applied to all customers, based on user classification, number of dwelling units and meter size, to provide for ongoing operation, maintenance, repair and improvement of the District's water system. The District finds that the continued operation of the District's water system provides a benefit to all of its customers and all customers have a responsibility to pay base charge in order to maintain the water system whether or not they take delivery of water.

Base charges for accessory dwelling units will be proportional to the actual capacity used by a typical accessory dwelling unit in the District. Guest living units will not be subject to base charges beyond the charges attributed to the customer's residential dwelling unit(s).

3.03.2 Consumption Charge

A consumption charge will be applied to all customers, at a rate per 1,000 gallons of water delivered through the customer's meter each month, to provide for variable costs related to water treatment and delivery.

3.04 Private Fire Protection Water Service Rates and Charges

3.04.1 Base Charge

A monthly fixed charge will be applied to all customers with service connections that supplies water exclusively to privately owned and maintained sprinklers and fire hydrants used solely for fire protection. The charge will be based on the base charge set a 1" non-residential meter.

3.04.2 Consumption Charge

A consumption charge will be applied to all customers with a private fire protection service connection at a rate per 1,000 gallons of water delivered through the customer's meter each month.

3.05 Connection Fees and Capacity Charges

Applicants for new service connections shall be required to pay all applicable connection fees and capacity charges related to user classification and size of service. Connection fees and capacity charges will be established by the District Board, by resolution, and specifically determined for

each proposed connection by the General Manager or his/her designee. Connection fees and capacity charges shall be paid prior to District's approval of new service connection application.

3.05.1 Capacity Charges for Accessory Dwelling Units

Capacity charges will not be applied to accessory dwelling units that are less than 750 square feet. Capacity charges for accessory dwelling units larger than 750 square feet shall be proportional to the capacity required to serve said unit.

3.06 Miscellaneous Fees

The District shall adopt, and amend as needed, a miscellaneous fee policy to establish reimbursement of miscellaneous water-related services provided for the direct benefit of a customer, agency or other party. Such services include, but are not limited to: additional billings, property transfers, account set-up, tenant account set-up, new service application, other applications, appeals, service flow reduction/shutoff, door notice for service flow reduction/shutoff, after hours reinstatement of service or after hours call, service shutoff/turn-on for customer convenience, meter testing, inspections, and backflow prevention device inspections. Some services provided to the customer may be billed based on actual costs incurred by the District.

3.07 Change of Use

Water Users shall immediately notify the District in writing if the user makes any property changes or improvements that alters the type of water use or the size, character or extent of private water facilities in a manner that would increase or decrease water charges and fees. "Immediately" shall mean at the time a building permit is issued for altering the property or at the time the change of use actually commences (if no permit is issued).

Examples of changes in use include, but are not limited to, the following changes:

1. Improvements that change the classification of use (i.e. changing from residential use to commercial) or add a new classification of use to the existing use (i.e. adding commercial use to an existing residential use.).
2. Improvements that change property use, including, but not limited to, addition of dwelling units, parcel splits, additional buildings, or other possible multiple use divisions.
3. Improvements to the property that, in the opinion of the District, require an increase in water pressure and/or quantity. This includes improvements made to satisfy the Tuolumne County or District fire suppression standards.

At the discretion of the General Manager, changes in use may require the submittal of an amended application for service. A change in use may require payment of additional capacity fees and/or additional or modified service connections. If the change requires an increase in service charges, said increase will be implemented on, or applied retroactively to, the date at which the change of use actually commences. If the change requires a decrease in service charges, said decrease will be implemented at the time the District receives and verifies notification.

Failure to report a change of use, when discovered by the District, may require payment equal to twice the avoided user charges in effect during the period of time since such unauthorized change of use was made and twice the additional connection fee in effect at the time of discovery. Properties found to have unauthorized changes of use may be disconnected or be subject to flow reduction until payment of said payments are paid.

The General Manager, at his/her discretion, may reduce said penalties for changes of use based on the specific circumstances related to the change of use.

3.08 Temporary Suspension of Regular Water Service Rates

At the sole discretion of the General Manager, the District may allow a maximum six-month suspension of monthly service charges in the event that the customer requests services be shut off as a result of a catastrophic event that renders a dwelling unit uninhabitable (such as fire, etc.). Such suspensions will only be granted to customers who have continuously used and maintained their water service in an active billing status for at least one year.

SECTION 4 - BILLING AND ENFORCEMENT FOR NON-PAYMENT

4.01 Billing

Charges for water service will be billed to customers who:

1. Receive water service from the District; or
2. Have capacity allocated to the property, regardless of whether a service lateral or meter has been installed.

A customer account will be billed whether or not the property is vacant, or water is being consumed. No credit or discount will be allowed or approved for any vacant properties regardless of the reason for the vacancy.

4.02 Billing Frequency

Water service charges will be billed on a monthly basis following monthly meter reading, which will be read as nearly as possible at equivalent monthly intervals.

4.03 Delivery of Bills

Bills will be sent physically and/or electronically to the customer at the address of the property owner or tenant (should the property owner agree to have the tenant billed directly). Customer shall be responsible to keep the District advised of the address to which the bills are to be delivered. Non-receipt of a bill shall not relieve the owner of any obligation to the District.

4.04 Direct Billing of Tenants

As a courtesy, property owners that rent or lease property with water service may have the billing sent directly to their tenant or tenant's agent. To accomplish this, the owner shall first complete an Owner – Authorization for Tenant Service which application may be required to be updated from time to time at the District's sole determination. The tenant is then required to complete a Tenant – Water/Sewer Agreement for Service prior to the District changing the billing name and address. Even with completion of both agreements, if the tenant becomes delinquent, the property owner shall ultimately be responsible for all delinquent charges, fees, interest, and penalties. The property owner shall have access to information regarding the account status of their tenant upon request. If tenant becomes more than 30 days delinquent, the District may revoke tenant billing privileges and the account will be closed in the tenant's name and billing will be placed back into the owner's name. Billing will remain in property owner's name once tenant privileges have been revoked.

4.05 Estimated Bills

If a meter fails to register correctly or cannot be read, the bill will be based on the District's estimate of the quantity of water delivered, taking into consideration seasonal water demand and any other factors that are material and significant in arriving at a fair charge.

4.06 Prorated Bills

For bills calculated for less than a full billing period, the bill will be prorated from the first day of the billing period to the date of service or from the commencement of service until the last day of the billing period.

4.07 Bill Payment

Bill payment requirements are as follows:

1. Responsibility: The Property Owner is responsible for the timely payment of all rates, charges and fees related to water service for his/her property, even if the property owner's tenant is a customer.
2. Due Date: Water charges are due and payable to the District on the first working day of each month for service received the preceding month.
3. Delivery of Payment: Customer shall make bill payments to the District in a manner acceptable to the District as provided on the bill and/or the District's website.

4.08 Delinquent Bills

4.08.1 Delinquent Date

Payments shall be considered delinquent at the close of business on the 20th day of the month.

4.08.2 Penalties

Should any bill not be paid in full before becoming delinquent, a one-time penalty charge of ten and one-half percent (10.5%) shall be added. The penalty charge will continue to be added to any new balances that become delinquent until all delinquent charges, fees, penalties and interest are paid in full. Current charges due and payable will not be accepted without payment of all delinquent charges, fees, penalties and interest.

Failure to pay delinquent bills will result in the District placing a flow restriction device on the customer's service connection, as described below.

4.08.3 Delinquent Notices

Delinquent notices shall be delivered as follows:

1. First Notice (15-day): Prior to any service flow restriction for non-payment, the District shall mail a written notice to the customer stating that the bill is delinquent and that water service flow will be restricted fifteen (15) days after the date of the notice. The notice shall provide contact information for the District, the past due amount, and any opportunities to request alternative payment plans through the latest revision of the District's alternative payment plan policy.
2. Second Notice (48-hour): A second notice shall be delivered to the customer, either in person or by mail, forty-eight (48) hours prior to a flow restriction device being placed on the customer's service for non-payment. The notice shall be considered delivered if hung on the door or entry way to the building receiving water service. A separate fee will be charged to the customer for delivery of the second notice.
3. Tenants and Owners: If the property owner and tenant have entered into agreements with the District to have the account in the tenant's name, the first delinquent notice shall be sent to both the tenant and the property owner.

4.08.4 Disputed Bills

Delinquency notices shall inform the customer that any disputed portion of the billing may be reviewed with the General Manager or Finance Director within thirty (30) days of the date of the Notice. The customer shall send a written statement supporting the basis for dispute to the

District office, attention of the General Manager. Billing adjustments may be considered based on a history of no greater than 6 months from the date of most recent billing period.

4.08.5 Payment to Avoid Flow Restriction or Shutoff

To avoid service flow restriction and or shutoff for non-payment, even if the customer has disputed the bill, the customer must provide full payment of the past due amount of the bill prior to the date of flow restriction or shutoff provided in the delinquent notices. Customers may also contact the District to request an alternate payment plan per the District's latest adopted alternative payment plan policy.

4.08.6 Flow Restriction or Shutoff for Non-Payment

If customers fail to pay the past due balance by the date provided in the delinquent notices, the District will restrict flow through or shutoff the customer's service connection due to non-payment. Flow restriction or shutoff shall be subject to the following:

1. Flow Restriction: Flow restriction devices installed on a customer's service line will significantly restrict flow through the service connection. The restricted water flow is considered sufficient to provide for basic drinking, cooking and sanitation needs, although such water may be supplied at an inconvenience to the customer due to the reduced flow rate and pressure.
2. Shutoff: At its option, the District may choose to shutoff services for non-payment. Should the District opt to shutoff services for non-payment, it must adopt and implement a separate shutoff policy that fully complies with the requirements of California law.
3. Restriction/Restoration of Flow: Water service will only be restricted and/or restored from restriction between 8:00 a.m. and 3:00 p.m. on business days (excludes weekends and holidays). After full payment of past due bill balances and fees, the customer may request that water service be restored after hours or on a weekend or holiday. If, at the discretion of the District, an operator is available to make such restoration, the customer may opt to pay a fee to have water service restored.
4. Continued Billing: Customers will continue to be billed normal service charges and rates even if their service connection is restricted or shutoff.

4.09 Alternative Payment Plans, Fee Waivers and Account Credits

The District Board shall adopt, and update as it deems necessary, a policy to provide for alternative payment plans to provide alternatives that help customers avoid service flow restrictions and/or disconnections. The policy shall also provide conditions for waiver of fees and account credits.

4.10 Unpaid Accounts – Property Lien

All unpaid water service accounts may become a lien against the real property to which the service is rendered when the General Manager or the Finance Officer has determined that the recovery of the amount due may be uncertain, then the General Manager or the Finance Officer shall cause to be filed with the County Recorder a Certificate of Lien, setting forth the amount of the delinquent charges, including any interest and penalties therein, the name and address of the property owner.

4.11 Unpaid Accounts – County Tax Roll

The amount of any charges for water service that are delinquent and unpaid for sixty (60) days or more on or before July 1st of each year, shall be added to and become a part of the annual taxes

upon such property, and shall constitute a lien on that property as of the same time and in the same manner as general taxes upon such property. The Finance Officer shall furnish to the County Board of Supervisors and the County Auditor a statement of such delinquent and unpaid charges on or before August 10th of that year and shall provide all other notifications required by law.

4.12 Collection by Legal Action

The General Manager is authorized and directed to institute and prosecute, in the name of the District, appropriate legal action for the collection of the delinquent water rates, charges and fees.

SECTION 5 - SERVICE CONNECTIONS

5.01 Application for Service

Application for water service shall be made in writing on forms provided by the District, and signed by the legal owner of the subject property. Applications shall be supported by plot maps, assessor's parcel number, description of proposed construction, construction type, number of dwelling units, date the service is to begin, the name and billing address of the owner, and where deemed necessary by the District the domestic water requirements in gallons per day.

5.02 New Service Conditions

The following requirements must be met to obtain a service connection:

1. The property to be served must be within the geographical boundaries of the Twain Harte Community Services District, and within or adjacent to an area being served or servable by the District.
2. The property to be served and the proposed location of the new service must be located adjacent to an existing District water main.
3. The District must possess an adequate water supply to provide service to the property, as determined solely by the District. At the discretion of the General Manager, the District may accept an alternative water supply from the Property Owner to provide for adequate water use on the property.
4. The District's Water System must possess adequate capacity and pressure to provide safe and reliable water service and fire protection to the property, as determined solely by the District. Should the determination reveal that the District's existing facilities are inadequate to serve a new connection, the new service or services shall not be allowed to connect into the system unless and until the applicant provides such adequate extension and improvements, including additional water supply, treatment, storage and distribution system, and/or pays capacity charges as required by the District. The location, capacity and design of such extensions and improvements shall be determined solely and conclusively by the District.
5. Use of the service must not significantly impair service to existing District customers.
6. The Property Owner must pay all connection and capacity fees and any other applicable charges and fees. In areas where the District also provides sewer service, the Property Owner must apply and pay connection fees for both treated water and sewer service simultaneously. Service connections will not be installed prior to payment of said fees.

5.03 Guarantee of Applicant

The submission of an application shall constitute the Property Owner's agreement to comply with all the Regulations in this Code and other ordinances, policies and regulations relating to water service, including, but not limited to, the timely required payment for water service.

5.04 Quotes for Service

The District will respond to requests for general information on fee schedules within an area serviced by the District's Water System free of charge. The District will also provide quotes for new service capacity and connection fees for connection of specific properties that can be readily served by the District's Water System. To receive a property-specific quote, applicants must

complete an application for service to determine specific use and service needs. Quotes for service are subject to the following:

1. The District will guarantee quotes for 60 days for new services, where the applicant is the property owner as of the date of the quote.
2. Provision of a quote does not include a guarantee of service.
3. Material differences between an application and the subsequent intended use of District services, as determined by the General Manager, may render the quote invalid.
4. Quotes will not be provided for properties that require an extension of facilities.

5.05 Service Connection Requirements

The following requirements must be met for all service connections:

1. Separate Services per Parcel. A service connection shall not serve more than one parcel. However, the property owner may apply for as many separate services for the same parcel as he/she may reasonably require. The District's General Manager may, at his/her sole discretion, require separate services for each separate dwelling unit or commercial building located on the same parcel. Each service will be subject to normal service charges and fees.

The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be supplied by one service connection. A service connection shall not be used to supply adjoining property of a different owner or to supply the property of the same owner on opposite sides of a public street or alley.

2. Division of Presently Serviced Parcels. When a parcel which is presently serviced by the District is divided into two or more parcels, the existing service connection shall be considered as belonging to the parcel which it directly enters. Prior to delivery of water to the new parcel(s), the new parcel(s) shall require installation of a new service connection, payment of appropriate capacity and connection fees.
3. Meters. Each service connection shall be metered with its own separate meter furnished and maintained by the District.
4. Customer Control Valve. The customer, at his/her own expense, shall install and maintain a control valve on his/her side of the service connection as close as is possible to the meter location, public right-of-way, or easement in which the water main serving the customer's property is located. The customer shall not use the District's service connection valve to turn water on and off.
5. Customer Pressure Regulator. The customer shall, at his/her own expense, install and maintain a pressure regulator or pressure reducing valve shall be installed and maintained by the customer on each connection where the water pressure at the meter exceeds 80 pounds per square inch (psi), per the Uniform Plumbing Code.
6. Backflow Prevention Devices. The customer shall, at his/her own expense, install and maintain a District-approved backflow prevention device to provide protection from hazards getting back into the District's treated water system. Such types of hazards may include, but are not limited to, a separate irrigation system on a property, a business that uses chemicals, a property with a sewage lift station, a cross-connection of potable and non-potable water system, or other potential hazards as determined by law or the District.

5.06 Service Connection Size, Location and Installation

The District will furnish and install a service of such size and location as it approves. The service will typically be installed from its water distribution main to the curb line or property line of the parcel or the edge of District easement. Unless approved otherwise in advance by the District, only employees or agents of the District shall install service connections. Any work the District allows to be performed by others will require District inspection and acceptance.

5.07 Meters

The following requirements apply to all meters:

1. Meter Installation Location. Meters will be located as close as possible to the curb line or property line of the parcel or the edge of District easement. Unless approved otherwise in advance by the District, only employees or agents of the District shall install service connections. All meter installation costs will be the owner's responsibility. No rent or other charge will be paid by the District for a meter or other facilities located on a customer's property.
2. Change in Meter Location. Meters relocated for the convenience of the customer will be relocated at the customer's expense. Meters relocated to protect the District's property will be relocated at the District's expense. If the lateral distance which the customer desires to move the meter exceeds eight (8) feet, the District may require the customer to pay for the installation of a new service connection for the desired location.
3. Size of Meter. The size of the meter will be determined by the District based on the type of use specified in the customer's new service application. With District approval, the customer may determine the size of the meter for each service connection compatible with provisions of the American Waterworks Association Standard as revised at the date of the application.
4. Change of Meter Size. The meter will be replaced by a meter of different size upon the customer request (if approved by the District) or as required by a change of usage. The customer shall be responsible for all costs associated with the meter installation and any upgrades to the service lateral, as required, including, but not limited to the cost of the meter, plus additional connection fees and other fees.
5. Testing Meters. The District will test the accuracy of any meters upon the written request of the customer. Customers shall pay a fee for all such tests. If a meter is found to be working improperly, it will be repaired or replaced by the District and the customer will not be responsible for paying the meter testing fee.

5.08 Cross-Connections and Backflow Prevention

All treated water customers with actual or potential cross-connections with other sources of water supply or sources of possible contamination on their property shall be required to comply with the regulations set forth in the latest revision of the California Administrative Code, Title 17, "Regulations Relating to Cross Connections", which requires periodic inspection and certification of a properly functioning backflow control device to protect the District's water system. The District's requirements for such devices and procedures for installation and testing shall be set forth in the District's Standard Specifications and Details and/or an adopted cross connection management policy. The customer shall be responsible for reimbursing the District for regular inspection and testing of the backflow devices.

Water service may be refused or discontinued to any property where there exists a cross-connection violation.

5.09 Customer Disconnection of Service Prohibited

Once a service line is extended to a parcel, the customer may not disconnect the service under any circumstances and the property owner shall be responsible for all related monthly rates, charges and fees. No refunds of connection or capacity fees shall be allowed. Capacity shall not be allowed to be transferred amongst parcels except through the conditions of approval contained in a development agreement for a subdivision which development agreement is issued by the District.

5.09.1 Exceptions for Certain Projects

At the sole discretion of the General Manager, an exception may be granted for existing service lines not utilized by a development, redevelopment or demolition project. Customers must request such disconnection in writing along with copies of any applicable permits issued by local agencies prior to consideration by the District. In cases where the project does not require a permit, such as in certain demolition projects, a site inspection by the District shall be required. An approved disconnection requires customers to remove, at their expense, the unneeded service line(s) at the main or another location determined by the District Engineer. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon final approval by the District. Once disconnected, if service is desired at the property in the future, owner shall submit a new service application along with payment of the current connection and/or capacity fees applicable at time of application.

5.09.2 Exceptions for Abandoned Connections

At the sole discretion of the General Manager an exception may be granted under this section for existing service lines where it can be determined, to the District's satisfaction, that service has not been utilized for a period of ten years or more and there is no structure on the property. Customers must request disconnection in writing with documentation demonstrating the property has not been occupied for at least ten years. A site inspection by the District may be required. An approved disconnection requires customers to remove, at their expense, the unneeded service line(s) at the main or another location determined by the District Engineer. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon approval by the District. Once disconnected, if service is desired at the property in the future, owner shall submit a new service application along with payment of the current connection and/or capacity fees applicable at time of application. This exception shall not apply to commercial properties and will be evaluated on a case-by-case basis for residential properties located within a subdivision where water mains were previously constructed to serve the parcel in question.

5.10 Disconnection of Service by District

The District reserves the right to disconnect any connection to its water distribution system and/or to discontinue or shutoff water service for any of the following reasons, without notice unless otherwise indicated.

1. The customer fails to comply with any of the District's Regulations, after notice by mail or in person;
2. The service is being furnished without proper authorization or application;
3. There is evidence of unauthorized tampering or interference with the District's facilities;
4. The District or a State or County Public Health Officer finds that there exists a known or

potential hazard to the health or safety of the customer or any water user of the District, including hazards resulting from discharges from the customer's private sewer facilities;

5. The customer fails, after notice from the District, to remove an obstruction that prevents access to the water meter;
6. Excessive or wasteful use of water as described in Section 12, after notice by mail or in person that the same be terminated.

5.11 Unauthorized Service Connections

No person shall cause a service connection to be made without prior authorization of the District, and every person who does so shall be guilty of a misdemeanor. Such person may be required to pay a penalty for the unauthorized service connection equal to twice the estimated user's charges in effect during the period of time such unauthorized service connection was made and used and twice the Connection Fee in effect at the time connection is authorized. Such unauthorized connections may be disconnected by District at such person's expense, until such service connection is authorized and the penalties and other charges or fees are paid. The payment penalties as provided herein may be reduced to 25% of the user charges and then-applicable Connection Fee provided such person makes application and pays all charges and fees within ten (10) working days of written notification that such service connection is unauthorized and provided that the connection is not in violation of any other provisions contained herein or as provided by law.

SECTION 6 - EXTENSION OR IMPROVEMENT OF FACILITIES

6.01 Required Extension or Improvement of Facilities

When water is requested for property within the District which does not abut an adequate District water main, an extension or improvement of the District's system shall be required. Extensions or improvements shall include facilities to provide water supply, treatment, storage and distribution as determined solely by the District. Provision of the required elements or payment of in-lieu fees as determined by the District for any element of service not physically constructed or supplied, shall be addressed by agreement between the District and the developer and shall, in all cases, require approval by District Board of Directors. Water service includes fire hydrant installations throughout the Scope of this Regulation.

6.02 Extension or Improvement Application

An extension or improvement of facilities shall be initiated by completing an application and depositing an application fee with the District, as described herein. The application must be signed by the property owner. The application shall become null and void:

1. Three (3) months after the date of the application unless an extension has been granted or improvement of facilities agreement has been signed by the Board of Directors and the developer.
2. Eighteen (18) months after the date of the executed agreement unless construction has been completed, and accepted by District. A maximum twelve (12) month extension of time may be granted upon request of the developer and approved in writing by the General Manager.

6.03 Project Approval

Extension or improvement of facilities applications shall be reviewed by the District Engineer or District Engineer's designate. If further information is required, the developer's Engineer, at the developer's expense, will prepare the additional information needed. The property owner shall sign the extension or improvement of facilities agreement which incorporates the requirements of the District. The agreement will not be effective unless approved by the District's Board of Directors. No additional work shall commence until the agreement has been signed by all parties.

6.04 Environmental Review Charge

Unless any required environmental processing has been done by the County or another agency, the District may determine that an initial study or environmental impact report is required for a proposed extension facility necessary to serve a developer's land. The developer shall be responsible for the costs of preparing such a study and/or report, including associated costs incurred by the District for overhead, preparation, and hearings.

6.05 Design, Installation and Ownership of Facility Extensions

The character and design of the extension or improvement of facilities required to serve any parcel of land shall be determined solely by the District. The developer shall have the facilities designed by a qualified registered civil engineer. All costs associated with facilities design and installation shall be borne by the developer. Design of the facilities shall be in accordance with good engineering practice and not less than the District's Minimum Design Standards. Improvement plans shall be approved by the District Engineer. The facilities shall be installed in accordance with the approved plans and specifications and the District's Standard Plans and Specifications as they exist at the time of approval.

Unless installed by the District, the developer shall have the facilities installed by an experienced, licensed contractor approved by the District. District reserves the right to waive this requirement at its discretion.

All construction materials such as pipe, valves, fittings, concrete, sand, asphalt, etc., shall be supplied in accordance with Standard District Specifications. The District reserves the right to construct, with its own personnel or by contract, taps on existing mains, extensions involving complicated connection to, or interference with the District's existing facilities or other unusual facilities. The developer may be required to furnish an irrevocable letter of credit, bond or other acceptable surety to insure payment for construction of any facilities for which the District assumes responsibility. Upon completion, inspection and acceptance by the District, the facilities shall be owned and operated by the District as part of its water system.

6.06 Sizing of Facilities and Minimum Pressure

Pipeline sizing shall be in accordance with the following:

1. The normal minimum pipeline size for water shall be six (6) inches (except as provided below).
2. The District Engineer or his designate may require larger or allow smaller pipeline size, if in his opinion, a larger size is needed or a smaller pipeline size would be appropriate.
3. Each new distribution system that expands the existing system service connections by more than 20 percent or that may otherwise adversely affect the distribution system pressure shall be designed to provide a minimum operating pressure throughout the new distribution system of not less than 40 pounds per square inch at all times excluding fire flow.

6.07 Location of Facilities

The extension or improvement of facilities shall be located only on land owned by the District in fee, in streets with an acceptable encroachment permit, existing public utilities easements, or in an easement granted to the District. The location is subject to the District's approval of alignment, accessibility and safety of the facilities. The developer shall convey or grant to the District without cost such land and/or easements the District determines necessary for the facilities. The District may also require an easement for future extensions. Land shall be conveyed to the District, free and clear of liens or encumbrances except encumbrances of record that are acceptable to the District. Easements shall be granted in a form satisfactory to the District. The pipeline shall abut all parcels served. An easement shall be granted to District along the entire length of the developer's parcel except in cul-de-sacs, dead-end roadways or other situations where the District determines that the pipeline may terminate and remote service be provided.

6.08 Land Right Schedule

The developer shall provide all land, easements and rights-of-way to the District prior to District acceptance of facilities.

6.09 Payment of Costs

The developer shall pay the District's actual costs including, but not limited to: Engineering analysis, designs, plan review or preparation of environmental impact documents, hearings, review or preparation of improvement plan, construction inspection, as-built drawings, project management and usual overhead expenses allocated to such work. The developer shall deposit District's estimate of engineering review, inspection, and project administrative costs prior to performance of any work by the District. Upon completion of the work, if the amount deposited

with the District is less than actual costs, the difference shall be paid to the District prior to the commencement of service. Any amount deposited in excess of actual cost will be refunded.

6.10 Inspection and Notice of Completion

The District shall inspect the construction of all facilities to be owned and operated by the District. The District will not accept or provide service through a facility which has not been inspected, is satisfactory to and is accepted by the District Engineer.

6.11 Acceptance of Facilities

Upon completion of the construction, final inspection and approval by the District Engineer, submission of as-built drawings acceptable to the District and payment of any outstanding monies due, the project shall be accepted by the District. The District shall then issue proof of service to the County Building Department. The facilities shall be owned, operated and maintained by the District except as otherwise specified in an agreement.

6.12 Warranty Responsibilities

For a period of two (2) years from the date of acceptance by the District, the property owner shall warrant for the repair of all defects, leaks or failure occurring in the facilities, which are, as determined by the District, due to negligence in the manufacture and/or installation of the facilities and not due to improper operation of the system by the District or its agents, acts of a third party or acts of God. Failure by the property owner to pay for any of the repairs described above after being billed by the District may result in a discontinuance of service.

The developer, or the developer's representative, shall submit a two (2) year warranty surety bond, (in form acceptable to the District), certificate of deposit, or irrevocable letter of credit, in an amount established by contract with the District.

6.13 Documentation of Project Costs

The developer shall provide the District with copies of all invoices for materials, equipment, labor and District costs for construction of the portion of the project that is to be deeded to the District. Those invoices shall be marked "PAID" and signed by the developer or his authorized agent, or at District's option an estimate may be prepared at the developer's expense either by the District or by a registered professional engineer establishing the best possible value of the project for accounting, warranty and other purposes.

6.14 Costs Reimbursed by the District

Reimbursement of documented project costs to a developer for extension or improvement of permanent facilities, when other users later benefit from such facilities, shall be subject to a reimbursement agreement. It shall be the intent of this regulation to provide a fair and equitable return to the original developer provided others within an area designated by the District make use of the extended or improved facilities within a ten year period following completion of construction. The District will collect and disburse funds for repayment of verified project costs under the conditions set forth below.

1. The District shall be under no obligation to make any reimbursement payment whatsoever, except as outlined in this section. All questions as to the meaning of any portion of this section shall be as interpreted by the District.
2. Reimbursable facilities must be constructed in accordance with District's standard specifications from plans submitted and approved prior to construction, inspected by the District during and after construction and the costs must be documented to District's

satisfaction.

3. Any applicant within an Area of Benefit designated by the District who requires service through facilities or improvements constructed by others pursuant to a reimbursement agreement and who did not contribute to the cost of construction or required in-lieu fees, shall pay a pro rata reimbursement fee prior to service being supplied, including an Administrative Fee of 3% or \$250, whichever is greater. An area of benefit which identifies parcels having access to the constructed facility or improvement shall be determined by District's Engineer and a map of the area shall be attached as Exhibit A to the reimbursement agreement. In no case shall reimbursement exceed the documented cost of construction less the proportionate share of the project utilized by the original developer. Reimbursement payments required of future applicants for service within the area of benefit shall be based solely upon parcel area according to the following formula:

$$\begin{array}{rcl} \text{Developer's} & \text{Verified Construction} & \text{Area of} \\ \text{Payment} & \text{Cost (dollars)} & \text{Applicant's} \\ \text{Obligation} & \frac{\text{Cost (dollars)}}{\text{Total Area of Benefit}} & \text{Parcel} \\ \text{(dollars)} & \text{(acres)} & \text{(acres)} \end{array} \quad \times$$

Where extensions are constructed in subdivisions, reimbursement amounts may be based on the number of lots within the area of benefit instead of acreage.

