

TWAIN HARTE COMMUNITY SERVICES DISTRICT

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

REGULAR MEETING OF THE BOARD OF DIRECTORS VIDEO TELECONFERENCE February 9, 2022 9:00 A.M.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. This meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/84442029391>
- Meeting ID: 844 4202 9391
- Telephone: (669) 900-6833

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

AGENDA

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

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

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

5. Communications:

- A. Letter to Tuolumne County - Comments on General Plan Amendment GPA21-005.

6. Presentations:

- A. Presentation of the Fiscal Year 2020-21 Audit Report by Blomberg and Griffin.

7. Consent Agenda:

- A. Presentation and approval of financial statements through January 31, 2022.
- B. Approval of the minutes of the Regular Meeting held on January 12, 2022.

- C. Approval of Resolution #22-04 – Directing Preparation of the Engineer’s Report for Continuation of the Fiscal Year 2022-23 Assessment for the Twain Harte Park and Recreation Maintenance District.
- D. Approval of Resolution #22-05 – Accepting the Fire Chief’s 2021 Report of Annual Inspections of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

8. New Business

- A. Discussion/action to adopt Resolution #22-06 – Approval of a Fiscal Year 2021-22 Fire CERT Fund Budget Adjustment in the Amount of \$28.850 for Purchasing Equipment and Conducting Emergency Preparedness Workshops.
- B. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #22-07 – Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of February 9, 2022 to March 11, 2022.
- C. Discussion/action regarding the impact of future development in Twain Harte and consideration of initiating a development impact fee study.
- D. Discussion/action to approve sending a letter to Tuolumne County discussing road conditions, potential partnerships, and possible revenue sources.
- E. Semi-annual review of the District’s Strategic Plan.
- F. Discussion/presentation on the history of Eproson Park and other Park facilities.

9. Reports

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

10. Closed Session

- A. Conference with Legal Counsel – Existing Litigation:
Pursuant to Government Code Section 54956.9(a)
Case Name: Junger v. Twain Harte Community Services District
- B. Conference with Legal Counsel – Existing Litigation:
Pursuant to Government Code Section 54956.9(a)
Case Name: Oyarzo v. Twain Harte Community Services District

11. Adjourn

HOW TO VIRTUALLY OBSERVE 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](#)

HOW TO SUBMIT PUBLIC COMMENTS:

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

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.

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

ACCESSIBILITY:

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

WRITTEN MEETING MATERIALS:

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

www.twainhartecsd.com

Location: The project site is located at 18711 Tiffeni Drive and 22990,22984,22930 Twain Harte Drive in the community of Twain Harte. Located within a portion of Section 9, Township 2 North, Range 16 East, Mount Diablo Baseline and Meridian. Located within Supervisorial District 3.

Please see the attached vicinity map for parcel locations.

Access: Tiffeni Drive/Twain Harte Drive

Sewage Disposal Method: Twain Harte Community Services District

Water Source: Twain Harte Community Services District

Fire Hazard Rating: High fire hazard severity zone

Additional Information:

1. Permitted and Conditional uses for the proposed M-U district can be found at this link below:
<https://www.tuolumnecounty.ca.gov/DocumentCenter/View/435/Chapter-1730---Mixed-Use-District-or-MU-District?bidId=>
2. General zoning information can be found here:
<https://www.tuolumnecounty.ca.gov/179/Planning>
3. Within any mobilehome exclusion combining (:MX) district, no mobilehome may be used as a permanent residence on any individual parcel unless it is installed on a foundation system, has skirting around the mobilehome, and no more than ten years have elapsed between the date of the manufacture of the mobilehome and the date of the application for a building permit to install the mobilehome (TCOC 17.48.020).
4. Future uses on each property may require further evaluation, permits and review.

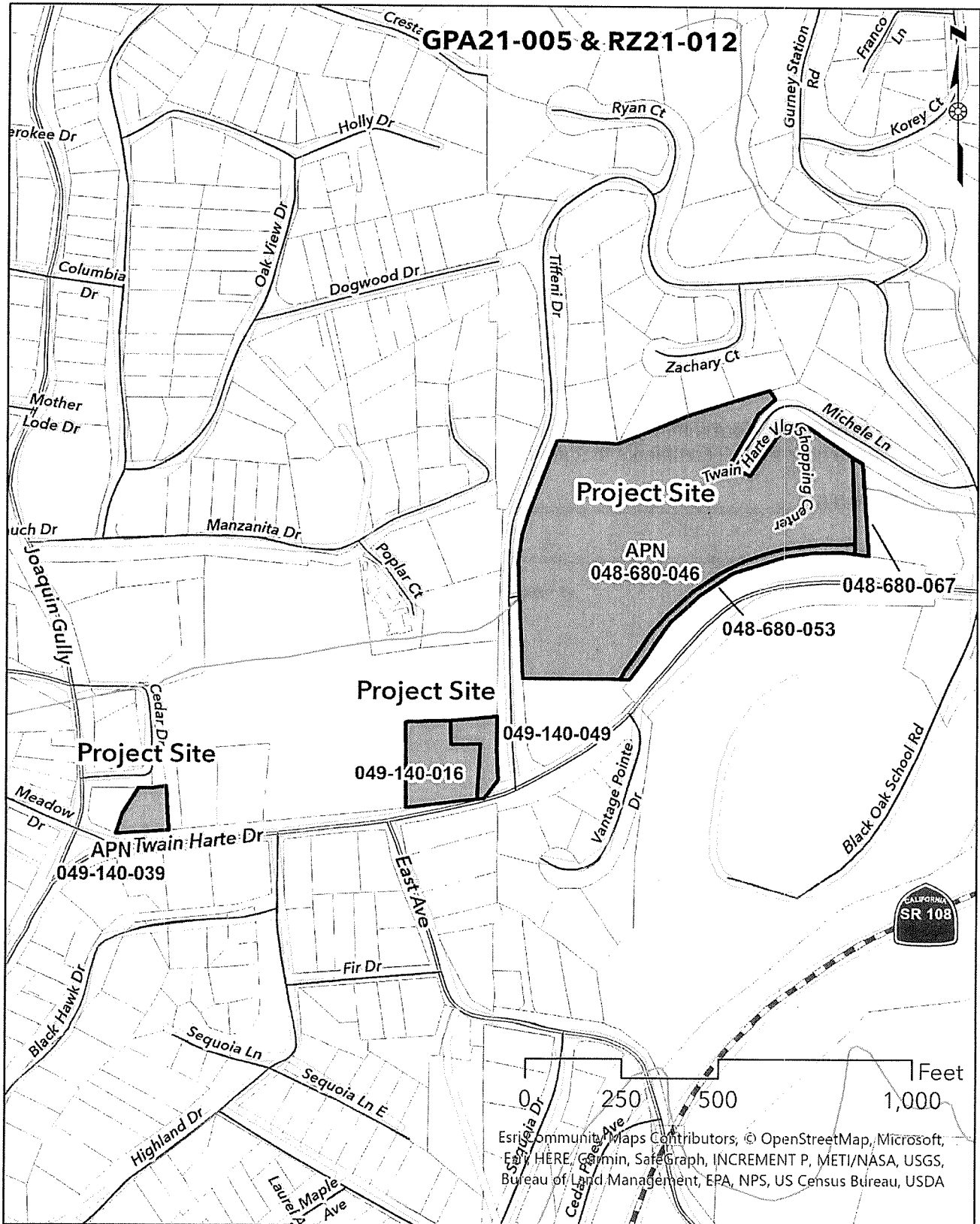
Please return your comments to the CDD by **January 26, 2022**. Comments may be emailed to Cheydi Gonzales, cgonzales@co.tuolumne.ca.us Comments may also be mailed to: 2 South Green Street, Sonora, CA 95370 or brought to the Community Development Department.

Staff Contact: Cheydi Gonzales
Phone: (209) 533-6641
Email: cgonzales@co.tuolumne.ca.us

AGENCY: Twain Harte Community Services District

COMMENTS: Please see attached comments.

ATTACHMENT 1: VICINITY MAP



Esri, Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA



Twain Harte Community Services District

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

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

January 26, 2022

TO: Cheydi Gonzales via Email

SUBJECT: Comments on General Plan Amendment GPA21-005
APN 048-680-046, 048-680-067, 048-680-053, 048-140-039

Dear Cheydi Gonzales:

Thank you for providing Twain Harte Community Services District (THCSD) the opportunity to comment on the proposed General Plan Amendment GPA21-005, which proposes to change the subject parcels from General Commercial to Mixed Use zoning. We have the following comments that we also ask that you communicate to the Applicant:

1. This project has the potential to significantly impact THCSD's services, especially water, sewer and fire protection. As such, we request to be involvement in the project planning and CEQA.
2. As the provider of Water, Sewer, Fire Protection, and Park and Recreation services to the subject parcels, any future projects or changes will be required to comply with all THCSD ordinances, regulations and policies, including the payment of connection, capacity and impact fees for water and sewer services and development impact fees applicable at the time of project permitting.
3. The types of potential development projects allowed by the proposed zone changes were not contemplated as part of the design of THCSD's water and sewer infrastructure. As such, future projects proposed under the new zoning may require the developer to construct significant upgrades to the THCSD's water and sewer system infrastructure to accommodate proposed projects.
4. The access and infrastructure at some of the sites are also not adequate to provide for fire safety of potential developments that could be proposed under the new zoning. Applicant should take note that significant infrastructure and access improvements may be required to provide for fire safety and to meet Fire Ordinances and Codes.

Please feel free to contact me by email (ttrott@twainhartecsd.com) with any questions.

Sincerely,

TOM C. TROTT
General Manager

**TWAIN HARTE COMMUNITY
SERVICES DISTRICT**

Financial Statements
And
Independent Auditor's Report

For the Fiscal Year Ended June 30, 2021 and 2020



TWAIN HARTE COMMUNITY SERVICES DISTRICT

OF TUOLUMNE COUNTY

TWAIN HARTE, CALIFORNIA

JUNE 30, 2021 and 2020

GOVERNING BOARD

MEMBERS

OFFICE

Gary Sipperley

President

Kathryn deGroot

Vice President

Richard Knudson

Director

Charlotte Bohlman

Director

Eileen Mannix

Director

TWAIN HARTE COMMUNITY SERVICES DISTRICT

TABLE OF CONTENTS

JUNE 30, 2021 and 2020

Independent Auditors' Report	1-2
Management's Discussion and Analysis	3-11
<i>Government-Wide Financial Statements</i>	
Statement of Net Position	12
Statement of Activities	13
<i>Governmental Fund Financial Statements</i>	
Governmental Funds - Balance Sheet	14
Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	16
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	17
Enterprise Funds - Statement of Net Position	18
Enterprise Funds - Statement of Revenues, Expenses, and Changes in Fund Net Position	19
Enterprise Funds - Statement of Cash Flows	20-21
Notes to the Financial Statements	22-48
Required Supplementary Information	
Schedule of Required Supplementary Information – Safety Plan	49
Schedule of Required Supplementary Information – Miscellaneous Plan	50
Park and Recreation Fund – Budgetary Comparison Schedule	51-52
Fire Protection Fund - Budgetary Comparison Schedule	53-54
Notes to Required Supplementary Information	55



Blomberg & Griffin Accountancy Corporation
Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Twain Harte Community Services District
Twain Harte, CA

Report on the Financial Statements

We have audited the accompanying financial statements of Twain Harte Community Services District as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Twain Harte Community Services District, as of June 30, 2021, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

Other auditors have previously audited Twain Harte Community Service District June 30, 2020, financial statements, and their report dated July 26, 2021, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent in all material respects, with the audited financial statements from which it has been derived.

Blomberg & Griffin A.C.

Blomberg & Griffin A.C.

Stockton, CA

October 27, 2021

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
June 30, 2021 and 2020

This section of the annual financial report of the Twain Harte Community Services District (District) presents our discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2021. The Management's Discussion and Analysis (MD&A) should be read in conjunction with the District's financial statements, including the notes and the supplementary information that immediately follows this section.

The relationship between revenues and expenses is the District's *operating results*. Since the Board's responsibility is to provide services to customers and not to generate profit as commercial entities do, one must consider other factors when evaluating the overall health of the District. The quality of the service provided, and the safety of our employees and the general public will likely be an important component in this evaluation.

In the *Statement of Net Position* and the *Statement of Activities*, we present the District activities as follows:

Governmental Activities – The Fire Protection and Park and Recreation funds consist of this activity. Revenue for the Fire Protection fund is primarily derived from property taxes. Park and Recreation fund revenue is obtained from donations and special fees charged to use Park and Recreation facilities and funding through property taxes.

Business-type Activities – The District charges fees for water and sewer services to help cover the costs of certain services provided. These represent revenue from special fees, connection fees, and water and sewer usage charges.

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS

Fund Financial Statements

Governmental Funds – Most of the District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
June 30, 2021 and 2020

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS (Continued):

The differences of results in the governmental fund financial statements to those in the government-wide financial statements are explained in a reconciliation following the governmental fund financial statements.

Enterprise Funds – When the District charges users for the services it provides, whether to outside customers or to other departments within the District, these services are generally reported in enterprise funds. Enterprise funds are reported in the same way that all activities are reported in the *Statement of Net Position* and the *Statement of Revenues, Expenses, and Changes in Fund Net Position*. In fact, the District's Enterprise funds are the same as the business-type activities we report in the government-wide financial statements, but provide more detail and additional information, such as cash flows, for enterprise funds.

FINANCIAL HIGHLIGHTS OF THE PAST YEAR

Water and Sewer Division

- The water division's change in net position was \$321,480. The sewer division's change in net position was \$117,331. The total net position increased by \$438,811 or 9%.

Fire Protection Division

- Fire protection division received \$1,167,004 of tax revenue which consisted of 82% of total revenues for the division. The fire protection division's change in fund balance was \$136,398. The percentage increase in fund balance was 109% primarily due to decrease in Capital Outlays.

Park and Recreation Division

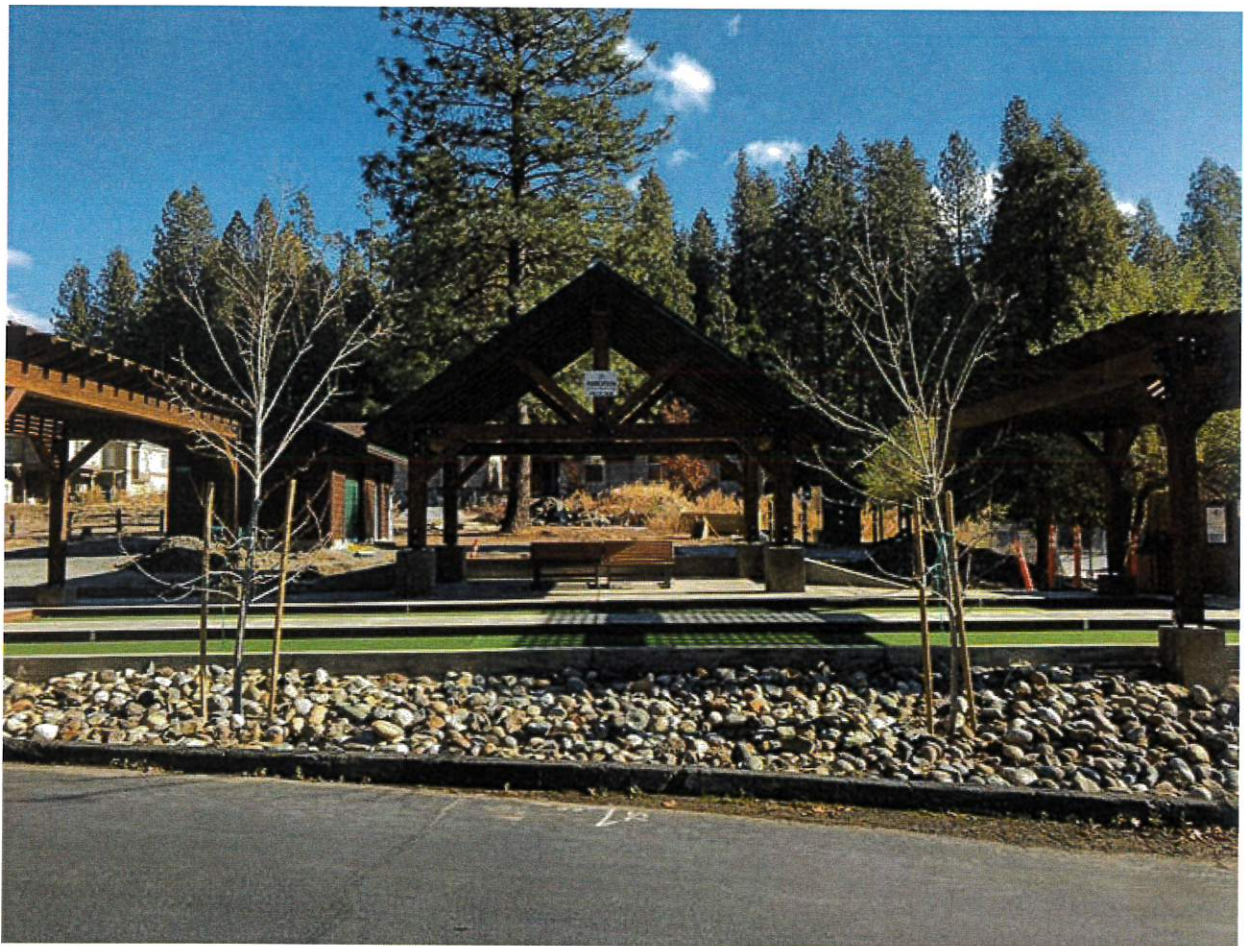
- The park and recreation division continues to rely on tax, donation, and grant revenues to fund projects. Tax revenue received was \$137,200. The tax revenues consist of 52% of total revenues. Grant, donation, and other revenues received totaled \$124,829 or 48% of total revenues.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
June 30, 2021 and 2020

THE DISTRICT AS A WHOLE

Net Position

The District's net position was \$10,178,599 for the fiscal year ended June 30, 2021, and \$9,619,066 for the fiscal year ended June 30, 2020 which is an increase of \$559,533. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the District's ability to use net position for day-to-day operations. Our analysis in the following pages focuses on the net position (Table 1) and change in net position (Table 2) of the District's governmental activities.



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion Analysis
June 30, 2021 and 2020

THE DISTRICT AS A WHOLE (Continued)

Table 1

	<u>2021</u>	<u>2020</u>	<u>Difference</u>	<u>Percent Difference</u>
Current Assets	\$ 5,507,789	\$ 5,068,150	\$ 439,639	8.67%
Capital Assets - Net	6,470,609	6,572,942	(102,333)	-1.56%
Deferred Outflows	345,022	248,676	96,346	38.74%
Total Assets & Deferred Outflows	<u><u>\$ 12,323,420</u></u>	<u><u>\$ 11,889,768</u></u>	<u><u>\$ 433,652</u></u>	<u><u>3.65%</u></u>
Current Liabilities	\$ 635,232	\$ 729,900	\$ (94,668)	-12.97%
Long-Term Obligations	1,482,614	1,519,702	(37,088)	-2.44%
Deferred Inflows	26,975	21,100	5,875	27.84%
Total Liabilities & Deferred Inflows	<u><u>2,144,821</u></u>	<u><u>2,270,702</u></u>	<u><u>(125,881)</u></u>	<u><u>-5.54%</u></u>
Net Position				
Invested in Capital Assets, Net of Related Debt	5,411,246	5,285,229	126,017	2.38%
Restricted	144,625	146,326	(1,701)	-1.16%
Unrestricted	4,622,728	4,187,511	435,217	10.39%
Total Net Position	<u><u>10,178,599</u></u>	<u><u>9,619,066</u></u>	<u><u>559,533</u></u>	<u><u>5.82%</u></u>
Total Liabilities and Net Position	<u><u>\$ 12,323,420</u></u>	<u><u>\$ 11,889,768</u></u>	<u><u>\$ 433,652</u></u>	<u><u>3.65%</u></u>

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion Analysis
June 30, 2021 and 2020

THE DISTRICT AS A WHOLE (Continued)

	<u>Table 2</u>			
	<u>2021</u>	<u>2020</u>	<u>Difference</u>	<u>Percent Difference</u>
Revenues				
Services Rendered	\$ 2,844,809	\$ 2,606,900	\$ 237,909	9.13%
Operating Grants and Contributions	447,326	299,117	148,209	49.55%
Interest Earnings	25,612	67,633	(42,021)	-62.13%
Taxes	1,414,737	1,394,594	20,143	1.44%
Other Income (Expense)	(37,417)	66,589	(104,006)	-156.19%
Total Revenues	<u>4,695,067</u>	<u>4,434,833</u>	<u>260,234</u>	<u>5.87%</u>
Expenses				
Fire Protection	1,391,389	1,182,946	208,443	17.62%
Park & Recreation	184,991	166,134	18,857	11.35%
Water	1,370,169	1,281,744	88,425	6.90%
Sewer	1,196,050	1,193,625	2,425	0.20%
Total Expenses	<u>4,142,599</u>	<u>3,824,449</u>	<u>318,150</u>	<u>8.32%</u>
Change in Net Position	<u>\$ 552,468</u>	<u>\$ 610,384</u>	<u>\$ (57,916)</u>	<u>-9.49%</u>

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
June 30, 2021 and 2020

THE DISTRICT AS A WHOLE (Continued)

As reported in the statement of activities, the cost of all our activities this year was \$4,142,599 which was an increase of \$318,150 compared to the prior year. The amount that our taxpayers ultimately financed for these activities through local taxes was \$1,414,737. Change in net position was \$552,468.