4. On an annual date specified in the reimbursement agreement, the District will disburse collected reimbursement funds to the developer without interest. Developer shall keep the District informed of any change of mailing address. If the developer is an entity of more than one individual, District shall disburse funds to a designated escrow account and shall have no responsibility or liability for the further distribution of such funds.
5. The developer's rights to reimbursement funds shall not be transferable or assignable without the express written consent of the District Board of Directors.
6. Any expense for collection, enforcement, disbursement, litigation or any other reason connected with administration of a reimbursement agreement which exceeds the administration fee cited in paragraph four (4) above, may be deducted from reimbursement funds collected by the District before disbursement of the remainder of such funds to the developer.
7. The District will not administer reimbursement from the developer's own existing or proposed parcels or from parcels to be acquired by the Developer.
8. Parcel owners within the area of benefit will not be required to connect to the developer's extension if an alternate route is preferable in the sole opinion of the District.

SECTION 7 - FIRE SERVICE

7.01 Conditions of Service

The District will provide water service for fire hydrants and other facilities used exclusively for fire protection, at such pressures and at such rates of flow, as are available from time to time from the District's operation of its storage, transmission, and distribution facilities. The District shall not be liable for any damage in any manner arising out of the non-availability of adequate water flows or water pressure, at any hydrant or facility used for fire protection.

7.02 Public Fire Hydrants

1. Public fire hydrants may, at the District's option, be installed and connected to the District's mains when requested by the public fire protection entity having jurisdiction, or when required as a condition to the issuance of a building permit or the acceptance by the County Board of Supervisors of a subdivision plat.
2. When a hydrant is installed on an existing main and the construction is to be performed by the District, the applicant shall deposit with the District the estimated cost of labor, materials, engineering, inspection and usual overhead expenses in the installation of the hydrant assembly, hydrant lateral, control valve and the connection to the District facilities.
3. A hydrant may be installed by the applicant with District approval. The installation shall be performed at applicant's expense, by a contractor holding a Class A or C34 license. The applicant shall deposit, prior to installation, the estimated cost of District inspection, engineering and usual overhead expenses.
4. The type of hydrant shall be determined by the District and the site location shall be jointly determined by the District and the responsible public fire protection entity, excluding those hydrants that are installed by the District for the District's sole use as a means of flushing the District's water mains.
5. All installed fire hydrants shall be for the sole use of the appropriate fire district for the suppression of fire and for other obvious protection emergency use. The only exception to this rule is the permitted use, granted by the District, to contractors for construction water, or fire districts for the testing of hydrant flows.
6. All new fire hydrants shall belong to and be maintained by the District with the exception of private fire hydrants which are installed under agreement with the District. Fire hydrants shall be installed within a permanent easement granted to the District or in an existing Public Right of Way. The District will bear the expense of performing hydrant maintenance resulting from normal wear and tear when such conditions are reported by the responsible agency or when otherwise brought to the attention of the District.

7.03 Private Commercial Fire Protection System

In order to operate a private fire protection system the applicant shall fulfill the following conditions:

1. The land to be served is within the geographical area of the Twain Harte Community Services District and within an area served or servable by the District.
2. The Applicant's land has been annexed to the District and has become subject to any bonded indebtedness of the District.

3. The District possesses an adequate supply of water capable of serving a private fire system.
4. The private fire commercial suppression system is for the sole and exclusive benefit and use of the Applicant and is located entirely within Applicant's property.
5. The said private fire suppression system will be connected to an isolated service to be used exclusively for the suppression of fire or for the testing of the fire prevention system.
6. The type and location of the said private fire suppression system has been approved by the responsible fire protection agency.
7. The Applicant assumes full responsibility for all maintenance and repair of the said system from the underground fitting prior to the inlet side of the backflow preventer.
8. The size and design of the service connection, backflow preventer and cold water fire service type meter shall be subject to approval by the District and shall comply with all applicable ISO standards and requirements.
9. The backflow preventer with the bypass meter shall be furnished by the Applicant and installed in compliance with the District's Standards and Specifications.
10. In the event that water is taken through an existing commercial fire service connection for any other use than firefighting or testing, the District reserves the right to disconnect such a system, or in the alternative, to require the installation of an upgraded detector check valve assembly at the expense of the Applicant upon whose land the system is installed.
11. An application for service is required on forms provided by the District, and signed by the legal owner of the subject property.
12. The applicant will be required to maintain a current billing status and pay service charges.
13. Applicants for new commercial fire service connections will be required to install and maintain a backflow prevention device.

7.04 Unauthorized Use of Fire Hydrants

No person, other than authorized fire personnel shall open, or draw water from, any fire hydrant connected to the District's distribution system without prior specific authorization of the District. First violators of this section who withdraw water without authorization shall receive a warning and instruction on proper procedure. Upon second violation, violators shall be \$500 and prohibited from utilizing district bulk facilities for a period of three months. Subsequent violations by the same entity shall be prohibited from utilizing district facilities for a period of one year and shall be fined \$1000 per offense.

SECTION 8 - TEMPORARY SERVICE

8.01 Duration and Payment

Except for construction water services described below, other temporary water service shall be limited to ninety (90) days, after which capacity fees shall be required. Service which does not require installation of a permanent connection shall require the installation of a meter, payment of a total estimated cost of installing and removing the connection and a reasonable security deposit for the meter. Service charges for any temporary service installed pursuant to this section shall be determined in accordance with the rates established by this Water Code.

8.02 Temporary Service Through Fire Hydrants

Temporary service for water used in construction and other temporary needs shall be provided at locations approved by the District through portable meters furnished by the District. The District shall require, as a condition to such service, the payment of a reasonable security deposit for the meter and service charges and rates. Existing customers who have active water service accounts and are current with their account balances may be issued temporary hydrant meters without initial payment of a security deposit.

8.03 Temporary Emergency Connection

Requests for temporary emergency connection to the District water system must demonstrate a serious health and safety related emergency and must be approved by the General Manager. Applicants for emergency connection shall be responsible to pay all costs related to that connection, including without limitation design, construction, in-lieu capacity, connection, and monthly rates in accordance with the then current rate schedule adopted by the District. Multiple requests for the same emergency connection may require permanent connection to the District's water system at the discretion of the General Manager.

SECTION 9 - CONSERVATION

9.01 Conservation Policy

It is the District's Policy to take reasonable and prudent measures to conserve water and energy in the operations and development of the District. The District in its operation shall:

1. Develop pricing structures to encourage conservation of water and energy.
2. Promote through public relations a public consciousness of the need to conserve.
3. Assist customers to optimize efficient use of water.
4. Maintain facilities to conserve water.
5. Design facilities with conservation of water and energy in mind.
6. Construct facilities to conserve or retrieve water and energy.
7. Seek to halt all illegal use of water.

9.02 Water Shortage Contingency Plan

The District shall adopt and update from time to time, a Water Shortage Contingency Plan (WSC Plan) to set forth a plan of action to be followed during the various stages of a water shortage. The WSC Plan shall be used in conjunction with this Water Code to protect and preserve public health, welfare, and safety and minimize the impacts of water supply shortage or other water supply emergency conditions.

9.03 Phased Water Conservation Programs

The District shall have the power to restrict use of District water during any shortage or other emergency, upon the making of any findings or the taking of any other actions that may be authorized or required by law, including Sections 350-359 and 71640-71644 of the Water Code.

9.03.1 Phase I – Ongoing Water Conservation

The District will implement the following conservation measures on an ongoing basis:

1. Education programs.
2. Promotion of water-saving landscaping.
3. Community education programs.
4. Requirement of low-flow fixtures in new developments.
5. Meter and/or flow control for all customer accounts and plant production activities.
6. Maintain tiered water rates for treated water.
7. Prohibit wasteful use of water.
8. Review for accuracy water measuring and/or metering devices.

9.03.2 Phase II – Voluntary Conservation Measures

If the District Board of Directors determines that there is a potential threat of an emergency or water shortage based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne

Utilities District calls for Phase II conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a threat of emergency or shortage exists; and
2. Identifies a water reduction goal; and
3. Implements Phase II conservation measures immediately.

Phase II conservation measures include:

1. Increase public awareness.
2. Prohibit fire hydrant flow testing.
3. Restaurants shall serve water only upon customer request.
4. Voluntary customer water usage reduction:
Notify water customers of low water year, request reduction from previous year's usage, and provide information on conservation methods.
5. Contact high water users:
Contact highest water users to encourage use of water conservation methods.

9.03.3 Phase III – Mandatory Conservation Measures

If the District Board of Directors determines that an emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne Utilities District calls for Phase III conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
2. Identifies a water reduction goal; and
3. Implements Phase III conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase III conservation measures include (in addition to Phase II measures):

1. Water reduction goal:
Establish a Phase III water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase III conservation measures, the District's water reduction goal must match or exceed the water reduction goal identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.
The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.
2. Landscape watering restrictions:
 - a. Watering of lawns, gardens and other outdoor vegetation by use of irrigation systems, hoses, faucets or other outlets connected to the public water supply is prohibited, unless specified otherwise below.

- b. Individual garden plants or trees may be irrigated only by the use of buckets, containers or properly maintained irrigation drip systems.
 - c. Watering lawns is allowed whenever the reduction goal is 40% or less.
 - d. Landscape watering allowed under this section may only be undertaken at the following times:
 - i. Properties with addresses ending in an even number may irrigate only on Thursday and Sunday.
 - ii. Properties with addresses ending in an odd number may irrigate only on Wednesday and Saturday.
 - iii. Irrigation may only occur between 7:00 p.m. and 9:00 a.m.
 - e. Irrigation which results in water running onto driveways, gutters, streets, adjoining property, and/or any other water runoff is prohibited.
3. Washing of cars, boats, trailers, equipment or other vehicles by hose or by use of water directly from faucets or outlets connected to the public water supply is prohibited. Washing such vehicles may occur at District-approved commercial washing facilities that utilize water recycling capabilities.
 4. Washing of sidewalks, walkways, driveways, patios, parking lots, graveled areas, tennis courts or other hard-surfaced areas, including commercial establishments, by hose or by use of water from faucets or other outlets connected to the public water supply is prohibited.
 5. New construction service applications shall be granted upon condition that water shall be used only for interior purposes and landscaping that does not require watering. Any landscaping requiring the use of water shall be delayed until repeal of Phase III restrictions.
 6. Use of water in decorative fountains, pools, recreational ponds and the like shall be limited to the minimum necessary to preserve aquatic life if present.
 7. Use of water for dust control, earth compaction, and other outdoor construction activities is prohibited.
 8. Filling of new or existing swimming pools, spas and recreation ponds is prohibited.
 9. Fire hydrants shall be used only for emergency purposes.
 10. Leak Restrictions:
 - a. Allowing any plumbing system leak to remain un-repaired, without reasonable cause, for seven calendar days following written notification by the District is prohibited.
 - b. Failure to repair leaks as specified is subject to the following special enforcement:
 - i. Water service will be shut off until such time that leak(s) are repaired.
 - ii. Reinstatement of water service will be subject to the fees listed on the District's most current rate schedule.

11. Excessive Water Use:

- a. Excessive water use, without reasonable cause, is prohibited.
- b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20 to 25%	90%
30 to 35%	85%
40 to 45%	80%
50%	75%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 80% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
 - i. First Violation. Payment of a \$50 penalty.
 - ii. Second Violation. Payment of a \$100 penalty and customer's service will be restricted by a flow restriction device for 30 days.
 - iii. Third Violation. Payment of a \$500 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
 - iv. Continued Violation. Payment of a \$500 penalty and continued water service restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

9.03.4 Phase IV – Mandatory Conservation Measures for Extreme Emergency

If the District Board of Directors determines that an extreme emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or an emergency event, or if Tuolumne Utilities District calls for Phase IV conservation measures, the District Board of Directors shall adopt a resolution that:

- 1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
- 2. Identifies a water reduction goal; and
- 3. Implements Phase IV conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase IV conservation measures include (in addition to Phase III measures):

1. Water reduction goal:

Establish a Phase IV water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase IV conservation measures, the District's water reduction goal must match or exceed the water reduction goal identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.

The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.

2. Immediately notify appropriate media outlets, and post local road signage notifying the public of the current water use restrictions.
3. Landscape/outdoor watering by hose or by use of water directly from faucets or outlets connected to the public water supply shall be strictly prohibited.
4. New construction services shall not be started until after the repeal of Phase IV restrictions.

5. Excessive Water Use:

- a. Excessive water use, without reasonable cause, is prohibited.
- b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20%	90%
25%	85%
30%	80%
35%	75%
40%	70%
45%	65%
50%	60%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 70% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
 - i. First Violation. Payment of a \$50 penalty and customer's service will be restricted by a flow restriction device for 30 days.
 - ii. Second Violation. Payment of a \$100 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
 - iii. Third Violation. Payment of a \$500 penalty and continued water service

restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

9.04 Enforcement

In addition to any and all lawful remedies, violations of this section shall result in the following penalties, unless special enforcement measures are otherwise specified:

1. First Violation:
Customer will receive a written warning from the District that a further violation will result in water restrictions and penalties.
2. Second Violation:
Customer's water service will be restricted by a flow restriction device for 30 days. The device will be removed upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.
3. Third Violation:
Customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage and upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.

9.05 Variances

Variances may be granted from any of the above regulations by the General Manager upon application in writing stating the detailed circumstances meriting special consideration. Appeals of decisions by the General Manager may be taken to the Board of Directors.

9.06 Low Water Use Plumbing Fixtures Required

All applicants for new water service connections for new construction shall be required to furnish proof of installation in residential, commercial and/or industrial buildings, ultra-low flow toilets and shower heads per the latest low flow standards.

SECTION 10 - MISCELLANEOUS AND ENFORCEMENT

10.01 Interpretation Authority

The General Manager is authorized to make interpretations of this Water Code.

10.02 Enforcement of this Code

The General Manager, or his/her designee, are authorized by Government Code sections 53069.4 and 61064 to cite violators of District Ordinances, including all provisions of this Water Code, and they shall perform the aforementioned task in a professional manner without malice or personal bias.

10.03 Unlawful Acts

The District will cause the prosecution of all violations of Sections 498, 624 and 625 of the Penal Code of the State of California and all Ordinances and Codes which make the interference with the orderly supply of water to the District users a crime.

10.04 Penalty

Any person or entity violating any of the provisions of this Water Code shall be deemed guilty of a misdemeanor and, upon conviction, shall be punishable by a fine of not more than five hundred dollars (\$500), or by imprisonment in the County Jail for not more than six (6) months, or by both such fine and imprisonment, including any court costs incurred.

10.05 Appeals

Any person or entity dissatisfied with an imposed condition or decision of the General Manager or other authorized District employee relating to any subject covered by this Water Code, may appeal to the District Board of Directors.

All appeals shall be submitted in writing to the District within 30 days after the party has been made aware of the decision. The written appeal shall clearly state the following:

1. Identity of the appellant and their interest in the decision.
2. The decision or imposed condition being appealed.
3. Specific reasons why the appellant believes the decision or conditions imposed were unjustified or unappropriated.
4. A statement of appellant's goal or desired outcome of proposed Board action regarding the appeal.

10.06 Supersedes

This Water Code shall supersede all prior Ordinances related to the District's water system and water services and all said prior Ordinances are superseded by this Water Code.

10.07 Severability

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provisions to other persons or other circumstances shall not be affected.

SECTION 11 - PUBLICATION, EFFECTIVE DATE AND ADOPTION

11.01 Publication

A summary of this Ordinance shall be prepared.

At least five (5) days prior to the meeting at which this Ordinance is scheduled to be adopted, the District shall:

1. Publish the summary; and
2. Post a certified copy of this Ordinance in the District Clerk's office.

Within fifteen (15) after the adoption of this Ordinance, the District shall:

1. Publish the summary; and
2. Post a certified copy of this Ordinance in the District Clerk's office, along with the names of the Board members voting for and against this Ordinance, or otherwise voting.

11.02 Effective Date

This ordinance shall become effective thirty (30) days after its adoption.

11.03 Adoption

This Ordinance was introduced on September 13, 2023. This Ordinance is hereby adopted as a Twain Harte Community Services District Ordinance at a public hearing held by the District Board of Directors on October 11, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: _____
Kimberly Silva, District Board Secretary

As District Board President, I approve the foregoing Ordinance this October 11, 2023:

Eileen Mannix, District Board President

EXHIBIT A - AMENDMENTS



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	06H	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Ordinance #32 - Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: <u>5.14</u>		

RECOMMENDED ACTION:

Adopt Ordinance #32 - Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code).

SUMMARY:

In accordance with Strategic Plan Objective 5.14, the District is reviewing and updating (as necessary) its ordinances. After reviewing the District's existing Wastewater Ordinance (Ordinance #29), which was adopted in 2009, staff determined that it needed updates.

The District's Wastewater Ordinance establishes requirements for the District's wastewater system, including but not limited to charges and fees, billing administration, service connections, facility extensions, discharge requirements, and private sewer facility maintenance. The proposed Wastewater Ordinance (Ordinance #32) updates the District's Wastewater Ordinance (or Wastewater Code) to provide consistency with the administration provisions of the District's Water Ordinance. It also aligns with Tuolumne Utilities District's (TUD) Wastewater Ordinance since TUD conveys and treats all of the District's wastewater. The updated Ordinance also provides regulations for accessory dwelling units, as discussed and directed by the Board at its special meeting on July 18, 2023.

The Board's Water/Sewer Committee thoroughly reviewed Ordinance #32 at its September meeting and recommended its adoption. The entire Board reviewed and introduced Ordinance #32 at its September 13, 2023, meeting. District staff published a summary of Ordinance #32 and notice of this public hearing in the Union Democrat in accordance with state law.

If the Board adopts Ordinance #32, a summary of the adopted ordinance will be published in accordance with state law and it will become effective 30 days from its adoption date. Ordinance #32 will supersede all other District wastewater-related ordinances.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Ordinance #32 Affidavit of Publication
- Ordinance #32 – Adoption of the Twain Harte Community Service District Wastewater Ordinance (Wastewater Code)

Affidavit of Publication

STATE OF CALIFORNIA }
COUNTY OF TUOLUMNE } SS

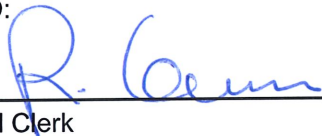
Rachel Gummerson, being duly sworn, says:

That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

September 26, 2023

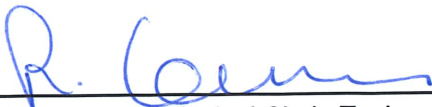
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 26th day of September 2023.



Rachel Gummerson, Principal Clerk, Tuolumne County, California

NOTICE OF PUBLIC HEARING AND
ORDINANCE SUMMARY
TWIN HARTE COMMUNITY
SERVICES DISTRICT

1. ORDINANCE TITLE

ORDINANCE NO. 32 — Adoption of the Twain Harte Community Services District Wastewater Ordinance (Wastewater Code)

2. ORDINANCE SUMMARY

The Board of Directors of the Twain Harte Community Services District ("District") introduced a new Wastewater Ordinance (Ordinance #32) at its regular meeting on September 13, 2023. Ordinance #32 establishes requirements to govern the District's wastewater system, which generally include charges and fees, billing administration, service connections, facility extensions, discharge requirements, and private sewer facility maintenance. Proposed Ordinance #32 updates and completely replaces the District's existing Wastewater Ordinance (Ordinance #29). Updates generally include provisions that: (1) comply with new laws, (2) create administrative consistency with the District's Water Ordinance, (3) address accessory dwelling units, and (4) align with specific provisions set forth in the wastewater ordinance of Tuolumne Utilities District, who treats the District's wastewater.

3. NOTICE OF PUBLIC HEARING

The District Board of Directors will conduct a Public Hearing to consider adoption of Ordinance #32 on Wednesday, October 11, 2023 at 9:00 a.m. at the District offices located at 22912 Vantage Pointe Dr., Twain Harte, CA.

Members of the public are invited to attend and provide comment on Ordinance #32, which is available for inspection on the District website (<https://www.twainhartecsd.com/district-ordinances>) and at the District office, Monday through Friday from 8:00 a.m. to 4:00 p.m.

Dated: 09/21/2023
Kimberly Silva, Board Secretary
Publication Date: September 26, 2023
The Union Democrat Sonora, CA 95370

00000127 00028835

TWAIN HARTE COMMUNITY SERVICES DISTRICT
PO BOX 649
TWIN HARTE, CA 95383

TWAIN HARTE COMMUNITY SERVICES DISTRICT



WASTEWATER CODE

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 32**

**ADOPTION OF THE TWAIN HARTE COMMUNITY SERVICES DISTRICT
WASTEWATER ORDINANCE (WASTEWATER CODE)**

The Twain Harte Community Services District Board of Directors, hereby ordains as follows:

TABLE OF CONTENTS

SECTION 1 - PURPOSE AND DEFINITIONS	1-1
1.01 SHORT TITLE	1-1
1.02 PURPOSE.....	1-1
1.03 DEFINITIONS	1-1
SECTION 2 - GENERAL REGULATIONS AND PROHIBITIONS	2-1
2.01 SERVICE SUBJECT TO REGULATIONS	2-1
2.02 SERVICE INTERRUPTIONS	2-1
2.03 DISTRICT RESPONSIBILITY FOR FACILITIES	2-1
2.04 DAMAGE TO OR BLOCKAGE OF DISTRICT FACILITIES.....	2-1
2.05 TAMPERING WITH DISTRICT FACILITIES.....	2-1
2.06 REQUESTS TO CHANGE DISTRICT FACILITIES	2-1
2.07 PROHIBITIONS ON DISCHARGES	2-2
2.08 PROHIBITIONS ON STORM DRAINAGE AND GROUNDWATER	2-2
2.08.1 INDIVIDUAL CONNECTIONS	2-2
2.08.2 COMMUNITY SEWER CONNECTIONS	2-2
2.09 PROHIBITION ON UNPOLLUTED WATER	2-3
2.10 LIMITATION ON RADIOACTIVE WASTES	2-3
2.11 LIMITATION ON THE USE OF GARBAGE GRINDERS.....	2-3
2.12 LIMITATIONS ON POINT OF DISCHARGE.....	2-4
2.13 HOLDING TANK WASTE	2-4
2.14 OTHER LIMITATIONS ON WASTEWATER	2-4
2.15 GREASE TRAP AND GREASE INTERCEPTORS	2-5
2.16 LIMITATIONS ON FLOW	2-6
2.17 BACKFLOW PREVENTION DEVICES REQUIRED	2-7
2.18 ACCESS.....	2-7
2.19 RESPONSIBILITY FOR LATERAL OR SERVICE LINE	2-7
2.20 DISCHARGE REPORTS	2-7
2.21 MONITORING FACILITIES.....	2-8
2.22 INSPECTION AND SAMPLING.....	2-8
2.23 PRETREATMENT	2-8
2.24 PROTECTION FROM ACCIDENTAL DISCHARGE.....	2-9
2.25 SPECIAL AGREEMENTS.....	2-9
2.26 APPROVAL OF PLANS FOR SEWERAGE CONSTRUCTION	2-9
2.27 INSPECTION OF CONSTRUCTION	2-9
2.28 PLAN APPROVAL NOT TRANSFERABLE	2-9
2.29 MANHOLE RECONSTRUCTION NOTIFICATION AND IMPROVEMENTS.....	2-10
SECTION 3 - CLASSIFICATION OF USERS, CHARGES AND FEES	3-1
3.01 CLASSIFICATION OF USERS	3-1
3.02 DETERMINATION OF WASTEWATER DEMAND FLOW BY USER CLASSIFICATION.....	3-1
3.02.1 NORMAL DETERMINATION	3-1
3.02.2 UNIFORMITY OF DETERMINATION.....	3-1
3.03 ESTABLISHMENT OF CHARGES AND FEES.....	3-1
3.04 PROPERTY OWNER RESPONSIBILITY FOR CHARGES AND FEES	3-1
3.05 BASIS OF REGULAR WASTEWATER CHARGES AND FEES	3-1
3.06 CONNECTION FEES AND CAPACITY CHARGES	3-2
3.06.1 CAPACITY CHARGES FOR ACCESSORY DWELLING UNITS.....	3-2
3.07 MISCELLANEOUS FEES.....	3-2
3.08 CHANGE OF USE	3-2
3.09 TEMPORARY SUSPENSION OF REGULAR SEWER SERVICE CHARGES.....	3-3

SECTION 4 - BILLING AND ENFORCEMENT FOR NON-PAYMENT	4-1
4.01 BILLING	4-1
4.02 BILLING FREQUENCY.....	4-1
4.03 DELIVERY OF BILLS.....	4-1
4.04 DIRECT BILLING OF TENANTS	4-1
4.05 PRORATED BILLS.....	4-1
4.06 BILL PAYMENT.....	4-1
4.07 DELINQUENT BILLS	4-2
4.07.1 DELINQUENT DATE	4-2
4.07.2 PENALTIES.....	4-2
4.07.3 DELINQUENT NOTICES.....	4-2
4.07.4 DISPUTED BILLS	4-2
4.07.5 PAYMENT TO AVOID FLOW RESTRICTION OR SHUTOFF	4-2
4.07.6 FLOW RESTRICTION OR SHUTOFF FOR NON-PAYMENT	4-3
4.08 ALTERNATIVE PAYMENT PLANS, FEE WAIVERS AND ACCOUNT CREDITS	4-3
4.09 UNPAID ACCOUNTS – PROPERTY LIEN	4-3
4.10 UNPAID ACCOUNTS – COUNTY TAX ROLL	4-3
4.11 COLLECTION BY LEGAL ACTION.....	4-3
SECTION 5 - SERVICE CONNECTIONS.....	5-1
5.01 APPLICATION FOR SERVICE	5-1
5.02 NEW SERVICE CONDITIONS.....	5-1
5.03 GUARANTEE OF APPLICANT.....	5-1
5.04 QUOTES FOR SERVICE.....	5-1
5.05 SERVICE CONNECTION REQUIREMENTS.....	5-2
5.06 SERVICE CONNECTION SIZE, LOCATION, AND INSTALLATION.....	5-2
5.07 CUSTOMER DISCONNECTION OF SERVICE PROHIBITED.....	5-2
5.07.1 EXCEPTIONS FOR CERTAIN PROJECTS	5-3
5.07.2 EXCEPTIONS FOR ABANDONED CONNECTIONS.....	5-3
5.08 DISCONNECTION OF SERVICE BY DISTRICT	5-3
5.09 UNAUTHORIZED SERVICE CONNECTIONS.....	5-3
5.10 FORCED CONNECTIONS BY DISTRICT	5-4
5.10.1 AUTHORIZATION	5-4
5.10.2 FORCED CONNECTION COSTS ON COUNTY TAX ROLLS	5-4
5.10.3 ENFORCEMENT OF LIEN	5-4
SECTION 6 - EXTENSION OR IMPROVEMENT OF FACILITIES.....	6-1
6.01 REQUIRED EXTENSION OR IMPROVEMENT OF FACILITIES.....	6-1
6.02 EXTENSION OR IMPROVEMENT APPLICATION	6-1
6.03 PROJECT APPROVAL.....	6-1
6.04 ENVIRONMENTAL REVIEW CHARGE	6-1
6.05 DESIGN, INSTALLATION AND OWNERSHIP OF FACILITY EXTENSIONS	6-1
6.06 SIZING OF FACILITIES	6-2
6.07 LOCATION OF FACILITIES.....	6-2
6.08 LAND RIGHT SCHEDULE	6-2
6.09 PAYMENT OF COSTS.....	6-2
6.10 INSPECTION AND NOTICE OF COMPLETION.....	6-3
6.11 ACCEPTANCE OF FACILITIES.....	6-3
6.12 WARRANTY RESPONSIBILITIES.....	6-3
6.13 DOCUMENTATION OF PROJECT COSTS.....	6-3
6.14 COSTS REIMBURSED BY THE DISTRICT.....	6-3
SECTION 7 - WASTEWATER DISCHARGE PERMITS FOR CRITICAL USERS	7-1
7.01 MANDATORY DISCHARGE PERMITS	7-1

7.02	PERMIT APPLICATION.....	7-1
7.03	DURATION OF PERMITS.....	7-1
7.04	TRANSFER OF A PERMIT	7-2
7.05	CHANGES IN OPERATION OR DISCHARGE	7-2
7.06	REVOCAION OF PERMIT	7-2
7.07	PERMIT FOR TEMPORARY SERVICE	7-2

SECTION 8 - PRIVATE SEWER LATERALS AND FACILITIES..... 8-1

8.01	INFLOW AND INFILTRATION FROM PRIVATE SEWER FACILITIES	8-1
8.02	OWNER RESPONSIBILITY TO MAINTAIN AND REPAIR PRIVATE SEWER FACILITIES.....	8-1
8.03	REMEDY OF POORLY MAINTAINED PRIVATE SEWER FACILITIES.....	8-1
	8.03.1 PROPERTY OWNER NOTIFICATION.....	8-1
	8.03.2 NOTIFICATION OF OTHER AUTHORITIES	8-2
	8.03.3 REPAIRS PERFORMED BY DISTRICT	8-2
8.04	DISTRICT PRIVATE SEWER FACILITIES TESTING PROGRAM	8-2
	8.04.1 INTENT.....	8-2
	8.04.2 SCOPE OF TESTING	8-2
	8.04.3 SPECIAL EVENTS REQUIRING TESTING	8-2
8.05	DISTRICT PRIVATE SEWER FACILITIES TESTING PROCEDURES	8-3
	8.05.1 GENERAL.....	8-3
	8.05.2 TESTING	8-3
	8.05.3 REQUIREMENT FOR CLEANOUTS ON LATERALS	8-3
	8.05.4 INITIAL TESTING TIMELINES.....	8-3
	8.05.5 AIR TESTING PROCEDURES	8-4
	8.05.6 WATER TESTING PROCEDURES.....	8-4
8.06	FAILED TESTS.....	8-4
8.07	TIME LIMITS FOR COMPLETION OF REPAIRS AND RETESTING.....	8-4
8.08	DISTRICT INSPECTION COSTS	8-5
8.09	WAIVER OF TESTING REQUIREMENTS.....	8-5

SECTION 9 - DISCHARGE VIOLATIONS AND ENFORCEMENT 9-1

9.01	PUBLIC NUISANCE.....	9-1
9.02	EMPLOYEE AWARENESS OF DISCHARGE REQUIREMENTS	9-1
9.03	ACCIDENTAL DISCHARGES	9-1
9.04	DISCHARGES AND OBSTRUCTIONS THAT DAMAGE DISTRICT FACILITIES	9-1
9.05	CEASE AND DESIST ORDERS	9-1
9.06	TIME SCHEDULES.....	9-2
9.07	INJUNCTION	9-2
9.08	CIVIL DAMAGES AND PENALTIES.....	9-2
9.09	CRIMINAL PENALTIES	9-2
9.10	FALSIFYING OF INFORMATION	9-2

SECTION 10 - MISCELLANEOUS..... 10-1

10.01	INTERPRETATION AUTHORITY	10-1
10.02	ENFORCEMENT OF THIS CODE.....	10-1
10.03	UNLAWFUL ACTS	10-1
10.04	APPEALS	10-1
10.05	SUPERSEDES.....	10-1
10.06	SEVERABILITY.....	10-1

SECTION 11 - PUBLICATION, EFFECTIVE DATE AND ADOPTION 11-1

11.01	PUBLICATION.....	11-1
11.02	EFFECTIVE DATE.....	11-1

11.03 ADOPTION.....	11-1
EXHIBIT A – DEMAND FLOW BY USER CLASSIFICATION	11-1
EXHIBIT B - AMENDMENTS.....	11-2

SECTION 1 -PURPOSE AND DEFINITIONS

1.01 Short Title

This Ordinance shall be known as the "Twain Harte Community Services District Wastewater Code" and may be cited as such.

1.02 Purpose

This Wastewater Code sets uniform requirements for discharges into the wastewater collection and treatment system of the Twain Harte Community Services District (hereinafter referred to as "District"). It enables the District to comply with administrative provisions of the Clean Water Grant Regulations, the water quality requirements set by the Regional Water Quality Control Board and applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law. Its purpose is to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into those systems. This Ordinance also provides for the setting of user charges and fees for the equitable distribution of cost of all users, and the issuance of permits to certain users.

1.03 Definitions

Unless otherwise defined herein, terms shall be as adopted in the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association, and the Water Pollution Control Federation. Waste constituents and characteristics shall be measured by Standard Methods unless expressly stated, or as established by Federal or State regulatory agency.

Accessory Dwelling Unit (ADU) – An attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following: (A) An efficiency unit. [and] (B) A manufactured home, as defined in Section 18977 of the Health and Safety Code. For billing purposes, a dwelling unit on a parcel zoned for multi-family residential will only be considered an accessory dwelling unit after all other dwelling units allowed under the specific parcel zoning have been constructed.

Application for Service - Written application requesting Twain Harte Community Services District service to a specific parcel of land, as indicated on a form provided by the District, together with such plans, specifications and fees as the District's Regulations shall, from time-to-time, require.

Board - The Board of Directors of the Twain Harte Community Services District.

Building Sewer - A sewer conveying wastewater from the premises of a user to a community sewer.

Beneficial Uses - Uses of the waters of the State that may be protected against quality degradation, including but not necessarily limited to, domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or specified by Federal or State law.

Certificate of Lien - Written certificate of an overdue balance owing to the District by any user, duly recorded with the Tuolumne County Recorder.

Change of Use - When the primary water use changes from one classification to another, increases quantity, and/or adds multiple uses.

Code – See Wastewater Code.

Connection Fees - A charge imposed upon all applicants for service at the time service is sought from the District. "Connection fee" is a general term that encompasses a variety of one-time charges imposed upon applicants for service. A "connection fee" includes, but is not limited to, the fees charged to make the physical connection to the District's system, lateral installation charges, new account administration fees, and capacity charges (which compensate the District for expenses incurred in providing existing capacity or an increase in needed capacity).

Community Sewer - A sewer owned or operated by the District, or a sewer owned or operated by another person or entity which is tributary to and discharges into an interceptor, or a treatment or disposal facility owned or operated by the District.

Compatible Pollutant - Biochemical oxygen demand, suspended solids, PH and fecal coliform bacteria, the District's treatment works were designed to treat, and removes to a substantial degree.

Contamination - An impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the State are affected.

Critical User - A user whose user classification is identified in the Standard Industrial Classifications (SIC) Manual in any of Division A, B, D, E, and I, and who (1) has a discharge flow of 50,000 gallons or more per average work day, or (2) has a discharge flow greater than 5 percent (5%) of the flow in the District's wastewater treatment system, or (3) has in his wastes toxic pollutants in toxic amounts as defined in standards issued under Section 307(a) of the Federal Act.

Customer – Any person, including without limitation a parcel or property owner, or tenant, supplied or entitled to be supplied with wastewater service by the District in accordance with established rules, regulations, rates and charges.

Demand Flow - The quantity of wastewater volume discharge demand assured for purposes of this Ordinance, weighted for wastewater constituents and characteristics in excess of the typical average strength of domestic wastewater.

Developer - Any person who enters into an agreement with the District for the construction of sewer facilities to be transferred to the District for the provision of sewer service to a project or parcel(s).

Disconnection - A property line cleanout has been removed and the service lateral has been cut and capped; or other permanent method has been employed to ensure that sewer is not able to flow from the property into the District's collection system. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon approval by the District.

District - Twain Harte Community Services District, a California Special District organized under Sections 61000 et. seq. of the Government Code. May also be referred to as THCS D.

Dwelling Unit – Any structure containing living, sleeping, cooking, and sanitation facilities. At a minimum, cooking facilities shall include a sink that is separate from the bathroom sink. See Residential Living Unit.

Equivalent Single-Family Residence (ESFR) - The estimated potential demand of the typical residential user expressed in terms of the volume of wastewater discharge, usually average monthly flow in gallons per month.

Federal Act - The Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to the Act.

Finance Officer – The Finance Officer of the Twain Harte Community Services District.

Flow Restriction – A device placed on a customer’s meter by the District to restrict flow through the customer’s water service as a result of non-payment. The device shall significantly restrict flow, but provide enough water for basic human needs – drinking, cooking and sanitation.

Guest Living Unit – Any accessory living area occupied by temporary guests, without compensation of any kind as a condition of occupancy, and used as sleeping quarters only. A Guest Living Unit may have sleeping and sanitation facilities, but no living, cooking or housekeeping facilities. A Guest Living Unit includes either: (1) a structure detached from a primary residential living unit or (2) an independent living area attached to a primary residential living unit that has its own separate entrance.

Holding Tank Waste - Any waste from Holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, grease traps or grease interceptors, and vacuum pump tank trucks.

Incompatible Pollutant - Any pollutant which is not a compatible pollutant as defined in this section. The pretreatment standard for incompatible pollutants introduced into a District treatment works by a major contributing industry not subject to Section 307© of the Federal Act shall be, for sources within the corresponding industrial or commercial category, that established by a promulgated effluent limitations guideline defining best practicable control technology currently available pursuant to Section 301(b) and 304(b) of the Federal Act. Provided, that if the District's treatment works which receives the pollutants is committed, to remove a specified percentage of any incompatible pollutant, the pretreatment standard applicable to users of such treatment works shall be correspondingly reduced for that pollutant; and provided, further, that even when the effluent limitations guideline for each industry category is promulgated, a separate provision will be proposed concerning the application of such guidelines to pretreatment.

Junior Accessory Dwelling Unit – A unit that is no more than 500 square feet in size and contained entirely within a single family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

Lateral Inspection - Inspection carried out by District staff of the segment of service lateral originating at the connection to the sewer main through the property line cleanout and up to the connection to the customer’s private sewer service lateral.

Lateral: Private Lateral – Private lateral is the portion of the sewer pipeline upstream of a District-approved sewer cleanout or manhole that is located near the property line, provided one exists and is accessible to the District, to the points of service within the property or properties. The private lateral is owned and maintained by the property owner. If no District-approved cleanout or manhole exists near the property line then the entire lateral from the points of service to the lateral connection at the public sewer main is considered a private lateral.

Lateral: Public Lateral – Public lateral is the portion of the sewer pipeline downstream of a District-approved sewer cleanout or manhole that is located near the property line, provided one exists and is accessible to the District, to the lateral connection at the public sewer main. The public lateral is owned and maintained by the District. If no District-approved cleanout or manhole exists near the property line then no portion of the lateral is considered public.

Lateral Connection -The physical point in which the public or private sewer lateral meets and connects to the public sewer main..

Manager - The General Manager of the District, or his designated representative.

Mass Emission Rate - The weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

Mobile Home Park - A user which has a proper license and permit issued by Tuolumne County or as regulated by the State of California, to lease or rent mobile homes and which is defined in Tuolumne County Code, Title 17 Section 17.04.520.

Multi-Family Residential - A parcel with a sewer service that serves a structure with more than one attached dwelling unit, such as duplexes, triplexes, apartments and accessory dwelling units. For the purposes of billing, detached accessory dwelling units will also be considered a multi-family residential unit.

Nuisance - Anything which is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfort or enjoyment of life or property. A public nuisance is one which affects at the same time an entire community or neighborhood or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.

Parcel - A piece of real property designated by the County of Tuolumne by a single assessor's parcel number, or other identifying information.

Parcel Owner - The person or persons whose name or names appear on the Tuolumne County Tax Assessor's latest equalized assessment roll as the owner of a parcel that is receiving utility service. The parcel owner is responsible for the payment of all rates, charges, and fees, including penalties thereon regarding such furnished services.

Permit - Means a written permit issued by the Manager or his authorized representative.

Person - Any individual, partnership, firm, association, corporation, or public agency, including the State of California and the United States of America.

Pollution - An alteration of the quality of the waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or facilities which serve such beneficial users. Pollution may include contamination.

Premises - A parcel of real estate, including any improvements thereon, which is determined by the District to be a single user for purpose of receiving, using, and paying for service.

Property Owner – See Parcel Owner.

Residential Living Unit – Any structure containing living, sleeping, cooking, and sanitation facilities. At a minimum, cooking facilities shall include a sink that is separate from the bathroom sink. See Dwelling Unit.

Shall and Will - As used in this document shall both mean a mandatory or obligatory act or requirement.

Single Family Residence – The primary residential dwelling unit on a parcel. For billing purposes, all separate/detached dwelling units on a parcel will be billed as separate single family residential units, unless the dwelling unit is classified as an accessory dwelling unit.

Tenant – A person who occupies land or property rented from a landlord, including without limitation a parcel or property owner. See Customer.

THCSD – See District.

Unimproved Property - Refers to parcels of land upon which no structure requiring wastewater service has heretofore been placed or presently exists.

Unpolluted Water - Water containing no constituents which would render such water unacceptable to the agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface water.

User - Any person that discharges, causes or permits the discharge of wastewater into a community sewer.

User Classification - A classification of user based on the type of activity conducted on the premises.

Waste - Includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, of human or animal origin, or from any producing, manufacturing, or processing operation.

Wastewater - Waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer. Also referred to as “sewer”.

Wastewater Constituents and Characteristics - The individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

Wastewater Code – The entirety of this Ordinance, which establishes requirements for design, methods of construction, operation and maintenance of both public and private water supply, storage and distribution facilities and water service connections served by the District’s water system.

Wastewater Service – Water or water infrastructure that is provided, including but not limited to, residential, non-residential, agricultural, commercial and industrial customers. Also referred to as “sewer service”.

Water of the State - Any water, surface or underground, including saline waters within the boundaries of the State.

SECTION 2 -GENERAL REGULATIONS AND PROHIBITIONS

2.01 Service Subject to Regulations

Wastewater service will be provided to properties within the Twain Harte Community Services District boundary in accordance with this Code, adopted and amended from time to time by the Board of Directors. By applying for or receiving wastewater service from the District, each user covenants and agrees to be bound by and to comply with all regulations of this Code.

2.02 Service Interruptions

The District reserves the right at any and all times to shut off wastewater delivery for the purpose of maintenance, making repairs, or alterations to the system. Reasonable effort will be made when feasible to give advance notice of interruption of service to all wastewater users affected. The District shall not be liable for any loss or damage caused by accident, act of God, fire, strikes, riots, war or any other cause beyond the District's control.

2.03 District Responsibility for Facilities

Operation, maintenance and replacement of the District-owned Wastewater System shall be under the exclusive control of the District under the direction of the General Manager. The District's ownership of and responsibility for operation and maintenance of Wastewater System facilities shall end at the connection of the property owner's service connection lateral to the public sewer main, unless provided otherwise in this Wastewater Code.

2.04 Damage to or Blockage of District Facilities

The user shall be responsible to pay the District for costs of repairing or replacing any District facilities damaged as a result of construction or other work or activities on the user's property.

The owner of the property served by the District's sanitary sewer system shall be responsible and liable for all costs involved in the repair of all damages caused by the owner or the owner's tenant, occupant, customer, or agent, to the District's sanitary sewer system facilities, including but not limited to sewer obstructions, wherever located, and including any costs incurred by the District resulting from such damage or repairing the same.

2.05 Tampering with District Facilities

No person other than those designated and authorized by the District, shall at any time in any manner operate, interfere with, or tamper with the District's property or Wastewater System.

The cost of repairing any damage resulting from tampering with District Facilities will be billed to the responsible party and shall include, without limitation, the cost of labor, materials and equipment. Any tampering qualifying as a misdemeanor under the California Penal Code shall be referred to the District Attorney for prosecution.

2.06 Requests to Change District Facilities

Customers may request that the District make changes to its facilities (i.e. relocation of service lateral connection for customer convenience). If the District deems that the requested changes are suitable for continued service and do not add an undue burden to the District's operations, the District may make such changes. If changes are approved, the customer is required to make a payment sufficient to cover the District's cost of work, as determined by the District, prior to the performance of work.

2.07 Prohibitions on Discharges

No person shall discharge to a community sewer or District treatment facilities, wastes which cause, threaten to cause, or are capable of causing either alone or by interaction with other substances:

A fire or explosion;

Obstruction of flow in a sewer or injury of the system or damage to the wastewater collection, treatment or disposal facilities;

Danger to life or safety of personnel;

A nuisance, or prevention of the effective maintenance or operation of the sewer system, through having a strong, unpleasant odor;

Air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;

Interference with the wastewater treatment process;

The District's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable for reclamation and reuse, or to interfere with the reclamation process;

A detrimental environmental impact or a nuisance in the waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;

Discoloration or any other condition in the quality of the District's treatment works effluent in such a manner that receiving water quality requirements established by law cannot be met;

Conditions at or near the District's treatment works which violate any statute or any rule, regulation, or ordinance of any public agency of State or Federal regulatory body;

Quantities or rates of flow which overload the District's collection or treatment facilities or cause excessive District collection or treatment costs, or which use a disproportionate share of the District facilities.

2.08 Prohibitions on Storm Drainage and Groundwater

2.08.1 Individual Connections

Storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by the District. The District may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and meet such other conditions as required by the District.

2.08.2 Community Sewer Connections

Whenever, in the District's opinion, a community sewer connection is discharging quantities of effluent significantly in excess of the amounts that should be generated from the services within

the community sewer system, whether from storm water, groundwater, rainwater, street drainage, subsurface drainage, area drainage or other causes, then such excessive drainage shall be remedied, controlled and eliminated by the community sewer entity upon demand of the District, and for that purpose, the District may take any steps reasonably designed in its opinion to remedy, control and eliminate such excess effluent discharge into District facilities, including but not limited to:

1. Imposition of a surcharge, including progressive surcharges, on such excessive discharge;
2. Requiring the entity to conduct an infiltration/inflow analysis or other study to determine the causes, and to adopt and implement a plan to remedy or eliminate such excess discharge;
3. Termination of service.

2.09 Prohibition on Unpolluted Water

Unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers will not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the District. The District may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and shall meet such other conditions as required by the District.

2.10 Limitation on Radioactive Wastes

No person shall discharge or cause to be discharged, any radioactive waste into a community sewer, except;

1. When the person is authorized to use radioactive materials by the State Department of Health or other governmental agency.
2. When the waste is discharged in strict conformity with current California Radiation Control Regulations, and the Atomic Energy Commission regulations and recommendations for safe disposal; and
3. When the person is in compliance with all rules and regulations of all other applicable regulatory agencies.
4. When the person is undergoing medical procedures, treatments, or therapies.

2.11 Limitation on the Use of Garbage Grinders

Waste from garbage grinders shall not be discharged into a community sewer except:

1. Waste generated in preparation of food normally consumed on the premises; or
2. Where the user has obtained a permit for that specific use from the District and agrees to undertake whatever self-monitoring is required to enable the District to equitably determine the user charges based on the Wastewater Constituents.

Such grinders must shred the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

2.12 Limitations on Point of Discharge

No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless upon written application by the user and payment of the applicable user charges and fees, the District issues a permit for such direct discharges.

2.13 Holding Tank Waste

A user proposing to discharge holding tank waste into a community sewer must secure a permit. Unless allowed by the District under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and shall meet such other conditions as required by the District.

2.14 Other Limitations on Wastewater

Users shall comply with the following limitations:

1. No person shall discharge into a sewer wastewater containing in excess of:

- 0.1 mg/L arsenic
- 0.2 mg/L cadmium
- 5.6 mg/L copper
- 1.0 mg/L cyanide
- 1.0 mg/L lead
- 0.01 mg/L mercury
- 1.0 mg/L nickel
- 0.2 mg/L silver
- 0.5 mg/L total chromium
- 3.0 mg/L zinc

Groundwater remediation projects:

- 1.0 mg/L Benzene, Toluene, Ethyl benzene, Xylene (BTEX)
- 10.0 mg/L Total Petroleum Hydrocarbons (TPH)

2. No person shall discharge into a sewer any wastewater:
 - a. Having a temperature higher than 150 degrees F (65 degrees C.)
 - b. Containing more than 300 mg/L of oil or grease of animal or vegetable origin.
 - c. Containing more than 100 mg/L of oil or grease of mineral or petroleum origin.
 - d. Having a pH lower than 6.0.
 - e. Containing in excess of 0.02 mg/L total identifiable chlorinated hydrocarbons.
 - f. Containing an excess of 1.0 mg/L phenolic compounds.
3. No person shall discharge or cause to be discharged to any public sewer which directly or indirectly connects to the District sewer system any toxic or other wastes if in the opinion of the Manager such wastes may have an adverse or harmful effect on service maintenance personnel, wastewater treatment plant personnel or equipment, treatment plant effluent quality, public or private property or may otherwise endanger the public, the environment, or create a public nuisance.

4. Effluent limitation promulgated by the Federal Act shall apply in any instance where they are more stringent than those in this Ordinance. Under section 307(b) of the Act, Federal pretreatment standards are designed to achieve two purposes: (1) to protect the operation of publicly owned treatment works, and (2) to prevent the discharge of pollutants which pass through such works inadequately treated. Users in commercial and industrial categories subject to effluent guidelines of the Act, which are discharging incompatible pollutants to publicly owned treatment works, are required to adopt best practicable control technology currently available, as defined by the Administrator. Where the District treatment works was designed to and does achieve substantial removal of pollutants other than the four pollutants listed in the definition for compatible pollutants, it is not appropriate to require the commercial or industrial user to achieve best practicable control technology currently available, since this would lead to an uneconomical duplication of treatment facilities. While the term "substantial removal" is not subject to precise definition, it generally contemplates removals in the order of 80 percent (80%) or greater. Minor incidental removals in the order of 10 to 30 percent (10-30%) are not considered "substantial". For some industrial categories it may be necessary to define pretreatment guidelines for problems that may arise as a result of the discharge into publicly owned treatment works. However, any adjustment required for particular categories should be considered in connection with the District's requirements, rather than in the national pretreatment standards. Limitations on wastewater strength in this Ordinance may be supplemented with more stringent limitations:
 - a. If the District or the district that treats its wastewater determines that the limitations in this section may not be sufficient to protect the operation of the District's treatment works; or
 - b. If the District or the district that treats its wastewater determines that the limitations in this section may not be sufficient to enable the District's treatment works to comply with water quality standards or effluent limitations specified in the Waste Discharge Requirements specified by the California Regional Water Quality Control Board for the District.

2.15 Grease Trap and Grease Interceptors

Requirements for grease traps and grease interceptors are as follows:

1. Any type of business or other establishment such as, but not limited to, restaurants, bakeries, donut shops, takeout or drive-in eating establishments, ice cream parlors, hospitals, hotels, markets, or commercial kitchens in schools, churches, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public sewer main or disposal system, shall have a "gravity grease interceptor" or a "hydromechanical grease interceptor", herein referred to generally as "interceptor", unless waived by the District Manager upon evidence that an interceptor is not required, which determination shall be made at the sole discretion of the District.. Any modification to operations upon which a waiver was granted may require installation of a grease interceptor.
2. Any type of business or facility such as, but not limited to, car washes, quick lubes, and automotive repair shops, where any grease of mineral or petroleum origin is generated and which may be discharged into a public sewer main or disposal system, shall have a "oil liquid interceptor", herein referred to generally as "interceptor", unless waived by the District Manager upon evidence that an interceptor is not required, which determination shall be made at the sole discretion of the District. Any modification to operations upon which a waiver was granted may require installation of a grease interceptor
3. Interceptors shall be sized and constructed in accordance with District standard

specifications and the latest edition of the District's Fats, Oils and Grease Control Program. All designs shall be submitted for approval by the District Manager prior to installation.

4. Each interceptor shall be so installed and connected in a location that is easily accessible for inspection at all times and to provide for cleaning and removal of the intercepted grease. A gravity grease interceptor may not be installed in any part of a building where food is handled. Locations of interceptors shall meet the latest edition of the California Plumbing Code and the approval of the District Manager.
5. Each business establishment for which an interceptor is required shall have an interceptor, which shall serve only that business establishment.
6. Buildings remodeled for use requiring interceptors shall be subject to these regulations.
7. Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposals, soup kettles, etc., and floor drains shall not drain through the interceptor without prior approval by the District Manager. Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.
8. The interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No such collected grease shall be emptied or discharged into any drainage piping or public or private sewer. Such materials shall not be disposed of at the District's Regional Wastewater Treatment Plant.
9. Abandoned grease interceptors shall be emptied and filled as provided for in the latest edition of the California Plumbing Code and in accordance with the requirements of the Tuolumne County Environmental Health Department
10. The cover or lid for interceptors shall be designed for the loads imposed on the structure as required by the District Manager. The cover shall be gas-tight on all interceptors and the waste shall enter the interceptor through the inlet pipe only. The use of proper vent per the most recent edition of the California Plumbing Code shall be required.
11. Interceptors shall be installed in such a manner as to prevent drainage from outside the intended area of use.
12. If, upon inspection by the District, an interceptor is found to be absent or ineffective as solely determined by the District Manager, the owner/user shall be required to make immediate repairs or corrections within thirty (30) days after receiving written notification of deficiency from the District. If the interceptor requires pumping and servicing, as determined by the inspector, the owner/user shall be required to have the interceptor pumped by a licensed hauler within ten days after receiving notification by the inspector. Failure to make such repairs or corrections shall result in disconnection from the public sewer, and if the District supplies water service to the premises, such water service shall be shut off.
13. The owner/user shall keep records of interceptor cleaning, maintenance, and grease removal and report on such maintenance to the District in the format and at the frequency required by the District Manager. The District Manager may require the owner/user to provide results of periodic measurements of its discharge which is to include chemical analysis of fats, oils and grease content.

2.16 Limitations on Flow

When in the opinion of the District, the quantity of wastewater discharged to the collection facilities are in any way detrimental to said facilities or are in excess of the capacity of that system, the District may require the implementation of flow limiting devices by individual users. The flow limiting devices shall be of a type approved by the District and shall be installed on those fixtures designated by the District and at the user's expense. User charges may then be adjusted as provided for in Chapter 4 of this Ordinance.

All applicants for new sewer service connections may be required to furnish proof of installation in residential, commercial and/or industrial buildings, ultra-low flow toilets with a maximum tank size or flush capacity and shower heads maximum flow rates as determined by California law

2.17 Backflow Prevention Devices Required

The District requires that a backflow prevention device be installed, operated, maintained and replaced at the sole expense of the parcel owner where wastewater from the public sewer may back up into the user's building sewer. Such backflow prevention device shall be installed on the property of the user and become part of the user's private sewer lateral. Protection of property from damage caused by wastewater backup from the public sewer is the sole responsibility of the user. Failure of the District to notify the user of any known or unknown hazards which may result from the user's connection to the public sewer and/or failure of the District to require the installation of such backflow prevention device shall not relieve the user of this sole responsibility. The District shall not be responsible for nor shall it compensate for damages resulting from any such backup of wastewater.

2.18 Access

District personnel shall have a right of access to any premises the sewage discharge from which reaches the District's sewer system, to determine whether there is compliance or non-compliance with this Ordinance. District personnel shall further have a right of access to go upon any premises on which a sewer line is located that is serving more than one parcel or building for the purpose of inspection of the sewer line and to shut off, terminate, repair or reconnect sewer service, for any other purpose related to the operation of the sewer system, including the inspections relating to grease interceptors. All Critical Users will be required to install an inspection/sampling chamber, the type and location of which will be determined by the District.

2.19 Responsibility for Lateral or Service Line

The property owner shall be responsible for maintenance and repair of the sewer lateral from the building to its interconnection with the District's main. If the homeowner installs a District-approved sewer cleanout at the property line adjacent to a public right-of-way, and the cleanout is accessible to the District's satisfaction, The District will maintain the portion of the lateral downstream of the cleanout in the public right-of-way. District approval of a cleanout will require District inspection of both the cleanout and portion of lateral within the public right of way. If the portion of lateral within the public right of way is not in an acceptable condition in the opinion of the District, then the customer may be required to repair or replace the lateral within the public right-of-way before the District will assume maintenance. All such approvals shall be in writing.

All new construction requires installation of a District-approved cleanout at the property line adjacent to the public right-of-way in a location accessible to the District's satisfaction.

In no case will the District maintain sewer laterals on private property unless the District specifically agrees under special circumstances, such as where the lateral serves more than one parcel and an easement is granted to and accepted by the District.

2.20 Discharge Reports

The District may require that any person discharging or proposing to discharge wastewater into a community sewer file a periodic discharge report. The District may require that the discharge report include, but not be limited to, nature of process, volume, rates of flow, mass emission rate, production quantities, hours of operation, number of employees, or other information which relates to the generation of waste, including wastewater constituents and characteristics in the wastewater discharge. The District may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on site, even though they may not normally be discharged. In addition to discharge reports, the District may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports.

2.21 Monitoring Facilities

The District may require any user to construct, at his own expense, monitoring facilities to allow inspection, sampling and flow measurements of the building sewer or internal drainage systems, including grease traps and grease interceptors, and may also require sampling or metering equipment to be provided, installed, and operated at the user's expense. The monitoring facility should normally be situated on the user's premises, but the District may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area under an encroachment permit of the governing agency and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow access for District personnel, such as a gate secured with a District lock. There shall be ample room in or near such sampling facility to allow accurate sampling and composing of samples for analysis. The manhole or other facility, and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the District requirements and all applicable local agency construction standards and specifications. Construction shall be completed within ninety (90) days following written notification by the District, unless a time extension is otherwise granted by the District.

2.22 Inspection and Sampling

The District may inspect the facilities of any user to ascertain whether any purposes of this Ordinance are being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purpose of inspection or sampling or in the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purpose of performing their specific responsibilities.

2.23 Pretreatment

Users shall make wastewater acceptable under the limitations established herein before discharging to any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be acceptable to the District before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the District under the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and must be acceptable to the District.

2.24 Protection from Accidental Discharge

Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Such facilities shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be acceptable to the District before construction of the facility.

The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

2.25 Special Agreements

Special agreements and arrangements between the District and any persons or agencies may be established when in the option of the District unusual or extraordinary circumstances compel special terms and conditions.

2.26 Approval of Plans for Sewerage Construction

No person, other than employees of the District or persons contracting to do work for the District, shall construct or cause to be constructed, or alter or cause to be altered, any public sewer, lateral sewer, house connection or industrial connection, sewage pumping plant, pollution control plant, grease interceptor, or other sewerage facility within the District where existing or proposed wastewater flows will discharge directly or indirectly to facilities of the District without first obtaining approval of sewerage construction plans from the District.

The applicant shall submit to the District for approval, construction plans and such specifications and other details as required to describe fully the proposed sewerage facility. The plans shall have been prepared under the supervision of and shall be signed by an engineer of suitable training registered in the State of California.

Plans for sewerage construction shall not be approved by the District for any facility which will convey industrial wastewater until the District has determined if a Wastewater Discharge Permit is required for the facility.

Plans for sewerage construction shall meet all design requirements of the District.

An approval of plans for sewerage construction shall expire one year after date of approval unless construction has been initiated.

2.27 Inspection of Construction

All sewer construction, including on-site grease interceptor facilities, shall be inspected by personnel of the District during construction. In making a connection to a trunk sewer, no physical alterations of the District's facilities shall commence until an inspector is present.

Sewerage facilities which will be connected to a District sewer, will be inspected routinely by the District during construction. Upon completion of construction and prior to removal of the downstream bulkhead and upon receiving 48-hour notice, the District will inspect the work to determine if it has been constructed in a satisfactory manner and to determine if all facilities are cleaned of construction debris that could be flushed into the District's sewers.