In Table 3, we have presented cost including depreciation of the District's functions.

Table 3

	2021	2020
	<u>Cost of Service</u>	<u>Cost of Service</u>
Park & Recreation	<u>\$ 184,991</u>	<u>\$ 166,134</u>
Fire	<u>\$ 1,391,389</u>	<u>\$ 1,182,946</u>
Water	<u>\$ 1,370,169</u>	<u>\$ 1,281,744</u>
Sewer	<u>\$ 1,196,050</u>	<u>\$ 1,193,625</u>

THE DISTRICT'S FUNDS

The District has elected to report two of the governmental funds as major funds, as such information may be of importance to certain financial statement users. As the District completed this year, our governmental funds reported a combined fund balance of \$1,668,782, which is an increase of \$114,112 compared to the prior year. The District's enterprise funds ended the year with a combined net position balance of \$5,948,248 which is an increase of \$438,811 compared to the prior year.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion Analysis
June 30, 2021 and 2020

THE DISTRICT'S FUNDS (Continued)

Table 4

	Balances			
	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>Change \$</u>	<u>Change %</u>
Governmental Funds				
Park & Recreation	\$ 328,019	\$ 327,329	\$ 690	0.21%
Fire Protection	1,340,763	1,227,341	113,422	9.24%
Total Governmental Funds	<u>\$ 1,668,782</u>	<u>\$ 1,554,670</u>	<u>\$ 114,112</u>	<u>7.34%</u>
Proprietary Funds				
Water	\$ 3,900,679	\$ 3,579,199	\$ 321,480	8.98%
Sewer	2,047,569	1,930,238	117,331	6.08%
Total Proprietary Funds	<u>\$ 5,948,248</u>	<u>\$ 5,509,437</u>	<u>\$ 438,811</u>	<u>7.96%</u>

GENERAL FUND BUDGET INFORMATION

In June of each year, a budget is adopted for the subsequent year by the District's Board of Directors. Budget preparation begins with results from the current year and is completed with assumptions derived from various sources including the different departments. The budget is updated during the year.

CAPITAL ASSET & DEBT ADMINISTRATION

Capital Assets

At June 30, 2021, the District had \$6,470,609 in a broad range of capital assets net of accumulated depreciation, including land, buildings, and furniture and equipment. This amount represents a decrease (including additions and deductions) of \$102,333 from the prior year.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion Analysis
June 30, 2021 and 2020

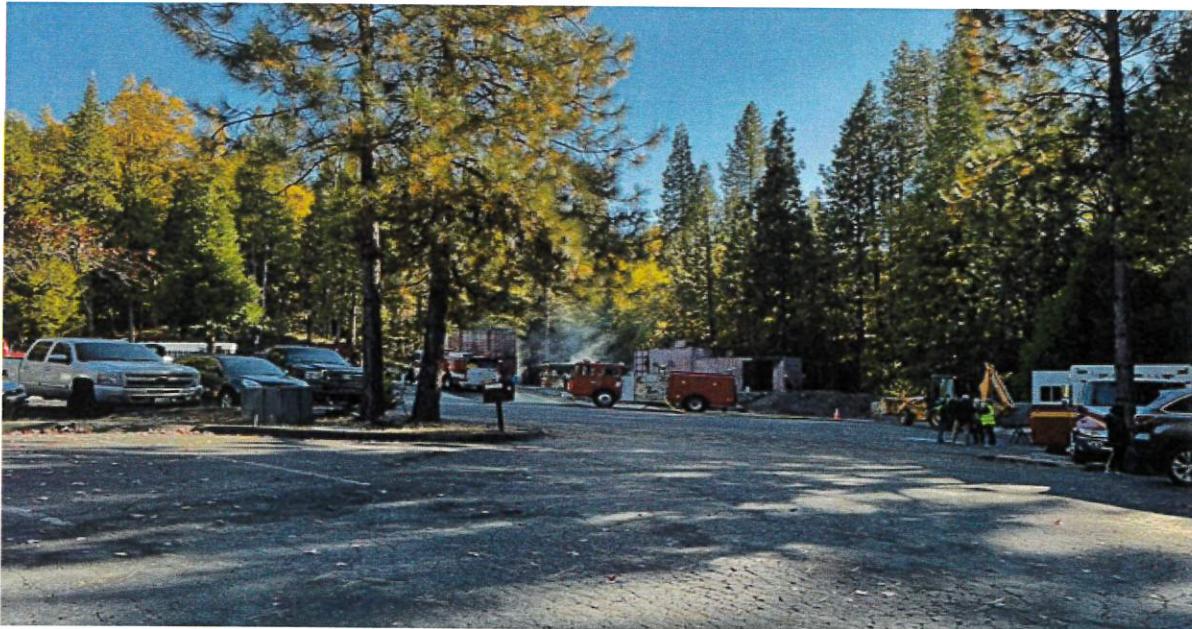
CAPITAL ASSET & DEBT ADMINISTRATION (Continued)

Table 5

	<u>2021</u>	<u>2020</u>	<u>Difference</u>	<u>Percent Difference</u>
Land	\$ 1,070,803	\$ 1,070,803	\$ -	0.00%
Construction In Progress	25,514	42,889	(17,375)	-40.51%
Plant and Equipment, Net of Accumulated Depreciation	<u>5,374,292</u>	<u>5,459,250</u>	<u>(84,958)</u>	<u>-1.56%</u>
Total	<u>\$ 6,470,609</u>	<u>\$ 6,572,942</u>	<u>\$ (102,333)</u>	<u>-1.56%</u>

Long-Term Obligations

At June 30, 2021, the District's outstanding long-term debt was 1,059,363. During the fiscal year ended June 30, 2021, payments made on principal decreased long-term debt by \$206,114. We present more detailed information regarding our long-term obligations in the notes to the financial statements on pages 35 and 36.



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
June 30, 2021 and 2020

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the District's finances, and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact Carolyn Higgins, Finance Officer, P.O. Box 649, Twain Harte, CA 95383 or call at (209) 586-3172.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Statement of Net Position
June 30, 2021 and 2020

	Governmental Activities	Business-Type Activities	Combined Funds	
			2021	2020
ASSETS				
Current Assets				
Cash and Cash Equivalents	\$ 1,621,980	\$ 2,982,729	\$ 4,604,709	\$ 4,261,543
Restricted Cash	4,691	144,625	149,316	140,345
Accounts Receivable	-	340,758	340,758	454,372
Taxes Receivable	64,443	3,771	68,214	66,995
Grants Receivable	5,237	227,681	232,918	122,137
Prepaid Expenses	2,661	9,505	12,166	8,485
Store Inventory	-	6,239	6,239	6,239
Due from Other Governments	93,469	-	93,469	8,034
Total Current Assets	1,792,481	3,715,308	5,507,789	5,068,150
Non-Current Assets				
Construction in Progress	-	25,514	25,514	42,889
Land	841,263	229,540	1,070,803	1,070,803
Structures and Improvements	2,099,493	1,203,377	3,302,870	3,021,246
Equipment	1,913,255	9,536,538	11,449,793	11,372,670
Less: Accumulated Depreciation	(2,070,767)	(7,307,604)	(9,378,371)	(8,934,666)
Total Non-Current Assets	2,783,244	3,687,365	6,470,609	6,572,942
Deferred Outflow of Resources				
Pension deferred charges	142,544	202,478	345,022	248,676
Total Assets & Deferred Outflows	\$ 4,718,269	\$ 7,605,151	\$ 12,323,420	\$ 11,889,768
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 45,160	\$ 179,127	\$ 224,287	\$ 278,735
Accrued Payables	9,859	14,177	24,036	92,136
Employee Benefits	36,680	62,697	99,377	35,013
Interest Payable	-	40,150	40,150	36,504
Current Portion of Long-Term Obligations	38,940	173,741	212,681	207,200
Deferred Revenue	32,000	1,591	33,591	80,312
Total Current Liabilities	162,639	471,483	634,122	729,900
Non-Current Liabilities				
Net Pension Liability	267,573	369,469	637,042	383,000
Employee Benefits	-	-	-	70,024
Noncurrent Portion of Long-Term Obligations	81,241	978,122	1,059,363	1,273,878
Less: Current Portion of Long-Term Obligations	(38,940)	(173,741)	(212,681)	(207,200)
Total Non-Current Liabilities	309,874	1,173,850	1,483,724	1,519,702
Total Liabilities	472,513	1,645,333	2,117,846	2,249,602
Deferred Inflow of Resources				
Pension deferred credits	15,405	11,570	26,975	21,100
Total Liabilities & Deferred Inflows	487,918	1,656,903	2,144,821	2,270,702
NET POSITION				
Invested in Capital Assets, Net of Related Debt	2,702,003	2,709,243	5,411,246	5,285,279
Restricted for:				
Debt Service	-	144,625	144,625	146,326
Unrestricted	1,528,348	3,094,380	4,622,728	4,187,461
Total Net Position	4,230,351	5,948,248	10,178,599	9,619,066
Total Liabilities and Net Position	\$ 4,718,269	\$ 7,605,151	\$ 12,323,420	\$ 11,889,768

The accompanying notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Statement of Activities
For the Year Ended June 30, 2021 and 2020

	Governmental Activities	Business-Type Activities	Combined Funds	
			2021	2020
PROGRAM EXPENSES				
Fire Protection	\$ 1,391,389	\$ -	\$ 1,391,389	\$ 1,182,946
Park & Recreation	184,991	-	184,991	166,134
Water	-	1,370,169	1,370,169	1,281,744
Sewer	-	1,196,050	1,196,050	1,193,625
Total Program Expenses	1,576,380	2,566,219	4,142,599	3,824,449
PROGRAM REVENUE				
Services Rendered	226,665	2,618,144	2,844,809	2,606,900
Operating Grants and Contributions	153,331	293,995	447,326	299,117
Total Program Revenues	379,996	2,912,139	3,292,135	2,906,017
Net Program Expenses (Income)	1,196,384	(345,920)	850,464	918,432
GENERAL REVENUES				
Property Taxes	1,304,204	110,533	1,414,737	1,394,594
Interest Income	9,109	16,503	25,612	67,633
Interest Expense	(3,425)	(37,671)	(41,096)	(47,654)
Miscellaneous	153	26	179	114,243
Sale of Assets	-	3,500	3,500	-
Total General Revenues	1,310,041	92,891	1,402,932	1,528,816
Excess of Revenues over Expenses	113,657	438,811	552,468	610,384
Change in Net Position	113,657	438,811	552,468	610,384
Net Position-Beginning of Year	4,109,629	5,509,437	9,619,066	9,008,682
Prior Period Adjustment	7,065	-	7,065	-
Net Position-End of Year	\$ 4,230,351	\$ 5,948,248	\$ 10,178,599	\$ 9,619,066

The notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Governmental Funds
Balance Sheet
June 30, 2021 and 2020

	Park & Recreation	Fire Protection	Total Governmental Funds - 2021	Total Governmental Funds - 2020
ASSETS				
Current Assets				
Cash and Investments	\$ 349,897	\$ 1,272,083	\$ 1,621,980	\$ 1,634,846
Restricted Cash	-	4,691	4,691	-
Accounts Receivable	-	-	-	-
Taxes Receivable	7,008	57,435	64,443	66,995
Grants Receivable	-	5,237	5,237	8,262
Prepaid Expenses	872	1,789	2,661	1,740
Due from Other Governments	-	93,469	93,469	8,034
Total Assets	\$ 357,777	\$ 1,434,704	\$ 1,792,481	\$ 1,719,877
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts Payable	\$ 8,490	\$ 36,670	\$ 45,160	\$ 28,112
Accrued Payables	685	9,174	9,859	30,864
Compensated Absences	4,583	32,097	36,680	39,341
Deferred Revenue	16,000	16,000	32,000	66,890
Total Liabilities	29,758	93,941	123,699	165,207
FUND BALANCES				
Nonspendable	872	1,789	2,661	1,740
Committed	254,751	732,431	987,182	818,706
Assigned	72,997	602,850	675,847	628,723
Unassigned	(601)	3,693	3,092	105,501
Total Fund Balances	328,019	1,340,763	1,668,782	1,554,670
Total Liabilities and Fund Balances	\$ 357,777	\$ 1,434,704	\$ 1,792,481	\$ 1,719,877

The notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2021 and 2020

	<u>Park & Recreation</u>	<u>Fire Protection</u>	<u>Total Governmental Funds - 2021</u>	<u>Total Governmental Funds - 2020</u>
GENERAL REVENUES				
Taxes and Assessments	\$ 137,200	\$ 1,167,004	\$ 1,304,204	\$ 1,279,183
Interest	2,357	6,752	9,109	23,620
Charges for Services	15,378	211,287	226,665	5,180
Grants	81,890	44,270	126,160	34,872
Donations	25,204	1,967	27,171	39,200
Miscellaneous	-	153	153	113,231
Total Revenues	<u>262,029</u>	<u>1,431,433</u>	<u>1,693,462</u>	<u>1,495,286</u>
EXPENDITURES				
Operating Expenditures				
Salaries and Benefits	61,782	901,271	963,053	749,882
Materials, Supplies, and Services	73,121	236,897	310,018	434,898
Capital Outlay	126,436	114,502	240,938	141,097
Debt Service	-	42,365	42,365	42,365
Total Expenditures	<u>261,339</u>	<u>1,295,035</u>	<u>1,556,374</u>	<u>1,368,242</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>690</u>	<u>136,398</u>	<u>137,088</u>	<u>127,044</u>
OTHER FINANCING SOURCES (USES)				
Proceeds of Sale of Assets	-	-	-	-
Total Other Financing Sources and Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	690	136,398	137,088	127,044
Fund Balances - Beginning	327,329	1,227,341	1,554,670	1,427,626
Prior Period Adjustment	-	(22,976)	(22,976)	-
Fund Balances - Ending	<u>\$ 328,019</u>	<u>\$ 1,340,763</u>	<u>\$ 1,668,782</u>	<u>\$ 1,554,670</u>

The notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
June 30, 2021 and 2020

	2021	2020
Total Fund Balance-Governmental Funds	\$ 1,668,782	\$ 1,554,670
Amounts Reported for Governmental Activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.		
	2021	2020
Capital Assets	4,854,011	4,616,348
Accumulated Depreciation	(2,070,767)	(1,919,849)
	2,783,244	2,696,499
Deferred pension charges not reported in funds balance sheet	142,544	94,667
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.	(81,241)	(146,407)
Deferred pension credits not reported in funds balance sheet	(15,405)	(2,800)
Net Pension liability not reported in funds balance sheet	(267,573)	(87,000)
Total Net Position-Governmental Activities	\$ 4,230,351	\$ 4,109,629

The accompanying notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and
Changes in Fund Balances to the Statement of Activities
For the Year Ended June 30, 2021 and 2020

	2021	2020
Net Change in Fund Balances - Governmental Funds	\$ 137,088	\$ 127,044
Amounts reported for governmental activities in the statement of net position are different because:		
Capital outlays is reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital additions of \$237,661 was more than depreciation of \$150,918 in the current period.	86,743	(8,091)
Compensated absences	(10,453)	(19,978)
Pension expense adjustment for deferred items	(138,661)	4,866
Payments of long-term debt is reported in governmental funds as expenditures. However, in the government-wide financial statements the payment of long-term debt are recorded as a reduction of liability.	38,940	37,861
Change in Net Position of Governmental Activities	\$ 113,657	\$ 141,702

The accompanying notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Enterprise Funds
Statement of Net Position
June 30, 2021 and 2020

	Business-Type Activities			
	Enterprise Funds			
	Water	Sewer	2021	2020
ASSETS				
Current Assets				
Cash and Investments	\$ 1,659,835	\$ 1,322,894	\$ 2,982,729	\$ 2,626,697
Restricted Cash	144,625	-	144,625	140,345
Accounts Receivable	193,209	147,549	340,758	352,102
Taxes Receivable	3,771	-	3,771	6,064
Grants Receivable	164,037	63,644	227,681	210,081
Prepaid Expenses	5,974	3,531	9,505	6,745
Stores Inventories	5,299	940	6,239	6,239
Total Current Assets	2,176,750	1,538,558	3,715,308	3,348,273
Noncurrent Assets				
Construction in Progress	21,514	4,000	25,514	28,779
Land	103,322	126,218	229,540	229,540
Structures and Improvements	905,106	298,271	1,203,377	1,144,865
Equipment	7,593,644	1,942,894	9,536,538	9,488,076
Less: Accumulated Depreciation	(5,737,795)	(1,569,809)	(7,307,604)	(7,014,817)
Total Noncurrent Assets	2,885,791	801,574	3,687,365	3,876,443
Deferred Outflow of Resources				
Pension deferred charges	131,610	70,868	202,478	154,009
Total Assets	\$ 5,194,151	\$ 2,411,000	\$ 7,605,151	\$ 7,378,725
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 42,440	\$ 136,687	\$ 179,127	\$ 235,265
Accrued Payables	8,953	5,224	14,177	61,316
Compensated Absences	40,552	22,145	62,697	-
Interest Payable	38,105	2,045	40,150	47,490
Current Portion of Long-Term Obligations	158,600	15,141	173,741	168,260
Unearned Revenue	1,591	-	1,591	13,422
Total Current Liabilities	290,241	181,242	471,483	525,753
Noncurrent Liabilities				
Net Pension Liability	240,155	129,314	369,469	296,000
Noncurrent Portion of Long-Term Obligations	914,157	63,965	978,122	1,153,698
Compensated absences	-	-	-	43,797
Less: Current Portion of Long-Term Obligations	(158,600)	(15,141)	(173,741)	(168,260)
Total Noncurrent Liabilities	995,712	178,138	1,173,850	1,325,235
Total Liabilities	1,285,953	359,380	1,645,333	1,850,988
Deferred Inflow of Resources				
Pension deferred credits	7,519	4,051	11,570	18,300
Total Liabilities and Deferred Inflows	1,293,472	363,431	1,656,903	1,869,288
NET POSITION				
Invested in Capital Assets, Net of Related Debt	1,971,634	737,609	2,709,243	2,708,960
Restricted	144,625	-	144,625	144,586
Unrestricted	1,784,420	1,309,960	3,094,380	2,655,891
Total Net Position	3,900,679	2,047,569	5,948,248	5,509,437
Total Liabilities and Net Position	\$ 5,194,151	\$ 2,411,000	\$ 7,605,151	\$ 7,378,725

The notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Enterprise Funds
Statement of Revenues, Expenses, and Changes in Fund Net Position
For the Year Ended June 30, 2021 and 2020

	Business-Type Activities			
	Enterprise Funds			
	<u>Water</u>	<u>Sewer</u>	<u>2021</u>	<u>2020</u>
OPERATING REVENUES				
Service Charges	\$ 1,481,865	\$ 1,136,279	\$ 2,618,144	\$ 2,578,823
Other Operating Revenues	122,995	171,000	293,995	247,942
Total Operating Revenues	<u>1,604,860</u>	<u>1,307,279</u>	<u>2,912,139</u>	<u>2,826,765</u>
OPERATING EXPENSES				
General and Administrative	265,903	141,438	407,341	364,067
Plant	863,761	989,486	1,853,247	1,827,441
Depreciation	240,505	65,126	305,631	283,861
Total Operating Expenses	<u>1,370,169</u>	<u>1,196,050</u>	<u>2,566,219</u>	<u>2,475,369</u>
Net Operating Income (Loss)	<u>234,691</u>	<u>111,229</u>	<u>345,920</u>	<u>351,396</u>
NONOPERATING REVENUES (EXPENSES)				
Interest Income	9,231	7,272	16,503	44,013
Taxes and Assessments	110,533	-	110,533	115,411
Interest Expense	(35,268)	(2,403)	(37,671)	(43,150)
Gain on Sale of Assets	2,275	1,225	3,500	425
Miscellaneous	18	8	26	587
Total Nonoperating Revenues (Expenses)	<u>86,789</u>	<u>6,102</u>	<u>92,891</u>	<u>117,286</u>
Income (Loss) Before Transfers	<u>321,480</u>	<u>117,331</u>	<u>438,811</u>	<u>468,682</u>
Change in Net Position	321,480	117,331	438,811	468,682
Total Net Position - Beginning	<u>3,579,199</u>	<u>1,930,238</u>	<u>5,509,437</u>	<u>5,040,755</u>
Total Net Position - Ending	<u>\$ 3,900,679</u>	<u>\$ 2,047,569</u>	<u>\$ 5,948,248</u>	<u>\$ 5,509,437</u>

The notes are an integral part of the financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Enterprise Funds
Statement of Cash Flows
For the Year Ended June 30, 2021 and 2020

	Business-Type Activities Enterprise Funds			
	Water	Sewer	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash Received from Customers	\$ 1,505,561	\$ 1,139,041	\$ 2,644,602	\$ 2,797,324
Cash Received from Operating Grants	33,448	208,325	241,773	24,337
Cash Payments for Goods and Services	(479,898)	(789,615)	(1,269,513)	(1,665,455)
Cash Payments to Employees and benefits	(680,102)	(389,929)	(1,070,031)	(698,039)
Net Cash Provided (Used) by Operating Activities	<u>379,009</u>	<u>167,822</u>	<u>546,831</u>	<u>458,167</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES				
Cash Received from Property Taxes	106,762	-	106,762	115,514
Miscellaneous, Non Operating Income (Expense)	18	8	26	587
Net Cash Provided (Used) by Non-Capital Financing Activities	<u>106,780</u>	<u>8</u>	<u>106,788</u>	<u>116,101</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Principle Payments to Loans	(149,982)	(14,608)	(164,590)	46,032
Interest Expense on Long-Term Loans	(42,142)	(2,869)	(45,011)	(43,150)
Acquisition of Capital Assets	(47,540)	(56,169)	(103,709)	(1,300,049)
Proceeds from Sale of Asset	2,275	1,225	3,500	633,394
Net Cash Provided (Used) from Capital and Related Financing Activities	<u>(237,389)</u>	<u>(72,421)</u>	<u>(309,810)</u>	<u>(663,773)</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest Income	9,231	7,272	16,503	44,013
Net Cash Provided (Used) from Investing Activities	<u>9,231</u>	<u>7,272</u>	<u>16,503</u>	<u>44,013</u>
Net Increase (Decrease) in Cash	257,631	102,681	360,312	(45,492)
Cash-Beginning of Year	<u>1,546,829</u>	<u>1,220,213</u>	<u>2,767,042</u>	<u>2,812,534</u>
Cash-End of Year	<u>\$ 1,804,460</u>	<u>\$ 1,322,894</u>	<u>\$ 3,127,354</u>	<u>\$ 2,767,042</u>

The notes are an integral part of these financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Enterprise Funds

Statement of Cash Flows (Continued)

For the Year Ended June 30, 2021 and 2020

	Business-Type Activities Enterprise Funds			
	<u>Water</u>	<u>Sewer</u>	<u>2021</u>	<u>2020</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES				
Operating Income (loss)	\$ 234,691	\$ 111,229	\$ 345,920	\$ 351,396
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities				
Depreciation	240,505	65,126	305,631	283,861
Changes in Assets and Liabilities:				
Receivables	(56,957)	52,994	(3,963)	(4,051)
Prepaid Expenses	(1,803)	(957)	(2,760)	(215)
Inventory	-	(60,570)	(60,570)	770
Accounts Payable and Other Accrued Liabilities	(37,427)	-	(37,427)	(187,016)
Deferred Revenue	-	-	-	13,422
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 379,009</u>	<u>\$ 167,822</u>	<u>\$ 546,831</u>	<u>\$ 458,167</u>

The notes are an integral part of the financial statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant accounting policies.

Financial Reporting Entity

Twain Harte Community Services District (“District”) was formed in 1996 under Section 3 of the County District Act of 1923. The District’s primary function is to provide water, sewer, fire protection, and parks and recreation services to properties in a specific geographical area in the Twain Harte area of Tuolumne County.

Budgetary Reporting

The District’s annual budget is a management tool that assists its users in analyzing financial activity for the fiscal year ended June 30, 2018. Budgets are formally adopted by the Board in June and take effect the following July 1. The budget disclosed is the original budget which is updated during the year. A department head is allowed to transfer line item expenditures within the same fund up to a maximum of \$5,000. An amount over \$5,000 for any line item transfer requires Board approval. Use of any capital asset funds for anything other than their intended purpose requires Board approval.

Basis of Presentation – Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund net position, revenues, and expenditures or expenses, as appropriate. The various funds are summarized by type in the general-purpose financial statements. Fund types used by the District are described below:

Governmental Fund Types:

Fire Protection: The fire protection fund is authorized fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection District. All transactions related to fire protection are recorded in the fire protection fund. In addition, 18% of administrative costs of the District are allocated to the fire protection fund.

Park and Recreation: The park and recreation fund operate a variety of public park facilities including Eproson Park, Community Center/American Legion Hall, and Twain Harte Tennis Courts. Also, the District is currently evaluating the possibility of providing senior and/or teen services at the Community Center. Ten percent of administrative costs of the District are allocated to the park and recreation fund.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Enterprise Fund Types:

Enterprise Funds: Account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent to the Board of Directors is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The District applies all applicable GASB statements effective as of fiscal year end. The water and sewer funds are considered Enterprise Funds.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financial sources) and decreases (i.e., expenditures and other financing uses) in current net position.

All enterprise funds are accounted for on a cost of services or “capital maintenance” measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Enterprise fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Basis of Accounting – Measurement Focus

Government – Wide Financial Statements: The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in the preparation of the enterprise fund financial statements but differs from the manner in which governmental fund financial statements are prepared.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government – Wide Financial Statements (Continued): The government-wide statement of activities presents a comparison between expenses and program revenues for each segment of the business-type activities of the District and for each governmental function. Direct expenses are those that are specifically associated with a service, program, or department and are therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the program, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the District.

Net position should be reported as restricted when constraints placed on net position use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other purposes results from special revenue funds and the restrictions on their net position use.

Fund Financial Statements: Fund financial statements report detailed information about the District. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated to the general fund.

Governmental Funds: All governmental funds are accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanations to better identify the relationship between the government-wide financial statements and the statements for the governmental funds on a modified accrual basis of accounting and the current financial resources measurement focus. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Enterprise Funds: Enterprise funds are accounted for using a flow of economic resources measurement focus and the accrual basis of accounting. All assets and all liabilities associated with the operation of this fund are included in the statement of net position. The statement revenues, expenses, and changes in fund net position present increases (revenues) and decreases (expenses) to total net position. The statement of cash flows provides information about how the District finances and meets the cash flow needs of its enterprise funds.

Revenues – Exchange and Non-Exchange Transactions: Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year. For the District, available means expected to be received within 90 days of fiscal year-end. Service charges and interest are considered to be both measurable and available at fiscal year-end.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received or when assessed if received within 60 days of the fiscal year-end. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Expenses/Expenditures: On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable, and typically paid within 90 days. Principal and interest on long-term obligations, which has not matured, are recognized when paid in the governmental funds as expenditures. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds but are recognized in the government-wide statements.

Hookup Fees

Fees charged for hookup of water and sewer services are considered income in the period the service is performed.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Inventory

Inventories in the enterprise funds are stated at cost, using the first-in first-out method.

Capital Assets and Depreciation

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of the District as a whole. The District maintains a capitalization threshold of \$5,000. The District does not possess any infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

When purchased, such assets are recorded as expenditures in the governmental funds and capitalized in the government-wide financial statements. The valuation basis for capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated fair market value on the date donated.

Capital assets in the enterprise funds are capitalized in the fund in which they are utilized. The valuation basis for enterprise fund capital assets is the same as those used for the capital assets of governmental funds.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 20 to 50 years; improvements, 5 to 50 years; equipment, 2 to 15 years.

Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide statement of net position and governmental funds balance sheet.

Sick leave is accumulated for each employee at the rate of one day for each month worked to a limit of 960 hours for regular employees and 1,328 hours for Fire Department shift employees. Leave with pay is provided when employees are absent for health reasons.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The employees gain a vested right to accumulated sick leave of up to 480 hours for regular employees and 664 hours for Fire Department employees.

Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities, and long-term obligations payable from the enterprise fund are reported on the enterprise fund financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full of current financial resources are reported as obligations of the funds. However, claims and judgments, compensated absences, and any special termination benefits that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Long-term obligations are recognized as liabilities in the governmental fund financial statements when due.

Fund Balance

In pursuant of GASB 54, District procedures to classify fund balance are as follows:

- Restricted
- Nonspendable
- Committed
- Assigned
- Unassigned

In the Governmental Fund Balance Sheet, the District has three classifications of fund balances: nonspendable, assigned, and unassigned. The District has classified nonspendable fund balance to the extent of prepaid expense amounts. Assigned represents designated fund balances by the Board of Directors or management. The unassigned fund balance is used to classify the fund balance that has not been assigned to other funds and that has not been restricted or committed to a specific purpose.

Net Position

Net positions represent the difference between assets and liabilities. Net position invested in capital assets; net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available. The government-wide financial statements report \$144,625 of restricted net position.

Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activity of the enterprise funds. For the District, these revenues are water and sewer usage fees. Operating expenses are necessary costs incurred to provide the good or service that are the primary activity of the fund. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1, and become delinquent on December 10 and April 10, respectively.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Unsecured property taxes are payable in one installment on or before August 31. The County of Tuolumne bills and collects the taxes on behalf of the District. Revenue from property taxes is recognized in the fiscal year in which the taxes are received or assessed if received within 60 days of the fiscal year.

NOTE 2 – DEPOSITS AND INVESTMENTS

Summary of Deposits and Investments

Deposits and investments as of June 30, 2021 and 2020 are classified in the accompanying financial statements as follows:

US Bank:	<u>2021</u>	<u>2020</u>
General and Capital Funds	\$ 1,643,044	\$ 1,320,104
Restricted:		
Davis Grunsky #1	71,820	69,385
Davis Grunsky #2	72,805	70,960
LAIF	<u>2,966,356</u>	<u>2,941,439</u>
Total Deposits and Investments	<u>\$ 4,754,025</u>	<u>\$ 4,401,888</u>

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or it's agencies; bankers acceptances; commercial paper; certificates of deposits placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Investment in the State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California government code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of investments in the pool is determined quarterly.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 2 – DEPOSITS AND INVESTMENTS (Continued)

The fair value of the District's investment in the pool is reported in the accompanying financial statement at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio).

The balance available for withdrawal is based on the accounting records maintained by LAIF, which is recorded on the amortized cost basis with funds generally available next business day.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment; generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates

The District manages its exposures to interest rate risk by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment is not required to be rated, nor has it been rated as of June 30, 2021 and 2020.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 2 – DEPOSITS AND INVESTMENTS (Continued)

Cash balances held in banks and revolving funds are insured up to \$250,000 per institution by the Federal Depository Insurance Corporation (“FDIC”). All cash held by the financial institutions is fully insured or collateralized, except the amount that exceeds the maximum insured levels of the FDIC.



TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 3 - RECEIVABLES

Receivables at June 30, 2021, consisted of the following:

	<u>Park & Recreation</u>	<u>Fire Protection</u>	<u>Total Governmental Activities</u>	<u>Water</u>	<u>Sewer</u>	<u>Total Business-Type Activities</u>
Local Government						
Taxes	\$ 7,008	\$ 57,435	\$ 64,443	\$ 3,771	\$ -	\$ 3,771
Utility Billings	-	-	-	193,209	147,549	340,758
Grants Receivable	-	5,237	5,237	164,037	63,644	227,681
Total	<u>\$ 7,008</u>	<u>\$ 62,672</u>	<u>\$ 69,680</u>	<u>\$ 361,017</u>	<u>\$ 211,193</u>	<u>\$ 572,210</u>

NOTE 4 - CAPITAL ASSETS

A summary of the government-wide property plant and equipment at June 30, 2021, is as follows:

Governmental Activities:

	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Adjustments</u>	<u>Balance June 30, 2021</u>
Fire & Park and Recreation				
Capital Assets not being Depreciated				
Land	\$ 841,263	\$ -	\$ -	\$ 841,263
Construction in Progress	14,110	-	(14,110)	-
Total Assets not being Depreciated	<u>855,373</u>	<u>-</u>	<u>(14,110)</u>	<u>841,263</u>
Capital Assets being Depreciated				
Structures and Improvements	1,876,381	223,112	-	2,099,493
Equipment	1,884,594	28,661	-	1,913,255
Total Assets being Depreciated	<u>3,760,975</u>	<u>251,773</u>	<u>-</u>	<u>4,012,748</u>
Total Capital Assets	4,616,348	251,773	(14,110)	4,854,011
Accumulated Depreciation	<u>(1,919,849)</u>	<u>(150,918)</u>	<u>-</u>	<u>(2,070,767)</u>
Total Book Value	<u>\$ 2,696,499</u>	<u>\$ 100,855</u>	<u>\$ (14,110)</u>	<u>\$ 2,783,244</u>

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 4 - CAPITAL ASSETS (Continued)

A summary of changes in the District's water service fixed assets is as follows:

Enterprise Funds:

<u>WATER</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Adjustments</u>	<u>Balance June 30, 2021</u>
Capital Assets not being Depreciated				
Land	\$ 103,322	\$ -	\$ -	\$ 103,322
Construction in Progress	22,514	-	(1,000)	21,514
Total Assets not being Depreciated	<u>125,836</u>	<u>-</u>	<u>(1,000)</u>	<u>124,836</u>
Capital Assets being Depreciated				
Building and Improvements	898,104	7,002	-	905,106
Plant and Equipment	7,552,106	49,793	(8,255)	7,593,644
Total Capital Assets being Depreciated	<u>8,450,210</u>	<u>56,795</u>	<u>(8,255)</u>	<u>8,498,750</u>
Accumulated Depreciation	<u>(5,505,545)</u>	<u>(240,505)</u>	<u>8,255</u>	<u>(5,737,795)</u>
Total Book Value	<u>\$ 3,070,501</u>	<u>\$ (183,710)</u>	<u>\$ (1,000)</u>	<u>\$ 2,885,791</u>

A summary of changes in the District's sewer service fixed assets is as follows:

<u>SEWER</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Adjustments</u>	<u>Balance June 30, 2021</u>
Capital Assets not being Depreciated				
Land	\$ 126,218	\$ -	\$ -	\$ 126,218
Construction in Progress	6,265	4,000	(6,265)	4,000
Total Assets not Depreciated	<u>132,483</u>	<u>4,000</u>	<u>(6,265)</u>	<u>130,218</u>
Capital Assets being Depreciated				
Building and Improvements	246,761	51,510	-	298,271
Plant and Equipment	1,935,970	11,513	(4,589)	1,942,894
Total Capital Assets being Depreciated	<u>2,182,731</u>	<u>63,023</u>	<u>(4,589)</u>	<u>2,241,165</u>
Accumulated Depreciation	<u>(1,509,272)</u>	<u>(65,126)</u>	<u>4,589</u>	<u>(1,569,809)</u>
Total Book Value	<u>\$ 805,942</u>	<u>\$ 1,897</u>	<u>\$ (6,265)</u>	<u>\$ 801,574</u>

Depreciation Expense was charged as follows:

Governmental Activities	
Park and Recreation	\$ 50,086
Fire Protection	100,832
Total Depreciation Expense-Governmental Activities	<u>\$ 150,918</u>
Business-Type Activities	
Water Fund	\$ 240,505
Sewer Fund	65,126
Total Depreciation Expense Business-Type Activities	<u>\$ 305,631</u>

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 5 - ALLOCATION FROM GENERAL FUND

The District allocates a percentage of administrative expenses to each of the four funds of the District. The following shows the allocation percentages to allocate the administrative expenses:

Water	47.0%
Sewer	25.0%
Park and Recreation	10.0%
Fire Protection	18.0%

NOTE 6 - ACCOUNTS PAYABLE

Accounts payable at June 30, 2021, consisted of the following:

	<u>Park & Recreation</u>	<u>Fire Protection</u>	<u>Total Governmental Activities</u>	<u>Water</u>	<u>Sewer</u>	<u>Total Business-Type Activities</u>
Vendor Payables	\$ 8,490	\$ 36,670	\$ 45,160	\$ 42,440	\$ 136,687	\$ 179,127
Accrued Payables	685	9,174	9,859	8,953	5,224	14,177
Interest Payables	-	-	-	38,105	2,045	40,150
Total	<u>\$ 9,175</u>	<u>\$ 45,844</u>	<u>\$ 55,019</u>	<u>\$ 89,498</u>	<u>\$ 143,956</u>	<u>\$ 233,454</u>

NOTE 7 - COMPENSATED ABSENCES

The District's compensated absences at June 30, 2021 consisted of the following:

	<u>Park & Recreation</u>	<u>Fire Protection</u>	<u>Total Governmental Activities</u>	<u>Water</u>	<u>Sewer</u>	<u>Total Business-Type Activities</u>
Compensated Absences	<u>\$ 4,583</u>	<u>\$ 32,097</u>	<u>\$ 36,680</u>	<u>\$ 40,552</u>	<u>\$ 22,145</u>	<u>\$ 62,697</u>

It is the District's policy to permit employees to accumulate a limited amount of earned but unused vacation benefits and limited sick leave. A portion of these benefits is paid to the employee upon separation of employment from the District. The liability has been provided for in the government-wide financial statements, governmental funds financial statements, and enterprise funds.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 8 - LONG-TERM OBLIGATIONS

Summary – Enterprise Activities

The changes to the District’s long-term obligations for its enterprise activities during the year consisted of the following:

Enterprise Funds:	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2021</u>	<u>Due in One Year</u>
Water Fund					
Davis – Grunsky loan #1. Original indebtedness – \$950,000, payable in annual installments of Principal and semi-annual installments of interest At 2.5%, maturity date is 2023.	\$ 108,093	\$ -	\$ (35,145)	\$ 72,948	\$ 35,397
Davis – Grunsky #1, deferred interest, payable in annual installments without interest, original indebtedness - \$84,239, maturity date is 2023.	10,986	-	(3,663)	7,323	3,662
Davis – Grunsky #2. Original indebtedness – \$860,535, payable in annual installments of Principal and semi-annual installments of interest At 2.5% maturity is 2023.	106,211	-	(34,533)	71,678	36,024
Municipal Finance Corporation, payable in annual installments and interest of 4.98%, maturity date is 2028	849,835	-	(80,304)	769,531	83,517
Total-Water Fund	<u>1,075,125</u>	<u>-</u>	<u>(153,645)</u>	<u>921,480</u>	<u>158,600</u>
Sewer Fund					
US Bancorp, payable in annual installments of \$17,478, maturity date is August 2024	78,573	-	(14,608)	63,965	15,141
Total-Sewer Fund	<u>78,573</u>	<u>-</u>	<u>(14,608)</u>	<u>63,965</u>	<u>15,141</u>
Total	<u>\$ 1,153,698</u>	<u>\$ -</u>	<u>\$ (168,253)</u>	<u>\$ 985,445</u>	<u>\$ 173,741</u>
Governmental Activities-Fire Fund					
Municipal Finance Corporation, payable in annual installments and interest of 2.85% per annum Beginning Febuary 1, 2013 through Febuary 1, 2023	\$ 120,180	\$ -	\$ (38,939)	\$ 81,241	\$ 38,940

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 8 - LONG-TERM OBLIGATIONS (Continued)

Debt Service Requirements to Maturity

The debt matures through 2028 as follows:

Fiscal Year	Fire Fund Loans		Sewer Fund Sewer Bonds		Water Fund Loans and Deferred Interest		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 40,050	\$ 2,315	\$ 15,141	\$ 2,337	\$ 158,599	\$ 39,663	\$ 213,790	\$ 44,315
2023	42,269	1,174	15,694	1,784	160,062	29,241	218,025	32,199
2024	-	-	16,268	1,210	90,330	23,966	106,598	25,176
2025	-	-	16,862	616	93,944	20,353	110,806	20,969
2026-2028	-	-	-	-	418,545	42,302	418,545	42,302
Total	<u>\$ 82,319</u>	<u>\$ 3,489</u>	<u>\$ 63,965</u>	<u>\$ 5,947</u>	<u>\$ 921,480</u>	<u>\$ 155,525</u>	<u>\$ 1,067,764</u>	<u>\$ 164,961</u>

NOTE 9 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 15, 2022, the date these financial statements were available.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 10 – DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all District employees, permits them to defer a portion of their salary until future years. The assets and any related income are maintained in a third party trust and are not included in the District's financial statements.

NOTE 11 – FUND BALANCES

Fund balances of the governmental funds are composed of the following elements:

	<u>Park & Recreation</u>	<u>Fire</u>	<u>Total Governmental Funds- 2021</u>	<u>Total Governmental Funds-2020</u>
Nonspendable	\$ 872	\$ 1,789	\$ 2,661	\$ 1,740
Restricted	-	-	-	-
Assigned	72,997	602,850	675,847	628,723
Total Assigned	72,997	602,850	675,847	628,723
Committed	254,751	732,431	987,182	818,706
Total Committed	254,751	732,431	987,182	818,706
Unassigned	(601)	3,693	987,182	105,501
Total Fund Balances	<u>\$ 328,019</u>	<u>\$ 1,340,763</u>	<u>\$ 1,668,782</u>	<u>\$ 1,554,670</u>

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 12 – EXPENDITURES (BUDGET VERSUS ACTUAL)

At June 30, 2021, the following District major funds compared to budgeted amounts as follows:

Funds	<u>Expenditures and Other Uses</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
Park & Recreation			
Employee Cost	\$ 14,771	\$ 12,574	\$ 2,197
General Operating Cost	77,200	65,754	11,446
Admin	59,836	56,575	3,261
Capital Outlay	170,240	126,436	43,804
Total Park and Recreation	<u>\$ 322,047</u>	<u>\$ 261,339</u>	<u>\$ 60,708</u>
Fire			
Employee Costs	\$ 758,770	\$ 812,696	\$ (53,926)
General Operating Cost	231,550	223,637	7,913
Admin	107,705	101,835	5,870
Capital Outlay	219,230	114,502	104,728
Debt Services	42,365	42,365	-
Total Fire	<u>\$ 1,359,620</u>	<u>\$ 1,295,035</u>	<u>\$ 64,585</u>

NOTE 13 – RISK MANAGEMENT

The Twain Harte Community Services District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions and natural disasters. During the year ended June 30, 2021, the District contracted with the Special District Risk Management Authority (the Authority) for workers' compensation, and property and liability insurance coverage. The relationship between the District and the Authority is such that it is not a component unit of the District for financial reporting purposes. The Authority has reporting requirements independent of members units and its financial statements are not presented in these final statements. Audited financial statements are generally available from the Authority.