2.28 Plan Approval Not Transferable

Approval of plans for sewerage construction and connections to trunk sewers is not transferable from one person to another person or from one location to another location without written consent of the District.

2.29 Manhole Reconstruction Notification and Improvements

Access to District manholes shall not be obstructed for a period longer than forty-eight (48) hours without written approval of the District. Adjustments to District manholes shall be performed in accordance with established procedures of the District. A designated person from the entity proposing to perform work necessitating the adjustment of manholes on District's sewers to a new grade shall be responsible for notifying the District in advance of the work at least forty-eight (48) hours prior to performing the work.

SECTION 3 - CLASSIFICATION OF USERS, CHARGES AND FEES

3.01 Classification of Users

The District hereby establishes the user classifications attached hereto as Exhibit A, to which each user shall be assigned according to the principal activity conducted on the user's premises and the typical quantities of wastewater Demand Flow (volume discharge demand, constituents and characteristics). The purpose of such classification is to facilitate the regulation of wastewater discharges, provide an effective means of source control and to provide a basis for the fixing and levying of charges and fees for services on an equitable basis to all users. All classifications not specifically listed in Exhibit A will be determined by the General Manager from the most similar classification listed or from usage records of a similar establishment.

3.02 Determination of Wastewater Demand Flow by User Classification

3.02.1 Normal Determination

The District hereby determines the quantities of wastewater Demand Flow for each user classification in Exhibit A. Demand Flow is an estimate of wastewater discharge volume for a typical user within a given user classification based on actual average winter water usage of users within each user classification. The estimate is determined by the District to be a reasonable and equitable determination within and between user classifications. For the purpose of setting charges, the District may apply a weighted factor to Demand Flows for specific user classifications to equitably account for quantities of wastewater constituents and characteristics attributable to that user classification in excess of the typical strength of domestic wastewater. If such factors are applied, they shall be noted in Exhibit A.

3.02.2 Uniformity of Determination

The demand flow measured in residential equivalents (Equivalent Single Family Residence or ESFR) for each user within a user classification is assumed for purposes of this Ordinance to be uniform. Flow monitoring devices such as sewage meters are not a feasible, practical or acceptable means of determining demand flow for individual users.

3.03 Establishment of Charges and Fees

The District Board shall, by resolution, establish a schedule of charges and fees for wastewater service and new wastewater connections. Wastewater service charges and fees shall be set and established in accordance with law. The District may from time to time increase its charges and fees or adopt new charges and fees pursuant to applicable provisions of law.

3.04 Property Owner Responsibility for Charges and Fees

The Property Owner is responsible for the timely payment of all charges and fees related to wastewater service for his/her property.

3.05 Basis of Regular Wastewater Charges and Fees

The basis for the allocation of the cost of providing wastewater service shall be Demand Flow, per occurrence, per connection or other basis related to the nature of the service provided. Service charges shall be based on Demand Flows established in Exhibit A.

Regular wastewater service charges provide for ongoing operation, maintenance, repair, and improvement of the District's wastewater system. The District finds that the District's wastewater system provides a benefit to all of its customers and all customers have a responsibility to pay

wastewater charges in order to maintain the wastewater system whether or not they discharge wastewater to the system.

Guest living units will not be subject to regular wastewater charges beyond those attributed to the customer's residential dwelling unit(s).

3.06 Connection Fees and Capacity Charges

Applicants for new service connections shall be required to pay all applicable connection fees and capacity charges related to user classification. Connection fees and capacity charges will be established by the District Board, by resolution, and specifically determined for each proposed connection by the General Manager or his/her designee. Connection fees and capacity charges shall be paid prior to District's approval of new service connection application.

3.06.1 Capacity Charges for Accessory Dwelling Units

Capacity charges will not be applied to accessory dwelling units that are less than 750 square feet. Capacity charges for accessory dwelling units larger than 750 square feet shall be proportional to the capacity required to serve said unit.

3.07 Miscellaneous Fees

The District shall adopt, and amend as needed, a miscellaneous fee policy to establish reimbursement of miscellaneous sewer-related services provided for the direct benefit of a customer, agency or other party. Such services include, but are not limited to: additional billings, property transfers, account set-up, tenant account set-up, new service application, applications, appeals, service flow reduction/shutoff, door notice for service flow reduction/shutoff, after hours reinstatement of service or after hours call, monitoring service, and cleanout inspections. Some services provided to the customer may be billed based on actual costs incurred by the District.

3.08 Change of Use

Wastewater Users shall immediately notify the District in writing if the user makes any property changes or improvements that alters the user classification, type of water use, or the size, character or extent of private water facilities in a manner that would increase or decrease wastewater charges and fees. "Immediately" shall mean at the time a building permit is issued for altering the property or at the time the change of use actually commences (if no permit is issued).

Examples of changes in use include, but are not limited to, the following changes:

1. Improvements that change the classification of use (i.e. changing from general commercial to restaurant) or add a new classification of use to the existing use (i.e. adding commercial use to an existing residential use).
2. Improvements that change property use, including, but not limited to, addition of dwelling units, parcel splits, additional buildings, additional commercial units, or other possible multiple use divisions.

At the discretion of the General Manager, changes in use may require the submittal of an amended application for service. A change in use may require payment of additional capacity fees and/or additional or modified service connections. If the change requires an increase in service charges, said increase will be implemented on, or applied retroactively to, the date at which the change of use actually commences. If the change requires a decrease in service charges, said decrease will be implemented at the time the District receives and verifies notification.

Failure to report a change of use, when discovered by the District, may require payment equal to twice the avoided user charges in effect during the period of time since such unauthorized change of use was made and twice the additional connection fee in effect at the time of discovery. Properties found to have unauthorized changes of use may be disconnected or be subject to flow reduction until payment of said payments are paid.

The General Manager, at his/her discretion, may reduce said penalties for changes of use based on the specific circumstances related to the change of use.

3.09 Temporary Suspension of Regular Sewer Service Charges

At the sole discretion of the General Manager, the District may allow a maximum six-month suspension of monthly service charges in the event that the customer requests services be shut off as a result of a catastrophic event that renders a dwelling unit uninhabitable (such as fire, etc.). Such suspensions will only be granted to customers who have continuously used and maintained their wastewater service in an active billing status for at least one year.

SECTION 4 - BILLING AND ENFORCEMENT FOR NON-PAYMENT

4.01 Billing

Charges for wastewater service will be billed to customers who:

1. Receive wastewater service from the District; or
2. Have capacity allocated to the property, regardless of whether a service lateral has been installed.

A customer account will be billed whether or not the property is vacant, or wastewater is being discharged. No credit or discount will be allowed or approved for any vacant properties regardless of the reason for the vacancy.

4.02 Billing Frequency

Wastewater service charges will be billed on a monthly basis.

4.03 Delivery of Bills

Bills will be sent physically and/or electronically to the customer at the address of the property owner or tenant (should the property owner agree to have the tenant billed directly). Customer shall be responsible to keep the District advised of the address to which the bills are to be delivered. Non-receipt of a bill shall not relieve the owner of any obligation to the District.

4.04 Direct Billing of Tenants

As a courtesy, property owners that rent or lease property with water service may have the billing sent directly to their tenant or tenant's agent. To accomplish this, the owner shall first complete an Owner – Authorization for Tenant Service which application may be required to be updated from time to time at the District's sole determination. The tenant is then required to complete a Tenant – Water/Sewer Agreement for Service prior to the District changing the billing name and address. Even with completion of both agreements, if the tenant becomes delinquent, the property owner shall ultimately be responsible for all delinquent charges, fees, interest, and penalties. The property owner shall have access to information regarding the account status of their tenant upon request. If tenant becomes more than 30 days delinquent, the District may revoke tenant billing privileges and the account will be closed in the tenant's name and billing will be placed back into the owner's name. Billing will remain in property owner's name once tenant privileges have been revoked.

4.05 Prorated Bills

For bills calculated for less than a full billing period, the bill will be prorated from the first day of the billing period to the date of service or from the commencement of service until the last day of the billing period.

4.06 Bill Payment

Bill payment requirements are as follows:

1. Responsibility: The Property Owner is responsible for the timely payment of all rates, charges and fees related to water service for his/her property, even if the property owner's tenant is a customer.
2. Due Date: Wastewater charges are due and payable to the District on the first working day of each month for service received the preceding month.

3. Delivery of Payment: Customer shall make bill payments to the District in a manner acceptable to the District as provided on the bill and/or the District's website.

4.07 Delinquent Bills

4.07.1 Delinquent Date

Payments shall be considered delinquent at the close of business on the 20th day of the month.

4.07.2 Penalties

Should any bill not be paid in full before becoming delinquent, a one-time penalty charge of ten and one-half percent (10.5%) shall be added. The penalty charge will continue to be added to any new balances that become delinquent until all delinquent charges, fees, penalties and interest are paid in full. Current charges due and payable will not be accepted without payment of all delinquent charges, fees, penalties and interest..

Failure to pay delinquent bills will result in the District placing a flow restriction device on the customer's water service connection, as described below.

4.07.3 Delinquent Notices

Delinquent notices shall be delivered as follows:

1. First Notice (15-day): Prior to any service flow restriction for non-payment, the District shall mail a written notice to the customer stating that the bill is delinquent and that water service flow will be restricted fifteen (15) days after the date of the notice. The notice shall provide contact information for the District, the past due amount, and any opportunities to request alternative payment plans through the latest revision of the District's alternative payment plan policy.
2. Second Notice (48-hour): A second notice shall be delivered to the customer, either in person or by mail, forty-eight (48) hours prior to a flow restriction device being placed on the customer's service for non-payment. The notice shall be considered delivered if hung on the door or entry way to the building receiving water service. A separate fee will be charged to the customer for delivery of the second notice.
3. Tenants and Owners: If the property owner and tenant have entered into agreements with the District to have the account in the tenant's name, the first delinquent notice shall be sent to both the tenant and the property owner.

4.07.4 Disputed Bills

Delinquency notices shall inform the customer that any disputed portion of the billing may be reviewed with the General Manager or Finance Director within thirty (30) days of the date of the Notice. The customer shall send a written statement supporting the basis for dispute to the District office, attention of the General Manager. Billing adjustments may be considered based on a history of no greater than 6 months from the date of most recent billing period.

4.07.5 Payment to Avoid Flow Restriction or Shutoff

To avoid service flow restriction and or shutoff for non-payment, even if the customer has disputed the bill, the customer must provide full payment of the past due amount of the bill prior to the date of flow restriction or shutoff provided in the delinquent notices. Customers may also contact the District to request an alternate payment plan per the District's latest adopted alternative payment plan policy.

4.07.6 Flow Restriction or Shutoff for Non-Payment

If customers fail to pay the past due balance by the date provided in the delinquent notices, the District will restrict flow through or shutoff the customer's service connection due to non-payment. Flow restriction or shutoff shall be subject to the following:

1. Flow Restriction: Flow restriction devices installed on a customer's service line will significantly restrict flow through the customer's water service connection. The restricted water flow is considered sufficient to provide for basic drinking, cooking and sanitation needs, although such water may be supplied at an inconvenience to the customer due to the reduced flow rate and pressure.
2. Shutoff: At its option, the District may choose to shutoff water services for non-payment. Should the District opt to shutoff services for non-payment, it must adopt and implement a separate shutoff policy that fully complies with the requirements of California law.
3. Restriction/Restoration of Flow: Water service will only be restricted and/or restored from restriction between 8:00 a.m. and 3:00 p.m. on business days (excludes weekends and holidays). After full payment of past due bill balances and fees, the customer may request that water service be restored after hours or on a weekend or holiday. If, at the discretion of the District, an operator is available to make such restoration, the customer may opt to pay a fee to have water service restored.
4. Continued Billing: Customers will continue to be billed normal wastewater service charges even if their water service connection is restricted or shutoff.

4.08 Alternative Payment Plans, Fee Waivers and Account Credits

The District Board shall adopt, and update as it deems necessary, a policy to provide for alternative payment plans to provide alternatives that help customers avoid service flow restrictions and/or disconnections. The policy shall also provide conditions for waiver of fees and account credits.

4.09 Unpaid Accounts – Property Lien

All unpaid wastewater service accounts may become a lien against the real property to which the service is rendered when the General Manager or the Finance Officer has determined that the recovery of the amount due may be uncertain, then the General Manager or the Finance Officer shall cause to be filed with the County Recorder a Certificate of Lien, setting forth the amount of the delinquent charges, including any interest and penalties therein, the name and address of the property owner.

4.10 Unpaid Accounts – County Tax Roll

The amount of any charges for wastewater service that are delinquent and unpaid for sixty (60) days or more on or before July 1st of each year, shall be added to and become a part of the annual taxes upon such property, and shall constitute a lien on that property as of the same time and in the same manner as general taxes upon such property. The Finance Officer shall furnish to the County Board of Supervisors and the County Auditor a statement of such delinquent and unpaid charges on or before August 10th of that year and shall provide all other notifications required by law.

4.11 Collection by Legal Action

The General Manager is authorized and directed to institute and prosecute, in the name of the District, appropriate legal action for the collection of the delinquent wastewater charges and fees.

SECTION 5 - SERVICE CONNECTIONS

5.01 Application for Service

Application for wastewater service shall be made in writing on forms provided by the District, and signed by the legal owner of the subject property. Applications shall be supported by plot maps, assessor's parcel number, description of proposed construction, construction type, number of dwelling units, date the service is to begin, the name and billing address of the owner, and where deemed necessary by the District the domestic water requirements in gallons per day.

5.02 New Service Conditions

The following requirements must be met to obtain a service connection:

1. The property to be served must be within the geographical boundaries of the Twain Harte Community Services District, and within or adjacent to an area being served or servable by the District.
2. The property to be served and the proposed location of the new service must be located adjacent to an existing District sewer main.
3. The District's Wastewater System must possess adequate capacity to collect, pump and treat wastewater discharged from the property, as determined solely by the District. Should the determination reveal that the District's existing facilities are inadequate to serve a new connection, the new service or services shall not be allowed to connect into the system unless and until the applicant provides such adequate extension and improvements and/or pays capacity charges as required by the District. The location, capacity and design of such extensions and improvements shall be determined solely and conclusively by the District.
4. Use of the service must not significantly impair service to existing District customers.
5. The Property Owner must pay all connection and capacity fees and any other applicable charges and fees. In areas where the District also provides water service, the Property Owner must apply and pay connection fees for both treated water and sewer service simultaneously. Service connections will not be installed prior to payment of said fees.

5.03 Guarantee of Applicant

The submission of an application shall constitute the Property Owner's agreement to comply with all the Regulations in this Code and other ordinances, policies and regulations relating to water service, including, but not limited to, the timely required payment for water service.

5.04 Quotes for Service

The District will respond to requests for general information on fee schedules within an area serviced by the District's Wastewater System free of charge. The District will also provide quotes for new service capacity and connection fees for connection of specific properties that can be readily served by the District's Wastewater System. To receive a property-specific quote, applicants must complete an application for service to determine specific use and service needs. Quotes for service are subject to the following:

1. The District will guarantee quotes for 60 days for new services, where the applicant is the property owner as of the date of the quote.
2. Provision of a quote does not include a guarantee of service.

3. Material differences between an application and the subsequent intended use of District services, as determined by the General Manager, may render the quote invalid.
4. Quotes will not be provided for properties that require an extension of facilities.

5.05 Service Connection Requirements

The following requirements must be met for all service connections:

1. Separate Services per Parcel. A service connection shall not serve more than one parcel. However, the property owner may apply for as many separate services for the same parcel as he/she may reasonably require. The District's General Manager may, at his/her sole discretion, require separate services for each separate dwelling unit or commercial building located on the same parcel. Each service will be subject to normal service charges and fees.

The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership, to be served by one service connection. A service connection shall not be used to serve adjoining property of a different owner or to supply the property of the same owner on opposite sides of a public street or alley, unless approved by the District General Manager.

2. Division of Presently Serviced Parcels. When a parcel which is presently serviced by the District is divided into two or more parcels, the existing service connection shall be considered as belonging to the parcel which it directly enters. Prior to provision of wastewater service to the new parcel(s), the new parcel(s) shall require installation of a new service connection and payment of appropriate capacity and connection fees.
3. District-Approved Cleanout. The customer shall, at his/her own expense, install, maintain, repair and replace a District-approved sewer cleanout at the property line adjacent to a public right-of-way. The cleanout must, in the opinion of the District, be easily accessible to District staff.
4. Backflow Prevention Devices. The customer shall, at his/her own expense, install, operate, maintain, repair and replace a District-approved backflow prevention device to protect the customer's building sewer from being impacted by back up of wastewater from the public sewer. Such backflow prevention device shall be installed on the property of the user and become part of the user's private sewer lateral. Protection of property from damage caused by wastewater backup from the public sewer is the sole responsibility of the user.

5.06 Service Connection Size, Location, and Installation

The District will furnish and install a service lateral of such size and location as it approves. The service will typically be installed from its public sewer main to the curb line or property line of the parcel or the edge of District easement. Unless the District, at its discretion, opts to install service connections, the customer will be responsible to obtaining a qualified contractor to install his/her service connection. All such installation work will require District inspection and acceptance.

5.07 Customer Disconnection of Service Prohibited

Once a service line is extended to a parcel, the customer may not disconnect the service under any circumstances and the property owner shall be responsible for all related monthly charges and fees. No refunds of connection or capacity fees shall be allowed. Capacity shall not be allowed to be transferred amongst parcels except through the conditions of approval contained in a development agreement for a subdivision which development agreement is issued by the District.

5.07.1 Exceptions for Certain Projects

At the sole discretion of the General Manager, an exception may be granted for existing service lines not utilized by a development, redevelopment or demolition project. Customers must request such disconnection in writing along with copies of any applicable permits issued by local agencies prior to consideration by the District. In cases where the project does not require a permit, such as in certain demolition projects, a site inspection by the District shall be required. An approved disconnection requires customers to remove, at their expense, the unneeded service line(s) at the main or another location determined by the District Engineer. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon final approval by the District. Once disconnected, if service is desired at the property in the future, owner shall submit a new service application along with payment of the current connection and/or capacity fees applicable at time of application.

5.07.2 Exceptions for Abandoned Connections

At the sole discretion of the General Manager an exception may be granted under this section for existing service lines where it can be determined, to the District's satisfaction, that service has not been utilized for a period of ten years or more and there is no structure on the property. Customers must request disconnection in writing with documentation demonstrating the property has not been occupied for at least ten years. A site inspection by the District may be required. An approved disconnection requires customers to remove, at their expense, the unneeded service line(s) at the main or another location determined by the District Engineer. All capacity, including capacity previously provided by Developers, associated with a disconnected service line shall be permanently forfeited upon disconnection and monthly service charges shall cease upon approval by the District. Once disconnected, if service is desired at the property in the future, owner shall submit a new service application along with payment of the current connection and/or capacity fees applicable at time of application. This exception shall not apply to commercial properties and will be evaluated on a case-by-case basis for residential properties located within a subdivision where water mains were previously constructed to serve the parcel in question.

5.08 Disconnection of Service by District

The District reserves the right to disconnect any connection to its wastewater collection system, to discontinue wastewater service, and/or to shutoff the customer's water service for any of the following reasons, without notice unless otherwise indicated.

1. The customer fails to comply with any of the regulations in this Wastewater Code, after notice by mail or in person;
2. The service is being furnished without proper authorization or application;
3. There is evidence of unauthorized tampering or interference with the District's facilities;
4. The District or a State or County Public Health Officer finds that there exists a known or potential hazard to the health or safety of the customer or any other person, hazards resulting from discharges from the customer's private sewer facilities;
5. The customer discharges wastewater that causes or threatens to cause a condition of contamination, pollution or nuisance as defined in this Wastewater Code.

5.09 Unauthorized Service Connections

No person shall cause a service connection to be made without prior authorization of the District, and every person who does so shall be guilty of a misdemeanor. Such person may be required to pay a penalty for the unauthorized service connection equal to twice the estimated user's charges in effect during the period of time such unauthorized service connection was made and

used and twice the Connection Fee in effect at the time connection is authorized. Such unauthorized connections may be disconnected by District at such person's expense, until such service connection is authorized and the penalties and other charges or fees are paid. The payment penalties as provided herein may be reduced to 25% of the user charges and then-applicable Connection Fee provided such person makes application and pays all charges and fees within ten (10) working days of written notification that such service connection is unauthorized and provided that the connection is not in violation of any other provisions contained herein or as provided by law.

5.10 Forced Connections by District

If it appears that the use of a septic system tank, cesspool or other local means of sewage disposal is contaminating any surface or underground water, or creating a public health hazard or is a public nuisance within the District, the General Manager shall report that fact and the evidence in support thereof to the Board. The Board may thereupon give written notice to the owner and occupants of such dwelling unit that the Board will, not less than ten (10) days after the giving of such notice, determine whether such condition has occurred or is occurring. Notice shall be given by mailing to the address of the owner as shown on the County Assessment roll, and to the occupants by mailing to the address of the premises, or by hand delivery to an adult person residing on the premises, or by posting at the entry or other conspicuous place on the premises. Any person interested may appear at said hearing and be heard on the matter. If the Board finds, at the conclusion of said hearing that such condition is occurring or that it has occurred, the Board may order the owner of said premises to connect such dwelling unit, together with all toilets, sinks and other plumbing therein, properly vented, and in a sanitary manner, to the District's wastewater system, within a time to be specified by the Board. Upon the failure to do so, the Board shall order that said work be done, at a reasonable cost, by the District's own forces or by another person contracting with the District therefore. The District shall thereupon have a lien upon said property for all applicable connection fees or charges, and the District, or such other person doing such work at the District's request, shall thereupon have a lien upon said property for the work done and materials furnished, and such work and materials furnished shall be held to have been done and furnished at the insistence of the owner, and any persons claiming or having any interest in said real estate.

5.10.1 Authorization

It is the intent of this Chapter that the Board shall have all of the powers and authority conferred upon District by Section 31103 of the Water Code (declaring the use of septic tanks to be a public nuisance), and under section 5463 and 5464 of the Health and Safety Code (relating to procedures upon refusal or failure to connect dwellings with sewers), but nothing herein shall preclude the District to utilize any other power or authority for violations or enforcement. "Owner" as used in this Chapter shall also mean and include reputed owner.

5.10.2 Forced Connection Costs on County Tax Rolls

Alternatively to the enforcement of the lien to pay for forced connection costs, the Board may declare that the amount of the costs of such work and the administrative expenses incurred by the Board, together with connection charges and other applicable charges, be transmitted to the County Assessor and Tax Collector, whereupon it shall be the duty of such officers to add the amount of the assessment to the next regular bill for taxes levied against the lot or parcel of land.

5.10.3 Enforcement of Lien

The liens provided for herein shall be enforced in the same manner as those provided for in (commencing with Section 8000), Part 6 of the Civil Code.

SECTION 6 - EXTENSION OR IMPROVEMENT OF FACILITIES

6.01 Required Extension or Improvement of Facilities

When water is requested for property within the District which does not abut an adequate public sewer collection facility, an extension or improvement of the District's system shall be required. Such facilities may include, but not limited to, collection pipes, manholes, backflow prevention devices, pump stations and cleanouts.

6.02 Extension or Improvement Application

An extension or improvement of facilities shall be initiated by completing an application and depositing an application fee with the District, as described herein. The application must be signed by the property owner. The application shall become null and void:

1. Three (3) months after the date of the application unless an extension has been granted or improvement of facilities agreement has been signed by the Board of Directors and the developer.
2. Eighteen (18) months after the date of the executed agreement unless construction has been completed, and accepted by District. A maximum twelve (12) month extension of time may be granted upon request of the developer and approved in writing by the General Manager.

6.03 Project Approval

Extension or improvement of facilities applications shall be reviewed by the District Engineer or District Engineer's designate. If further information is required, the developer's Engineer, at the developer's expense, will prepare the additional information needed. The property owner shall sign the extension or improvement of facilities agreement which incorporates the requirements of the District. The agreement will not be effective unless approved by the District's Board of Directors. No work shall commence until the agreement has been signed by all parties.

6.04 Environmental Review Charge

Unless any required environmental processing has been done by the County or another agency, the District may determine that an initial study or environmental impact report is required for a proposed extension facility necessary to serve a developer's land. The developer shall be responsible for the costs of preparing such a study and/or report, including associated costs incurred by the District for overhead, preparation, and hearings.

6.05 Design, Installation and Ownership of Facility Extensions

The character and design of the extension or improvement of facilities required to serve any parcel of land shall be determined solely by the District. The developer shall have the facilities designed by a qualified registered civil engineer. All costs associated with facilities design and installation shall be borne by the developer. Design of the facilities shall be in accordance with good engineering practice and not less than the District's Minimum Design Standards. Improvement plans shall be approved by the District Engineer. The facilities shall be installed in accordance with the approved plans and specifications and the District's Standard Plans and Specifications as they exist at the time of approval.

Unless installed by the District, the developer shall have the facilities installed by an experienced, licensed contractor approved by the District. District reserves the right to waive this requirement at its discretion.

All construction materials such as pipe, valves, fittings, concrete, sand, asphalt, etc., shall be supplied in accordance with Standard District Specifications. The District reserves the right to construct, with its own personnel or by contract, taps on existing mains, extensions involving complicated connection to, or interference with the District's existing facilities or other unusual facilities. The developer may be required to furnish an irrevocable letter of credit, bond or other acceptable surety to insure payment for construction of any facilities for which the District assumes responsibility. Upon completion, inspection and acceptance by the District, the facilities shall be owned and operated by the District as part of its water system.

6.06 Sizing of Facilities

Pipeline sizing shall be in accordance with the following:

1. The normal minimum public sewer pipeline size shall be six (6) inches (except as provided below).
2. The District Engineer or his designate may require larger or allow smaller pipeline size, if in his opinion, a larger size is needed or a smaller pipeline size would be appropriate.
3. For applications involving proposed developments that will have ten (10) or more new connections at build-out, the applicant shall pay the District to model the flows from the project to a point of the District's determining.

6.07 Location of Facilities

The extension or improvement of facilities shall be located only on land owned by the District in fee, in streets with an acceptable encroachment permit, existing public utilities easements, or in an easement granted to the District. The location is subject to the District's approval of alignment, accessibility and safety of the facilities. The developer shall convey or grant to the District without cost such land and/or easements the District determines necessary for the facilities. The District may also require an easement for future extensions. Land shall be conveyed to the District, free and clear of liens or encumbrances except encumbrances of record that are acceptable to the District. Easements shall be granted in a form satisfactory to the District. The pipeline shall abut all parcels served. An easement shall be granted to District along the entire length of the developer's parcel except in cul-de-sacs, dead-end roadways or other situations where the District determines that the pipeline may terminate and remote service be provided.

6.08 Land Right Schedule

The developer shall provide all land, easements and rights-of-way to the District prior to District acceptance of facilities.

6.09 Payment of Costs

The developer shall pay the District's actual costs including, but not limited to: Engineering analysis, designs, plan review or preparation of environmental impact documents, hearings, review or preparation of improvement plan, construction inspection, as-built drawings, project management and usual overhead expenses allocated to such work. The developer shall deposit District's estimate of engineering review, inspection, and project administrative costs prior to performance of any work by the District. Upon completion of the work, if the amount deposited with the District is less than actual costs, the difference shall be paid to the District prior to the commencement of service. Any amount deposited in excess of actual cost will be refunded.

6.10 Inspection and Notice of Completion

The District shall inspect the construction of all facilities to be owned and operated by the District. The District will not accept or provide service through a facility which has not been inspected, is satisfactory to and is accepted by the District Engineer.

6.11 Acceptance of Facilities

Upon completion of the construction, final inspection and approval by the District Engineer, submission of as-built drawings acceptable to the District and payment of any outstanding monies due, the project shall be accepted by the District. The District shall then issue proof of service to the County Building Department. The facilities shall be owned, operated and maintained by the District except as otherwise specified in an agreement.

6.12 Warranty Responsibilities

For a period of two (2) years from the date of acceptance by the District, the property owner shall warrant for the repair of all defects, leaks or failure occurring in the facilities, which are, as determined by the District, due to negligence in the manufacture and/or installation of the facilities and not due to improper operation of the system by the District or its agents, acts of a third party or acts of God. Failure by the property owner to pay for any of the repairs described above after being billed by the District may result in a discontinuance of service.

The developer, or the developer's representative, shall submit a two (2) year warranty surety bond, (in form acceptable to the District), certificate of deposit, or irrevocable letter of credit, in an amount established by contract with the District.

6.13 Documentation of Project Costs

The developer shall provide the District with copies of all invoices for materials, equipment, labor and District costs for construction of the portion of the project that is to be deeded to the District. Those invoices shall be marked "PAID" and signed by the developer or his authorized agent, or at Districts' option an estimate may be prepared at the developer's expense either by the District or by a registered professional engineer establishing the best possible value of the project for accounting, warranty and other purposes.

6.14 Costs Reimbursed by the District

Reimbursement of documented project costs to a developer for extension or improvement of permanent facilities, when other users later benefit from such facilities, shall be subject to a reimbursement agreement. It shall be the intent of this regulation to provide a fair and equitable return to the original developer provided others within an area designated by the District make use of the extended or improved facilities within a ten year period following completion of construction. The District will collect and disburse funds for repayment of verified project costs under the conditions set forth below.