NOTE 14 – COMMITMENTS AND CONTINGENCIES

Grants

The District received financial assistance from State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2021.

Litigation

The District is not currently a party to any legal proceedings.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN)

A. Plan Description

The District contributes to the California Public Employees Retirement System (CalPERS), an agent multiple-employer public retirement system that acts as a common investment and administrative agent for participating public entities within the State of California. Copies of CalPERS annual financial report may be obtained from their Executive Office – 400 Q Street, Sacramento, CA 95814.

A. DEFINED BENEFITS PENSION PLANS - (Safety Plan)

The District provides eligible employee's pension plans benefits through the Twain Harte Community Services District – Safety Plan.

Plan Description, Benefits Provided and Employees Covered

The plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees; Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2019 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the funding valuation report. This report is a publically available valuation report that can be obtained at CalPERS' website under Forms and Publications.

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and contribution rate of employees. For the Safety Plan CalPERS valuation date as of June 30, 2018, the active employee contribution rate is 8.987 percent of annual pay, the average employer's contribution rate is 20.585 percent of annual payroll, and the required annual unfunded contributions is \$13,501.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

A. DEFINED BENEFITS PENSION PLANS - Safety Plan (Continued)

Employer contributions rates may change if plan contracts are amended. It is the responsibility of the employer to make necessary accounting adjustments to reflect the impact due to any Employer Paid Member Contributions or situations where members are paying a portion of the employer contribution.

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ending June 30, 2018 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2017 total pension liability. Both the June 30, 2017 total pension liability and the June 30, 2018 total pension liability were based on the following actuarial methods and assumptions.

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Delivered using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies,

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely results in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate, and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent is applied to all plans in the Public Employees Retirement Fund.

The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to the Financial Statements
June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

A. DEFINED BENEFITS PENSION PLANS - Safety Plan (Continued)

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10</u>	<u>Real Return Years 11 +</u>
Global Equity	50.0%	4.8%	5.98%
Global Fixed Income	28.00	1.00	2.62
Inflation Sensitive	-	0.77	1.81
Private Equity	8.00	6.30	7.23
Real Estate	13.00	3.75	4.93
Infrastructure and Forestland	-	-	-
Liquidity	1.00	-	(0.92)

The following table shows the Plan's proportionate share of the risk pool collective net pension liability over the measurement period.

	<u>Plan Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Plan Net Pension Liability/(Asset) (c) = (a) - (b)</u>
Balance at : 6/30/2019 (MD)	\$ 1,591,313	\$ 1,357,113	\$ 234,200
Balance at : 6/30/2020 (MD)	\$ 1,767,791	\$ 1,500,218	\$ 267,573
Net Changes during 2019-20	\$ 176,478	\$ 143,105	\$ 33,373

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

A. DEFINED BENEFITS PENSION PLANS - Safety Plan (Continued)

The collective total pension liability for the June 30, 2020 measurement period was determined by an actuarial valuation as of June 30, 2019, with update procedures used to roll forward the total pension liability to June 30, 2020. The collection total pension liability was based on the following assumptions:

	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate + 1% (8.15%)
Plan's Net Pension Liability/(Asset)	\$ 507,646	\$ 267,573	\$ 70,571

Subsequent Events

There were no subsequent events that would materially affect the results presented in this disclosure.

PENSION EXPENSE AND DEFERRED OUTFLOWS AND DEFERRED INFLOWS

For the fiscal year ended June 30, 2021 pension expense recognized is as follows:

	2021
Total Service Costs	\$ 19,282
Interest on TPL	67,372
Recognize Changes of Assumptions	9,162
Changes of Benefit Terms	-
Plans Share of Employee Contribution	(7,392)
Net Plan to Plan Resource Movement	(5,959)
Projected Earnings on PPI	(49,411)
Recognized Difference Between Projected and Actual Plan Earnings	10,717
Recognized Difference Between Expected & Actual Experience	5,305
Administrative Expenses	971
Other Miscellaneous Income	-
Total Pension Expense Recognized	\$ 50,047

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

A. DEFINED BENEFITS PENSION PLANS - Safety Plan (Continued)

For the measurement period ended June 30, 2020 (the measurement date), Twain Harte Community Services District incurred a pension expense of \$50,047 for the Plan (the pension expense for risk pool for the measurement period is \$1,246,131,760).

As of June 30, 2021, the Twain Harte Community Services District reports other amounts for the Plan as deferred outflows and deferred inflows of resources related to pensions as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	\$ -	\$ 891
Difference between Expected and Actual Experience	20,749	-
Difference between Projected and Actual Investment Earnings	5,815	14,514
Difference between Employer's Contribution and Proportionate Share of Contributions	1,199	-
Changes in Employees Proportion Pension Contributions made Subsequent to Measurement Date	39,284	-
	<u>75,497</u>	<u>-</u>
Total	<u>\$ 142,544</u>	<u>\$ 15,405</u>

Amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in future pension expense as follows:

Measurement Period Ended June 30,	Deferred Outflows/(Inflows) of Resources
2022	41,777
2023	31,756
2024	20,492
2025	18,013
2026	15,099
Thereafter	-

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

B. DEFINED BENEFITS PENSION PLANS – Miscellaneous Plan

The District provides eligible employee’s pension plans benefits through the Twain Harte Community Services District – Miscellaneous Plan (The Plan).

Plan Description, Benefits Provided and Employees Covered

The plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees; Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2019 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the funding valuation report. This report is a publically available valuation report that can be obtained at CalPERS’ website under Forms and Publications.

Contribution Description

Section 20814(c) of the California Public Employees’ Retirement Law (PERL) requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS’ annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan’s actuarially determined rate is based on the estimated amount necessary to pay the Plan’s allocated share of the risk pool’s costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and contribution rate of employees. The CalPERS Annual Valuation Report as of June 30, 2018, reported 2020-2021, required the following:

<u>Plan</u>	<u>Employer Normal Cost Rate</u>	<u>Employer Payment of Unfunded Liability</u>	<u>Employee Contribution</u>
Miscellaneous Plan	14.7290%	\$ 19,367	7.787%
PEPRA Misc Plan	0.0000%	\$ -	0.000%

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

B. DEFINED BENEFITS PENSION PLANS – Miscellaneous Plan

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

The collective total pension liability for the June 30, 2020 measurement period was determined by an actuarial valuation as of June 30, 2019, with update procedures used to roll forward the total pension liability to June 30, 2020. The collection total pension liability was based on the following assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Delivered using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies,

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely results in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate, and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called “GASB Crossover Testing Report” that can be obtained at CalPERS’ website under the GASB 68 section.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

B. DEFINED BENEFITS PENSION PLANS – Miscellaneous Plan (Continued)

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10</u>	<u>Real Return Years 11 +</u>
Global Equity	50.0%	4.8%	5.98%
Global Fixed Income	28.00	1.00	2.62
Inflation Sensitive	-	0.77	1.81
Private Equity	8.00	6.30	7.23
Real Estate	13.00	3.75	4.93
Infrastructure and Forestland	-	-	-
Liquidity	1.00	-	(0.92)

The following table shows the Plan's proportionate share of the risk pool collective net pension liability over the measurement period.

	<u>Plan Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Plan Net Pension Liability/(Asset) (c) = (a) - (b)</u>
Balance at : 6/30/2019 (MD)	\$ 2,130,104	\$ 1,802,121	\$ 327,983
Balance at : 6/30/2020 (MD)	\$ 2,485,161	\$ 2,115,692	\$ 369,469
Net Changes during 2019-20	\$ 355,057	\$ 313,571	\$ 41,486

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability/(assets) of the Plan as of the measurement date, calculated using the discount rate of 7.15 percent, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15 percent) or 1 percentage-point higher (8.15 percent) than the current rate:

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

B. DEFINED BENEFITS PENSION PLANS – Miscellaneous Plan (Continued)

	Discount Rate - 1%	Current	Discount Rate + 1%
	(6.15%)	Discount	(8.15%)
	<u> </u>	<u>Rate (7.15%)</u>	<u> </u>
Plan's Net Pension Liability/(Asset)	\$ 700,183	\$ 369,469	\$ 96,210

Subsequent Events

There were no subsequent events that would materially affect the results presented in this disclosure.

PENSION EXPENSE AND DEFERRED OUTFLOWS AND DEFERRED INFLOWS

For the fiscal year ended June 30, 2021 pension expense recognized is as follows:

	<u>2021</u>
Total Service Costs	\$ 37,876
Interest on TPL	111,811
Recognize Changes of Assumptions	13,432
Changes of Benefit Terms	79
Plans Share of Employee Contribution	(17,319)
Net Plan to Plan Resource Movement	(3,526)
Projected Earnings on PPI	(87,497)
Recognized Difference Between Projected and Actual Plan Earnings	9,213
Recognized Difference Between Expected & Actual Experience	10,212
Administrative Expenses	1,724
Other Miscellaneous Income	<u>-</u>
Total Pension Expense Recognized	<u>\$ 76,005</u>

For the measurement period ended June 30, 2020 (the measurement date), the Twain Harte Community Services District incurred a pension expense/(income) of \$76,005 for the Plan (the pension expense for risk pool for the measurement period is \$867,712,876).

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2021 and 2020

NOTE 15 - DISTRICT EMPLOYEES RETIREMENT PLAN (DEFINED BENEFIT PENSION PLAN) (Continued)

B. DEFINED BENEFITS PENSION PLANS – Miscellaneous Plan (Continued)

As of June 30, 2021, Twain Harte Community Services District reports other amounts for the Plan as deferred outflows and deferred inflows of resources related to pensions as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	\$ -	\$ 2,635
Difference between Expected and Actual Experience	19,040	-
Difference between Projected and Actual Investment Earnings	10,976	-
Difference between Employer's Contribution and Proportionate Share of Contribution	8,362	8,932
Changes in Employees Proportion Pension Contributions made Subsequent to Measurement Date	50,086	-
	<u>114,008</u>	<u>-</u>
Total	<u>\$ 202,472</u>	<u>\$ 11,567</u>

Amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in future pension expense as follows:

Measurement Period Ended June 30,	Deferred Outflows/(Inflows) of Resources
2022	59,561
2023	47,931
2024	32,547
2025	28,066
2026	22,800
Thereafter	-

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Schedules of Required Supplementary Information - Safety Plan
As of June 30, 2021
Last 10 Years*

Schedule of the Plan's Proportionate Share of the Net Pension Liability and Related Ratios as of the Measurement Date in Relation to PERF C

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.00148%	0.00136%	0.00107%	0.00115%	0.00563%	0.00294%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 267,573	\$ 87,000	\$ 172,722	\$ 174,115	\$ 83,756	\$ 43,065
Plan's Covered-Employee Payroll	\$ 351,060	\$ 291,915	\$ 351,060	\$ 291,915	\$ 339,294	\$ 318,223
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	76.2%	29.8%	49.2%	59.6%	24.7%	13.5%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	84.9%	85.3%	87.9%	85.7%	89.3%	94.4%
Schedule of Plan Contributions						
Actuarially Determined Contribution	\$ 92,359	\$ 70,698	\$ 65,305	\$ 58,566	\$ 54,826	\$ 60,458
Contributions in Relation to the Actuarially Determined Contribution	(92,359)	(70,698)	(65,305)	(58,566)	(54,826)	(60,458)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-Employee Payroll	\$ 392,982	\$ 392,982	\$ 377,796	\$ 351,060	\$ 291,915	\$ 339,294
Contributions as a Percentage of Covered-Employee Payroll	23.50%	17.99%	17.29%	16.68%	18.78%	17.82%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2019 as they have minimal cost impact.

Change in Assumptions: None

* This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Schedules of Required Supplementary Information
Miscellaneous Plan PEPRA Miscellaneous
As of June 30, 2021
Last 10 Years*

Schedule of the Plan's Proportionate Share of the Net Pension Liability and Related Ratios as of the Measurement Date in Relation to PERF C

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016
Plan's Proportion of the Net Pension Liability/(Asset)	0.00251%	0.00235%	0.00189%	0.00161%	0.00911%	0.00339%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 369,469	\$ 296,000	\$ 248,443	\$ 258,041	\$ 140,775	\$ 111,247
Plan's Covered-Employee Payroll	\$ 688,435	\$ 608,372	\$ 646,007	\$ 630,659	\$ 644,354	\$ 626,570
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	53.67%	48.65%	38.46%	40.92%	21.85%	21.84%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	85.13%	84.60%	86.39%	83.70%	89.27%	89.66%

Schedule of Plan Contributions

	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016
Actuarially Determined Contribution	\$ 123,252	\$ 84,878	\$ 89,837	\$ 82,407	\$ 75,332	\$ 79,387
Contributions in Relation to the Actuarially Determined Contribution	(123,252)	(84,878)	(89,837)	(82,407)	(75,332)	(79,387)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-Employee Payroll	\$ 688,435	\$ 688,435	\$ 661,270	\$ 646,007	\$ 630,659	\$ 644,354
Contributions as a Percentage of Covered-Employee Payroll	17.90%	12.33%	13.59%	12.76%	11.94%	12.32%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2019 as they have minimal cost impact.

Change in Assumptions: None

* This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Park and Recreation
Budgetary Comparison Schedule
For the Year Ended June 30, 2021

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variances- Final to Actual</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Program Revenues:				
Taxes and Assessments	\$ 134,556	\$ 134,556	\$ 137,200	\$ 2,644
Charges for Services	1,000	11,180	15,378	4,198
Grants & Donations	28,000	120,390	107,094	(13,296)
Revenue from Use of Money	-	-	2,357	2,357
Other Revenues	2,350	2,350	-	(2,350)
Total Revenues	<u>165,906</u>	<u>268,476</u>	<u>262,029</u>	<u>(6,447)</u>
EXPENDITURES				
Operating Expenditures:				
Salaries and Benefits	15,430	9,345	12,574	(3,229)
General Operating Costs	65,670	82,625	65,754	16,871
Administrative	59,962	59,836	56,575	3,261
Capital Outlay	70,400	170,240	126,436	43,804
Total Expenditures	<u>211,462</u>	<u>322,046</u>	<u>261,339</u>	<u>60,707</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(45,556)</u>	<u>(53,570)</u>	<u>690</u>	<u>54,260</u>
Other Financing Sources (Uses):				
Proceeds from the sale of assets	-	-	-	-
Net Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	<u>(45,556)</u>	<u>(53,570)</u>	<u>690</u>	<u>54,260</u>
Fund Balance – Beginning	<u>-</u>	<u>-</u>	<u>327,329</u>	<u>-</u>
Fund Balance – Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 328,019</u>	<u>\$ -</u>

The notes are integral part of these statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Park and Recreation
Budgetary Comparison Schedule
For the Year Ended June 30, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Variances- Final to Actual</u>
REVENUES			
Program Revenues:			
Taxes and Assessments	\$ 130,786	\$ 132,564	\$ 1,778
Charges for Services	5,800	5,180	(620)
Grants & Donations	18,000	19,945	1,945
Revenue from Use of Money	4,500	5,660	1,160
Other Revenues	56,000	81	(55,919)
Total Revenues	<u>215,086</u>	<u>163,430</u>	<u>(51,656)</u>
EXPENDITURES			
Operating Expenditures:			
Salaries and Benefits	13,679	8,939	4,740
Materials, Supplies and Services	121,699	102,143	19,556
Capital Outlay	57,000	4,265	52,735
Total Expenditures	<u>192,378</u>	<u>115,347</u>	<u>77,031</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>22,708</u>	<u>48,083</u>	<u>25,375</u>
Other Financing Sources (Uses):			
Proceeds from the sale of assets	-	-	-
Net Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	-	48,083	-
Fund Balance – Beginning	<u>-</u>	<u>279,246</u>	<u>-</u>
Fund Balance – Ending	<u>\$ -</u>	<u>\$ 327,329</u>	<u>\$ -</u>

The notes are integral part of these statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Fire Protection Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variances- Final to Actual
	Original	Final		
REVENUES				
Program Revenues:				
Taxes and Assessments	\$ 1,135,367	\$ 1,135,367	\$ 1,167,004	\$ 31,637
Grants & Donations	7,700	50,545	46,237	(4,308)
Revenue from Use of Money	-	-	6,752	6,752
Other Revenues	16,680	104,554	211,440	106,886
Total Revenues	1,159,747	1,290,466	1,431,433	140,967
EXPENDITURES				
Operating Expenditures:				
Salaries and Benefits	755,988	758,770	812,696	(53,926)
Materials, Supplies and Services	210,100	231,550	223,637	7,913
Capital Outlay	311,680	219,230	114,502	104,728
Administrative	107,931	107,705	101,835	5,870
Debt Service	42,365	42,365	42,365	-
Total Expenditures	1,428,064	1,359,620	1,295,035	64,585
Excess (Deficiency) of Revenues Over Expenditures	(268,317)	(69,154)	136,398	76,382
Other Financing Sources (Uses):				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Net Financing Sources (Uses)	-	-	-	-
NET CHANGE IN FUND BALANCES	(268,317)	(69,154)	136,398	-
Fund Balance – Beginning	-	-	1,227,341	-
Prior Period Adjustment	-	-	(22,976)	-
Fund Balance – Ending	\$ (268,317)	\$ (69,154)	\$ 1,340,763	\$ -

The notes are an integral part of these statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Fire Protection Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Final to Actual</u>
REVENUES			
Program Revenues:			
Taxes and Assessments	\$ 1,129,565	\$ 1,146,619	\$ 17,054
Grants	56,075	30,762	(25,313)
Donations	3,000	23,365	20,365
Revenue from Use of Money	18,000	17,960	(40)
Other Revenues	90,238	113,150	22,912
Total Revenues	<u>1,296,878</u>	<u>1,331,856</u>	<u>34,978</u>
EXPENDITURES			
Operating Expenditures:			
Salaries and Benefits	781,887	740,943	40,944
Materials, Supplies and Services	350,058	332,755	17,303
Capital Outlay	331,395	136,832	194,563
Administrative	-	-	-
Debt Service	42,365	42,365	-
Total Expenditures	<u>1,505,705</u>	<u>1,252,895</u>	<u>252,810</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(208,827)</u>	<u>78,961</u>	<u>287,788</u>
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out	-	-	-
Net Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	-	78,961	-
Fund Balance – Beginning	<u>-</u>	<u>1,148,380</u>	<u>-</u>
Fund Balance – Ending	<u>\$ -</u>	<u>\$ 1,227,341</u>	<u>\$ -</u>

The notes are an integral part of these statements.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Notes to Required Supplementary Information
June 30, 2021 and 2020

BUDGETARY BASIS OF ACCOUNTING

The District operates under the general laws of the State of California and annually adopts a budget to be effective July 1 of the ensuing fiscal year. Formal budgetary integration is employed as a management control device during the year for all governmental fund types. Unused appropriations for the budgeted funds lapse at the end of the fiscal year. Budgets are adopted on a modified accrual basis. Expenditures in excess of budgeted amounts are approved individually by the Board.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 OPERATING EXPENDITURE SUMMARY
As of January 31, 2022**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 58.33%)
Park	89,124	49,659	39,465	55.72%
Water	1,303,888	676,221	627,667	51.86%
Sewer	1,103,931	530,227	573,704	48.03%
Fire	1,220,766	772,364	448,402	63.27%
Admin	649,891	347,087	302,804	53.41%
TOTAL	\$ 4,367,600	\$ 2,375,558	\$ 1,992,042	54.39%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 CAPITAL EXPENDITURE SUMMARY
As of Januray 31, 2022

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 58.33%)
Park	604,791	15,403	589,388	2.55%
Water	1,707,550	21,080	1,686,470	1.23%
Sewer	454,100	42,293	411,807	9.31%
Fire	504,100	105,928	398,172	21.01%
Admin		-	-	
TOTAL	\$ 3,270,541	\$ 184,704	\$ 3,085,837	5.65%

Reflects Mid-Year Budget - Approved 01/12/22

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of January 31, 2022

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,004,017	1,138,099	(349,731)	1,792,385
U.S. Bank - D Grunsky #1**	31,437	24,251		55,688
U.S. Bank - D Grunsky #2**	38,822	21,506		60,328
LAIF	2,970,585	1,710		2,972,295
TOTAL	\$ 4,044,861	\$ 1,185,566	\$ (349,731)	\$ 4,880,696

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
January 12, 2022

CALL TO ORDER: President Sipperley called the meeting to order at 09:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

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

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Kim Silva, Administrative Coordinator/ Board Secretary
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 7 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

Carol Hallet from CERT made a public comment recognizing Chief Gamez for all of his hard work during the winter storm in December in Twain Harte – speaking to how he was always going above and beyond to be available to help.

COMMUNICATIONS:

- A. Letter from Department of Parks and Recreation – Twain Harte Meadows Park Application to Statewide Park Development Grant Program.
- B. Email from Department of Water Resources – Urban and Multi-benefit Drought Relief Grant Program Award.
- C. Email from California Special Districts Association – Special District COVID-19 Relief Fund Grant Award.
- D. Email from Sonora Area Foundation – Grant Award to make Twain Harte a “Heart Smart” Community.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through December 31, 2021.
- B. Approval of the minutes of the Regular Meeting held on December 8, 2021.
- C. Approval of the minutes of the Special Meeting held on January 5, 2022.

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

SECOND: Director Bohlman

AYES: Mannix, , Bohlman Sipperley, Knudson, deGroot

NOES: None

ABSTAIN:

NEW BUSINESS:

- A. Acknowledgement of exceptional efforts by Operations Division and Fire Division personnel during recent storm events.

President Sipperley thanked the THCS D staff members on behalf of the board for all of their tireless efforts made during the recent winter storm in Twain Harte. Members of the Operations Team and THFD were in attendance as Chief Gamez, Ops Manager Giamb Bruno and GM Trott spoke about the tremendous amount of hard work put in by all staff members.

- B. Discussion/presentation regarding water supply outlook and State conservation requirements.

GM Trott gave a presentation regarding the current water supply conditions after the most recent storms, as well as, a projection of the coming months which continues to remain hard to predict for our area in particular as we rely heavily on the unpredictable atmospheric river storms. GM Trott also spoke to the state calling for 15% voluntary consumption along with the mandates as far as what is considered wasteful water use.

- C. Discussion/action to adopt Resolution #22-02 - Approval of Fiscal Year 2021-22 Mid-Year Budget Adjustment.

MOTION: Director Mannix made a motion to adopt Resolution #22-02 – Approval of Fiscal Year 2021-22 Mid-Year Budget Adjustment.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

- D. Update and discussion regarding Twain Harte Meadows Park Project.

The board provided direction to GM Trott to move forward with the Twain Harte Meadows Park design without a funding agreement in place with the goal to stay on track with the next construction steps that are planned to begin in Summer 2022. GM Trott will continue to apply for various grant opportunities and hopes that he will hear progress on the already awarded Stormwater grant which is currently in process with the state waterboard.

- E. Discussion/action to adopt revisions to Policy #3015 – Investment Policy.

MOTION: Director Bohlman made a motion to adopt the revisions to Policy #3015 – Investment Policy.

SECOND: Director deGroot

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

- F. Discussion/action to adopt revisions to Policy #4090 – Training, Education and Conferences.

MOTION: Director Bohlman made a motion to adopt the revisions to Policy #4090– Training, Education and Conferences.

SECOND: Director Mannix

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- G. Discussion/action to adopt revisions to Policy #5010 – Board Meetings.

MOTION: Director deGroot made a motion to adopt the revisions to Policy #5010 - Board Meetings.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

- H. Discussion/action to consider the continuation of remote teleconference meetings and to adopt Resolution #22-03 – Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of January 12, 2022 to February 11, 2022.

MOTION: Director Mannix made a motion to approve the continuation of remote teleconference meetings and to adopt Resolution #22-03– Proclaiming a Local Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Order Dated March 4, 2020, and Re-Authorizing Remote Teleconference Meetings for the Period of January 12, 2022 to February 11, 2022.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

- I. Annual Board self-evaluation of performance and identification of improvement opportunities.

President and Board Member Reports.

- *President Sipperley provided a report about attending the recent IRWM JPA meeting.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez and Carol Hallet from CERT provided a report along with a recognition for honorary CERT members that serve on the THCS D Board as well as THCS D staff members.*

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

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

General Manager Report Provided by General Manager Trott

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

CLOSED SESSION: The Board of Directors convened into closed session at 11:07 a.m.

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
 - B. Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Junger v. Twain Harte Community Services District
- *President Sipperley reconvened the meeting into regular session at 12:04 p.m. with no reportable action.*

The exceptional evaluation of GM Trott provided by both the board and staff members reflected that the six months of GM Trott working remotely have not created any negative impact on the District and the ability to continue to provide excellent service to the

community. Therefore, the Board provided direction to GM Trott stating that their expectations for his monthly time “in District” will be amended to Monday through Thursday, this includes his travel time. The Board will continue to review GM Trott’s performance on a regular basis to ensure that the updated schedule of time in District remains sufficient.

ADJOURNMENT:

The meeting was adjourned at 12:04 p.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-04**

**DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR CONTINUATION OF THE
FISCAL YEAR 2022-23 ASSESSMENT FOR THE TWAIN HARTE PARK AND RECREATION
MAINTENANCE DISTRICT**

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

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

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

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

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their regular meeting on February 9, 2022 by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-05**

**ACCEPTING THE FIRE CHIEF'S 2021 REPORT OF ANNUAL INSPECTIONS
OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND
13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

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

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

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

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

1. **EDUCATIONAL GROUP E OCCUPANCIES:**

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

During calendar year 2021, the District completed the annual inspection of 1 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

2. **RESIDENTIAL GROUP R OCCUPANCIES:**

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

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

During calendar year 2021 the District completed the annual inspection of 15 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on February 9, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-06**

**APPROVAL OF A FISCAL YEAR 2021-22 FIRE CERT FUND BUDGET
ADJUSTMENT IN THE AMOUNT OF \$28,850 FOR PURCHASING EQUIPMENT
AND CONDUCTING EMERGENCY PREPAREDNESS WORKSHOPS**

WHEREAS, Twain Harte Community Services District (District) is the sponsoring agency for the Twain Harte Area Community Emergency Response Team (CERT); and

WHEREAS, CERT provides critical community volunteer support and assistance to the Twain Harte community and the District in times of emergency; and

WHEREAS, CERT was recently awarded the following two grants that will enable them to purchase equipment that improves their ability to provide emergency response assistance and to conduct community-wide emergency preparedness workshops:

- Tuolumne County Hospital/Healthcare Preparedness Program - \$13,850
- Tuolumne County Community Grants Program - \$15,000; and

WHEREAS, the Fiscal Year 2021-22 Fire CERT Fund budget needs to be adjusted to add revenue and expense line items to provide for purchasing equipment and conducting emergency preparedness workshop covered in the grants listed above.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the Fiscal Year 2021-22 Fire CERT Fund Budget be adjusted as follows:

1. Increase the CERT Grant Revenue line item in the amount of \$28,850, from \$3,500 to \$32,350; and
2. Increase the CERT Equipment Under \$5,000 line item in the amount of \$21,350, from \$3,200 to \$24,550; and
3. Increase the CERT Advertising and Public Education line item in the amount of \$7,500, from \$0 to \$7,500.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting on February 9, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-07**

**PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S
ORDER DATED MARCH 4, 2020, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS FOR THE PERIOD OF FEBRUARY 9, 2022 TO
MARCH 11, 2022**

WHEREAS, the Twain Harte Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution #22-03 on January 12, 2022, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, with the current state of emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, Tuolumne County Public Health strongly encourages the continued practice of preventive actions like wearing a mask in public, keeping your distance, avoiding crowds, washing hands, and staying home when sick will help slow the spread attributable to the rise in SARS-CoV-2 Omicron Variant.; and

WHEREAS, the Board of Directors hereby finds that the rise in SARS-CoV-2 Omicron Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors hereby finds that the District's legislative bodies may conduct their meetings remotely via teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted alternate meeting locations and virtual meeting protocols on April 1, 2020, which include options for public participation.

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

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and
2. Affirmation that the Local Emergency Persists. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and
3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020; and
4. Remote Teleconference Meetings. The General Manager and District staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and
5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption on February 9, 2022 and shall be effective until the earlier of (i) March 11, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District's legislative bodies

may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on February 9, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

DEVELOPMENT IMPACT FEES

What are Development Impact Fees?

Development impact fees are one-time charges imposed as a condition of development approval to pay for capital facilities and infrastructure (not staffing, operations or maintenance) needed to serve new development. Impact fees are collected by the County at the same time building permits are issued.

Impact Fees are subject to the CA Mitigation Fee Act (CA Gov Code Section 66000 et seq.), which requires the fees to be based on a Nexus Study that establishes the need, benefit and proportionality. They are not subject to Prop 218 or Prop 26.

How are Development Impact Fees Calculated?

Several methods can be used to calculate impact fees:

- *Plan-Based or Improvements-Driven.* Based on the relationship between a specific development plan and the cost of specific improvements needed to serve the added development.
- *Capacity-Based or Consumption-Driven.* Based on the cost of added capacity and the amount of capacity required to serve each unit of development. Commonly used for water/sewer impact fees.
- *Standard-Based or Incremental Expansion.* Based on the cost of maintaining a particular level of service, where that level of service can be translated directly into facility costs. For example, we might want to maintain a particular ratio of park acreage to population or response time for fire.
- *Buy-In or Recoupment.* Used to recover some portion of the cost of existing facilities, provided that they have capacity to serve additional facilities.

What is the Process?

1. Develop a Nexus Study.
 - Determine method of calculating fees. Might require separate efforts to develop master plans, value existing facilities, measure capacity, determine standard levels of service, etc.
 - Data gathering.
 - Determine need, benefit and proportionality and calculate fees.
 - Draft and finalize Nexus Study.
2. Provide notice to public (30 days)
3. Hold a public hearing to adopt Nexus Study and Fees.
4. Request that the County Board of Supervisors adopt the Development Impact Fees.

How much does it Cost to Prepare a Nexus Study?

\$30,000 - \$60,000

How long does it take to Finish a Nexus Study?

3 to 9 months

GCS D Board Meeting



***Groveland Community Services District
Parks and Fire Impact Fee Study***

*Presented by NBS Project Team
Joe Colgan*




 July 13, 2021

1

Impact Fee Definition

- A Development Impact Fee (DIF) is a One-Time Fee...
- Imposed on a Development Project as a Condition of Approval...
- To Pay for Capital Facilities Needed to Serve New Development
- Impact Fees May Not Be Used to Pay for Maintenance or Operations

 GCS D Parks and Fire Impact Fees – Presentation to GCS D Board 2

2

Legal Framework – U. S. Constitution

- Supreme Court decisions require a “**Nexus**” to justify impact fees under the “Taking” Clause of the 5th Amendment
- The Nexus Must Have Three Elements:
 - Development must create a **need** for facilities funded by the fees
 - Development must receive a **benefit** from facilities funded by the fees
 - Fees must be **proportional** to the impact created by the project subject to the fees



3

Legal Framework – California Law

- Under the Mitigation Fee Act, an Agency Enacting Impact Fees Must Make Findings to:
 - Identify the **Purpose** of the Fee
 - Identify the **Use** of the Fee, and
 - Show a Reasonable Relationship between:
 - The use of a fee and the type of project on which the fee is imposed (**Benefit**)
 - The need for a facility and the type of project on which the fee is imposed (**Need**)
 - The amount of a fee and the facility cost attributable to the project paying the fee (**Proportionality**)



4

Special Districts lack DIF Authority

- Impact Fees Are Imposed as a Condition of Development Approval by the Land Use Authority; Special Districts Do Not Have That Authority
- Fire Districts are Specifically Prohibited from Charging Impact Fees by the Fire Protection District Law of 1987 (Health and Safety Code Section 13916)
- Cities and Counties may Impose Impact Fees that Benefit Special Districts



5

The Nexus for These Fees

- **Need**: New Development in the GCSO Service Area Increases the Need for Parks and Fire Protection/Emergency Medical Facilities
- **Benefit**: New Development in the GCSO Service Area Benefits from the Availability of Parks and Fire Protection/Emergency Medical Services
- **Proportionality**: Park and Fire Impact Fees Reflect the Impact of New Development Based on Added Service Population* for Parks and Increased Calls for Service for Fire

*Park Service Population Includes Residents and Overnight Lodgers



6

Fee Calculation Method - Parks

- Park Impact Fees Based on the Existing Ratio of Park Acreage to Population (1.61 Acres per 1,000 Residents or **0.00161** Acres per Capita)
- Costs Used to Calculate Park Impact Fees:
Land Cost = **\$130,000 per Acre**;
Park Improvement Cost = **\$500,000 per Acre**
- Cost per Capita = \$630,000 X 0.00161 = **\$1,016**
- Park Impact Fee per Residential Unit = **\$2,186**
- Park Impact Fee per Hotel/B&B/RV Park Unit = **\$1,322**



GCSO Parks and Fire Impact Fees – Presentation to GCSO Board

7

7

Fee Calculation Method – Fire pt 1

- Fire Impact Fees Based Future Development's Share of Cost of Existing and Future Facilities
- Costs Allocated Based on Calls for Service per Year by Development Type
- Depreciated Cost of Existing and Future Facilities, Apparatus and Vehicles = **\$2,451,316**
- Projected Buildout Calls per Year = **512**
- Cost per Call = **\$4,788**

(Continued on Next Slide)



GCSO Parks and Fire Impact Fees – Presentation to GCSO Board

8

8

Fee Calculation Method – Fire pt 2

- Fire Impact Fees per Unit:
 - **Residential Fire Impact Fee** = \$4,788 X 0.103
Calls per Unit per Year = **\$491 per Unit**
 - **Hotel/B&B/RV Park Fire Impact Fee** = \$4,788 X 0.136
Calls per Unit per Year = **\$649 per Room or Space**
 - **Commercial Fire Impact Fee** = \$4,788 X 0.205
Calls per Unit per Year = **\$983 per 1,000 Sq. Ft. (KSF)**



9

Proposed 2% Admin Charge


- Table S.1 in the Executive Summary of the Impact Fee Report Shows the Base Impact Fees Shown in This Presentation
- Table S.2 in the Executive Summary Shows the Impact Fees with a **2% Administrative Charge** Added to Cover Costs of Complying with Mitigation Fee Act Requirements
- It is Common for Local Agencies in California to Add a Small Administrative Charge to Impact Fees



10

Projected Revenue

- Projected Park Impact Fee Revenue = **\$1,659,220**
Which Would Pay for **2.63 Acres** of New Parks
- Estimated Cost of Fire Station Expansion and New Type I Engine = **\$1,329,500**
- Projected Fire Impact Fee Revenue = **\$508,486**
- Additional Funding Needed for Fire Station Expansion and New Type I Engine = **\$821,014**

 **NBS**
helping communities
fund tomorrow

GCSO Parks and Fire Impact Fees – Presentation to GCSO Board 11

11

Questions and Comments

Thank you!
Questions?

 **Nicole Kissam**
NBS - Director

 **Joe Colgan**
Colgan Consulting - President

 joe@colgan-consulting.com
nkissam@nbsgov.com

 800-676-7516

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GCSO Parks and Fire Impact Fees – Presentation to GCSO Board 12

12

GROVELAND COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING REGARDING ADOPTION AND APPROVAL OF THE DEVELOPMENT IMPACT
FEE STUDY FOR PARK AND FIRE SERVICES

The Groveland Community Services District has contracted with NBS for the completion of a Development Impact and Nexus Study related to Capital Fire and Park Facilities. NBS prepared a Development Impact Fee Study Report which documents their findings and recommendations related to offsetting the impact of new development and construction throughout the District's boundaries.

Notice Is hereby given that on July 13, 2021, at 10:00am or as soon thereafter as possible, the Groveland Community Services District Board of Directors will consider the adoption of a resolution accepting the Impact Fee Study Report and deeming the study complete. The Public Hearing will be held at 18966 Ferretti Road, Groveland.

After adopting this resolution, the Groveland Community Services District will work with the County of Tuolumne to establish new, maximum Development Impact Fees applicable to new land development projects pursuant to California Government Code sections 66000-66025, to mitigate the financial Impact of providing additional fire stations, public park facilities, fire and park equipment for the use and enjoyment of, and to safeguard the lives and property of those who occupy the new construction and development.

Ten (10) days prior to the meeting, copies of the Development Impact Fee Study Report will be available at the District Office, 18966 Ferretti Road, Groveland CA 95321. For questions, please call the Board Secretary at 209-962-7161.

GROVELAND COMMUNITY SERVICES DISTRICT

Final Report
Development Impact Fee Study
June 18, 2021

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

Table of Contents

Executive Summary.....	S-1
Organization of the Report.....	S-1
Development Types.....	S-1
Existing and Future Development	S-2
Impact Fee Analysis	S-2
Recovery of Administrative Costs.....	S-3
Impact Fee Summary.....	S-3
Projected Revenue	S-4
Chapter 1. Introduction	1-1
Purpose.....	1-1
Legal Framework for Impact Fees	1-1
Authority to Impose Impact Fees	1-5
Recent Legislation	1-6
Impact Fee Calculation Methodology	1-6
Facilities Addressed in this Study	1-8
Chapter 2. Development Data	2-1
Study Area	2-1
Time Frame.....	2-1
Development Types.....	2-1
Demand Variables	2-2
Existing and Forecasted Development.....	2-3
Chapter 3. Park Land and Park Improvements.....	3-1
Service Area.....	3-1
Methodology	3-1
Demand Variable.....	3-1
Existing Level of Service.....	3-1
Cost Per Capita	3-2
Impact Fees per Unit	3-3
Projected Revenue	3-4
Updating the Fees	3-4
Nexus Summary.....	3-4
Chapter 4. Fire Department Facilities/Equipment	4-1
Service Area.....	4-1
Demand Variable.....	4-1

Methodology	4-1
Facilities, Apparatus and Equipment.....	4-1
Cost per Call for Service.....	4-3
Impact Fees per Unit	4-3
Projected Revenue	4-4
Updating the Fees	4-4
Nexus Summary.....	4-5
Chapter 5. Implementation	5-1
Adoption.....	5-1
Administration.....	5-2
Recent Legislation	5-7
Training and Public Information.....	5-7

Executive Summary

Groveland Community Services District retained NBS Government Finance Group to prepare this study to analyze the impacts of new development on certain of the District's capital facilities and to calculate impact fees based on that analysis. The methods used in this study are intended to satisfy all legal requirements of the U. S. Constitution, the California Constitution, and the California Mitigation Fee Act (Government Code Sections 66000 *et seq.*).

Organization of the Report

Chapter 1 of this report provides an overview of the legal requirements for establishing and imposing such fees and methods that can be used to calculate impact fees. Chapter 2 contains data on existing and future development that is used in this report.

Chapters 3 and 4 analyze the impacts of development on parks and Fire Department facilities respectively. Chapter 5 contains recommendations for adopting and implementing impact fees, including suggested findings to satisfy the requirements of the Mitigation Fee Act.

Development Types

Because of occupancy patterns characterizing residential development in the District, this study does not distinguish among single-family, multi-family and mobile home development. All types of residential units are treated as equivalent in terms of their impact on the facility types addressed in this report.

Similarly, various types of lodging accommodations are grouped into the Hotel/B&B/RV Park category, where "B&B" stands for bed and breakfast inn. The RV park category includes camping facilities. That category is intended to include all hotels, motels, bed and breakfast inns, hostels, RV parks and camping facilities but not dwelling units offered as temporary vacation rentals through Airbnb or similar services. Other types of non-residential development are included in the Commercial/Office/Services category.

This study does not calculate impact fees for accessory dwelling units (ADUs). Recent legislation (SB 13) requires that impact fees for ADUs must be proportional to the relationship between the square footage of the ADU and the square footage of the primary unit. Consequently, the calculation of impact fees must be done on a case-by-case basis. No impact fee may be imposed on an ADU smaller than 750 square feet.

To summarize, the three categories of development defined in this study are:

- Residential (All Types)
- Hotel/B&B/RV Park (including hotels, motels, hostels and other types of lodging)
- Commercial/Office/Services

Existing and Future Development

Future residential development forecasted in Chapter 2 would increase the District's estimated full-occupancy population by about 17% from around 7,400 in 2020 to 8,700 at buildout. Full-occupancy population is used in this study to represent the total potential demand on District facilities. It assumes that all residential units are occupied at the average population per dwelling unit estimated from Census Bureau data.

Relatively small amounts of future development are forecast for the lodging and commercial/office/services categories, although the forecasted growth in guest rooms and RV/camping spaces is about 2.5 times the number of existing rooms and spaces.

Impact Fee Analysis

The impact fee analysis for each type of facility addressed in this report is presented in a separate chapter. In each case, the relationship between development and the need for a particular type of facility is defined in a way that allows the impact of additional development on facility needs to be quantified.

Costs used in the impact fee calculations are for capital facilities needed to mitigate the impacts of additional development. Impact fees may not be used to pay for maintenance or operating expenses.

Park Land and Park Improvements. Chapter 3 of this report calculates separate impact fees for park land acquisition and park improvements. The impact fees for park land and park improvements are based on the cost of maintaining the District's existing ratio of improved park acres to park service population as additional development occurs in the District. As explained in Chapter 2, park service population includes both residents of the District and overnight guests staying in lodging accommodations in the District. Overnight guests are included because the District has plans to develop park facilities that will attract those visitors.

Fire Department Facilities. Chapter 4 calculates impact fees for Fire Department capital facilities including fire station improvements, firefighting apparatus and vehicles. Fire Department facilities are impacted by all types of development occurring in the District. That impact is represented in the impact fee calculations by calls for service per year.

NBS analyzed a random sample of Fire Department calls for service for a three-year period to estimate calls-for-service-per-year factors for each type of development defined in this study. The cost of both existing and future Fire Department facilities was divided by the projected number of calls for service at buildout to get an average cost per call for service per year. That cost per call was then used to calculate fire impact fees per unit for each type of development using the calls per unit per year factors discussed above and shown in Table 2.1, Chapter 2.

Recovery of Administrative Costs

The District will incur costs to comply with the accounting and reporting requirements of the Mitigation Fee Act, including capital budgeting, fee adjustments, mandated annual reports and periodic impact fee study updates. This study proposes that the District add a 2% administrative charge to all of the impact fees calculated in this report to cover those costs.

In the following section, Tables S.1 and S.2 shows the proposed impact fees without the 2% administrative charge included (Table S.1) and with the admin charge (Table S.2). Ultimately it will be up to the Tuolumne County Board of Supervisors to decide on the amount of the impact fees to be adopted (up to the amount justified in this study) and whether or not those fees should include the 2% administrative charge.