1. The District shall be under no obligation to make any reimbursement payment whatsoever, except as outlined in this section. All questions as to the meaning of any portion of this section shall be as interpreted by the District.
2. Reimbursable facilities must be constructed in accordance with District's standard specifications from plans submitted and approved prior to construction, inspected by the District during and after construction and the costs must be documented to District's satisfaction.
3. Any applicant within an Area of Benefit designated by the District who requires service

through facilities or improvements constructed by others pursuant to a reimbursement agreement and who did not contribute to the cost of construction or required in-lieu fees, shall pay a pro rata reimbursement fee prior to service being supplied, including an Administrative Fee of 3% or \$250, whichever is greater. An area of benefit which identifies parcels having access to the constructed facility or improvement shall be determined by District's Engineer and a map of the area shall be attached as Exhibit A to the reimbursement agreement. In no case shall reimbursement exceed the documented cost of construction less the proportionate share of the project utilized by the original developer. Reimbursement payments required of future applicants for service within the area of benefit shall be based solely upon parcel area according to the following formula:

$$\begin{array}{rcl} \text{Developer's} & \text{Verified Construction} & \text{Area of} \\ \text{Payment} & \text{Cost (dollars)} & \text{Applicant's} \\ \text{Obligation} & = \frac{\text{Total Area of Benefit}}{\text{(acres)}} & \text{Parcel} \\ \text{(dollars)} & & \text{(acres)} \end{array} \quad \times$$

Where extensions are constructed in subdivisions, reimbursement amounts may be based on the number of lots within the area of benefit instead of acreage.

4. On an annual date specified in the reimbursement agreement, the District will disburse collected reimbursement funds to the developer without interest. Developer shall keep the District informed of any change of mailing address. If the developer is an entity of more than one individual, District shall disburse funds to a designated escrow account and shall have no responsibility or liability for the further distribution of such funds.
5. The developer's rights to reimbursement funds shall not be transferable or assignable without the express written consent of the District Board of Directors.
6. Any expense for collection, enforcement, disbursement, litigation or any other reason connected with administration of a reimbursement agreement which exceeds the administration fee cited in paragraph four (4) above, may be deducted from reimbursement funds collected by the District before disbursement of the remainder of such funds to the developer.
7. The District will not administer reimbursement from the developer's own existing or proposed parcels or from parcels to be acquired by the Developer.
8. Parcel owners within the area of benefit will not be required to connect to the developer's extension if an alternate route is preferable in the sole opinion of the District.

SECTION 7 - WASTEWATER DISCHARGE PERMITS FOR CRITICAL USERS

7.01 Mandatory Discharge Permits

All critical users proposing to connect or to discharge into the District's sewer system must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. All existing critical users connected to or discharging into a community sewer must obtain a Wastewater Discharge Permit within ninety (90) days after the effective date of this Ordinance.

Any applicant for sewer service may be required to obtain a wastewater discharge permit if contemplated discharge is found by the General Manager to have significant impact, either singly or in combination with other contributing discharges, on the treatment or collection system.

7.02 Permit Application

Users seeking a Wastewater Discharge Permit shall complete and file with the General Manager, an application in the form prescribed by the General Manager, accompanied by the applicable fees, and signed by the applicant. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

1. Name, address and SIC number of applicant;
2. Volume of Wastewater to discharge;
3. Wastewater constituents and characteristics including but not limited to those mentioned in Section 2.08 as determined by a laboratory approved by the District.
4. Time and duration of discharge;
5. Average and 30-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
6. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation;
7. Description of activities, facilities and plant process on the premises, including all materials, processes and types of materials which are or could be discharged.
8. Each product produced by type, amount, and rate of production;
9. Hours of work;
10. Any other information as may be deemed by the General Manager to be necessary to evaluate the permit application.

The General Manager will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the General Manager may issue a Wastewater Discharge Permit, subject to terms and conditions provided herein.

7.03 Duration of Permits

Permits may be issued for a specified time period. A permit may be issued for a period less than a year or may be stated to expire on a specific date. If the user is not notified by the District thirty (30) days prior to the expiration of the permit, the permit shall be extended one (1) additional year. The terms and conditions of the permit may be subject to modification and change by the District during the life of the permit, if any limitations or requirements as identified in Section 2.08 are modified, changed or made more stringent. The user shall be informed of any proposed changes in his permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

7.04 Transfer of a Permit

Wastewater Discharge Permits may be issued for a specific operation on a specific premise. Such wastewater Discharge Permits shall not be reassigned or transferred or sold to a new owner, or a new user without the expressed written consent of the District Engineer.

7.05 Changes in Operation or Discharge

A user to whom a permit has been issued shall promptly report in writing to the General Manager any changes in his operations, or wastewater constituents or characteristics, that are significantly different from that provided in his permit application.

7.06 Revocation of Permit

Any user who violates this Ordinance or applicable State and Federal regulations, or any of the following, is subject to having his permit revoked:

1. Failure of a user to accurately report the wastewater constituents and characteristics of his discharge;
2. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
3. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
4. Any of conditions of the permit.

7.07 Permit for Temporary Service

Temporary wastewater discharge permits shall be limited to one year or less, and thereafter renewable at the discretion of the District General Manager. Service charges shall be determined at rates established by this ordinance.

SECTION 8 - PRIVATE SEWER LATERALS AND FACILITIES

8.01 Inflow and Infiltration from Private Sewer Facilities

The District's sanitary sewer system has a recurring problem of receiving excessive inflows during the wet seasons. As a result of infiltration and inflows into broken, cracked, and poorly maintained private sewer facilities, including private sewer laterals, flows occasionally overload the conveyance and treatment capacity of the District's Regional Sewer System. In addition, plugging and blockage of private sanitary sewer pipelines caused by root intrusions, grease accumulation, offset joints, flat spots or bellies, can result in overflows, difficulties in operation, contamination of surface waters, and nuisances and endangerment to the public health, safety, and welfare. Therefore, it is hereby found and determined that the District must adopt an aggressive policy of inspection of such private sewer facilities that discharge wastewater into the District's sanitary sewer system and to require property owners to repair or replace such facilities when such conditions are found to occur.

8.02 Owner Responsibility to Maintain and Repair Private Sewer Facilities

The owner of a property served by the District's sanitary sewer system shall at all times maintain, at the owner's cost and expense, the private sanitary sewer facilities serving the property in a good condition and repair so that the owner's private sewer facilities do not allow the infiltration, inflow or discharge of stormwater, rainwater, groundwater, subsurface or street drainage into the District's sanitary sewer system. The owner shall be responsible for the operation, maintenance, and repair of such private sanitary sewer facilities, including pipelines and all devices or safeguards required by this section which are part of such private sanitary sewer facilities serving the owner's property (collectively, "private sewer facilities"). The owner's operation, maintenance, and repair responsibility is from the building to the connection at the District's sewer main, or to the cleanout at the property line on the sewer lateral when a District-approved cleanout has been installed and is accessible to the District's satisfaction.

The owner's responsibility shall extend to and include the private sanitary sewer pipelines, manholes, equipment, pump stations, and related appurtenances serving the owner's parcel. The District shall not be responsible for any loss or damage caused by improper or defective installation of such private sanitary sewer facilities, whether inspected and/or approved by the District. All such installations of private sanitary sewer facilities shall conform to all federal, state, county, city, District and local laws, rules, regulations and ordinances.

8.03 Remedy of Poorly Maintained Private Sewer Facilities

All private sewer facilities found in need of repair as a result of testing procedures required by this chapter shall be repaired, upgraded and/or installed to the standards set forth in the District Standards at the owner's expense. If the repairs are not made promptly pursuant to notice being given and to the satisfaction of the District, the District may take any of the enforcement actions described in this Ordinance, including the termination of service to the premises. The District may also at its option cause the improvements or repairs to be made by the District at the owner's cost and to collect the same as a delinquent account by any of the procedures described in this Ordinance, including the establishment of a lien against the property.

8.03.1 Property Owner Notification

Any of the following shall constitute the giving of notice by the District under this section:

1. Notice to both the owner and to any tenant, either by notice in person, by telephone, or by hand delivery of a notice , or;
2. Posting such notice in a conspicuous place on the premises and the expiration of 48

hours after posting, plus the mailing of notice by first class mail with postage prepaid in the U.S. mail to the owner and any such tenant and the expiration of 72 hours after such mailing.

8.03.2 Notification of Other Authorities

The District may also notify the county building inspector, county health inspector, health officer, or other affected county office of any apparent violation of a county ordinance or state law related to sanitary sewers, or any contamination, pollution as nuisance relating thereto.

8.03.3 Repairs Performed by District

The General Manager is authorized, at his/her discretion, upon the request of any owner or tenant in writing to provide emergency repairs to any broken, plugged or inoperative private sewer lateral when assurance is given for the District to be reimbursed for the costs thereof. If the costs are not paid to the District pursuant to such assurances or within 30 days after such billing, the District may utilize any remedies for the collection thereof that are available for collection of unpaid sewer charges, including but not limited to shutting off the water supply to the premises and by establishing a lien against the property.

8.04 District Private Sewer Facilities Testing Program

8.04.1 Intent

It is the intent of the District to test and as necessary, video inspect the private sewer laterals, pipelines, and connections of customers served by the District's sewer system on a rotating basis, at a frequency determined by the District, or when one of the events described in this section occurs, for the purposes of reducing sanitary sewer overflows and eliminating inflow and infiltration into the District's sewer system. Video inspection may be used to identify defects in the private sanitary sewer facilities including, but not limited to unacceptable construction materials, leaks, breaks, plugs, blockages, root intrusion, grease accumulation, offset joints, flat spots or bellies.

Owner, user or occupant of a house, building, or property connected to the District's sanitary sewer system shall maintain private sanitary sewer facilities in a condition such that the tests and inspections described below can be successfully accomplished.

8.04.2 Scope of Testing

Testing will apply to all private sanitary sewer facilities and pressurized (septic effluent) lateral sewers, including those serving or intended to serve residential, multiple residential, commercial, and industrial users connected to the District's sanitary sewer system.

8.04.3 Special Events Requiring Testing

Testing be conducted at the owner's expense when any of the following occur:

1. New construction of a service connection;
2. Remodeling of the house, building, or property served to an extent of more than 25 percent of the square footage before improvements;
3. Repair or replacement of all or part of the private sanitary sewer facilities, including sewer lateral(s), or private lift station components;
4. Installation of an additional sewer lateral pipeline;

5. Change of use of the house, building, or property serviced from residential to business or commercial, or from non-restaurant commercial to restaurant commercial;
6. Addition of living quarters, such as accessory dwelling on the property served, or conversion of garages into living quarters with plumbing fixtures, or addition of structures on the parcel that may, in the opinion of the District, impact an existing sewer lateral or increase fixture units;
7. When an inspection by the District indicates reasonable cause; or
8. Upon determination of the District that testing or sanitary sewer facility replacement is required for the protection of the public health, safety, and welfare.

8.05 District Private Sewer Facilities Testing Procedures

8.05.1 General

The owner of a house, building, or property connected to the District's sanitary sewer system shall conduct all private sanitary sewer facility upgrades and testing required pursuant to Section 9.02 at the owner's sole expense and shall notify the District 48 hours prior to testing. Testing and repair or replacement shall be conducted by a contractor determined qualified by the District. All testing shall be witnessed by a District Inspector and carried out in accordance with one of the methods described in subsection D below.

8.05.2 Testing

All sewer laterals and privately owned sewer pipelines shall be tested by either an air or water method, at the discretion of the District. In the case of sewer laterals, the test section shall be from the building cleanout to the property line cleanout. The test section shall include all private pipelines, including joint laterals, which provide sanitary sewer service to the parcel in question. Privately owned sewer pipelines shall be tested their full length. No allowances shall be made for length, age or material.

8.05.3 Requirement for Cleanouts on Laterals

If a cleanout has not been installed at the easement/property line, a cleanout per District standards shall be installed prior to testing. If there is no cleanout located outside the building foundation (within two (2) feet of the foundation wall), then a cleanout per District standards shall be installed. A backflow prevention device shall be installed, per District standards, on at least one cleanout. If the building lateral exits the foundation under an existing deck or concrete patio, the location of the building cleanout near the foundation may be modified on a case-by-case basis as determined by the District. The owner shall be responsible for such installation.

8.05.4 Initial Testing Timelines

Initial testing shall be completed by the owner in a timely manner as follows:

1. Within thirty (30) days of written notification from the District of a defective sewer discovered by video inspection, service call, or maintenance records; or
2. Immediately if it is determined by the District that testing and repair are necessary to protect public health and the integrity of the sanitary sewer system.
3. Time extensions may be granted on a case-by-case basis by the District Engineer.

Once the private sanitary sewer facilities have passed the required tests, the District Inspector shall notify the District office of its acceptance and written notice shall be provided to the property owner, city or county, as applicable.

8.05.5 Air Testing Procedures

Air test, consisting of plugging each end of the pipeline and applying a pressure of 3.5 pounds per square inch to the section being tested. The pipeline shall be allowed a loss in pressure of up to ½ pound per square inch in five (5) minutes. If the loss exceeds ½ pound per square inch, the test may be attempted one additional time. A second loss of pressure over ½ pound per square inch constitutes a failure of the pipeline, whereupon the pipeline shall be replaced or repaired, as needed, and retested in accordance with this section.

8.05.6 Water Testing Procedures

Water test, consisting of plugging the downstream end of a pipeline, and placing a vertical water column of at least seven (7) feet above the bottom of the pipe at the building cleanout. If a seven (7) foot high water column cannot be created or the water column height at the property line cleanout exceeds twelve (12) feet, the air test method must be used.

The pipeline shall be allowed a maximum loss of water level of 1 inch in 5 minutes for a 4-inch or 6-inch pipeline per ninety (90) feet in length. If the loss exceeds the allowable, the pipeline may be retested one additional time. A second loss exceeding the allowable constitutes a failure of the pipeline, whereupon the pipeline shall be repaired or replaced, as needed, and re-tested in accordance with this section.

8.06 Failed Tests

In the event of a failed test, the Owner or the Owner's Contractor must do one of the following:

1. Repair or replace the sewer lateral. Repairs or replacement of 50 percent or more of a sanitary sewer pipeline may be cause for total pipeline replacement as determined by the District. In the case of total pipeline replacement, the pipeline shall be installed in accordance with the District standards; or
2. Arrange for a video inspection of the sewer lateral extending from the house to the property line cleanout in order to ascertain the location needing repair. A copy of the video inspection shall be furnished to the District for review. Following completion of a video inspection, the property owner may opt, with approval from the District Engineer, to undertake one of the following:
 - a. Dig and replace the entire sewer lateral from the building cleanout to the property line cleanout; or
 - b. Dig and spot repair deficient sections of the lateral as identified in the video inspection. The method of repair must be approved by the District Engineer; or
 - c. Arrange for trenchless rehabilitation of the entire sewer lateral from the building cleanout to the property line cleanout. The method of rehabilitation must be approved by the District Engineer.
3. All permits including, but not limited to, encroachment permits, building permits, etc. necessary to complete the repair work will be the property owner's responsibility to obtain and said work shall be in compliance with the conditions of such permits.

8.07 Time Limits for Completion of Repairs and Retesting

If a private sewer facility fails any of the above described tests, including defects discovered during video inspection, the owner shall cause corrective work and retesting to be performed within thirty (30) days from the date of written notification by the District. All repairs shall be inspected by the District.

Time extensions may be granted on a case-by-case basis from the District Engineer. However, the maximum time extension shall be eight (8) months.

In the event that testing would be required during the period from October 15 to April 15 or during such other periods when such work may be impractical due to weather conditions, the District Engineer or his/her designee may defer such requirement upon posting of a performance bond with and satisfactory to the District guaranteeing completion that is satisfactory to the District. The posting of the performance bond is intended to assure funds are available to conduct the testing, and to repair and/or replace the sanitary sewer facilities in question if needed when weather conditions permit. The amount of the performance bond shall be calculated by the District Engineering staff and based on estimated testing costs, the current local construction costs, the lineal footage of the building lateral, the number of cleanouts and other related appurtenances to be installed as well as the removal and replacement of existing physical obstacles and structures affected by the test.

Once the new or repaired sewer connection and lateral meet District standards and pass required tests, the District Inspector shall notify the District office of its acceptance and written notice shall be provided to the property owner.

In the event that a private sanitary sewer facility has not been successfully tested within the required time period, the District may discontinue sewer service to the property pursuant to this Wastewater Code.

8.08 District Inspection Costs

The property owner will be responsible to pay a fee for each District inspection required by this section, including observation of air or water tests, re-inspections and District review of video inspections.

8.09 Waiver of Testing Requirements

The General Manager, or his/her designee, shall have the authority to waive testing requirements if:

1. The private sewer facility was newly installed and tested within a prior twenty (20) year period and there have been no substantial changes to the property including the addition of landscaping, property grading, decks or other improvements which may have damaged the sewer; or
2. The existing private sanitary sewer facility was tested within a prior ten (10) year period and, due to pipe material type and site conditions, there is good reason to believe that such testing is not necessary; or
3. The private sanitary sewer pipeline is of such a length that testing is not practical; or
4. The private sanitary sewer facilities are part of a central private sanitary sewer system and the District has an established written agreement concerning specific testing requirements.

SECTION 9 - DISCHARGE VIOLATIONS AND ENFORCEMENT

9.01 Public Nuisance

Discharges of wastewater in any manner in violation of this Ordinance or of any order issued by the General Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating a public nuisance is guilty of a misdemeanor.

9.02 Employee Awareness of Discharge Requirements

In order that the employees of users be informed of the District's requirements, users shall make available to their employees copies of this Wastewater Code and together with such other wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this ordinance.

9.03 Accidental Discharges

A user shall notify the District immediately upon accidentally discharging wastes in violation of this ordinance, to enable countermeasures to be taken by the District to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

This notification shall be followed within fifteen (15) days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures being taken to prevent future occurrences.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plant, or treatment process, or for any fines imposed on the District on account thereof under Section 13350 of the California Water Code or for violations of Section 5650 of the California Fish and Game Code.

9.04 Discharges and Obstructions that Damage District Facilities

When a discharge of wastes causes an obstruction, damage, or any other impairment to District facilities, the District may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's charges and fees.

Tree roots originating from trees on private property or within a utility easement that penetrate the pipe and which appear to be a cause of obstruction or infiltration may be severed at the District's discretion. The District shall not be responsible for the corresponding impact to the tree, replacement of the tree, or for compensation to the owner.

9.05 Cease and Desist Orders

When the District finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this ordinance, or the provisions of a Wastewater Discharge Permit, the General Manager may issue an order to cease and desist and direct that those persons violating or not complying with such prohibitions, limits, requirements, or provisions to:

1. Comply forthwith;
2. Comply in accordance with a time schedule set forth by the District; or
3. Take Appropriate remedial or preventive action in the event of a threatened violation.

9.06 Time Schedules

When the District finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirements, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, the District may require the user to submit for approval, with such modifications as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

9.07 Injunction

Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the District may file an action in the Superior Court for the issuance of a preliminary or permanent injunction or both, as may be appropriate in restraining the continuance of such discharges.

9.08 Civil Damages and Penalties

Any person who violates any provision of this Ordinance or permit condition or who discharges wastewater which causes pollution, or who violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard shall be liable civilly for all damages incurred, and for a penalty not to exceed \$10,000 for each day in which such violation occurs. The attorney of the District, upon order of the District's Board of Directors, shall file an action in the Superior Court to determine, impose, assess, and recover such sums.

9.09 Criminal Penalties

Any person who intentionally or negligently violates any provision of this Ordinance or permit condition or who discharges wastewater which causes pollution or who violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard shall be guilty of a misdemeanor.

9.10 Falsifying of Information

Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the District or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is guilty of a misdemeanor.

SECTION 10 - MISCELLANEOUS

10.01 Interpretation Authority

The General Manager is authorized to make interpretations of this Wastewater Code.

10.02 Enforcement of this Code

The General Manager, or his/her designee, are authorized by Government Code sections 53069.4 and 61064 to cite violators of District Ordinances, including all provisions of this Wastewater Code, and they shall perform the aforementioned task in a professional manner without malice or personal bias.

10.03 Unlawful Acts

The District will cause the prosecution of all violations of Sections 498, 624 and 625 of the Penal Code of the State of California and all Ordinances and Codes which make the interference with the orderly supply of water to the District users a crime.

10.04 Appeals

Any person or entity dissatisfied with an imposed condition or decision of the General Manager or other authorized District employee relating to any subject covered by this Water Code, may appeal to the District Board of Directors.

All appeals shall be submitted in writing to the District within 30 days after the party has been made aware of the decision. The written appeal shall clearly state the following:

1. Identity of the appellant and their interest in the decision.
2. The decision or imposed condition being appealed.
3. Specific reasons why the appellant believes the decision or conditions imposed were unjustified or unappropriated.
4. A statement of appellant's goal or desired outcome of proposed Board action regarding the appeal.

10.05 Supersedes

This Water Code shall supersede all prior Ordinances related to the District's wastewater system and sewer services and all said prior Ordinances are superseded by this Wastewater Code.

10.06 Severability

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provisions to other persons or other circumstances shall not be affected.

SECTION 11 - PUBLICATION, EFFECTIVE DATE AND ADOPTION

11.01 Publication

A summary of this Ordinance shall be prepared.

At least five (5) days prior to the meeting at which this Ordinance is scheduled to be adopted, the District shall:

1. Publish the summary; and
2. Post a certified copy of this Ordinance in the District Clerk's office.

Within fifteen (15) after the adoption of this Ordinance, the District shall:

1. Publish the summary; and
2. Post a certified copy of this Ordinance in the District Clerk's office, along with the names of the Board members voting for and against this Ordinance, or otherwise voting.

11.02 Effective Date

This ordinance shall become effective thirty (30) days after its adoption.

11.03 Adoption

This Ordinance was introduced on September 13, 2023. This Ordinance is hereby adopted as a Twain Harte Community Services District Ordinance at a public hearing held by the District Board of Directors on October 11, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: _____
Kimberly Silva, District Board Secretary

As District Board President, I approve the foregoing Ordinance this October 11, 2023:

Eileen Mannix, District Board President

EXHIBIT A – DEMAND FLOW BY USER CLASSIFICATION

User Classification	Demand Flow (ESFR Units)
Residential - Single Family Single family residential dwelling unit, fire stations and other primary residence.	1.0 per living unit
Residential - Multi-Family and Accessory Multi-family dwelling units, apartments, accessory dwelling units.	0.85 per living unit
General Commercial Offices, retail stores, service stations, barbers, salons, post offices, banks, chiropractic, recreation and other general commercial uses.	0.7 per commercial unit
Lodging Hotels, motels, bed and breakfast, rooming houses, cottages and other commercial lodging.	0.3 per room
Restaurant - Small 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	1.4 per facility
Restaurant - Large All restaurants and other food services exceeding the requirements of the "Restaurant - Small" classification.	3.6 per facility
Medical Doctor offices, veterinarians, dentists and other medical facilities.	2.0 per facility
Super Market Grocery, butcher, produce and other food products.	By Calculation
Laundromat	0.5 per washer
Car Wash	2.4 per stall
Schools	10.1 per campus
Church	1.1 per facility
Public Restrooms	1.3 per facility
Multi-Use 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.	By Calculation

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.

EXHIBIT B - AMENDMENTS



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	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.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #23-32 – Designation of Fiscal Year 2022-23 Year End Balances to Reserves

SUMMARY:

The attached Year-End Actuals vs Budget and Reserve Summary documents represent the unaudited financial position of the District as of June 30, 2023.

Detailed descriptions of budget variances are provided in the attached Actuals vs Budget sheets. The following describes some of the general trends affecting all or most funds:

Revenue

- Grant revenue lower than anticipated due to multi-year grants – revenue is recognized in the year the expenses are incurred (Water, Fire, Park)
- Interest revenue higher than anticipated due to increased rates (All Funds)

Operating Expenses

- The total for all operating expenses is lower than budgeted (All Funds)

Capital Expenses

- Total capital expenses is lower than budgeted due to multi-year projects – expenses will be incurred in FY 23/24 (All Funds)

The financial position of all funds at the end of the year is better than originally planned, meaning less needs to be transferred from capital reserve funds (Water, Sewer, Fire) and more can be transferred to Park capital reserve funds.

FINANCIAL IMPACT:

Detailed in the attached Reserve Summary.

ATTACHMENTS:

- Fiscal Year 2022-23 Year End Actuals vs. Budget
- Resolution #23-32 – Designation of Fiscal Year 2022-23 Year End Balances to Reserves

Twain Harte Community Services District
2022/2023 UNAUDITED ACTUALS

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,863	\$ 1,463,948	0%	\$ 1,137,942	\$ 1,137,470	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,601,418
Fees	18,180	17,925	-1%	14,820	13,758	-7%	-	-	0%	7,100	8,591	21%	-	-	0%	40,274
Taxes & Assessments	39,292	40,295	3%	-	-	0%	1,278,501	1,288,046	1%	146,699	147,807	1%	-	-	0%	1,476,148
Grants & Donations	1,555,650	363,939	-77%	-	-	0%	286,726	33,051	-88%	2,746,065	314,070	-89%	1,200	1,200	0%	712,260
Other Revenue	47,800	97,745	104%	7,100	18,775	164%	168,898	196,161	16%	111,292	112,185	1%	1,000	937	-6%	425,803
Total Program Revenue	\$ 3,131,785	\$ 1,983,852	-37%	\$ 1,159,862	\$ 1,170,003	1%	\$ 1,734,125	\$ 1,517,258	-13%	\$ 3,011,156	\$ 582,653	-81%	\$ 2,200	\$ 2,137	-3%	\$ 5,255,903
Admin Revenue Allocation	1,034	1,004	-3%	550	534	-3%	396	385	-3%	220	214	-3%	(2,200)	(2,137)	-3%	-
GRAND TOTAL REVENUE	\$ 3,132,819	\$ 1,984,856	-37%	\$ 1,160,412	\$ 1,170,537	1%	\$ 1,734,521	\$ 1,517,643	-13%	\$ 3,011,376	\$ 582,867	-81%	\$ -	\$ -	0%	\$ 5,255,903
Operating Expenses																
Salaries	\$ 331,618	\$ 335,173	1%	\$ 183,109	\$ 185,287	1%	\$ 624,733	\$ 600,010	-4%	\$ 5,214	\$ 4,631	-11%	\$ 429,932	\$ 429,251	0%	\$ 1,554,352
Benefits	179,157	176,890	-1%	98,967	98,014	-1%	288,214	293,649	2%	3,022	2,441	-19%	218,196	221,663	2%	792,657
Equip, Auto, Maint, & Repairs	183,470	177,754	-3%	79,900	71,108	-11%	138,100	141,682	3%	41,930	31,076	-26%	19,300	16,234	-16%	437,854
Materials & Supplies	43,300	42,086	-3%	5,900	5,112	-13%	10,000	8,484	-15%	1,500	846	-44%	3,950	3,415	-14%	59,943
Outside Services	305,550	178,110	-42%	30,550	4,285	-86%	26,250	20,850	-21%	4,500	4,357	-3%	27,550	28,961	5%	236,563
Other (Utilities, Prop/Liab Ins, TUD)	229,615	228,434	-1%	537,885	528,356	-2%	103,500	86,538	-16%	53,100	49,436	-7%	70,400	64,394	-9%	957,158
Debt Service	188,614	188,614	0%	16,976	16,976	0%	-	-	0%	-	-	0%	-	-	0%	205,590
Total Program Expenses	\$ 1,461,323	\$ 1,327,061	-9%	\$ 953,287	\$ 909,138	-5%	\$ 1,190,797	\$ 1,151,213	-3%	\$ 109,266	\$ 92,787	-15%	\$ 769,328	\$ 763,918	-1%	\$ 4,244,117
Administrative Cost Allocation	361,584	359,041	-1%	192,332	190,980	-1%	138,479	137,505	-1%	76,933	76,392	-1%	(769,328)	(763,918)	-1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,822,907	\$ 1,686,102	-8%	\$ 1,145,619	\$ 1,100,118	-4%	\$ 1,329,276	\$ 1,288,718	-3%	\$ 186,199	\$ 169,179	-9%	\$ -	\$ -	0%	\$ 4,244,117
TOTAL OPERATING BALANCE	\$ 1,309,912	\$ 298,754		\$ 14,793	\$ 70,419		\$ 405,244	\$ 228,925		\$ 2,825,177	\$ 413,688		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,923,750	310,836	-84%	261,250	76,903	-71%	739,782	364,558	-51%	2,794,800	302,897	-89%	-	-	0%	1,055,194
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 1,923,750	\$ 310,836	-84%	\$ 261,250	\$ 76,903	-71%	\$ 739,782	\$ 364,558	-51%	\$ 2,794,800	\$ 302,897	-89%	\$ -	\$ -		\$ 1,055,194
GRAND TOTAL EXPENSES	\$ 3,746,657	\$ 1,996,938	-47%	\$ 1,406,869	\$ 1,177,021	-16%	\$ 2,069,058	\$ 1,653,276	-20%	\$ 2,980,999	\$ 472,076	-84%	\$ -	\$ -	0%	\$ 5,299,311
Transfer To/(From) Reserve	\$ (613,838)	\$ (12,082)		\$ (246,457)	\$ (6,484)		\$ (334,538)	\$ (135,633)		\$ 30,377	\$ 110,791		\$ -	\$ -		