Impact Fee Summary

Table S.1 shows the impact fees calculated in this report.

Table S.1: Summary of Impact Fees per Unit Calculated in This Report

Development Types	Dev Units ¹	Park Land Impact Fees ²	Park Imprvmt Impact Fees ³	Fire Impact Fees ⁴	Total Impact Fees
Residential (All Types)	DU	\$ 451.01	\$ 1,734.65	\$ 491.12	\$ 2,676.78
Hotel/B&B/RV Park	Room or Space	\$ 272.70	\$ 1,048.86	\$ 649.18	\$ 1,970.74
Commercial/Office/Services	KSF			\$ 983.22	\$ 983.22
Total					

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² See Table 3.4

³ See Table 3.5

⁴ See Table 4.6

Table S.2 shows the proposed impact fees from Table S.1 with a 2% administrative charge added. See the discussion above.

Table S.2: Summary of Impact Fees with 2% Administrative Charge Included

Development Types	Dev Units ¹	Park Land Impact Fees	Park Imprvmt Impact Fees	Fire Impact Fees	Total Impact Fees
Residential (All Types)	DU	\$ 460.03	\$ 1,769.34	\$ 500.94	\$ 2,730.31
Hotel/B&B/RV Park	Room or Space	\$ 278.16	\$ 1,069.83	\$ 662.17	\$ 2,010.16
Commercial/Office/Services	KSF			\$ 1,002.88	\$ 1,002.88
Total					

Note: All impact fees shown in this table are based on the impact fees from Table S.1 with a 2% administrative charge added

Projected Revenue

Projected revenue from the park land acquisition and park improvement impact fees, based on the amount of future development forecasted in this report is about \$1.69 million, which would be enough to provide about 2.6 acres of additional parks in the District, using the costs estimated in Chapter 3.

Projected revenue from the Fire Department impact fees is \$508,486. That amount is more than adequate to cover the estimated cost of a future fire station expansion but well below the cost of acquiring a single piece of new firefighting apparatus.

Chapter 1. Introduction

Purpose

The purpose of this study is to analyze the impacts of development on the need for parks and fire protection/emergency response facilities and equipment provided by the Groveland Community Services District, and to calculate impact fees based on that analysis. This report documents the approach, data and methodology used in this study to calculate those impact fees.

The methods used to calculate impact fees in this report are intended to satisfy all legal requirements governing such fees, including provisions of the U. S. Constitution, the California Constitution and the California Mitigation Fee Act (Government Code Sections 66000-66025).

Legal Framework for Impact Fees

This brief summary of the legal framework for development fees is intended as a general overview. It was not prepared by an attorney and should not be treated as legal advice.

U. S. Constitution. Like all land use regulations, development exactions, including impact fees, are subject to the 5th Amendment prohibition on taking of private property for public use without just compensation. Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against “regulatory takings.” A regulatory taking occurs when regulations unreasonably deprive landowners of property rights protected by the Constitution.

In two landmark cases dealing with exactions, the U. S. Supreme Court has held that when a government agency requires the dedication of land or an interest in land as a condition of development approval, or imposes ad hoc exactions as a condition of approval on a single development project that do not apply to development generally, a higher standard of judicial scrutiny applies. To meet that standard, the agency must demonstrate an “essential nexus” between such exactions and the burden created by a development project (See *Nollan v. California Coastal Commission*, 1987) and make an “individualized determination” that the exaction imposed is “roughly proportional” to that burden (See *Dolan v. City of Tigard*, 1994).

Until recently, it was widely accepted that legislatively-enacted impact fees that apply to all development in a jurisdiction are not subject to the higher standard of judicial scrutiny flowing from the Nollan and Dolan decisions. But after the U. S. Supreme Court decision in *Koontz v. St. Johns Water Management District* (2013), state courts have reached conflicting conclusions on that issue.

In light of that uncertainty, any agency enacting or imposing impact fees would be wise to demonstrate a nexus and ensure proportionality in the calculation of those fees. That is the standard used in this study.

Defining the “Nexus.” While courts have not been entirely consistent in defining the nexus required to justify exactions and impact fees, that term can be thought of as having the three elements discussed below. We think proportionality is logically included as one element of that nexus, even though it was discussed separately in *Dolan v. Tigard*. The elements of the nexus discussed below mirror the three “reasonable relationship” findings required by the Mitigation Fee Act for establishment and imposition of impact fees.

Need or Impact. Development must create a need for the facilities to be funded by impact fees. All new development in a community creates additional demands on some or all public facilities provided by local government. If the capacity of facilities is not increased to satisfy the additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is related to the development project subject to the fees.

The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate impacts created by the development projects upon which they are imposed. In this study, the impact of development on facility needs is analyzed in terms of quantifiable relationships between various types of development and the demand for public facilities based on applicable level-of-service standards. This report contains all the information needed to demonstrate compliance with this element of the nexus.

Benefit. Development must benefit from facilities funded by impact fees. With respect to the benefit relationship, the most basic requirement is that facilities funded by impact fees be available to serve the development paying the fees. A sufficient benefit relationship also requires that impact fee revenues be segregated from other funds and expended in a timely manner on the facilities for which the fees were charged. Nothing in the U.S. Constitution or California law requires that facilities paid for with impact fee revenues be available exclusively to development projects paying the fees.

Procedures for earmarking and expenditure of fee revenues are mandated by the Mitigation Fee Act, as are procedures to ensure that the fees are either expended expeditiously or refunded. Those requirements are intended to ensure that developments benefit from the impact fees they are required to pay. Thus, over time, procedural issues as well as substantive issues can come into play with respect to the benefit element of the nexus.

Proportionality. Impact fees must be proportional to the impact created by a particular development project. Proportionality in impact fees depends on properly identifying development-related facility costs and calculating the fees in such a way that those costs are allocated in proportion to the facility needs created by different types and amounts of development. The section on impact fee methodology, below, describes methods used to allocate facility costs and calculate impact fees that meet the proportionality standard.

California Constitution. The California Constitution grants broad police power to local governments, including the authority to regulate land use and development. That police

power is the source of authority for local governments in California to impose impact fees on development. Some impact fees have been challenged on grounds that they are special taxes imposed without voter approval in violation of Article XIII A. However, that objection is valid only if the fees charged to a project exceed the cost of providing facilities needed to serve the project. In that case, the fees would also run afoul of the U. S. Constitution and the Mitigation Fee Act.

Articles XIII C and XIII D, added to the California Constitution by Proposition 218 in 1996, require voter approval for some “property-related fees,” but exempt “the imposition of fees or charges as a condition of property development.”

The Mitigation Fee Act. California’s impact fee statute originated in Assembly Bill 1600 during the 1987 session of the Legislature, and took effect in January, 1989. AB 1600 added several sections to the Government Code, beginning with Section 66000. Since that time, the impact fee statute has been amended from time to time, and in 1997 was officially titled the “Mitigation Fee Act.” Unless otherwise noted, code sections referenced in this report are from the Government Code.

The Mitigation Fee Act does not limit the types of capital improvements for which impact fees may be charged. It defines public facilities very broadly to include “public improvements, public services and community amenities.” Although the issue is not specifically addressed in the Mitigation Fee Act, it is clear both in case law and statute (see Government Code Section 65913.8) that impact fees may not be used to pay for maintenance or operating costs. Consequently, the fees calculated in this report are based on the cost of capital assets only.

The Mitigation Fee Act does not use the term “mitigation fee” except in its official title, nor does it use the more common term “impact fee.” The Act simply uses the word “fee,” which is defined as “a monetary exaction, other than a tax or special assessment...that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project”

To avoid confusion with other types of fees, this report uses the widely-accepted terms “impact fee” and “development impact fee” which both should be understood to mean “fee” as defined in the Mitigation Fee Act.

The Mitigation Fee Act contains requirements for establishing, increasing and imposing impact fees. They are summarized below. It also contains provisions governing the collection and expenditure of fees and requires annual reports and periodic re-evaluation of impact fee programs. Those administrative requirements are discussed in the implementation chapter of this report.

Required Findings. Section 66001 requires that an agency establishing, increasing or imposing impact fees, must make findings to:

1. Identify the purpose of the fee;

2. Identify the use of the fee; and,
3. Determine that there is a reasonable relationship between:
 - a. The use of the fee and the development type on which it is imposed;
 - b. The need for the facility and the type of development on which the fee is imposed; and
 - c. The amount of the fee and the facility cost attributable to the development project. (Applies when fees are imposed on a specific project.)

Each of those requirements is discussed in more detail below.

Identifying the Purpose of the Fees. The broad purpose of impact fees is to protect public health, safety and general welfare by providing for adequate public facilities. The specific purpose of the fees calculated in this study is to fund construction of certain capital improvements that will be needed to mitigate the impacts of planned new development on the District's facilities and to maintain an acceptable level of public services as additional development occurs in the District.

This report recommends that findings regarding the purpose of an impact fee should define the purpose broadly, as providing for the funding of adequate public facilities to serve additional development.

Identifying the Use of the Fees. According to Section 66001, if a fee is used to finance public facilities, those facilities must be identified. A capital improvement plan may be used for that purpose but is not mandatory if the facilities are identified in a General Plan, a Specific Plan, or in other public documents. In this case, we recommend that the District adopt this report as the public document that identifies the facilities to be funded by the fees.

Reasonable Relationship Requirement. As discussed above, Section 66001 requires that, for fees subject to its provisions, a "reasonable relationship" must be demonstrated between:

1. the use of the fee and the type of development on which it is imposed;
2. the need for a public facility and the type of development on which a fee is imposed; and,
3. the amount of the fee and the facility cost attributable to the development on which the fee is imposed.

These three reasonable relationship requirements, as defined in the statute, mirror the nexus and proportionality requirements often cited in court decisions as the standard for defensible impact fees. The term "dual rational nexus" is often used to characterize the standard used by courts in evaluating the legitimacy of impact fees. The "duality" of the nexus refers to (1) an impact or need created by a development project subject to impact fees, and (2) a benefit to the project from the expenditure of the fees.

Although proportionality is reasonably implied in the dual rational nexus formulation, it was explicitly addressed by the Supreme Court in the *Dolan* case, and we prefer to list it as the third element of a complete nexus.

Development Agreements and Reimbursement Agreements. The requirements of the Mitigation Fee Act do not apply to fees collected under development agreements (see Govt. Code Section 66000) or reimbursement agreements (see Govt. Code Section 66003). The same is true of fees in lieu of park land dedication imposed under the Quimby Act (see Govt. Code Section 66477).

Existing Deficiencies. In 2006, Section 66001(g) was added to the Mitigation Fee Act (by AB 2751) to clarify that impact fees “shall not include costs attributable to existing deficiencies in public facilities,…” The legislature’s intent in adopting this amendment, as stated in the bill, was to codify the holdings of *Bixel v. City of Los Angeles* (1989), *Rohn v. City of Visalia* (1989), and *Shapell Industries Inc. v. Governing Board* (1991).

That amendment does not appear to be a substantive change. It is widely understood that other provisions of law make it improper for impact fees to include costs for correcting existing deficiencies.

However, Section 66001(g) also states that impact fees “may include costs attributable to the increased demand for public facilities reasonably related to the development project in order to (1) *refurbish existing facilities to maintain the existing level of service* or (2) *achieve an adopted level of service that is consistent with the general plan.*” (Emphasis added.)

Impact Fees for Existing Facilities. Impact fees may be used to recover costs for existing facilities to the extent that those facilities are needed to serve additional development and have the capacity to do so. In other words, it must be possible to show that fees used to pay for existing facilities meet the need and benefit elements of the nexus.

Authority to Impose Impact Fees

Impact fees are imposed as a condition of approval of a development project, so the authority to impose those fees rests with the body that controls land use permits and approvals. Special districts do not have that authority.

There is specific legislation prohibiting fire districts from charging such fees. California Health and Safety Code Section 13916, which is part of the Fire Protection District Law of 1987, states: “A (fire protection) district board shall not charge a fee on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.” However, as a practical matter, whether or not GCSO is considered a fire district, it cannot impose impact fees on its own.

Although the District itself may not charge impact fees, it is quite common in California for cities and counties to impose impact fees for the benefit of special districts, including fire districts and park districts, that provide services within their jurisdiction. In this case,

GCSD will require the cooperation of Tuolumne County to establish and impose the impact fees calculated in this report.

Recent Legislation

Several new laws enacted by the State of California to facilitate development of affordable housing will affect the implementation of in-lieu fees and impact fees calculated in this study. Below are brief overviews of some key bills passed in recent years.

SB 330 – The Housing Crisis Act of 2019. Amendments to existing law contained in SB 330 prohibit the imposition of new approval requirements on a housing development project once a preliminary application has been submitted. That provision applies to increases in impact fees and in-lieu fees, except when the resolution or ordinance establishing the fee authorizes automatic, inflationary adjustments to the fee or exaction.

AB 1483 – Housing Data: Collection and Reporting. AB 1483 requires that a city, county or special district must post on its website a current schedule of its fees and exactions, as well as associated nexus studies and annual reports. Updates must be posted within 30 days.

SB 13 – Accessory Dwelling Units. SB 13 prohibits the imposition of impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and provides that impact fees for ADUs of 750 square feet or more must be proportional to the square footage of the primary dwelling unit. In our opinion, the proportionality requirement means that impact fees for ADUs of 750 square feet or more must be calculated on a case-by-case basis during the approval process because the sizes of the ADU and the primary unit will be different in each case. The calculation is quite simple, as shown in the following formula: **(ADU Square Feet / Primary Unit Square Feet) X Impact Fee for a Single-Family Residential Unit.** So, for example, if the ADU is 1,000 square feet and the primary unit is 2,000 square feet, the impact fee for the ADU would be 0.5 times the impact fee for a single-family residential unit.

Previously, the law required a water or sewer connection fee or capacity charge for an accessory dwelling unit requiring a new or separate utility connection to be based on either the accessory dwelling unit's size or the number of its plumbing fixtures. SB 13 revises the basis for calculating the connection fee or capacity charge to either the accessory dwelling unit's square feet or the number of its drainage fixture units.

Impact Fee Calculation Methodology

Any one of several legitimate methods may be used to calculate impact fees. The choice of a particular method depends primarily on the service characteristics of, and planning requirements for, the facility type being addressed. Each method has advantages and disadvantages in a particular situation. To some extent they are interchangeable, because they all allocate facility costs in proportion to the needs created by development.

Allocating facility costs to various types and amounts of development is central to all methods of impact fee calculation. Costs are allocated by means of formulas that quantify the relationship between development and the need for facilities. In a cost allocation formula, the impact of development is measured by some attribute of development such as added population or added vehicle trips that represent the impacts created by different types and amounts of development.

Plan-Based or Improvements-Driven Method. Plan-based impact fee calculations are based on the relationship between a specified set of improvements and a specified increment of development. The improvements are typically identified in a facility plan, while the development is identified in a land use plan that forecasts potential development by type and quantity.

Using this method, facility costs are allocated to various categories of development in proportion to the service demand created by each type of development. To calculate plan-based impact fees, it is necessary to determine what facilities will be needed to serve a particular increment of new development.

With this method, the total cost of eligible facilities is divided by the total units of additional demand to calculate a cost per unit of demand (e.g. a cost per capita for parks). Then, the cost per unit of demand is multiplied by factors representing demand per unit of development (e.g. population per unit) to arrive at a cost per unit of development.

This method is somewhat inflexible in that it is based on the relationship between a specific facility plan and a specific land use plan. If either plan changes significantly the fees will have to be recalculated.

Capacity-Based or Consumption-Driven Method. This method calculates a cost per unit of capacity based on the relationship between total cost and total capacity of a system. It can be applied to any type of development, provided the capacity required to serve each increment of development can be estimated and the facility has adequate capacity available to serve the development. Since the cost per unit of demand does not depend on the particular type or quantity of development to be served, this method is flexible with respect to changing development plans.

In this method, the cost of unused capacity is not allocated to development. Capacity-based fees are most commonly used for water and wastewater systems, where the cost of a system component is divided by the capacity of that component to derive a unit cost. However, a similar analysis can be applied to other types of facilities. To produce a schedule of impact fees based on standardized units of development (e.g. dwelling units or square feet of non-residential building area), the cost per unit of capacity is multiplied by the amount of capacity required to serve a typical unit of development in each of several land use categories.

Standard-Based or Incremental Expansion Method. Standard-based fees are calculated using a specified relationship or standard that determines the number of service units to be provided for each unit of development. The standard can be established as a matter

of policy or it can be based on the level of service being provided to existing development in the study area.

Using the standard-based method, costs are defined on a generic unit-cost basis and then applied to development according to a standard that sets the number of service units to be provided for each unit of development.

Park and impact fees are commonly calculated this way. The level of service standard for parks is typically stated in terms of acres of parks per thousand residents. A cost-per-acre for park land or park improvements can usually be estimated without knowing the exact size or location of a particular park. The ratio of park acreage to population and the cost per acre for parks is used to calculate a cost per capita. The cost per capita can then be converted into a cost per unit of development based on the average population per dwelling unit for various types of residential development.

Buy-In or Recoupment Impact Fees. Buy-in fees can be used to recover some portion of the cost of existing facilities, provided those facilities have capacity available to serve additional development. This is not a completely separate fee calculation method but can be used as a variation of one of the other methods described above. It is particularly applicable when there is outstanding debt related to an existing facility.

Facilities Addressed in this Study

Impact/in-lieu fees for the following types of facilities are addressed in this report:

- Park Land Acquisition and Park Improvements (Chapter 3)
- Fire Department Facilities and Equipment (Chapter 4)

Chapter 2. Development Data

This chapter presents data on existing and future development that will be used to calculate impact fees in subsequent chapters of this report.

The information in this chapter may be used to establish levels of service, analyze facility needs, and/or allocate the cost of capital assets between existing and future development and among various types of new development.

Study Area

The study area for this impact fee study is the area within the boundaries of the Groveland Community Services District (GCSD or the District).

Time Frame

No time frame is assumed for the buildout of future development projected in this study. The methods used to calculate impact fees in this study do not require assumptions regarding the rate or timing of development.

Development Types

The development types for which impact fees are calculated in this report are listed below.

- Residential (All Types)
- Hotel/B&B/RV Park
- Commercial/Office/Services

Because of occupancy patterns characterizing residential development in the District, this study does not distinguish among single-family, multi-family and mobile home development. All types of residential units are treated as equivalent in terms of their impact on the facility types addressed in this report.

Similarly, various types of lodging accommodations are grouped into the Hotel/B&B/RV Park category, where “B&B” stands for bed and breakfast inn. The RV park category includes camping facilities. That category is intended to include all hotels, motels, bed and breakfast inns, hostels, RV parks and camping facilities but not dwelling units offered as temporary vacation rentals through Airbnb or similar services. Other types of non-residential development are included in the Commercial/Office/Services category.

Note: This study does not calculate impact fees for accessory dwelling units (ADUs). Recent legislation (SB 13) requires that impact fees for ADUs must be proportional to the relationship between the square footage of the ADU and the square footage of the primary unit. Consequently, the calculation of impact fees must be done on a case-by-case basis. No impact fee may be imposed on an ADU smaller than 750 square feet.

It should be noted that the proportionality requirement written into SB 13 tends to favor ADUs associated with larger primary units, because the larger the ADU, the smaller the ADU in proportion to the primary unit. One way of addressing that issue is to adopt a minimum size for primary units used to calculate the ADU impact fees.

Demand Variables

To calculate impact fees, the relationship between facility needs and development must be quantified in cost allocation formulas. Certain measurable attributes of development (for example, added population) are used as “demand variables” in those formulas to represent the impact of different types of development on various types of capital assets.

Demand variables are selected either because they directly measure the service demand created by various types of development, or because they are reasonably correlated with that demand. The demand variables used to calculate impact fees in this report are discussed below.

Park Service Population. This study defines a park service population that is used to calculate park impact fees. That population has two components: residents of the District and overnight visitors staying in all types of lodging including hotels, motels, bed-and-breakfast inns, hostels, RV parks or camping facilities. Unless otherwise indicated, where the term “population” is used in this study, it means park service population. The population per unit factor for lodging facilities is based on the average daily population for all types of lodging.

The residential population component is defined as “full-occupancy” population, meaning the number of persons that would reside in the District if all residential units were occupied, with each unit housing the average population per unit shown in Table 2.1. Although many dwelling units in the District are occupied only seasonally, that could change, and the full-occupancy population reflects the fact that once a dwelling unit is constructed the District is responsible for providing services to the occupants of that unit. The use of full-occupancy population is conservative in the sense that it tends to reduce the amount of the impact fees calculated in this report.

Fire Department Calls for Service per Year. Demand for fire protection and other emergency response services provided by GCSO is impacted by both residential and non-residential development in the District. In this study, the number of calls for service per unit per year is used to represent the demand for those services by various types of development. The calls-for-service-per-year factors used in this study are based on analysis by NBS of a random sample of calls for service for the three-year period 2016 through 2018.

For that period, the GCSO Fire Department logged a total of 1,543 calls for service, of which 1,361 were from within the District boundaries. Another 182 calls were from locations outside the District boundaries. For this study, NBS analyzed a large random sample of 655 calls, or approximately half of the calls originating within the District, to determine the percentage of calls generated by different types of development.

Next, those percentages were applied to all calls within the District for the three-year period to determine the number of calls generated by each type of development. The resulting numbers were divided by three to get the number of calls for one year. Finally, the number of calls generated by each category of development was divided by the number of existing units in that category to arrive at a calls-per-unit-per-year factor. Those factors are shown in Table 2.1.

Table 2.1: Demand Factors Used in This Study

Development Type	Dev Units ¹	Population per Unit ²	Fire Calls per Unit ³
Residential (All Types)	DU	2.15	0.103
Hotel/B&B/RV Park	Room or Space	1.30	0.136
Commercial/Office/Services	KSF		0.205

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Population per unit for residential development is a weighted average for all types of residential development based on U. S. Census Bureau American Community Survey (ACS) 2013 estimates (the most recent available data); population per unit for the Hotel/B&B/RV Park category is based on an estimated two people per room or space and a 65% occupancy rate.

³ Estimated average fire calls for service per unit per year based on analysis by NBS of a random sample of calls for the three-year period from 2016-2018; see discussion in text

Existing and Forecasted Development

Tables 2.2 through 2.4, below, show existing development and forecasted future and buildout development by development type for the District. Table 2.2 shows estimated existing development for GCSD as of January 1, 2021, in terms of units, park service population and fire calls for service per year.

Table 2.2: Existing Development - January, 2021

Development Types	Dev Units ¹	Existing Units ²	Park Svc Pop ³	Fire Calls per Year ⁴
Residential (All Types)	DU	3,451	7,420	354
Hotel/B&B/RV Park	Room or Space	118	153	16
Commercial/Office/Services	KSF	175.3		36
Total			7,573	406

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Existing residential units based on data from Groveland CSD, the 2010 Census, 2013 American Community Survey and Tuolumne County Assessor data; where necessary, data have been updated to 2021

³ Park service population = existing residential units X population per unit from Table 2.1 + existing Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Fire calls per year based on analysis by NBS of a random sample of GCSD Fire Department calls for the three year period 2016 through 2018

Table 2.3 shows forecasted future development in the District to buildout. The number of future units shown in Table 2.3 is based on information from the sources listed in footnote 2.

Table 2.3: Forecasted Future Development from 2021 to General Plan Buildout

Development Types	Dev Units ¹	Added Units ²	Added Park Svc Pop ³	Added Fire Calls ⁴
Residential (All Types)	DU	585	1,258	60
Hotel/B&B/RV Park	Room or Space	288	374	39
Commercial/Office/Services	KSF	34.8		7
Total			1,632	106

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Forecasted future development units based on 531 available residential lots in the Pine Mountain Lake community plus an analysis of land designated for future development in the 2020 GCSD Water Master Plan Plan Technical Memorandum No. 1 by Wood Rogers and current development project applications submitted to Tuolumne County

³ Added park service population = added residential units X population per unit from Table 2.1 + added Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Added fire calls = added units X fire calls per unit from Table 2.1

Table 2.4 shows total development in the District at buildout.

Table 2.4: Forecasted Total Development at General Plan Buildout

Development Types	Dev Units ¹	Buildout Units ²	Buildout Park Svc Pop ³	Buildout Fire Calls ⁴
Residential (All Types)	DU	4,036	8,678	414
Hotel/B&B/RV Park	Room or Space	406	528	55
Commercial/Office/Services	KSF	210		43
Total			9,206	512

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite; KSF = 1,000 gross square feet of building area

² Buildout units = existing units from Table 2.2 + forecasted future units from Table 2.3

³ Buildout park service population = buildout residential units X population per unit from Table 2.1 + buildout Hotel/B&B/RV Park units X population per unit from Table 2.1

⁴ Buildout fire calls = existing fire calls from Table 2.2 + future fire calls from Table 2.3

The numbers presented in Tables 2.2 through 2.4 indicate that the District is about 82% built out in terms of park service population. Existing Fire Department calls for service represent about 79% of the forecasted total calls at buildout.

Chapter 3. Park Land and Park Improvements

This chapter calculates impact fees for park land acquisition and park improvements. At present, Groveland Community Services District (GCSD or the District) owns two community parks which are listed in Table 3.1 on the next page. The impact fees calculated in this chapter are based on the District's current level of service in terms of improved park acres per capita of park service population.

Service Area

The park impact fees calculated in this chapter are intended to apply to all residential and lodging development within the District. Lodging includes hotels, motels, bed and breakfast inns, hostels and commercial recreational vehicle and camping facilities.

Methodology

This chapter calculates impact fees using the standard-based method discussed in Chapter 1. Standard-based fees are calculated using a specified relationship or standard that determines the number of service units to be provided for each unit of development. The next two sections discuss the demand variable and level-of-service standard used to calculate the park impact fees.

Demand Variable

A "demand variable" is a quantifiable attribute of development that is used in impact fee calculation formulas to represent the impact of development. The demand variable used to calculate park impact fees in this chapter is park service population. As discussed in Chapter 2, park service population consists of full-occupancy residential population plus the estimated average daily population of guests staying at hotels, motels, bed-and-breakfast inns, hostels and RV/camping facilities in the District.

Because park service population, as defined above, is associated with residential and lodging development, the impact fees calculated in this chapter apply only to those types of development.

Existing Level of Service

The level-of-service standard used to calculate impact fees in this chapter is the existing ratio of developed park acreage to park service population in the District. Park service population is defined in Chapter 2 and discussed above. Table 3.1 on the next page lists the District's existing parks and shows the total acres and improved acres of park land.

Table 3.1: Existing GCSO Parks

Park Name	Park Type	Total Acres	Improved Acres
Mary Laveroni Park	Community	23.00	11.00
Leon Rose Ballpark	Community	1.22	1.22
Total		24.22	12.22

Source: GCSO 2017 Parks Master Plan and communication with GCSO staff

Table 3.2 calculates the existing level of service for the District’s parks in terms of acres per capita and acres per 1,000 park service population. Only about half of Mary Laveroni Park is fully improved, and only improved park acreage is used to calculate the park impact fees.

Table 3.2: GCSO Parks - Existing Level of Service

Existing Acres ¹	Existing Park Service Pop ²	Acres per Capita ³	Acres per 1,000 ⁴
12.22	7,573	0.00161	1.61

¹ See Table 3.1

² Existing park service population; see Table 2.2

³ Acres per capita = existing improved park acres / existing park service population

⁴ Acres per 1,000 population = acres per capita X 1,000

In the next section, the existing level of service is converted into a cost per capita for park land acquisition and for park improvements.

Cost Per Capita

Table 3.3, below, shows the cost per capita for park land acquisition and park improvements based on the existing level of service from Table 3.2 and the estimated cost per acre for park land acquisition and park improvements.

Table 3.3: Cost per Capita

Fee Type	Cost per Acre ¹	Acres per Capita ²	Cost per Capita ³
Park Land Acquisition	\$ 130,000	0.00161	\$ 209.77
Park Improvements	\$ 500,000	0.00161	\$ 806.81

¹ Park land acquisition cost per acre and park improvement cost per acre estimated by GCSO

² See Table 3.2

³ Cost per capita = cost per acre X acres per capita

In the next section, the per-capita costs from Table 3.3 are used to calculate impact fees per unit of development for park land acquisition and park improvements.

Impact Fees per Unit

Table 3.4 shows the calculation of park land impact fees per unit of development. Those fees are calculated using the per-capita cost of park land from Table 3.3 and the population per unit from Table 2.1.

Table 3.4: Park Land Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$209.77	2.15	\$451.01
Hotel/B&B/RV Park	Room/Space	\$209.77	1.30	\$272.70

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² See Table 3.3

³ See Table 2.1

⁴ Impact fee per unit = cost per capita X population per unit

Table 3.5 shows the calculation of park improvement impact fees per unit of development. Those fees are calculated using the per-capita cost of park improvements from Table 3.3 and the population per unit from Table 2.1.

Table 3.5: Park Improvement Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$806.81	2.15	\$1,734.65
Hotel/B&B/RV Park	Room/Space	\$806.81	1.30	\$1,048.86

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² See Table 3.3

³ See Table 2.1

⁴ Impact fee per unit = cost per capita X population per unit

Table 3.6 shows the combined total impact fees for park land acquisition and park improvement, which is the sum of the impact fees from Tables 3.4 and 3.5.

Table 3.6: Total Park Land and Improvement Impact Fees per Unit

Development Type	Units ¹	Cost per Capita ²	Population per Unit ³	Total Impact Fees per Unit ⁴
Residential (All Types)	DU	\$1,016.59	2.15	\$2,185.66
Hotel/B&B/RV Park	Room/Space	\$1,016.59	1.30	\$1,321.56

¹ Units of development: DU = dwelling unit; Room = hotel, motel or B&B guest room; Space = RV parking space or campsite

² Sum of costs per capita from Tables 3.4 and 3.5

³ See Table 2.1

⁴ Total impact fees per unit = sum of the impact fees per unit from Tables 3.4 and 3.5

Projected Revenue

Table 3.7 on the next page shows projected revenue to buildout from the combined park land acquisition and park improvement impact fees. Based on the per-acre costs shown in Table 3.3, that revenue could be used to acquire and improve about 2.6 acres of additional parks in the District.

Table 3.7: Projected Revenue from Park Impact Fees

Development Type	Units ¹	Total Impact Fees per Unit ²	Future Units ³	Projected Revenue ⁴
Residential (All Types)	DU	\$2,185.66	585	\$ 1,278,610
Hotel/B&B/RV Park	Room/Space	\$1,321.56	288	\$ 380,610
Total				\$ 1,659,220

Updating the Fees

The impact fees calculated in this chapter are based the current estimated cost of park land and improvements. We recommend that the fees be reviewed annually and adjusted as needed using local cost data or an index such as the *Engineering News Record* Construction Cost Index (CCI). See the Implementation Chapter for more on indexing of fees.

Nexus Summary

As discussed in Chapter 1 of this report, Section 66001 of the Mitigation Fee Act requires that an agency establishing, increasing or imposing impact fees must make findings to:

Identify the purpose of the fee;

Identify the use of the fee; and,

Determine that there is a reasonable relationship between:

- a. The use of the fee and the development type on which it is imposed;

- b. The need for the facility and the type of development on which the fee is imposed; and
- c. The amount of the fee and the facility cost attributable to the development project.

Satisfying those requirements also ensures that the fees meet the “rational nexus” and “rough proportionality” standards enunciated in leading court decisions bearing on impact fees and other exactions. (For more detail, see “Legal Framework for Impact Fees” in Chapter 1.) The following paragraphs explain how the impact fees calculated in this chapter satisfy those requirements.

Purpose of the Fee: The purpose of the impact fees calculated in this chapter is to mitigate the impact of new development on the need for parks in the District.

Use of the Fee. Impact fees calculated in this chapter will be used to provide additional parks and park improvements to mitigate the impact of new development on the need for parks in the District.

Reasonable Relationship between the Use of the Fee and the Development Type on Which It Is Imposed. The impact fees calculated in this chapter will be used to provide additional parks to serve the needs of added park service population associated with new residential and lodging development in the District.

Reasonable Relationship between the Need for the Facilities and the Type of Development on Which the Fee Is Imposed. New development increases the need for parks to maintain the existing level of service, as described earlier in this chapter. Without additional parks, the increase in park service population associated with new residential and lodging development would result in a reduction in the level of service provided to all residents of the District.

Reasonable Relationship between the Amount of the Fee and the Facility Cost Attributable to the Development Project. The amount of the park impact fees charged to a development project will depend on the increase in park service population associated with that project. The fees per unit of development calculated in this chapter are based on the estimated park service population per unit of for residential and lodging development in the District. Thus, the fee charged to a development project reflects the impact of that project on the need for parks in the District.

Chapter 4. Fire Department Facilities/Equipment

This chapter calculates impact fees for fire protection and emergency response facilities, apparatus and equipment needed to serve future development in the Groveland Community Services District (GCSD or the District). Where the general term “facilities” is used in this chapter, it is intended to include all types of capital assets needed by the GCSD Fire Department to carry out its mission.

GCSD contracts with the California Department of Forestry and Fire Protection (CAL FIRE) to staff the GCSD fire station in Groveland.

Service Area

The impact fees calculated in this chapter are intended to apply to all future development within the District.

Demand Variable

A “demand variable” is a quantifiable attribute of development that is used in fee calculation formulas to represent the impact of development on a certain type of capital facilities. The demand variable used to calculate impact fees for GCSD facilities in this chapter is calls for service per year.

As explained in Chapter 2, NBS analyzed a large random sample of the calls for service received by the GCSD Fire Department from 2016 through 2018 to estimate the number of calls per unit per year generated by each type of development defined in this study. Table 2.1 shows the calls-per-unit-per-year factors derived from that analysis. Those factors are used to calculate impact fees per unit later in this chapter.

Methodology

This chapter calculates impact fees using the plan-based method discussed in Chapter 1. Plan-based fees allocate costs for a specific set of facilities to a specific increment of development.

In this case, the costs for all existing and future GCSD fire protection and emergency response facilities, apparatus and equipment are allocated to all existing and future development, so that impact fees charged to future development will pay future development’s proportionate share of the overall cost of those assets.

Facilities, Apparatus and Equipment

Table 4.1 on the next page shows the impact fee cost basis used in this study for the existing GCSD fire station and a planned expansion of that station. The value of the existing fire station is estimated using depreciated replacement cost plus the value of the land on which the station is sited. The cost of the planned fire station expansion is based

on the current estimated cost of that expansion. No additional land is required for the expansion.

Table 4.1: Existing and Future Fire Stations

Facility	Constr Date ¹	Site Acres	Land Value ²	Bldg Sq Ft ¹	Building Repl Cost ³	Useful Life ⁴	Depreciated Bldg Cost ⁴	Impact Fee Cost Basis ⁵
GCSO Fire Station	1988	0.35	\$45,500	5,172	\$ 2,198,100	50	\$ 791,316	\$ 836,816
Fire Station Addition	Future			500	\$ 322,500		\$ 322,500	\$ 322,500
Total			\$45,500		\$ 2,520,600		\$ 1,113,816	\$ 1,159,316

¹ Construction date and building square feet from the GCSO property inventory

² Land value for existing fire station based on \$130,000 per acre

³ Estimated replacement cost for the existing fire station based on \$425.00 per square foot; estimated cost for future fire station addition based on \$645.00 per square foot; estimated cost includes soft construction costs, utilities, site development and furniture, fixtures and equipment

⁴ Estimated useful life of buildings in years

⁵ Depreciated building replacement cost for existing fire station using straight-line depreciation over the useful life of the asset; no depreciation applies to future building costs

⁶ Impact fee cost basis = depreciated building replacement cost + estimated land value

Table 4.2 on the next page lists GCSO 's existing firefighting apparatus and other vehicles. Costs for all vehicles and equipment shown in the far-right column of Table 4.2 are depreciated replacement costs based on the useful life shown in that table. Vehicles and equipment are assumed to have a residual value of at least 15% of replacement cost, regardless of age.

Table 4.2: Existing Fire Apparatus and Vehicles

Quantity	Model Year	Description	Useful Life (Yrs)	Unit Repl Cost ¹	Depreciated Repl Cost ²	Impact Fee Cost Basis ³
1	2009	Type I Engine (Pierce Contender)	10	\$ 750,000	\$ 112,500	\$ 112,500
1	2000	Type II Engine (Freightliner)	10	\$ 600,000	\$ 90,000	\$ 90,000
1	1984	Type II Engine (Grumman GMC)	10	\$ 450,000	\$ 67,500	\$ 67,500
1	2009	Silverado 2500 Utility Vehicle	10	\$ 50,000	\$ 7,500	\$ 7,500
1	2009	Silverado 2500 Utility Vehicle	10	\$ 50,000	\$ 7,500	\$ 7,500
Total				\$1,900,000	\$ 285,000	\$ 285,000

¹ Replacement cost provided by GCSO

² Depreciated replacement cost using straight-line depreciation over the useful life of the asset; minimum depreciated value = 15% of replacement cost

³ Impact fee cost basis = depreciated replacement cost

Table 4.3 lists the future apparatus and equipment that will be needed to serve the District at buildout.

Table 4.3: Future Fire Apparatus, Vehicles and Equipment

Description	No. of Units ¹	Cost per Unit ²	Impact Fee Cost Basis ³
Future Type I Engine (incl Equipt)	1	\$1,007,000	\$ 1,007,000

¹ Equipment needs provided by GCSD

² Cost per unit provided by GCSD

³ Impact fee cost basis = number of units X cost per unit

Table 4.4 summarizes the costs from the preceding three tables.

Table 4.4: Impact Fee Cost Basis - Existing and Future Assets

Component	Impact Fee Cost Basis ¹
Existing and Future Fire Stations	\$ 1,159,316
Existing - Fire Apparatus and Equipment	\$ 285,000
Future - Fire Apparatus Equipment	\$ 1,007,000
Total	\$ 2,451,316

¹ See Tables 4.1, 4.2 and 4.3

Cost per Call for Service

Table 4.5 calculates the cost per call for service for GCSD Fire Department facilities, apparatus and equipment using the total cost from Table 4.4 and the projected number of calls for service per year at buildout.

Table 4.5: Cost per Call for Service

Impact Fee Cost Basis ¹	Buildout Calls per Year ²	Cost per Call per Year ³
\$2,451,316	512	\$4,787.73

¹ See Table 4.4

² Projected buildout calls per year for GCSD; see Table 2.4

³ Cost per call per year = impact fee cost basis / buildout calls per year

Impact Fees per Unit

Table 4.6 shows the calculation of GCSD Fire Department impact fees per unit of development by development type. Those fees are calculated using the cost per call for service from Table 4.5 and the calls-per-unit-per-year factors from Table 2.1.

Table 4.6 Impact Fee per Unit

Development Type	Units ¹	Cost per Call per Year ²	Calls per Unit per Year ³	Impact Fee per Unit ⁴
Residential (All Types)	DU	\$4,787.73	0.103	\$ 491.12
Hotel/B&B/RV Park	Room/Space	\$4,787.73	0.136	\$ 649.18
Commercial/Office/Services	KSF	\$4,787.73	0.205	\$ 983.22

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Cost per call per year; see Table 4.5

³ Calls per unit per year; see Table 2.1

⁴ Impact fee per unit = cost per call per year X calls per unit per year

Projected Revenue

Potential revenue from the impact fees calculated in this chapter can be estimated by applying the fees per unit from Table 4.6 to forecasted future units from Table 2.3. Table 4.7 on the next page shows the projected revenue to buildout from the impact fees shown in Table 4.6.

Table 4.7 Projected Revenue

Development Type	Units ¹	Future Units ²	Impact Fee per Unit ³	Projected Revenue ⁴
Residential, Single-Family	DUs	585	\$ 491.12	\$ 287,305
Hotel/B&B/RV Park	Room/Space	288	\$ 649.18	\$ 186,965
Commercial/Office/Services	KSF	35	\$ 983.22	\$ 34,216
Total				\$ 508,486

¹ Units of development: DU = dwelling unit; Room = hotel or B&B guest room; Space = RV parking space; KSF = 1,000 gross square feet of building area

² Future units; see Table 2.3

³ Impact fee per unit; see Table 4.6

⁴ Projected revenue = future units X impact fee per unit

The total revenue projected in Table 4.7 is substantially less than the cost of the fire station addition shown in Table 4.1 plus the additional fire engine shown in Table 4.3, so additional funding will be required to cover the entire cost of acquiring those assets.

Updating the Fees

The impact fees calculated in this chapter are based the current estimated costs. We recommend that the fees be reviewed and adjusted annually using local cost data or an index such as the *Engineering News Record* Building Cost Index. See the Implementation Chapter for more on indexing of fees.

Nexus Summary

As discussed in Chapter 1 of this report, Section 66001 of the Mitigation Fee Act requires an agency establishing, increasing or imposing impact fees to make findings to:

Identify the purpose of the fee;

Identify the use of the fee; and,

Determine that there is a reasonable relationship between:

- a. The use of the fee and the development type on which it is imposed;
- b. The need for the facility and the type of development on which the fee is imposed; and
- c. The amount of the fee and the facility cost attributable to the development project.

Satisfying those requirements also ensures that the fees meet the “rational nexus” and “rough proportionality” standards enunciated in leading court decisions bearing on impact fees and other exactions. (For more detail, see “Legal Framework for Impact Fees” in Chapter 1.) The following paragraphs explain how the impact fees calculated in this chapter satisfy those requirements.

Purpose of the Fee: The purpose of the impact fees calculated in this chapter is to mitigate the impact of new development on the need for fire protection and emergency response facilities apparatus and equipment provided by the Groveland Community Services District (GCSD).

Use of the Fee. Impact fees calculated in this chapter will be used to provide additional capital assets to mitigate the impact of new development on the need for those facilities in the District. As provided by the Mitigation Fee Act, revenue from impact fees may also be used for temporary loans from one impact fee fund or account to another.

Reasonable Relationship between the Use of the Fee and the Development Type on Which It Is Imposed. The impact fees calculated in this chapter will be used to provide additional facilities and apparatus to serve the added demand for fire protection and other emergency services associated with new development in the District.

Reasonable Relationship between the Need for the Facilities and the Type of Development on Which the Fee Is Imposed. New development increases the demand for fire protection and other emergency services provided by GCSD. Without additional facilities, apparatus and equipment, the increase in demand associated with new development would negatively impact the ability of the District to provide services efficiently and effectively to all development in its service area.