Twain Harte Community Services District
2022-2023 UNAUDITED ACTUALS
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Service Charges					
Water Service Charge	\$ 1,470,863	\$ 1,463,948	\$ (6,915)	0%	Customer Conservation
TOTAL SERVICE CHARGES	\$ 1,470,863	\$ 1,463,948	\$ (6,915)	0%	
Fees					
Late Fee	\$ 10,000	\$ 12,030	\$ 2,030	20%	
Door Notice Fee	2,700	3,200	500	19%	
Hookup Fees	3,500	120	(3,380)	-97%	No new water service connections
Reconnection Fees	900	1,725	825	92%	
Property Transfer Fee	1,000	810	(190)	-19%	
Returned Check Fee	80	40	(40)	-50%	
TOTAL FEES	\$ 18,180	\$ 17,925	\$ (255)	-1%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 39,292	\$ 39,411	\$ 119	0%	
Davis Grunsky Assessment		884	884	884%	
TOTAL TAXES & ASSESSMENTS	\$ 39,292	\$ 40,295	\$ 1,003	3%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,555,650	\$ 363,939	\$ (1,191,711)	-77%	Remainder of grant project (Million Gallon Tank) will be completed in FY 23/24
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,555,650	\$ 363,939	\$ (1,191,711)	-77%	
Other Revenue					
Miscellaneous Revenue	\$ 16,900	\$ 48,360	\$ 31,460	186%	TUD water purchases greater than originally budgeted
Interest Revenue	7,000	27,906	20,906	299%	Interest rates higher than expected
Lease Revenue			-	0%	
Sale of Assets	23,900	21,479	(2,421)	-10%	
TOTAL OTHER REVENUE	\$ 47,800	\$ 97,745	\$ 49,945	104%	
GRAND TOTAL REVENUE	\$ 3,131,785	\$ 1,983,852	\$ (1,147,933)	-37%	
Admin Transfer Out	\$ 1,034	\$ 1,004	\$ (30)		
GRAND TOTAL WITH ADMIN	\$ 3,132,819	\$ 1,984,856	\$ (1,147,963)	-37%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 278,579	\$ 274,591	(3,988)	-1%	
Standby Pay	18,785	19,402	617	3%	
Overtime	22,507	28,110	5,603	25%	Due to large storms - have applied for FEMA funds
Sick Leave/Vacation Pay	6,300	7,992	1,692	27%	
Intern Stipend	780	430	(350)	-45%	
Uniform Allowance	3,438	3,372	(66)	-2%	
Cell Phone Stipend	1,229	1,276	47	4%	
TOTAL SALARIES	\$ 331,618	\$ 335,173	\$ 3,555	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 72,930	\$ 70,004	(2,926)	-4%	Due to a one month vacant position
HRA Reimbursement	25,775	28,317	2,542	10%	Claims higher than expected
CALPERS Retirement	41,240	40,038	(1,202)	-3%	
FICA	20,560	20,203	(357)	-2%	
Medicare	4,808	4,725	(83)	-2%	
Workers Comp	13,000	12,842	(158)	-1%	
Unemployment Ins/ETT	844	761	(83)	-10%	
TOTAL BENEFITS	\$ 179,157	\$ 176,890	\$ (2,267)	-1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,950	\$ 8,076	126	2%	
Facilities Maintenance & Repair					
Source of Supply	10,500	10,850	350	3%	
Pumping	3,120	2,330	(790)	-25%	
Water Treatment	22,500	17,843	(4,657)	-21%	Repairs cost less than anticipated
Transmission & Distribution	87,500	93,275	5,775	7%	Due to large storms - have applied for FEMA funds
General & Administrative	1,300	986	(314)	-24%	
Vehicle Maintenance & Repair	7,500	4,864	(2,636)	-35%	
Janitorial Cleaning Fees	1,900	1,368	(532)	-28%	
Fuel	22,200	20,775	(1,425)	-6%	
Equipment Under \$5,000	17,000	15,757	(1,243)	-7%	
Personal Protective Equipment	2,000	1,630	(370)	-19%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 183,470	\$ 177,754	\$ (5,716)	-3%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,144	(56)	-5%	
Postage	4,900	4,632	(268)	-5%	
Food Supplies	400	170	(230)	-58%	
Chemical Supplies	36,500	35,805	(695)	-2%	
Janitorial Supplies	300	335	35	12%	
TOTAL MATERIALS & SUPPLIES	\$ 43,300	\$ 42,086	\$ (1,214)	-3%	
Outside Services - 55XXX					
Legal Fees	9,000	0	(9,000)	-100%	Costs associated with ordinance and prop 218 assistance to be used in 23/24
IT Services	1,700	919	(781)	-46%	
Engineering Services	291,000	174,423	(116,577)	-40%	Remaining water planning grant funds to be used in 23/24
Medical Exams	550	0	(550)	-100%	
Other Professional Services	3,300	2,768	(532)	-16%	
Other Professional Services-Tree Mortality			-	0%	
TOTAL OUTSIDE SERVICES	\$ 305,550	\$ 178,110	\$ (127,440)	-42%	
Other - 56XXX					
Utilities	\$ 45,700	\$ 41,222	(4,478)	-10%	Decreased well usage
Phone/Communications	6,500	6,618	118	2%	
Computer Licenses & Maintenance	25,800	17,846	(7,954)	-31%	Reduced a subscription to one year vs three year
Property/Liability Insurance	38,500	38,159	(341)	-1%	
Property Tax	500	452	(48)	-10%	
Memberships/Publications/Subscriptions	11,800	11,238	(562)	-5%	
Licenses & Certifications	1,400	190	(1,210)	-86%	Class A licenses to be obtained in 23/24
Training, Conferences & Travel	9,100	2,007	(7,093)	-78%	Class A license training to be conducted in-house
Uncollectable accounts	500	-	(500)	-100%	
Advertising & Public Education	1,400	791	(609)	-44%	
Laboratory Fees	20,300	19,811	(489)	-2%	
Regulatory Fees	18,000	10,059	(7,941)	-44%	Disadvantaged community status reinstated for 22/23 fees
Purchased Water	35,000	43,715	8,715	25%	Decreased well usage
Bank & Credit Card Fees	10,500	10,721	221	2%	
Claims	4,615	25,605	20,990	455%	Due to winter storms
TOTAL OTHER	\$ 229,615	\$ 228,434	\$ (1,181)	-1%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 24,889	\$ 24,889	0	0%	
Principal on Long Term Debt	163,725	163,725	0	0%	
TOTAL DEBT SERVICE	\$ 188,614	\$ 188,614	\$ 0	0%	
GRAND TOTAL EXPENSES	\$ 1,461,323	\$ 1,327,061	\$ (134,262)	-9%	
Admin Transfer Out	\$ 361,584	\$ 359,041	\$ (2,543)		
GRAND TOTAL WITH ADMIN	\$ 1,822,907	\$ 1,686,102	\$ (136,805)	-8%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Capital Outlay - 57XXX					
FH Improvements	\$ 15,000		\$ (15,000)	-100%	
WTP Backwash PLC Replacement	25,000		(25,000)	-100%	
SCADA Upgrade	300,000		(300,000)	-100%	
Blak Oak System Radio	10,000		(10,000)	-100%	
Equipment Trailer	13,000	10,835	(2,165)	-17%	
Truck #3 Replacement	45,500	46,740	1,240	3%	
Truck #4 Replacement	55,250	55,197	(53)	0%	
WTP Motor Control Center Upgrade	185,000	12,944	(172,056)	-93%	To be completed in 23/24
MG Tank #2 Rehabilitation & Recoat	1,275,000	185,120	(1,089,880)	-85%	To be completed in 23/24
TOTAL CAPITAL OUTLAY	\$ 1,923,750	\$ 310,836	\$ (1,612,914)	-84%	
GRAND TOTAL WITH CAPITAL	\$ 3,746,657	\$ 1,996,938	\$ (1,749,719)	-47%	

Twain Harte Community Services District
2022-2023 UNAUDITED ACTUALS
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Service Charges					
Sewer Service Charge	1,137,942	1,137,470	(472)	0%	
TOTAL SERVICE CHARGES	\$ 1,137,942	\$ 1,137,470	\$ (472)	0%	
Fees					
Late Fee	\$ 7,000	\$ 8,043	\$ 1,043	15%	
Door Notice Fee	2,700	3,200	500	19%	
Hookup Fees	2,000		(2,000)	-100%	No new sewer service connections
Reconnection Fees	1,800	1,725	(75)	-4%	
Inspection Fees	200		(200)	-100%	
Property Transfer Fee	1,000	810	(190)	-19%	
Returned Check Fee	120	(20)	(140)	-117%	
TOTAL FEES	\$ 14,820	\$ 13,758	\$ (1,062)	-7%	
Grants & Donations					
Grant Revenue-Sewer Planning Grant			\$ -	0%	
Grant Revenue-COVID Relief			\$ -	0%	
Donation Revenue			-	0%	
TOTAL GRANTS & DONATIONS	\$ -	\$ -	\$ -	0%	
Other Revenue					
Interest Revenue	5,000	16,500	11,500	230%	Interest rates higher than expected
Sale of Assets	2,100	2,275	175	8%	
Other	-		-	0%	
TOTAL OTHER REVENUE	\$ 7,100	\$ 18,775	\$ 11,675	164%	
GRAND TOTAL REVENUE	\$ 1,159,862	\$ 1,170,003	\$ 10,141	1%	
Admin Transfer Out	\$ 550	\$ 534	\$ (16)		
GRAND TOTAL WITH ADMIN	\$ 1,160,412	\$ 1,170,537	\$ 10,125		

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 150,054	\$ 147,864	(2,190)	-1%	
Standby Pay	18,785	18,787	2	0%	
Overtime	7,455	11,425	3,970	53%	Due to large storms - have applied for FEMA funds
Sick Leave/Vacation Pay	3,500	4,256	756	22%	
Intern Stipend	780	430	(350)	-45%	
Uniform Allowance	1,863	1,828	(35)	-2%	
Cell Phone Stipend	672	697	25	4%	
TOTAL SALARIES	\$ 183,109	\$ 185,287	\$ 2,178	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 39,478	\$ 37,875	(1,603)	-4%	Due to a one month vacant position
HRA Reimbursement	13,958	15,330	1,373	10%	Claims higher than expected
CALPERS Retirement	22,087	21,796	(291)	-1%	
FICA	11,353	11,170	(183)	-2%	
Medicare	2,655	2,612	(43)	-2%	
Workers Comp	8,900	8,787	(113)	-1%	
Unemployment Ins/ETT	537	444	(93)	-17%	
TOTAL BENEFITS	\$ 98,967	\$ 98,014	\$ (953)	-1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,000	\$ 5,229	(2,771)	-35%	
Facilities Maintenance & Repair					
Lift Station	16,900	19,530	2,630	16%	Pump repair higher than anticipated
Collections	23,200	19,322	(3,878)	-17%	
General & Administrative	800	625	(175)	-22%	
Vehicle Maintenance & Repair	5,600	2,284	(3,316)	-59%	Newer vehicles requiring less maintenance
Janitorial/Cleaning Fees	1,100	682	(418)	-38%	
Fuel	12,100	11,163	(937)	-8%	
Equipment Under \$5,000	10,600	10,826	226	2%	
Personal Protective Equipment	1,600	1,447	(153)	-10%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 79,900	\$ 71,108	\$ (8,792)	-11%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 616	\$ (184)	-23%	
Postage	4,400	4,121	(279)	-6%	
Food Supplies	300	155	(145)	-48%	
Janitorial Supplies	400	220	(180)	-45%	
TOTAL MATERIALS & SUPPLIES	\$ 5,900	\$ 5,112	\$ (788)	-13%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ -	\$ (4,000)	-100%	Costs associated with ordinance and prop 218 assistance to be used in 23/24
IT Services	1,200	392	(808)	-67%	
Engineering Services	22,000	1,320	(20,680)	-94%	Sewer standards update postponed to 23/24
Medical Exams	350	0	(350)	-100%	
Other Professional Services	3,000	2,573	(427)	-14%	
Other Professional Services-Tree Mortality			0	0%	
TOTAL OUTSIDE SERVICES	\$ 30,550	\$ 4,285	\$ (26,265)	-86%	
Other - 56XXX					
Utilities	\$ 6,800	\$ 7,664	\$ 864	13%	
Phone/Communications	3,400	3,246	(154)	-5%	
Computer Licenses & Maintenance	16,600	15,012	(1,588)	-10%	Reduced a subscription to one year vs three year
Property/Liability Insurance	26,200	25,556	(644)	-2%	
Property Tax			0	0%	
Dues & Memberships	5,400	5,459	59	1%	
Licenses & Certifications	1,100	1,181	81	7%	
Training, Conferences & Travel	8,000	1,056	(6,944)	-87%	Class A license training to be conducted in-house
Uncollectable accounts	500	0	(500)	-100%	
Advertising & Public Education	1,400	200	(1,200)	-86%	Paperless billing incentive postponed to 23/24
Regulatory Fees	400	282	(118)	-30%	
Sewer Service Charge	456,200	455,904	(296)	0%	
Bank & Credit Card Fees	9,400	9,897	497	5%	
Claims	2,485	2,899	414	17%	
TOTAL OTHER	\$ 537,885	\$ 528,356	\$ (9,529)	-2%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 1,282	\$ 1,282	\$ 0	0%	
Principal on Long Term Debt	15,694	15,694	(0)	0%	
TOTAL DEBT SERVICE	\$ 16,976	\$ 16,976	\$ (0)	0%	
GRAND TOTAL EXPENSES	\$ 953,287	\$ 909,138	\$ (44,149)	-5%	
Admin Transfer Out	\$ 192,332	\$ 190,980	\$ (1,352)	-1%	
GRAND TOTAL WITH ADMIN	\$ 1,145,619	\$ 1,100,118	\$ (45,501)	-4%	

Twain Harte Community Services District
2022-2023 UNAUDITED ACTUALS

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 100,000		\$ (100,000)	-100%	
Equipment Trailer	\$ 7,000	\$ 5,834	\$ (1,166)	-17%	
Sewer Main Re-Lining/Replacement	75,000		(75,000)	-100%	
Truck #3 Replacement	24,500	25,168	668	3%	
Truck #4 Replacement	29,750	29,721	(29)	0%	
I&I Manhole Repair/Replacement	25,000	16,180	(8,820)	-35%	
TOTAL CAPITAL OUTLAY*	\$ 261,250	\$ 76,903	\$ (184,347)	-71%	
GRAND TOTAL WITH CAPITAL	\$ 1,406,869	\$ 1,177,021	\$ (229,848)	-16%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 606,975	\$ 612,933	\$ 5,958	1%	
Property Assessments	671,526	675,113	3,587	1%	
TOTAL TAXES & ASSESSMENTS	\$ 1,278,501	\$ 1,288,046	\$ 9,545	1%	
Grants & Donations					
Grant Revenue	286,726	22,951	\$ (263,775)	-92%	Grant project (Stormwater parking lot) will be completed in FY 23/24
Donation Revenue		100	100	100%	
Donation Revenue - CERT		10,000	10,000	10000%	
TOTAL GRANTS & DONATIONS	\$ 286,726	\$ 33,051	\$ (253,675)	-88%	
Other Revenue					
Strike Team	\$ 140,398	\$ 154,051	\$ 13,653	10%	
Training Revenue	16,000	18,424	2,424	15%	
Miscellaneous Revenue	7,500	8,542	1,042	14%	
Interest Revenue	5,000	15,144	10,144	203%	Interest rates higher than expected
TOTAL OTHER REVENUE	\$ 168,898	\$ 196,161	\$ 27,263	16%	
GRAND TOTAL REVENUE	\$ 1,734,125	\$ 1,517,258	\$ (216,867)	-13%	
Admin Transfer Out	\$ 396	\$ 385	\$ (11)		
GRAND TOTAL WITH ADMIN	\$ 1,734,521	\$ 1,517,643	\$ (216,878)	-13%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	2/23 Actual	
Salaries - 51XXX					
Regular Time	\$ 397,740	\$ 391,856	(5,884)	-1%	
Workers Comp Reimb Wages	\$ (57,966)	\$ (59,760)	(1,794)	3%	
Standby Pay	500		(500)	-100%	
Overtime	66,000	55,288	(10,712)	-16%	Less overtime needed than anticipated
Holiday Overtime	20,606	24,022	3,416	17%	Temporary F.F.'s worked during high holiday period
FLSA Overtime	40,556	27,131	(13,425)	-33%	Scheduled OT not fully utilized
Sick Leave/Vacation Pay/ATO	8,800	16,055	7,255	82%	
Compensated Absence			0	0%	
Temp/Relief Pay	49,000	50,867	1,867	4%	
Intern Stipend	34,357	24,507	(9,850)	-29%	
Reserve Stipends	3,500	876	(2,624)	-75%	
Striketteam Pay	37,546	44,792	7,246	19%	
Striketteam Intern Pay	18,175	19,813	1,638	9%	
Response Incentive Pay	1,500	104	(1,396)	-93%	
Uniform Allowance	4,000	3,812	(188)	-5%	
Cell Phone Stipend	420	647	227	54%	
TOTAL SALARIES	\$ 624,733	\$ 600,010	\$ (24,723)	-4%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 61,600	\$ 67,705	6,105	10%	Temporary Captain received benefits
HRA Reimbursement	23,875	23,004	(871)	-4%	
CALPERS Retirement	99,787	108,211	8,424	8%	Temporary Captain received benefits
FICA	42,327	35,848	(6,479)	-15%	
Medicare	9,899	8,384	(1,515)	-15%	
Workers Comp	49,500	48,943	(557)	-1%	
Unemployment Ins/ETT	1,225	1,554	329	27%	
TOTAL BENEFITS	\$ 288,214	\$ 293,649	\$ 5,435	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,500	\$ 5,463	(1,037)	-16%	
Facilities Maintenance & Repair	7,500	7,099	(401)	-5%	
Vehicle Maintenance & Repair	59,900	61,506	1,606	3%	
Vehicle Maintenance & Repair-CERT			0	0%	
Janitorial/Cleaning Services			0	0%	
Fuel	25,000	21,126	(3,874)	-15%	
Equipment Under \$5,000	14,700	14,902	202	1%	
Equipment Under \$5,000-CERT			0	0%	
Tools & Equipment Under \$500			0	0%	
Personal Protective Equipment	24,500	31,586	7,086	29%	Vendor billed for items late
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 138,100	\$ 141,682	\$ 3,582	3%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	2/23 Actual	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,565	\$ 2,706	141	5%	
Postage	435	321	(114)	-26%	
Food Supplies	500	264	(236)	-47%	
Janitorial Supplies	3,500	3,225	(275)	-8%	
Medical Supplies	3,000	1,968	(1,032)	-34%	
TOTAL MATERIALS & SUPPLIES	\$ 10,000	\$ 8,484	\$ (1,516)	-15%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 1,615	\$ (2,385)	-60%	
IT Services	2,500	1,817	(683)	-27%	
Engineering Services	8,750	8,713	(37)	0%	
Medical Exams	300	205	(95)	-32%	
Background Checks	1,500	900	(600)	-40%	
Other Professional Services	9,200	7,600	(1,600)	-17%	Green waste vouchers not fully utilized
TOTAL OUTSIDE SERVICES	\$ 26,250	\$ 20,850	\$ (5,400)	-21%	
Other - 56XXX					
Utilities	\$ 12,900	\$ 12,139	(761)	-6%	
Phone/Communications	6,900	6,551	(349)	-5%	
Software Licenses & Maintenance	7,700	5,383	(2,317)	-30%	
Property/Liability Insurance	37,000	37,456	456	1%	
Property Tax			0	0%	
Rent & Leases			0	0%	
Dues & Memberships	4,300	3,879	(421)	-10%	
Licenses & Certifications	1,500	568	(932)	-62%	
Training, Conferences & Travel	31,500	19,309	(12,191)	-39%	Less training than anticipated
Advertising & Public Education-CERT			0	0%	
Advertising & Public Education	1,700	1,253	(447)	-26%	
TOTAL OTHER	\$ 103,500	\$ 86,538	\$ (16,962)	-16%	
Debt Service - 58XXX					
Interest on Long Term Debt			-	0%	
Principal on Long Term Debt			-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,190,797	\$ 1,151,213	\$ (39,584)	-3%	
Admin Transfer Out	\$ 138,479	\$ 137,505	\$ (974)	-1%	
GRAND TOTAL WITH ADMIN	\$ 1,329,276	\$ 1,288,718	\$ (40,558)		

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	2/23 Actual	
Capital Outlay - 57XXX					
CERT - ExtendoBed		\$ 10,930	10,930	10930%	Grant funded
Fuel/SCBA Fill Station Generator	\$ 18,890	\$ 18,930	40	0%	
Emergency Alert Notification Siren	7,500	7,500	0	0%	
New Chief Coverage Vehicle	76,100	76,078	(22)	0%	
Training/Admin Parking Lot	331,000		(331,000)	-100%	Project postponed to 23/24
Community Center Purchase	110,292	110,292	0	0%	
Community Center Improvements	40,000	14,140	(25,860)	-65%	Project to be finished in 23/24
Backwall Excavation & Sealing	46,000	24,850	(21,150)	-46%	Project to be finished in 23/24
New Station Roof	40,000	38,550	(1,450)	-4%	
Engine 721 Upgrades	15,000	14,974	(26)	0%	
Engine 722 Replacement (OES)	55,000	48,314	(6,686)	-12%	Project to be finished in 23/24
TOTAL CAPITAL OUTLAY	\$ 739,782	\$ 364,558	\$ (375,224)	-51%	
GRAND TOTAL WITH CAPITAL	\$ 2,069,058	\$ 1,653,276	\$ (415,782)		

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	8,591	1,491	21%	
TOTAL FEES	\$ 7,100	\$ 8,591	\$ 1,491	21%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 31,535	\$ 31,775	\$ 240	1%	
Property Assessments	115,164	116,032	869	1%	
TOTAL TAXES & ASSESSMENTS	\$ 146,699	\$ 147,807	\$ 1,109	1%	
Grants & Donations					
Grant Revenue	2,727,565	289,945	\$ (2,437,620)	-89%	Stormwater project will be completed in FY 23/24
Donation Revenue	18,500	24,125	5,625	30%	
TOTAL GRANTS & DONATIONS	\$ 2,746,065	\$ 314,070	\$ (2,431,995)	-89%	
Other Revenue					
Interest Revenue	1,000	1,893	893	89%	Interest rates higher than expected
Interest Revenue	110,292	110,292	-	0%	
TOTAL OTHER REVENUE	\$ 111,292	\$ 112,185	\$ 893	1%	
GRAND TOTAL REVENUE	\$ 3,011,156	\$ 582,653	\$ (2,428,503)	-81%	
Admin Transfer Out	\$ 220	\$ 214	\$ (6)		
GRAND TOTAL WITH ADMIN	\$ 3,011,376	\$ 582,867	\$ (2,428,509)		

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	% 2/23 Actual	
Salaries - 51XXX					
Regular Time	\$ 4,390	\$ 4,329	\$ (61)	-1%	
Overtime	250	102	(148)	-59%	
Sick Leave/Vacation Pay	500	127	(373)	-75%	
Intern Stipend			-	0%	
Uniform Allowance	54	54	-	0%	
Cell Phone Stipend	19	19	(0)	-1%	
TOTAL SALARIES	\$ 5,214	\$ 4,631	\$ (583)	-11%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 1,146	\$ 1,102	\$ (44)	-4%	
HRA Reimbursement	405	0	(405)	-100%	
CALPERS Retirement	652	589	(63)	-10%	
FICA	323	279	(44)	-14%	
Medicare	76	65	(11)	-14%	
Workers Comp	410	397	(13)	-3%	
Unemployment Ins/ETT	10	9	(1)	-11%	
TOTAL BENEFITS	\$ 3,022	\$ 2,441	\$ (581)	-19%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ -	(500)	-100%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	3,500	3,196	(304)	-9%	
Tennis Courts	2,000	196	(1,804)	-90%	Postponed surface repairs - new plan
Park	6,700	2,948	(3,752)	-56%	Less repairs needed than anticipated
Community Center	2,300	253	(2,047)	-89%	Postponed parking lot sealing - new plan
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	10,280	10,080	(200)	-2%	
Janitorial/Cleaning Services	15,650	14,235	(1,415)	-9%	Discontinued janitorial and cleaning service
Fuel			-	0%	
Equipment Under \$5,000	1,000	168	(832)	-83%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 41,930	\$ 31,076	\$ (10,854)	-26%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,500	\$ 846	\$ (654)	-44%	
TOTAL MATERIALS & SUPPLIES	\$ 1,500	\$ 846	\$ (654)	-44%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,357	\$ (143)	-3%	
Other Professional Services			0	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,357	\$ (143)	-3%	
Other - 56XXX					
Utilities					
Baseball Field	9,000	6,564	(2,436)	-27%	
Tennis Courts			-	0%	
Park	8,200	6,754	(1,446)	-18%	
Community Center	3,700	3,240	(460)	-12%	
Property/Liability Insurance	29,200	29,407	207	1%	
Advertising & Public Education	3,000	3,471	471	16%	
TOTAL OTHER	\$ 53,100	\$ 49,436	\$ (3,664)	-7%	
Debt Service - 58XXX					
Interest on Long Term Debt			\$ -	0%	
Principal on Long Term Debt			-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 109,266	\$ 92,787	\$ (16,479)	-15%	
Admin Transfer Out	\$ 76,933	\$ 76,392	\$ (541)		
GRAND TOTAL WITH ADMIN	\$ 186,199	\$ 169,179	\$ (17,020)	-9%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 2,434,800	\$ 263,209	\$ (2,171,591)	-89%	Rolled over to 23/24
BallField LED Lights & Upgrades	\$ 25,000	\$ 25,548	\$ 548	2%	
Skate Park Improvements	\$ -		\$ -	0%	
Tennis/Pickleball Court Expansion	\$ 295,000		\$ (295,000)	-100%	Rolled over to 23/24
Community Center Improvements	\$ 40,000	\$ 14,140	\$ (25,860)	-65%	Rolled over to 23/24
Depreciation			-	0%	
Loss on Sale of Assets			-	0%	
TOTAL CAPITAL OUTLAY	\$ 2,794,800	\$ 302,897	\$ (2,491,903)	-89%	
GRAND TOTAL WITH CAPITAL	\$ 2,980,999	\$ 472,076	\$ (2,508,923)	-84%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Other Revenue					
Grant Revenue	\$ 1,200	\$ 1,200	\$ -	0%	
Miscellaneous Revenue	1,000	937	(63)	-6%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 2,200	\$ 2,137	\$ (63)	-3%	
GRAND TOTAL REVENUE	\$ 2,200	\$ 2,137	\$ (63)	-3%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 412,128	\$ 410,298	(1,830)	0%	
Overtime			0	0%	
Sick Leave/Vacation Pay	8,880	11,028	2,148	24%	
Director Stipends	8,880	7,880	(1,000)	-11%	
Uniform Allowance	44	45	1	2%	
TOTAL SALARIES	\$ 429,932	\$ 429,251	\$ (681)	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 73,228	\$ 75,435	\$ 2,207	3%	Late billing from vendor
HRA Reimbursement	26,238	27,994	1,757	7%	Claims higher than expected
Retirement	80,129	80,497	368	0%	
FICA	27,328	26,994	(334)	-1%	
Medicare	6,493	6,355	(138)	-2%	
Workers Comp	3,500	3,418	(82)	-2%	
Unemployment Ins/ETT	1,281	970	(311)	-24%	
TOTAL BENEFITS	\$ 218,196	\$ 221,663	\$ 3,467	2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,800	\$ 531	\$ (1,269)	-71%	
Facilities Maintenance & Repair	6,500	6,232	(268)	-4%	
Vehicle Maintenance & Repair			0	0%	
Janitorial/Cleaning Services	4,300	4,375	75	2%	
Fuel	2,200	966	(1,234)	-56%	
Equipment Under \$5,000	4,500	4,130	(370)	-8%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 19,300	\$ 16,234	\$ (3,066)	-16%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,300	\$ 2,379	\$ 79	3%	
Postage	1,500	1,036	(464)	-31%	
Janitorial Supplies	150		(150)	-100%	
TOTAL MATERIALS & SUPPLIES	\$ 3,950	\$ 3,415	\$ (535)	-14%	

Twain Harte Community Services District

2022-2023 UNAUDITED ACTUALS

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Actuals	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,900	\$ 10,875	\$ (25)	0%	
Legal Fees	7,700	10,085	2,385	31%	Legal costs higher than anticipated
IT Services	7,100	7,368	268	4%	
Medical Exams	200		(200)	-100%	
Other Professional Services	\$ 1,650	\$ 633	(1,017)	-62%	
TOTAL OUTSIDE SERVICES	\$ 27,550	\$ 28,961	\$ 1,411	5%	
Other - 56XXX					
Utilities	\$ 8,000	\$ 6,797	\$ (1,203)	-15%	
Phone/Communications	5,300	4,743	(557)	-11%	
Software Licenses & Maintenance	16,700	16,026	(674)	-4%	
Property/Liability Insurance	12,300	12,284	(16)	0%	
Property Tax			0	0%	
Dues & Memberships	3,700	3,226	(474)	-13%	
Licenses & Certifications	750	273	(477)	-64%	
Training, Conferences & Travel	19,250	16,563	(2,687)	-14%	
Advertising & Public Education	1,000	257	(743)	-74%	
Bank/Investment Fees	3,400	4,225	825	24%	
TOTAL OTHER	\$ 70,400	\$ 64,394	\$ (6,006)	-9%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 769,328	\$ 763,918	\$ (5,410)	-1%	
Admin Transfer Out	\$ (769,328)	\$ (763,918)	\$ (5,410)		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-32**

**DESIGNATION OF FISCAL YEAR 2022-23 YEAR-END
BALANCES TO RESERVES**

WHEREAS, on April 10, 2014, the Board of Directors of the Twain Harte Community Services District (District) strengthened its financial stability by establishing Committed Reserve Accounts through adoption of Policy #3011, "Reserves Policy"; and

WHEREAS, since the adoption of Policy #3011, the board has designated fiscal year-end fund balances to said Committed Reserve Accounts through formal action, as required by Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, Fiscal Year 2022-23 year-end fund balances now need to be allocated to/from the Committed Reserve Accounts established in Policy #3011.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services that Fiscal Year 2022-23 year-end fund balances be allocated to Reserve Accounts established in Policy #3011 as illustrated in the attached Proposed Reserve Summary and described below:

1. The Water Fund year-end negative balance of (\$12,082) be transferred to/from each of the following Reserve Accounts:
 - \$153,524 from Grunsky Debt Service; and
 - \$141,442 to Capital Improvement/Asset Replacement Reserve.
2. The Sewer Fund year-end negative balance of (\$6,484) be transferred to/from each of the following reserve accounts:
 - \$47,685 to operating reserve; and
 - \$54,169 from Capital Improvement/Asset Replacement Reserve.
3. The Fire Fund year-end negative balance of (\$135,633) be allocated to/from each of the following Reserve Accounts:
 - \$930 from Restricted CERT Donations; and
 - \$47,520 to Operating Reserve; and
 - \$182,223 from Capital Improvement/Asset Replacement Reserve.
4. The Park Fund year-end balance of \$110,791 be allocated to each of the following Reserve Accounts:
 - \$5,624 to Operating Reserve; and
 - \$105,167 to Capital Improvement/Asset Replacement Reserve.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on October 11, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kimberly Silva, Board Secretary

PROPOSED RESERVE SUMMARY

As Of June 30, 2022

	Water	Sewer	Fire	Parks	Total
Non-Spendable					
Invested in Capital Assets	\$ 1,986,835	\$ 924,465	\$ 1,480,134	\$ 1,412,656	\$ 5,804,090
Inventory	\$ 2,910	\$ 927	\$ -	\$ -	\$ 3,837
Total Non-Spendable	\$ 1,989,745	\$ 925,392	\$ 1,480,134	\$ 1,412,656	\$ 5,807,927
Restricted					
Grunsky Debt Service	\$ 153,524	\$ -	\$ -	\$ -	\$ 153,524
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - CERT	\$ -	\$ -	\$ 930	\$ -	\$ 930
Fire Truck Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ 153,524	\$ -	\$ 930	\$ -	\$ 154,454
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 1,546,719	\$ 916,207	\$ 729,455	\$ 261,772	\$ 3,454,153
Rate/Revenue Stabilization Reserve	\$ 154,240	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,821,042	\$ 1,031,539	\$ 796,106	\$ 274,007	\$ 3,922,694
Assigned					
Operating Reserve	\$ 363,929	\$ 255,829	\$ 617,158	\$ 80,037	\$ 1,316,952
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 247,862	\$ 193,329	\$ 476,723	\$ 80,037	\$ 997,950
ENDING BALANCE - FY 21/22	\$ 4,212,172	\$ 2,150,259	\$ 2,753,893	\$ 1,766,700	\$ 10,883,024

22/23 Recommended Transfer To/(From) Reserve					
Water Rights Reserve					\$ -
Restricted - Grunsky Debt Service	\$ (77,791)				\$ (77,791)
Redesignate - Grunsky Debt Service	\$ (75,733)				\$ (75,733)
Restricted - CERT			\$ (930)		\$ (930)
Rate/Revenue Stabilization Reserve					\$ -
Operating Reserve	\$ -	\$ 47,685	\$ 47,520	\$ 5,624	\$ 100,829
Inventory					
Capital Improvement/Asset Replacement Reserve	\$ 141,442	\$ (54,169)	\$ (182,223)	\$ 105,167	\$ 10,217
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ (12,082)	\$ (6,484)	\$ (135,633)	\$ 110,791	\$ (43,408)

PROPOSED RESERVE SUMMARY

As Of June 30, 2023

	Water	Sewer	Fire	Parks	Total
<u>Non-Spendable</u>					
Invested in Capital Assets	\$ 2,295,169	\$ 939,336	\$ 1,727,687	\$ 1,552,470	\$ 6,514,662
Inventory	\$ 2,910	\$ 927	\$ -	\$ -	\$ 3,837
Total Non-Spendable	\$ 2,298,079	\$ 940,263	\$ 1,727,687	\$ 1,552,470	\$ 6,518,499
<u>Restricted</u>					
Grunsky Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - CERT	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Truck Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Committed</u>					
Capital Improvement/Asset Replacement Reserve	\$ 1,688,161	\$ 862,038	\$ 547,232	\$ 366,939	\$ 3,464,370
Rate/Revenue Stabilization Reserve	\$ 154,240	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,962,484	\$ 977,370	\$ 613,883	\$ 379,174	\$ 3,932,911
<u>Assigned</u>					
Operating Reserve	\$ 363,929	\$ 303,514	\$ 664,678	\$ 85,661	\$ 1,417,781
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 247,862	\$ 241,014	\$ 524,243	\$ 85,661	\$ 1,098,779
PROPOSED ENDING BALANCE - FY 22/23	\$ 4,508,424	\$ 2,158,646	\$ 2,865,813	\$ 2,017,305	\$ 11,550,188



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action regarding draft Water/Sewer Rate Study development.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.21</u>		

RECOMMENDED ACTION:

Provide direction to staff, if necessary, for the continued development of the 2023 Water/Sewer Rate Study.

SUMMARY:

In accordance with District Strategic Plan Objective 5.21, staff is developing a 2023 Water and Sewer Rate Study. On February 8, 2023, the Board adopted the 2023 Water and Sewer Rate Study Principles and Goals, which provides guiding principles in the creation of the rate study. On April 12, the Board discussed preliminary revenue requirements and 5-year rate increase options. Since that time, Tuolumne Utilities District (TUD) adopted rates that significantly impact the District’s water and sewer expenses.

On September 13, 2023, the Board reviewed an updated revenue requirements analysis that showed water and sewer rate increases are needed to meet projected expenses and financial planning goals over the next five years. The Board also reviewed three options for 5-year rate structure increases and directed staff to develop a 5-year rate increase schedule that is slightly front-loaded in the first two years and has equal increases in the last three years.

Over the last month, staff completed the draft cost of services analysis, which allocates costs to each type of user class in a manner that is proportional to the service received by that user class. Staff has used that analysis, along with the 5-year revenue requirements previously presented to develop a draft rate increase schedule according to the rate structure option selected by the Board. The draft 5-year rate increase schedule is attached for review and discussion.

Based on discussion and Board direction, staff anticipates completing and presenting a draft Water/Sewer Rate Study to the Board’s Water/Sewer Committee on November 1, 2023. After receiving comments from the Water/Sewer Committee, staff plans to finalize the Water/Sewer Rate Study and present it to the Board for adoption at its November 8, 2023, meeting. If adopted, a Prop 218 notice will be sent out and a public hearing for rate adoption will be set for January 10, 2024. If the rate schedule is adopted, the new rates would become effective on January 15, 2024.

FINANCIAL IMPACT:

None. The schedule for adoption of the Water/Sewer Rate Study and rates enables the District to continue operations without withdrawing from its Rate Stabilization Reserve.

ATTACHMENTS:

- DRAFT – Proposed Water and Sewer 5-Year Rate Schedule

DRAFT – Proposed Water and Sewer 5-Year Rate Schedule

PROPOSED WATER RATES

Base Charge (Fixed Monthly)							
USER CLASS (by meter size)		CURRENT	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 28-29
Residential	Single Family Unit	\$ 61.50	\$ 65.87	\$ 69.37	\$ 72.44	\$ 75.51	\$ 78.61
	Multi Family Unit	\$ 61.50	\$ 55.99	\$ 58.96	\$ 61.58	\$ 64.19	\$ 66.81
Non-Residential	3/4"	\$ 61.50	\$ 67.80	\$ 71.40	\$ 74.57	\$ 77.73	\$ 80.91
	1"	\$ 80.85	\$ 91.50	\$ 96.36	\$ 100.63	\$ 104.90	\$ 109.19
	1.5"	\$ 129.23	\$ 150.75	\$ 158.76	\$ 165.80	\$ 172.83	\$ 179.90
	2"	\$ 187.29	\$ 221.85	\$ 233.64	\$ 244.00	\$ 254.34	\$ 264.75
	3"	\$ 342.09	\$ 411.46	\$ 433.33	\$ 452.53	\$ 471.71	\$ 491.02
Commodity Charge (Variable)							
ALL USER CLASSES (per 1,000 gallons)		CURRENT	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 28-29
			1/15/24	7/15/24	7/15/25	7/15/26	7/15/27
0-2,000	Gal	\$ 2.38	\$ 3.04	\$ 3.28	\$ 3.48	\$ 3.68	\$ 3.89
2,001+	Gal	\$ 3.74	\$ 4.37	\$ 4.60	\$ 4.80	\$ 5.01	\$ 5.21
Proposed Incremental Increases							
Single Family Residential Base Charge			\$ 4.37	\$ 3.50	\$ 3.07	\$ 3.07	\$ 3.09
Average Single Family Residential- Base + Commodity			\$ 5.79	\$ 4.09	\$ 3.64	\$ 3.67	\$ 3.72
Non-Residential (General Commercial) Base Charge			\$ 6.30	\$ 3.60	\$ 3.16	\$ 3.16	\$ 3.18

PROPOSED SEWER RATES

DEMAND FLOW CHARGE							
DEMAND FLOW		CURRENT	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 28-29
			1/15/24	7/15/24	7/15/25	7/15/26	7/15/27
Per ESR Unit		\$ 58.50	\$ 64.52	\$ 69.62	\$ 74.17	\$ 78.73	\$ 83.30
Proposed Incremental Increases							
Single Family Residential Charge			\$ 6.02	\$ 5.10	\$ 4.55	\$ 4.56	\$ 4.57
General Commercial Charge			\$ 4.22	\$ 3.57	\$ 3.18	\$ 3.19	\$ 3.20



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.

SUMMARY:

Policy #3080 (Disposal of Surplus Property or Equipment) sets forth requirements for the General Manager to identify and dispose of the District's surplus property. The Policy requires any property or equipment that has a fair market value of \$5,000 or greater to be declared as surplus by the Board prior to disposal.

The Fiscal Year (FY) 2022-23 Water and Sewer Fund Budgets included procurement of two new Operations Division trucks to replace its two 2006 GMC Sierra 2500 trucks (formerly Trucks #3 and #4). The 2006 GMC trucks were both scheduled for replacement on the District's 20-Year Vehicle/Equipment Replacement Plan due to age, mileage and condition assessments that revealed they could no longer provide consistent operational reliability. The new replacement trucks were procured and placed in service in August.

Now that replacement Trucks #3 and #4 are in service, the District no longer has a need for the 2006 GMC trucks (estimated value of \$8,000 each). Staff recommends that the Board declare both trucks as surplus property and authorize the General Manager, or designee, to dispose of them according to Policy #3080.

FINANCIAL IMPACT:

Sale of the two 2006 GMC Sierra 2500 trucks is anticipated to provide approximately \$16,000 of revenue to the Water and Sewer Funds (\$10,400 for the Water Fund and \$5,600 for the Sewer Fund). Said sale revenue is not included in the adopted FY 2023-24 Budget and will be incorporated in the budget during the mid-year budget adjustment once exact sale revenue is known.

ATTACHMENTS:

- Resolution #23-33 – Declaring Two 2006 GMC Sierra 2500 Operations Division Vehicles as Surplus Property.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-33**

**DECLARING TWO 2006 GMC SIERRA 2500 OPERATIONS DIVISION VEHICLES
AS SURPLUS PROPERTY**

WHEREAS, the Twain Harte Community Services District (District) owns two 2006 GMC Sierra 2500 trucks (estimated value of \$8,000 each), which formerly served the Operations Division as Trucks #3 and #4; and

WHEREAS, both vehicles were replaced in August 2023 per the District's 20-Year Vehicle/Equipment Replacement Plan and condition assessments that showed the vehicles were no longer capable of providing consistent operational reliability; and

WHEREAS, the District no longer has need of either of the 2006 GMC Sierra 2500 vehicles.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that:

1. Both 2006 GMC Sierra 2500 Operations Division vehicles be declared surplus property; and
2. The General Manager, or designee, be authorized to dispose of said vehicles in accordance with District Policy #3080.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 11, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07D	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	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.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #23-34 – Approving the Department of Forestry and Fire Protection Agreement #7GF23134 for Services Under the Volunteer Fire Capacity Program.

SUMMARY:

The District was recently awarded a Volunteer Fire Capacity (VFC) grant in the amount of \$4,352.95, through the California Department of Forestry and Fire Protection (Cal Fire). The awarded grant will help fund procurement of fire hose to replace existing hose that has exceeded its useful life.

The VFC grant program is a federally funded grant program that allows California to provide local and rural fire departments with minor firefighting, training, communications, and safety equipment for their volunteer firefighters. VFC grants require 50% match funding. Specifically, for this VFC grant award, the District will purchase \$8,705.90 of new fire hose and will be reimbursed \$4,352.95 through the grant program.

The District’s VFC grant application requested \$20,000, but the award was less due to a shortage of available VFC funds this year.

FINANCIAL IMPACT:

The Fiscal Year (FY) 2023-24 Fire Fund Budget includes \$20,000 in revenue for the VFC grant and \$40,000 in related VFC expenses. As noted above, the District will only receive \$4,352.95 and will only spend \$8,705.90. The FY 2023-24 Fire Fund Budget will be adjusted at mid-year to reflect this reduced revenue and reduced expense.

ATTACHMENTS:

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

**BEFORE THE BOARD OF DIRECTORS OF THE
Twain Harte Community Services District
COUNTY OF Tuolumne, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 23-34

Approving the Department of Forestry and Fire Protection Agreement # 7GF23134 for services from the date of last signatory on page 1 of the Agreement to June 30, 2024 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Twain Harte Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2023-24 up to and no more than the amount of \$ 4,352.95.

BE IT FURTHER RESOLVED that Eileen Mannix, President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Twain Harte Community Services District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Twain Harte Community Services District, at a regular meeting thereof, held on the 11th day of October, 2023, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Charlotte Bohlman, Board Vice President
Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Gary Sipperley, Board Member
Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Kimberly Silva, Board Secretary of the Twain Harte Community Services District, County of Tuolumne, California do hereby certify that this is a true and correct copy of the original Resolution Number 23-34.

WITNESS MY HAND OR THE SEAL OF THE Twain Harte Community Services District, on this 11th day of October, 2023.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Kimberly Silva, Board Secretary – Twain Harte Community Services District
Name, Title, Agency

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7GF23134

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2024.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ 4,352.95 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant	
By	By
Signature of Authorized Representative	Title: David Scheurich Staff Chief, Cooperative Fire Programs
Title	
Date	Date

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354023DG2012166	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$4,352.95
GL UNIT 3540	BUD REF 001	CHAPTER 12
PROGRAM NUMBER 9999000FED	ENY 2023	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92750	UNENCUMBERED BALANCE \$4,352.95

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer	Date
--	------

**VOLUNTEER FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the 2023 Volunteer Fire Capacity Grant #23-DG-11052012-166 awarded to STATE by the Forest Service on August 3, 2023. The Federal Assistance Listing for the award is 10.698, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2023.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Capacity Program 2023, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2023 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2023** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$4,352.95** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2024.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2024 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

- 12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: _____

Attention: _____
Telephone Number(s): _____
E-mail _____

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845
E-MAIL: Megan.Esfandiary@fire.ca.gov

- 13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
- 14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2024.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07E	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #23-35 – Approving a Fiscal Year 2023-24 Fire Fund Budget Adjustment in the Amount of \$42,500 for Engine 723 Motor Replacement.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #23-35 – Approving a Fiscal Year 2023-24 Fire Fund Budget Adjustment in the Amount of \$42,500 for Engine 723 Motor Replacement.

SUMMARY:

The District owns two primary, first-out engines to respond to fires and other emergencies in the District – Engine 721, a 2005 HME type 1 engine, and Engine 723, a 2014 International type 3 engine. Both Engines are critical part of the District’s fire protection and emergency response services.

Recently, Engine 723 experienced an unexpected motor cylinder failure. The cylinder failure caused extensive damage to Engine 723’s motor, necessitating a motor rebuild or complete motor replacement. The District obtained the following quotes for both rebuilding and replacing the motor:

- Motor Rebuild - \$47,500
- Motor Replacement - \$42,500

Motor replacement is not only cheaper, but it will also provide a more reliable, longer-term solution. Motor replacement will also add to Engine 723’s service life.

Engine 721 will serve as the primary response engine until Engine 723 is back in service. Water Tender 721 and Engine 722, when it returns from painting, will serve as the District’s back-up engines. The District has also worked together with Tuolumne County Fire to borrow an engine should Engine 721 and/or the District’s back-up engines become unavailable.

Returning Engine 723 to an in-service status is a high priority and requires Board approval of a Fiscal Year 2023-24 Fire Fund Budget adjustment.

FINANCIAL IMPACT:

This budget adjustment will require an additional withdrawal of \$42,500 from Fire Fund Capital Reserves, increasing the budgeted FY 2023-24 withdrawal from \$96,983 to \$139,483. If approved, this withdrawal will leave a projected Fire Fund Capital Reserve balance of \$407,750 at the end of FY 2023-24. Even with the increased withdrawal, the Fire Fund Capital Reserve remains healthy.

ATTACHMENTS:

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-35**

**APPROVING A FISCAL YEAR 2023-24 FIRE FUND BUDGET ADJUSTMENT IN
THE AMOUNT OF \$42,500 FOR ENGINE 723 MOTOR REPLACEMENT**

WHEREAS, Twain Harte Community Services District's (District) 2014 International Type 3 engine, Engine 723, recently experienced a motor cylinder failure during normal operations; and

WHEREAS, said motor cylinder failure caused major damage to the motor, requiring a motor rebuild or complete motor replacement to put Engine 723 back in service; and

WHEREAS, Engine 723 is one of the District's two first-out engines and is a critical part of the District's fire protection and emergency response services; and

WHEREAS, the District received quotes for the rebuilding and replacement of the motor - \$47,500 and \$42,500, respectively; and

WHEREAS, complete replacement of the motor is less expensive and will provide a more reliable, long term solution, adding service life to Engine 723; and

WHEREAS, the motor replacement requires an adjustment of the Fiscal Year 2023-24 Fire Fund Budget.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the Fiscal Year 2023-24 Fire Fund Budget be adjusted as follows:

1. Increase the "Vehicle Maintenance & Repair" Expense line item by \$42,500, from \$28,700 to \$71,200; and
2. Increase the amount to be withdrawn from Fire Fund Capital Reserves by \$42,500, from \$96,983 to \$139,483.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on October 11, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	07F	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #23-36 – Resolution of Appreciation for Kathryn deGroot		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #23-36 – Resolution of Appreciation for Kathryn DeGroot.

SUMMARY:

After four years of service as a Board Director for the Twain Harte Community Services District, Kathryn deGroot has tendered her letter of resignation from District Director duties. In recognition of her dedication to performing her service to our community with excellence, the District would like to present Kathryn deGroot with a resolution of appreciation and sincere gratitude for her service.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Resolution #23-36 – Resolution of Appreciation for Kathryn deGroot

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION #23-36**

**A Resolution of Appreciation for
*Kathryn deGroot***

WHEREAS, the Twain Harte Community Services District (District) recognizes the dedication and sacrifice required in performing the duties of a Board Director; and

WHEREAS, Mrs. Kathryn deGroot wholeheartedly served as a Director on the District Board from May 2019 to September 2023, working diligently to bring excellence and continual improvement to the District; and

WHEREAS, Mrs. deGroot enhanced Board effectiveness with her professionalism, keen understanding of numbers and fiscal responsibility, and thoughtful well-posed questions; and

WHEREAS, Mrs. deGroot's love for the Twain Harte community always ensured that District decisions centered around the best interest of its customers; and

WHEREAS, Mrs. deGroot's effervescent cheerful disposition, natural ability to make friends with anyone, anywhere, and incredible coffee cake frequently brought joy and life to the District's Board, staff and customers; and

WHEREAS, although Mrs. deGroot is moving out of the District and has tendered her resignation, her impact will be felt for years to come.

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

SINCERELY THANK AND HONOR

Kathryn deGroot

FOR HER YEARS OF SERVICE TO THIS DISTRICT AND COMMUNITY.

I, Kimberly Silva, Secretary of the Twain Harte Community Services District, certify that the above resolution was adopted by the Board of Directors on October 11, 2023.

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

APPROVED:

Eileen Mannix, Board of Directors President
TWAIN HARTE COMMUNITY SERVICES DISTRICT



Board Meeting Agenda Item Summary

October 11, 2023

ITEM #:	08A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	President and Board member reports.		
RELATION TO STRATEGIC PLAN:	<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

October 11, 2023

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

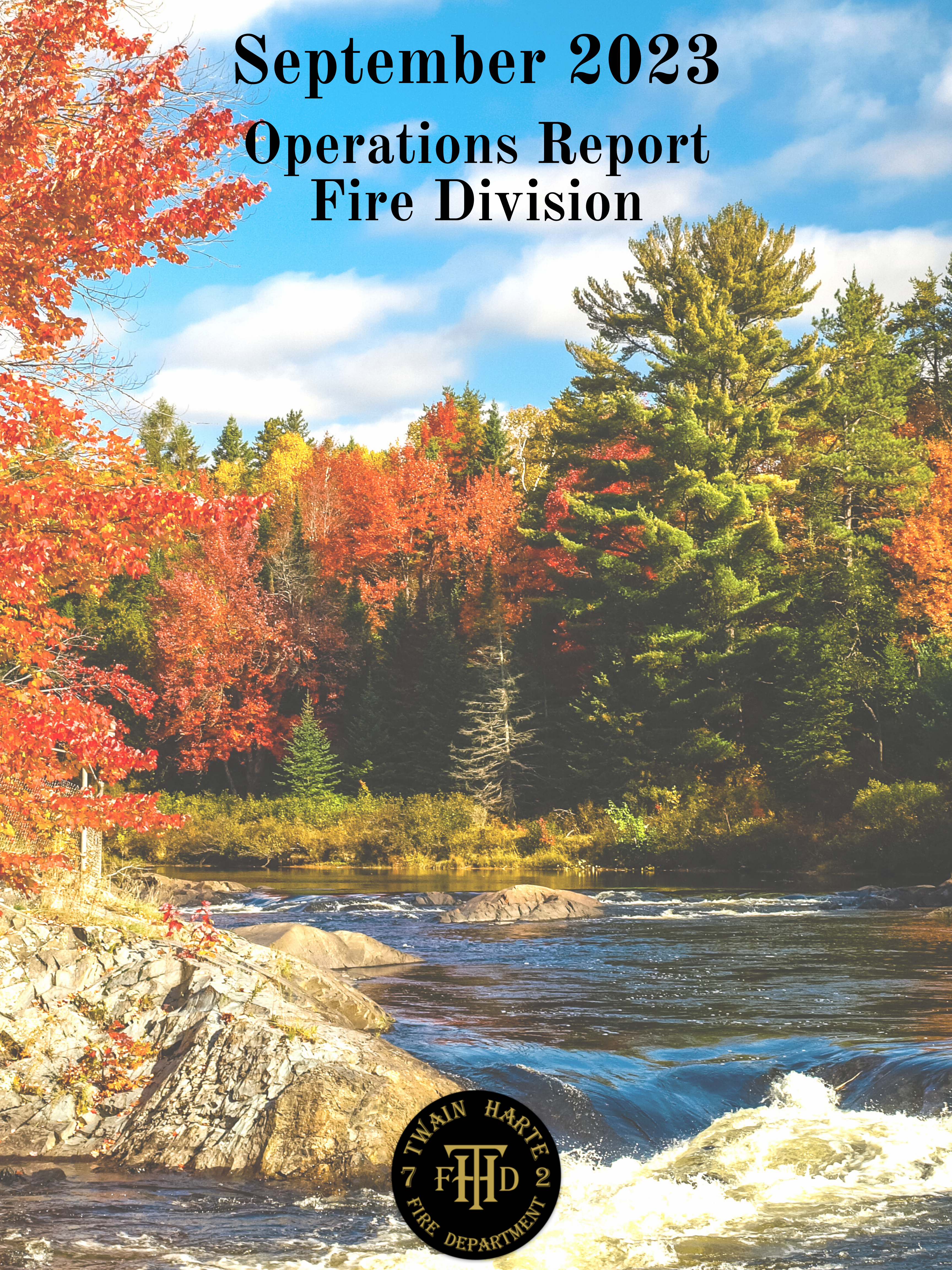
FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

September 2023 Operations Report Fire Division



STAFFING

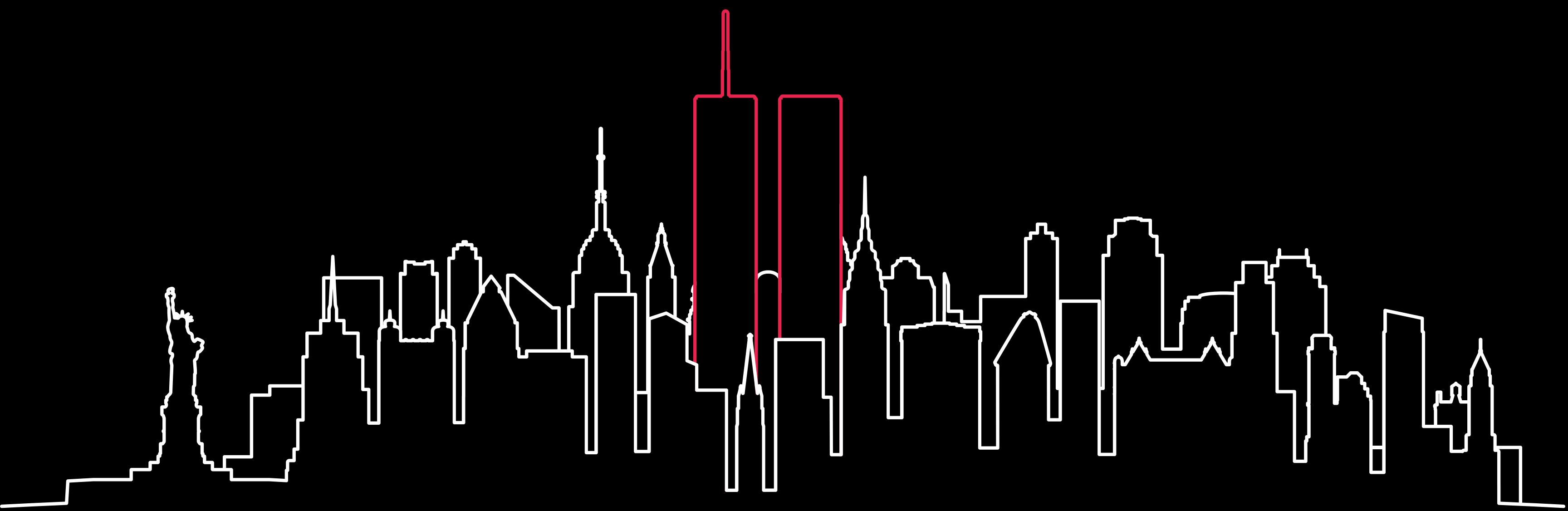
Full-Time Captains-3

Seasonal Engineers-3

Relief Captains-4

Reserve Firefighters-4

Intern Firefighters-2



Deployments 2023



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



FLEET/FACILITIES



September 5th, While assigned to the South Fork Complex fire, E-723 suffered an unexpected mechanical failure in cylinder six of the motor. The mechanical failure caused significant damage to numerous parts of the motor. E-723 is currently at the repair shop in Sacramento awaiting repair.



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



The fire station received six new double-pane windows as part of the 2023 capital improvement projects. These new windows will provide better insulation for the front of the station and reduce UV degradation to our fire gear when dried in the laundry room.



September Incidents-19



September 3rd 2023

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



September Training Hours-210

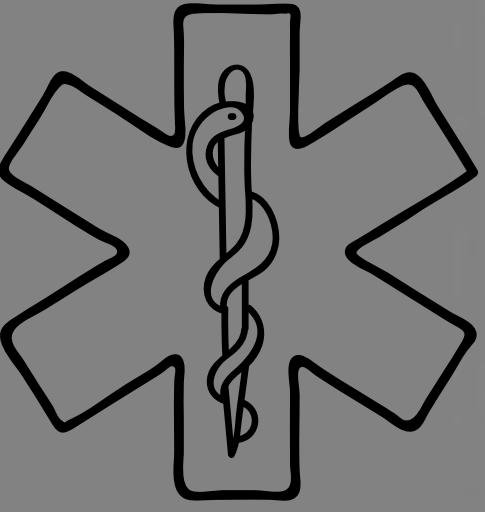


All shifts have been training with other agencies on multi-company drills.



THFD INCIDENT STATISTICS

September-2023



EMS Incidents-37%



Structure Fires -5%



Good Intnet- 32%



False Alarms 26%

Responses by District

September 2023



Twain Harte District-69%



Tuolumne County Fire-
26%



Mi Wuk District-5%



SERVING OUR COMMUNITY

MONTHLY UPDATE

September 2023

Mary Schreiner, Editor and PIO
twainhartecert@gmail.com

Contents:

Notes From The Program Manager	Page 1
Firefighter Rehab Deploy	Page 2
Training Update	Page 3
October Safety	Page 3
Phone Lines Down	Page 4
Be Prepared	Page 4-5
Papa Smurf Update	Page 6
TH Fireman's Breakfast	Page 7
Many Thanks & LUCAS	Page 8-9
THFD Corner	Page 10
Where Does the Time Go?	Page 11
What's Next?	Page 11

NOTES FROM THE PROGRAM MANAGER

by Carol Hallett

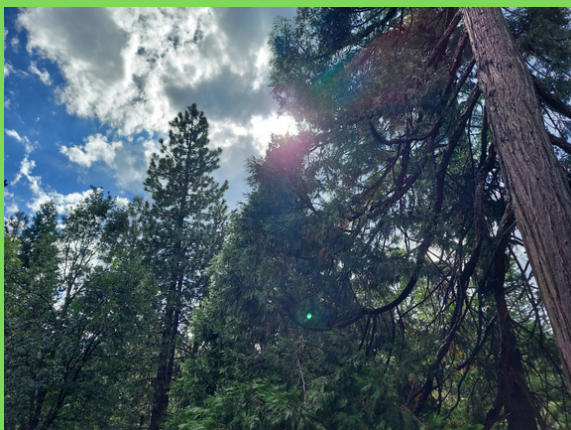


September is a change month and we have sure experienced that phenomenon this month.

We see changes in our little town of Twain Harte with the ribbon cutting and start of the addition to our park. We see it with the new businesses in town, or soon to be (VIVA and The Villa). We see it with the end of summer marked by Labor Day, which means most of the summer tourists are going home. We see it with the beginning of school with the school busses traveling down the roads, the children walking down the streets with their backpacks slung over their shoulders. Most of all we see and feel the change in the weather, the leaves on the trees starting to change colors, and the crispness in the air.

We still have time to prepare for the upcoming winter. Time to get those "Before Winter" projects completed. Remember to clean out your flue so that when you light your first fire in the fireplace you can just enjoy and not worry. Remember to make sure your eves are cleaned out so that the rain will flow nicely through your down spouts. Make sure you have plenty of firewood cut and stacked prior to the winter storms.

We don't know what the winter will bring this year but one thing we can count on is the change!



Calm after the lightening storm

FIREFIGHTER REHAB DEPLOYMENT

by Mary Schreiner, Public Information Officer



The last day of the month is typically busy for me; the newsletter is due and it seems like no matter what I do to try to get it finished early, there is always something I need at the last minute. As I tried to finish up the August newsletter, my husband, Bob's, phone rang. Mike Mandell was calling with a need for a volunteer to do Firefighter Rehabilitation at a structure fire in Sonora. Bob said he was available and I, never missing an opportunity to skip out on my "homework", said, "I'm available too!" I figured the more the merrier, plus Firefighter Rehab is one of my favorite deployments with CERT.



Bob Schreiner in the FF Rehab vehicle, "heading out" to the Isom Fire

So we jumped up and got ready to meet Mike and Carol Hallett down at the Tuolumne baseball field. They would pick us up on the way to the Isom Fire. We arrived at the ball field at about 3:30 and the Firefighter Rehab vehicle showed up a few minutes after we did. We headed down to the location of the fire and Carol made contact with Incident Command (IC) to see where we should set up.

Once the vehicle was situated where IC requested, we prepared for our first "guests", firefighters who had been on the scene for a few hours already. We handed out water to firefighters who were on their way back to

their fire stations and checked vitals and provided water and snacks to those who were still there to help with mop up.

It's been a while since this team was deployed but we responded quickly, succinctly and provided a much-appreciated service as well as we were there to support our firefighters.



Carol Hallett checks in with Incident Command



Firefighters on the scene of the Isom Fire



We refer to this as being "voluntold"

TRAINING UPDATE

by Margaret Lawrence, Training Officer



Due to the the upcoming holiday season, we don't have any training scheduled for the rest of 2023, but know that we are busy preparing our training calendar for 2024. Our plan is to once again bring you some informative and useful training next year.

Look for our 2024 training calendar in the December issue of this newsletter.



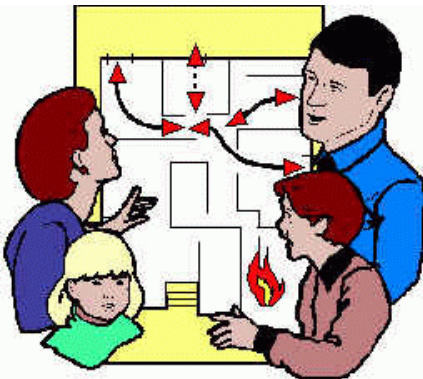
OCTOBER SAFETY

by John Buckingham, Safety Officer



October is fire safety month so Be Prepared and Be Aware, especially during the fall months, for fire. If you are asked to evacuate, promptly do so.

Here are some things to consider:



Prior to Evacuation:

- Have your “go bag” with all vitals in a place with easy access (go to thacert.org for a video on how to pack a go bag or ready.org for lists on what to include in your go bag)
- Pre-plan an escape route from your home and office and consider escape routes from each room in your building. Practice these routes with your family and coworkers
- Have a designated meeting point outside of your home or office and make sure everyone knows where it is.
- Place pet carry cases in a place with easy access

If Requested to Evacuate:

We at THA-CERT like to say “leave early, leave often”. This means, leave at the “evacuation warning”, rather than wait for the “evacuation order”. You can always return home if the evacuation warning is cancelled. By leaving early, you can avoid the need to rush and the traffic that the evacuation order will create.

- Grab go bag, assist others including children and pets, and evacuate quickly
- Close all windows, interior doors, vents, etc.
- Shut off gas meters, pilot lights, propane tanks
- Turn on all lights on the building to increase visibility in heavy smoke
- Check for any embers, sparks or fires to report

Be aware and be prepared!



PHONE LINES DOWN

by Mary Schreiner, Public Information Officer



The end of summer brought some unwelcome excitement to Tuolumne County. Electrical storms, lightning strike fires, power outages, and a fiber optic communication line was cut and phone service, including 911 service, within the county was disrupted.



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



What to do when you can't reach anyone by phone? Radios to the rescue! For those on a neighborhood radio network, the disruption was just proof that having a radio and being part of a network are indispensable in Tuolumne County. With either a GMRS (General Mobile Radio Service) or FRS (Family Radio Service) radio, you can connect to one of the radio networks in your area to access information in an emergency. These networks have proven their worth many times in the last year alone, with severe weather, power outages, and now telephone outages, leaving people isolated and without the ability to communicate with their neighbors or first responders via telephone, while the GMRS & FRS radios worked.

The Twain Harte Radio Net meets twice a week, Wednesday at 7:00 pm and Sunday at 9:00 am. For more information on a Neighborhood Radio Watch in your area, contact TCARES at: <https://tcares.net> (Read about the Great Shake Out Drill on page 11).

BE PREPARED

Yes, this is an ongoing theme with us, but you can't be too prepared for an emergency. Have you signed up to receive emergency alerts? Everyone in your household should register separately at <https://www.tuolumnecounty.ca.gov/1170/Emergency-Alerts>.

Hardening your home and property against wildfire is another way in which you can be prepared. Retrofitting your home with a roof made of metal, clay, or tile; installing metal gutters (and ensuring that they are clear of debris); upgrading to dual-paned windows with one pane of tempered glass, and metal screens on roof vents will help defend against fire from wind-born embers. Maintaining defensible space around your home and all structures on your property is another way you can reduce your risk of loss from wildfire. Even if you have created defensible space in the past, you need to maintain it on a regular basis. Adequate defensible space creates a barrier that can slow a fire; it can also provide firefighters with more time and space to do their jobs. Go to [readyforwildfire.gov](https://www.readyforwildfire.gov) for more information on what you can do to protect yourself and your home from wildfire.



BE PREPARED, cont'd

This is also the perfect time to prepare your home and property for the upcoming winter:

- Prepare your home to keep out the cold with insulation, caulking and weather stripping. Learn how to keep pipes from freezing.
- Install and test smoke alarms and carbon monoxide detectors with battery backups (Remember that THA-CERT can help).
- Gather supplies in case you need to stay home for several days without power. Keep in mind each person's specific needs, including medication. Remember the needs of your pets.
- Have extra batteries for radios and flashlights.
- Have your wood stove or fireplace chimney swept to reduce the risk of a chimney fire
- Clean rain gutters of leaves, pine needles, and other debris

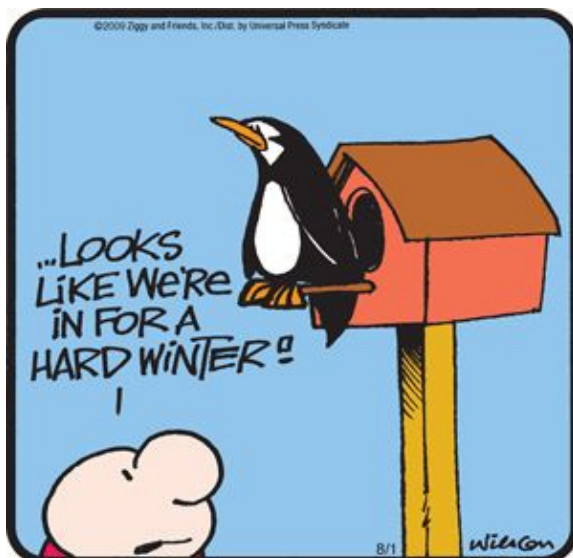


Winterize your vehicle:

- Create an emergency supply kit for your car. Include tire chains, a shovel, jumper cables, sand, a flashlight, warm clothes, blankets, bottled water, and non-perishable snacks.
- Keep a full tank of gas.

Generator Safety:

- Generators and fuel should always be used outdoors and at least 20 feet away from windows, doors and attached garages.
- Install working carbon monoxide detectors on every level of your home. Carbon monoxide is a colorless, odorless gas that can kill you, your family and pets.
- Keep the generator dry and protected from rain or flooding. Touching a wet generator or devices connected to one can cause electrical shock.
- Always connect the generator to appliances with heavy-duty extension cords.
- Let the generator cool before refueling. Fuel spilled on hot engine parts can ignite.
- Follow manufacturer's instructions carefully.



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, or call Mike at 209-770-2674.

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



**Only Working
Smoke Alarms
Save Lives**

PAPA SMURF UPDATE

by Bob Schreiner, Logistics Section Chief



The modification of the shipping container, aka “Papa Smurf” is coming along quite nicely. We received all of the construction materials and we had a few “build days” with several volunteers, which made the work go pretty quickly.

We have framed, insulated, and sheathed the interior, with just a few specialized spots to finish, such as the doors and around the “whirlybirds” in the ceiling. That all should be completed in the next few days and then we’re just waiting for the electricity to be run to the container and lights and outlets installed.

Many thanks to all who volunteered: Lise Lemonnier, Mike Mandell, Ed Proctor, Margaret Lawrence, Matt Kain, and Mary Schreiner for their time and labor. I definitely couldn’t have done it without you.



Mike, Bob, and Margaret install framing, while Lise looks on



“Day 1” crew (from left) Bob Schriener, Lise Lemonnier, Matt Kain, Margaret Lawrence, and Mike Mandell



Ed, Mike, Bob, and Matt install sheathing over the insulation



“Day 2” crew (from left): Matt , Ed Proctor, Mike, Mary Schreiner, Bob, and Lise



Matt Kain suits up to work with fiberglass insulation

TH FIREMEN'S PANCAKE BREAKFAST

by Lise Lemonnier, Planning Section Chief



Sunday, September 3rd was the 28th Annual Twain Harte Firemen's Pancake Breakfast at the firehouse in Twain Harte. This has become a favorite event in our community and this year, again, it was very well attended. We served 350 breakfasts and countless cups of coffee.

We received many positive comments on our new set up and how it improved the flow. Chief Gamez said he was proud of the good attendance and all of the CERT volunteers who worked so hard to make the Breakfast a success. The lead this year was Margaret Lawrence who proved that you can do the work and still have fun!



Margaret Lawrence points the way to delicious pancakes, sausage, melon, and more



Lee Smith and Mike Mandell on pancake duty



Ben Wagner, Mary Dearborn, Lise Lemonnier, Alex Osborne, Eileen Sugai, and Bob Wanger await their first customer



Hungry people line up for breakfast



Happy customers

MANY THANKS



THANK YOU TO OUR SPONSORS



THE
SPORTSMAN
COFFEE SHOP

7-11

Twain Harte



TWAIN HARTE MARKET
THE STORE WITH A HEART



TWAIN HARTE AREA
CERT
COMMUNITY EMERGENCY
RESPONSE TEAM
SERVING OUR COMMUNITY



BUSINESS
Printing
Services
FIRST



PriceCo Foods
Expect Low Prices!
Sonora



MOTHERLODE
COFFEE ROASTERS
EST. 2010



GROCERY
OUTLET
bargain market
Sonora



SAFeway
Sonora

Special thanks to Margaret Lawrence who worked tirelessly to make the Twain Harte Fireman's Pancake Breakfast a huge success. She worked for weeks in the planning, organizing and reviewing every detail to put on a 4 hour breakfast, it's like putting on a wedding or a Thanksgiving dinner. Margaret did the job and made it look easy but we all know better than that. Thank you Margaret!

In addition to the vendors and organizations listed here, we would like to thank Dennis Mitchell, who donated 20 beautiful ceramic mugs for sale with our swag.

Many generous donations brought us much closer to our goal for purchasing a LUCAS Device (see page 9).

Carol Hallett and Mike Mandell made a trip out to Columbia College Fire Academy to present Stone Strompro and Ben Wagner a certificate of appreciation for the time they volunteered to help with the Pancake Breakfast. Certificates of appreciation were also delivered to Grace Gonzalez and Ava Gummerson to recognize the time they volunteered, too. We received a couple of nice notes in return.

"Hello Carol. I wanted to say thanks for presenting me that certificate. That was the nicest award and kindest thing anyone has ever said about me. Thank you so much. - Stone Strompro

"Hi Carol, it was super cool seeing you in class today! I also just wanted to say thank you very much for the award and the praise. It really meant a lot. - Ben Wagner



An example of the mugs donated by Dennis Mitchell



MANY THANKS, cont'd



Presentation at Columbia College Fire Academy



Presentation to Ava Gummerson

Valuable is the work you do...

Valuable is the work you do.

Outstanding is how you always come through.

Loyal, sincere and full of good cheer,

Untiring in your efforts throughout the year...

Notable are the contributions you make.

Trustworthy in every project you take.

Eager to reach you're every goal

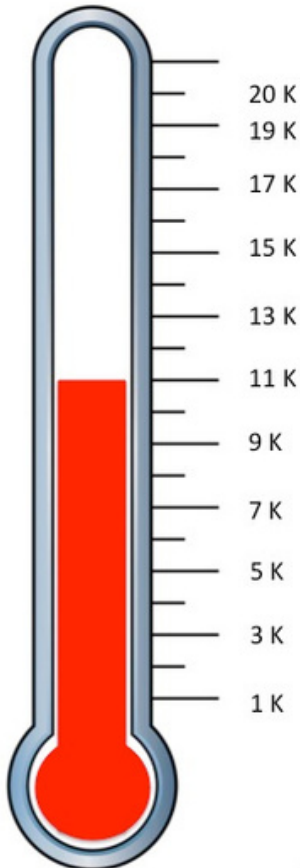
Effective in the way fulfill your role.

Ready with a smile like a shining star,

Special and wonderful – that's what you are.

Author Unknown

GOAL!



LUCAS DEVICE



We have been working hard to accomplish our goal to get a LUCAS device for THFD and our community. Each fundraiser that we have had has brought us closer to our goal. The Pancake Breakfast was one of our biggest profitable events. We were able to add nearly \$5,000 dollars towards the LUCAS device. Thank you to all the people who contributed and all the volunteers who make these events happen. We are getting really close now. The next event will be the Christmas Market in Twain Harte. Look for our booths at the event.

TWAIN HARTE FIRE DEPARTMENT CORNER

by Neil Gamez, THFD Fire Chief



COMMUNITY CENTER

The Community Center has seen a huge change. THFD hired a construction crew to come in and make the changes needed so that the building can be used for community events. THFD and CERT will use it for training classes. It is also available for the community to rent for functions. It is absolutely beautiful, functional and state of the art. To rent the space contact THCS.



THFD STAFF

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

STRIKE TEAM



Captain Orozco, Engineer Giglio, and Engineer McNeal deployed to the South Fork Complex Fire in Hayfork, CA.



VEGETATION ORDINANCE

- Properties Inspected - 210
- Letters of Compliance Issued - 184
- Letters Returned - 1
- Properties Reinspected & Passed - 24



BEFORE



AFTER

Part of the THFD charter is to work with property owners (the land around town that does not have structures on it) to ensure that those properties are compliant with the vegetation ordinance in Tuolumne County. A picture is worth a thousand words.

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



The total THA-CERT volunteer hours for are:

Administration =	492
Training =	0
Deployment =	15
Total hours =	507



Events

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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

Training

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

PHI Training with CalFire

Wednesday, October 4, 2023 10:00 AM

Twain Harte Bible Church



Get Ready to ShakeOut.
October 19, 2023 Register now at ShakeOut.org



Thursday, October 19, 2023 10:19 AM

Radio Drill will take place. Millions of people worldwide will participate. The NRW net will check in, similar to the weekly nets. The HAM will relay info to the net. This is a great simulation of what a real incident will be, your participation will make it realistic

Meetings

THCS Board Meeting

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

Wednesday, October 11, 9:00 am

CERT & Fire Association Board Meeting

The October Board Meeting has been cancelled. Our next meeting will be Thursday, November 9, 9:30 am

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 for consideration of the topic by the board.

THA-CERT will have booths at the Twain Harte Outdoor Christmas Market to help raise more funds for the LUCAS device.

Please support our efforts.



Board Meeting Agenda Item Summary

October 11, 2023

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

- We experienced a major electrical storm that knocked out much of the communications throughout the county.
- I attended the monthly IRWM WAC meeting.
- Kennedy Jenks staff came up to check on locations and measurements for the Sherwood Forest distribution project.



Water/Sewer/Park Division

For September 2023

Board Meeting 10/11/23

Highlights



Water

- MG #2 Tank rehab status: Interior is complete, and exterior is completely contained for sandblasting operations.



- 1 service line leak on Blackhawk that resulted in a service line replacement and 0 main line breaks.
- Shadybrook Reservoir spillway repairs were made.
- Preparations for the October outage was carried out as wells were tested etc.



Sewer

- THCS D WSP crew received training for the new sewer push camera with sonde.



Parks and Recreation

- Bocce Courts received new stripes and the back of side boards were cleaned out and reinforced.



- 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.



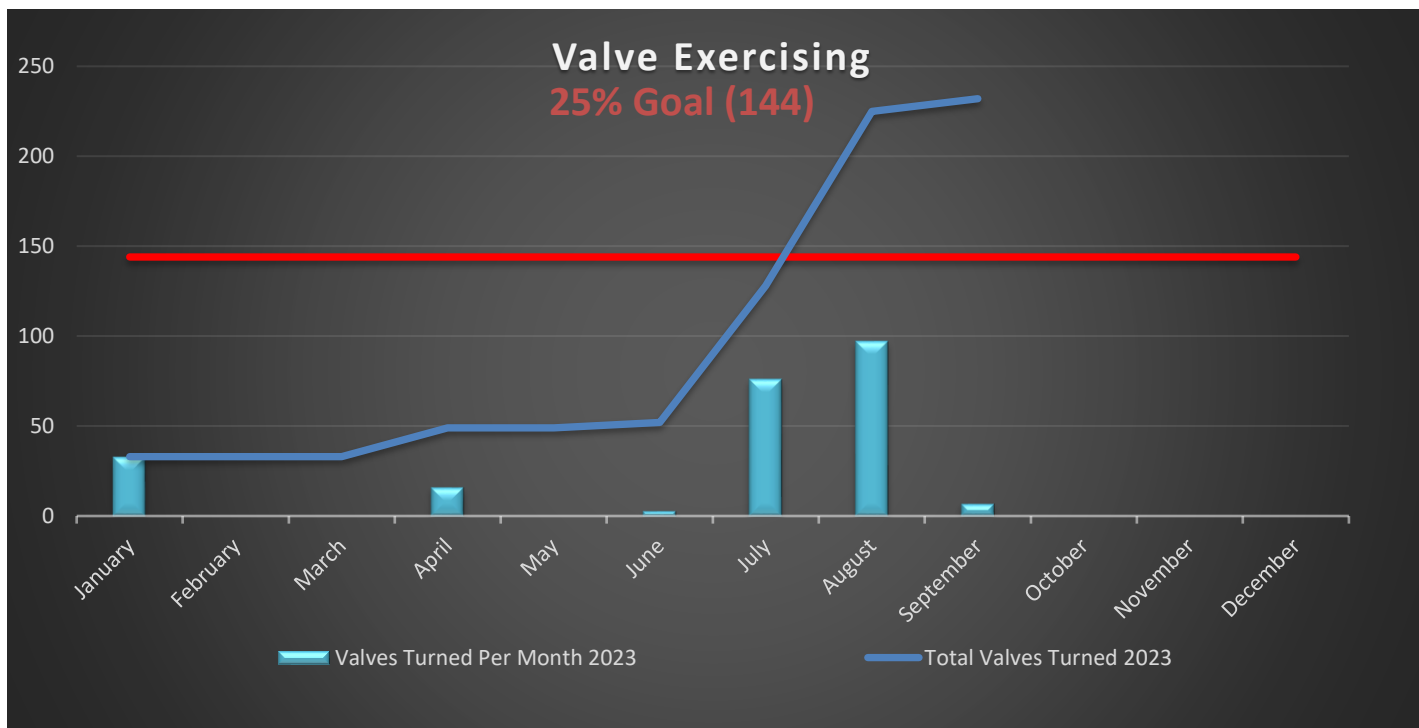
Vehicles and Equipment

- Truck #2 and #4 oil changes.
- Truck #6 low oil pressure repair.

Water, Sewer and Parks Statistics

Water

- Number of customer service calls were average for this time of year (25-40) for a total of 26.
- 3 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 232 or 40.3%. (Context: 99 were inspected and maintained by this time last year).

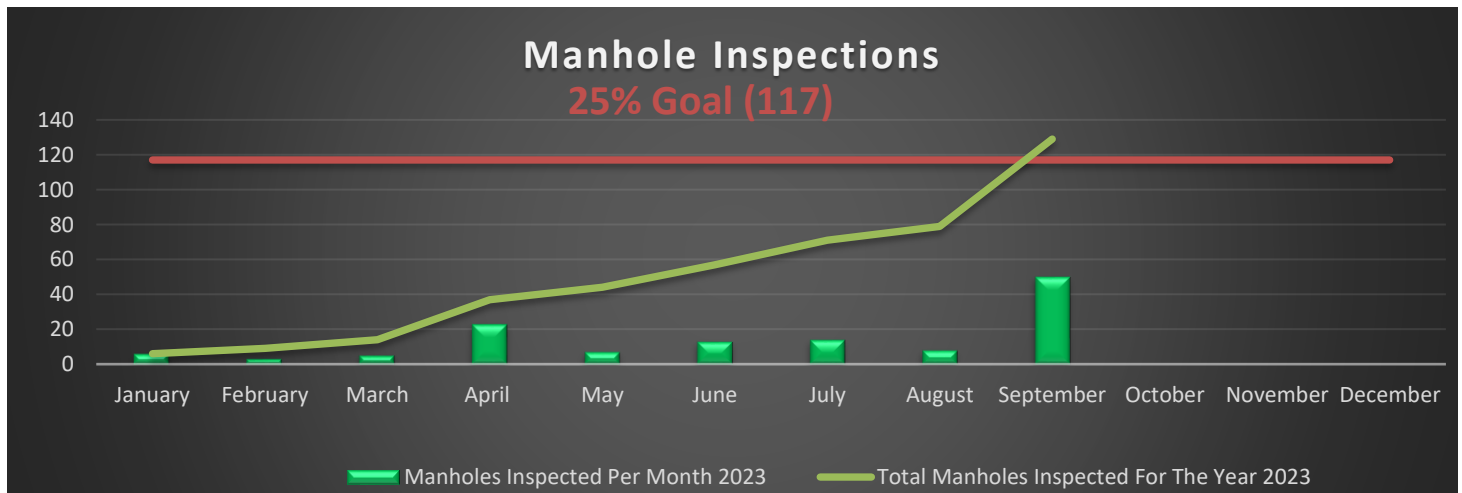


Sewer

- Number of customer service calls were average for this time of year (1-10) for a total of 3.
- Sewer main footage cleaned out of 142,072': 40,384' or 28.4%. (Context: 60,671,' were cleaned by this time last year with an annual goal of 25% cleaned).

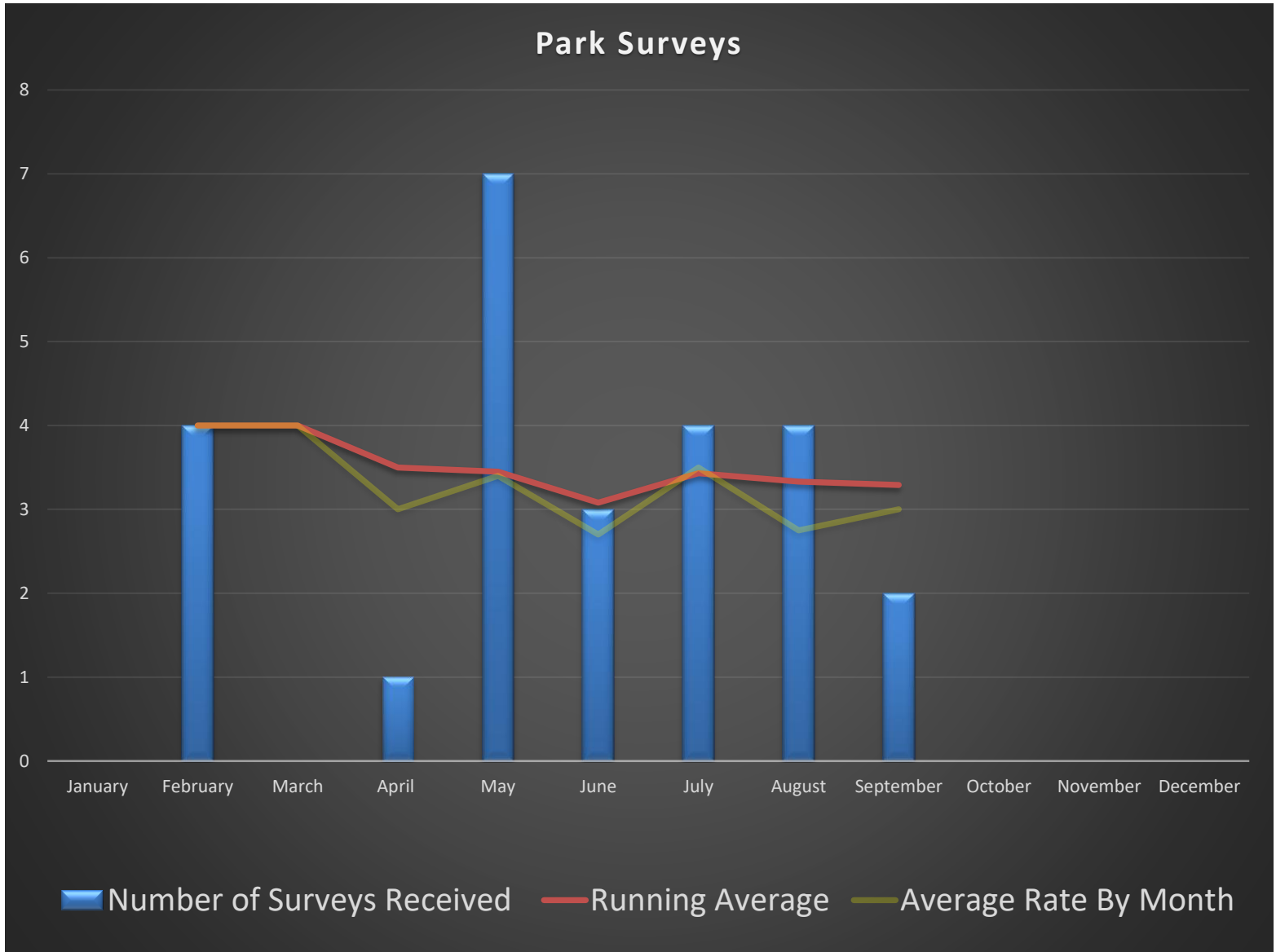


- Manholes inspected and maintained out of 468: 129 or 27.%. (Context: 201 were cleaned by this time last year with an annual goal of 25%).



Parks

- Number of Parks surveys submitted for September was 2.



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						0				
Nov						0				
Dec						0				
Total	62,281,290	2,032,314	4,417,587	296,072	4,259,212	69,027,263	88,430,583	21.94%	36.63	106.4



Board Meeting Agenda Item Summary

October 11, 2023

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

October 11, 2023



ADMIN ACTIVITIES

- Water/Sewer Rate Study
- Closeout Fiscal year 2022-23
- TH Meadows Park Construction Management
- Million Gallon Tank #2 Construction Management
- Board Vacancy Posting and Advertisement
- 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 rough grading of a grant-funded project to build a new, community-designed park next to Eproson Park. Underground utilities and fine grading are expected to be complete this fall. Project completion is anticipated in early fall 2024.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Paso Robles Tank, Inc. has completed all structural and interior coating work 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

Expansion/resurfacing of the pickleball courts with a sport grid surface and resurfacing of the tennis courts with a clay surface is in design. 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 by November.

MEETINGS OF INTEREST

- 9/22** County Economic Development Meeting
- 9/27** County Drought Contingency Plan
- 10/4** County OES Pre-Winter Coordination
- 10/7** CA Commissioners Association Tour
- 10/9** Tuolumne Special Districts Meeting

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 60% complete.

FUNDING OPPORTUNITIES

FEMA SAFER GRANT - \$2.7M

Full-Time Firefighters / UNSUCCESSFUL

MULTI-BENEFIT DROUGHT GRANT - \$950K

Shadybrook Silt Removal / Award: Fall 2023

MULTI-BENEFIT DROUGHT GRANT - \$1.7M

Water Line Replacement / Award: Fall 2023

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