Reasonable Relationship between the Amount of the Fee and the Facility Cost Attributable to the Development Project. The amount of the GCSD Fire Department impact fees charged to a development project will depend on the increase in calls for service associated with that project. The fees per unit of development calculated in this

chapter for each type of development are based on the estimated calls for service per unit per year for that type of development in in the GCSD service area. Thus, the fee charged to a development project reflects the impact of that project on the overall need for facilities, apparatus and equipment used by GCSD to provide fire protection and emergency response services to development in the District.

Chapter 5. Implementation

This chapter of the report contains recommendations for adoption and administration of impact fees, and for the interpretation and application of the development impact fees calculated in this study. It was not prepared by an attorney and is not intended as legal advice.

Statutory requirements for the adoption and administration of fees imposed as a condition of development approval (impact fees) are found in the Mitigation Fee Act (Government Code Sections 66000 *et seq.*).

Adoption

As discussed in Chapter 1, the District does not have the authority to adopt impact fees. GCSD must depend on Tuolumne County to establish and impose the impact fees calculated in this report.

The form in which development impact fees are enacted should be determined in consultation with the County Attorney. Procedures for adoption of fees subject to the Mitigation Fee Act, including notice and public hearing requirements, are specified in Government Code Sections 66016 and 66018. It should be noted that Section 66018 refers to Government Code Section 6062a, which requires that the public hearing notice be published at least twice during the required 10-day notice period. Government Code Section 66017 provides that fees subject to the Mitigation Fee Act do not become effective until 60 days after final action by the governing body.

Actions establishing or increasing fees subject to the Mitigation Act require certain findings, as set forth in Government Code Section 66001 and discussed below and in Chapter 1 of this report.

Establishment of Fees. Pursuant to the Mitigation Fee Act, Section 66001(a), when an agency establishes fees to be imposed as a condition of development approval, it must make findings to:

1. Identify the purpose of the fee;
2. Identify the use of the fee; and
3. Determine how there is a reasonable relationship between:
 - a. The use of the fee and the type of development project on which it is imposed; and,
 - b. The need for the facility and the type of development project on which the fee is imposed

Examples of findings that could be used for impact fees calculated in this study are shown below. The specific language of such findings should be reviewed and approved by the

attorney for the agency adopting the fees. A more complete discussion of the nexus for the proposed impact fees can be found in Chapters 3 and 4 of this report.

Sample Finding: Purpose of the Fee. The Board of Supervisors finds that the purpose of the impact fees hereby enacted is to protect the public health, safety and welfare by requiring new development to contribute to the cost of parks and fire protection and emergency response facilities needed to mitigate the impacts created by that development.

Sample Finding: Use of the Fee. The Board of Supervisors finds that revenue from the impact fees hereby enacted will be used to provide public facilities needed to mitigate the impacts of new development. Those facilities are identified in the 2021 Groveland Community Services District Impact Fee Study by NBS.¹

Sample Finding: Reasonable Relationship: Based on analysis presented in the 2021 Groveland Community Services District Impact Fee Study by NBS, the Board of Supervisors finds that there is a reasonable relationship between:

- a. The use of the fees and the types of development projects on which they are imposed; and,
- b. The need for facilities and the types of development projects on which the fees are imposed.

Administration

The California Mitigation Fee Act (Government Code Sections 66000 et seq.) mandates procedures for administration of impact fee programs, including collection and accounting, reporting, and refunds. References to code sections in the following paragraphs pertain to the California Government Code.

Interagency Coordination. It will be necessary for GCSD to reach an agreement with the County regarding the transmittal of impact fees to the District, as well as the responsibility for complying with the administrative procedures and reporting requirements established by the Mitigation Fee Act. The Executive Summary in this report discusses the option of adding an administrative charge to the fees to cover the cost of complying with those requirements.

Imposition of Fees. Pursuant to the Mitigation Fee Act, Section 66001(a), when an agency imposes an impact fee upon a specific development project, it must make essentially the same findings adopted upon establishment of the fees to:

¹ According to Gov't Code Section 66001 (a) (2), the use of the fee may be specified in a capital improvement plan, the General Plan, or other public documents that identify the public facilities for which the fee is charged. The findings recommended here identify this impact fee study as the source of that information.

1. Identify the purpose of the fee;
2. Identify the use of the fee; and
3. Determine how there is a reasonable relationship between:
 - a. The use of the fee and the type of development project on which it is imposed;
 - b. The need for the facility and the type of development project on which the fee is imposed

Per Section 66001 (b), at the time when an impact fee is imposed on a specific development project, the agency is also required to make a finding to determine how there is a reasonable relationship between:

- c. The amount of the fee and the facility cost attributable to the development project on which it is imposed.

In addition, Section 66006 (f) provides that a local agency, at the time it imposes a fee for public improvements on a specific development project, "... shall identify the public improvement that the fee will be used to finance." The required notification could refer to the improvements identified in this study.

Section 66020 (d) (1) requires that the agency, at the time it imposes an impact fee, provide the applicant with a written statement of the amount of the fee and written notice of a 90-day period during which the imposition of the fee can be protested. Failure to protest imposition of the fee during that period may deprive the fee payer of the right to subsequent legal challenge.

Section 66022 (a) provides a separate procedure for challenging the establishment of an impact fee. Such challenges must be filed within 120 days of enactment.

Collection of Fees. Section 66007 (a) provides that a local agency shall not require payment of fees by developers of residential projects prior to the date of final inspection, or issuance of a certificate of occupancy, whichever occurs first.

However, "utility service fees" (not defined) may be collected upon application for utility service. In a residential development project of more than one dwelling unit, Section 66007 (a) allows the agency to choose to collect fees either for individual units or for phases upon final inspection, or for the entire project upon final inspection of the first dwelling unit completed.

Section 66007 (b) provides two exceptions when the local agency may require the payment of fees from developers of residential projects at an earlier time: (1) when the local agency determines that the fees "will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the local agency has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy" or (2) the fees are "to reimburse the local agency for expenditures previously made."

These statutory restrictions on the time at which fees may be collected do not apply to non-residential development.

In cases where the fees are not collected upon issuance of building permits, Subsections 66007 (c) (1) and (2) provide that the agency may require the property owner to execute a contract to pay the fee, and to record that contract as a lien against the property until the fees are paid.

Earmarking and Expenditure of Fee Revenue. Section 66006 (a) mandates that fees be deposited “with other fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected.” Section 66006 (a) also requires that interest earned on the fee revenues be placed in the capital account and used for the same purpose.

The language of the law is not clear as to whether depositing fees "with other fees for the improvement" refers to a specific capital improvement or a class of improvements (e.g., street improvements).

We are not aware of any agency that has interpreted that language to mean that funds must be segregated by individual projects. And, as a practical matter, that approach would be unworkable because it would mean that no pay-as-you-go project could be constructed until all benefiting development had paid the fees. Common practice is to maintain separate funds or accounts for impact fee revenues by facility category (e.g., fire protection or park improvements), but not for individual projects.

Impact Fee Exemptions, Reductions, and Waivers. In the event that a development project is found to have no impact on facilities for which impact fees are charged, such project must be exempted from the fees.

If a project has characteristics that will make its impacts on a particular public facility or infrastructure system significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly. Per Section 66001 (b), there must be a reasonable relationship between the amount of the fee and the cost of the public facility attributable to the development on which the fee is imposed. The fee reduction is required if the fee is not proportional to the impact of the development on relevant public facilities.

In some cases, the agency may desire to voluntarily waive or reduce impact fees that would otherwise apply to a project as a way of promoting goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects, so the effect of such policies is that the lost revenue must be made up from other fund sources.

Credit for Improvements Provided by Developers. If an agency requires a developer, as a condition of project approval to dedicate land or construct facilities or improvements for which impact fees are charged, the agency should ensure that the impact fees are

adjusted so that the overall contribution by the developer does not exceed the impact created by the development.

In the event that a developer voluntarily offers to dedicate land, or construct facilities or improvements in lieu of paying impact fees, the agency may accept or reject such offers and may negotiate the terms under which such an offer would be accepted. Excess contributions by a developer may be offset by reimbursement agreements.

Credit for Existing Development. If a project involves replacement, redevelopment or intensification of previously existing development, impact fees should be applied only to the portion of the project that represents a net increase in demand for relevant facilities, applying the demand factors used in this study to calculate that particular impact fee.

Annual Reports. Section 66006 (b) (1) requires that once each year, within 180 days of the close of the fiscal year, the local agency must make available to the public the following information for each separate account established to receive impact fee revenues:

1. A brief description of the type of fee in the account or fund;
2. The amount of the fee;
3. The beginning and ending balance of the account or fund;
4. The amount of the fees collected and interest earned;
5. Identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fees;
6. Identification of the approximate date by which the construction of a public improvement will commence, if the agency determines sufficient funds have been collected to complete financing of an incomplete public improvement;
7. A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvement on which the transfer or loan will be expended;
8. The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f).

The annual report must be reviewed by the governing body at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public, per Section 66006 (b) (2).

Fifth Year Reports on Unexpended Funds. Prior to 1996, the Mitigation Fee Act required that a local agency collecting impact fees was required to expend or commit impact fee revenue within five years or make findings to justify a continued need for the money. Otherwise, those funds had to be refunded. SB 1693, adopted in 1996 as an amendment to the Mitigation Fee Act, changed that requirement in material ways.

Now, Section 66001 (d) requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Section 66006 (b), and every five years thereafter, the local agency shall make all of the following findings for any fee revenue that remains unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put;
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged;
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which impact fees are to be used;
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited into the appropriate account or fund.

Those findings are to be made in conjunction with the annual reports discussed above. If such findings are not made as required by Section 66001, the local agency could be required to refund the moneys in the account or fund, per Section 66001 (d).

Once the agency determines that sufficient funds have been collected to complete financing on incomplete improvements for which impact fee revenue is to be used, it must, within 180 days of that determination, identify an approximate date by which construction of the public improvement will be commenced (Section 66001 (e)).

Note: Because impact fees for the Groveland Community Services District must be adopted by other agencies as discussed above, the District and those agencies should agree on which agency will be responsible for annual reporting and the fifth year review required by the Mitigation Fee Act, and should develop procedures to ensure that the requirements of the Act are satisfied.

Annual Update of the Capital Improvement Plan. Section 66002 (b) of the Mitigation Fee Act provides that if a local agency cites a capital improvement plan to identify the use of impact fees, that plan must be adopted and annually updated by a resolution of the governing body at a noticed public hearing. The alternative, per Section 66001 (a) (2) is to identify improvements by applicable general or specific plans or in other public documents.

In most cases, the CIP identifies projects for a limited number of years and may not include all improvements needed to serve future development covered by the impact fee study. We recommend that this impact fee study be cited as the public document identifying the use of the fees.

Indexing of Impact Fees. Where impact fees calculated in this report are based on current costs, those costs should, if possible, be adjusted periodically to account for changes in the cost of facilities or other capital assets that will be funded by the impact fees. That adjustment is intended to account for escalation in costs for land, construction, vehicles

and other relevant capital assets. For general construction, we recommend using the Engineering News Record Building Cost Index (20-Cities Average) which is published monthly in ENR. For land costs, local data, including appraisals is the best source. For other assets such as firefighting apparatus, recent bids can be used.

Recent Legislation

As discussed in Chapter 1 (pages 1-5 and 1-6), recently passed legislation imposes additional requirements on agencies imposing impact fees on new development.

- SB 330 prohibits the imposition of new approval requirements on a housing development project once a preliminary application has been submitted.
- AB 1483 requires that a city, county or special district must post on its website a current schedule of its fees and exactions as well as associated nexus studies and annual reports. Updates must be posted within 30 days.
- SB 13 prohibits the imposition of impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and provides that impact fees for ADUs of 750 square feet or more must be proportional to the square footage of the primary dwelling unit. The proportionality requirement means that impact fees for ADUs of 750 square feet or more must be calculated on a case-by-case basis during the approval process because the sizes of the ADU and the primary unit will be different in each case. The calculation is quite simple, as shown in the following formula: **(ADU Square Feet / Primary Unit Square Feet) X Impact Fee for a Single-Family Residential Unit**. So, for example, if the ADU is 1,000 square feet and the primary unit is 2,000 square feet, the impact fee for the ADU would be 0.5 times the impact fee for a single-family residential unit.

This area of state law is evolving rapidly and it is likely that future legislation will place additional requirements on the establishment and imposition of impact fees.

Training and Public Information

Effective administration of an impact fee program requires considerable preparation and training. It is important that those responsible for collecting the fees, and for explaining them to the public, understand both the details of the fee program and its supporting rationale.

Before fees are imposed, a staff training workshop is highly desirable if more than a handful of employees will be involved in collecting or accounting for fees.

It is also useful to pay close attention to handouts that provide information to the public regarding impact fees. Impact fees should be clearly distinguished from other fees, such as user fees for application processing, and the purpose and use of impact fees should be made clear.

Finally, anyone responsible for accounting, capital budgeting, or project management for projects involving impact fees must be fully aware of the restrictions placed on the expenditure of impact fee revenues and should refer to this report for a list of the facilities and on which the impact fee calculations are based.

RESOLUTION 21-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ACCEPTING THE FINAL REPORT- DEVELOPMENT IMPACT FEE STUDY AND ADOPTING THE PARK AND FIRE SERVICE IMPACT FEES

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District provides fire protection, emergency medical and related services to persons and properties within its boundaries and under mutual aid response areas, and desires to enhance and expand its facilities and equipment to respond to an increasing emergency call volume; and

WHEREAS, the District provides park facilities and services for the benefit of community residents and visitors and desires to expand, reconfigure and improve its park facilities to provide functional, safe and engaging public parks as the population and park use increases with population growth; and

WHEREAS, The District desires to establish a Capital Fire and Park Facilities/Equipment Fee program to recover the capital costs to provide service to new development; and

WHEREAS, the Fee schedule is intended to be updated on an annual basis to account for inflationary costs and/or as updates are needed based upon updated services master plans and the current/actual costs of construction, expansion and equipping parks and fire stations; and

WHEREAS, a development impact fee study is required when the Fee Schedule is established and amended; and

WHEREAS, The District held a legally noticed public hearing on this date to receive public input and comment on the Development Impact Fee Study and Fee Schedule; and

WHEREAS, the District expects to enter into agreement in the future with the County of Tuolumne to administer the Capital Fire and Park Facilities Fee program on its behalf.

THEREFORE, BE IT RESOLVED, that the Groveland Community Services District, a public entity established under the laws of the State of California, does hereby:

1. Accept the Development Impact Fee Study dated June 18, 2021 and associated Fee Schedule as detailed in Table S-2 of said Report; and
2. Authorize the General Manager or designee to engage the County of Tuolumne to implement the Development Impact Fee Schedule.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on July 13, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 13, 2021.

DATED: _____



Twain Harte Community Services District

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

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

February 9, 2022

Board of Supervisors
Tuolumne County Administration Building
2 South Green Street
Sonora, CA 95370

SUBJECT: Partnering to Solve Twain Harte's Poor Road Conditions

Dear Tuolumne County Supervisors:

Twain Harte Community Services District (THCSD) would like to thank you for working to find solutions to improve poor road conditions across the County. As you know, the condition of our roads greatly impacts the safety of our residents and the state of our economy. It also impacts THCSD's ability to provide efficient and effective fire, water, sewer and park services to Twain Harte's residents and visitors. With limited funding and 600+ miles of roads having an average "Poor" pavement condition index rating, we understand that providing good roads is a daunting task. Nevertheless, we urge you to prioritize finding a way – the well-being of Twain Harte and other communities depends on it.

THCSD is committed to partnering with the County to find ways to improve roads in Twain Harte. Over the past year, THCSD has worked with the County's Public Works Director and Road Superintendent to brainstorm ways to attain efficiencies by working together. For example, we explored cooperating on THCSD pipeline replacement projects. THCSD normally hires a contractor to perform trench repair for these projects, leaving the public with a partially repaired roadway. If we cooperated on these projects, there is a potential that THCSD could pay the County to perform the repair with its own forces. The efficiencies gained by using County forces could result in repaving the entire road instead of just a trench. We hope to implement collaborative solutions like this soon.

Collaborative solutions will help, but the County must find other sources of revenue to effectively tackle poor road conditions. The County's 2021 Pavement Management Report indicates that County roads will have an average pavement condition index of 13 by 2040 if alternate sources of funding are not obtained. This is the rating given to a failed roadway. The report recommends a sales tax increase, but other sources must also be explored.

We recommend that the County closely look at Transient Occupancy Tax (TOT) collected in Twain Harte as a method of funding road repair in Twain Harte. It is our understanding that County records include 117 registered short-term rentals in Twain Harte; however, interactions with our customers and review of short-term rental websites seem to indicate the actual number is much higher. This discrepancy could result in substantial increases in TOT revenues. We recommend that the County pursue uncollected TOT revenues and allocate all Twain Harte-based TOT revenues for road repair in Twain Harte to account for road degradation caused by tourism.

Please consider our recommendation and continue to partner with us to improve road conditions in Twain Harte.

Sincerely,

GARY SIPPERLEY
Board President



Twain Harte Community Services District

MISSION — VISION — VALUES

Mission

To provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner.

Vision

To lead the way in providing services that protect and enhance our community's quality of life.



Values

We value and strive for excellence in:

Quality of Life

Customer Service & Relationships

Professional, Proactive & Innovative Leadership

A Safe & Positive Work Environment

Integrity & Transparency

Fiscal Responsibility

Reliability & Sustainability

Asset & Resource Management

Community Engagement

Collaborative Relationships

Continual Improvement

APPENDIX A: Progress Reports

A brief description of the District’s annual accomplishments is listed below each objective.

1. INFRASTRUCTURE OPTIMIZATION	
GOAL	
<i>Prioritize and replace deteriorated infrastructure and enhance existing infrastructure to improve system and operational efficiency.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 1.1	Conduct a hydraulic assessment of the water system to analyze fire flow, water loss and potential for operational efficiencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed water system mapping revisions to ensure accurate hydraulic assessment. Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed system hydraulic modeling, identified fire flow deficiencies and developed a feasible way to eliminate the deteriorating Laurel Pump Station and Cedar Pines Tank while improving operations. Completed a condition assessment of the Water Treatment Plant and identified deficiencies and prioritize capital projects.
<input type="checkbox"/> 1.2	Utilize water system hydraulic assessment to prioritize and complete capital projects.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant to improve the hydraulic model, perform a condition assessment on the entire water system, and develop/prioritize capital projects that address the critical issues.
<input type="checkbox"/> 1.3	Identify sources of water loss and prioritize projects to reduce water loss below 10%.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified and repaired a major ongoing leak, reducing water loss by approximately 5-10%. <p><u>FY 20-21</u></p> <p>Obtained a \$499,000 grant to identify locations and causes of water loss and develop/prioritize capital projects to reduce water loss.</p>
<input checked="" type="checkbox"/> 1.4	Complete Well 3
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed Well 3 and put into service.
<input type="checkbox"/> 1.5	Replace water lines in Sherwood Forest

	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant that will assess the condition of Sherwood Forest water lines (along with the rest of the system) and initiate design of replacement if it is found to be a significant priority.
<input checked="" type="checkbox"/> 1.6	Conduct a sewer system condition assessment with CCTV to identify degradation and sources of inflow and infiltration (I&I).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Performed CCTV sewer system condition assessment on approximately 25% of sewer system and identified several locations of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed CCTV sewer system condition assessment, including report identifying degradation and sources of I&I.
<input checked="" type="checkbox"/> 1.7	Conduct a sewer system hydraulic assessment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed sewer system mapping revisions to ensure accurate hydraulic assessment. Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed sewer system hydraulic assessment, identifying sewer lines that have limited capacity.
<input type="checkbox"/> 1.8	Utilize sewer system condition and hydraulic assessments to prioritize and complete capital projects.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified a major source of I&I on the Dogwood Sewer Main due to damage and degradation. Replaced 350' of line and two manholes to eliminate source of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed a draft report identifying and prioritizing sewer capital projects based on condition and hydraulic assessments.
<input checked="" type="checkbox"/> 1.9	Improve accuracy of asset information in water and sewer GIS database.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Updated water system GIS mapping with accurate meter locations. Revised water and sewer system mapping to match as-built conditions.
<input type="checkbox"/> 1.10	Upgrade SCADA system to monitor and control all critical water and sewer facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified SCADA system upgrade needs and evaluated upgrade technology options. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed preliminary design of the SCADA system.

<input checked="" type="checkbox"/> 1.11	Develop and implement a water/sewer maintenance program for valve turning, sewer cleaning, and manhole inspection to attain an annual goal of 25% of the system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and initiated maintenance plan for valve turning, sewer cleaning and manhole inspection to be tracked in GIS system. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Implemented maintenance plan to achieve more than 25% of the system for valve turning and manhole inspection. Sewer cleaning plan was implemented, but less than 25% was completed due to COVID.
<input type="checkbox"/> 1.12	Develop and implement a plan for regular hydrant testing.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Developed a plan for regular hydrant testing, but delayed implementation due to drought conditions.
<input type="checkbox"/> 1.13	Enhance work order system for better tracking and querying of maintenance, breaks and repairs.
<input type="checkbox"/> 1.14	Explore options to expand fire station living facilities.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Evaluated several options, but none feasible at this time due to funding constraints.
<input type="checkbox"/> 1.15	Fix or replace old park bathroom building.

2. EMERGENCY PREPAREDNESS	
GOAL	
<i>Prepare staff, community and infrastructure for wildfire and other events that threaten our community and services.</i>	
OBJECTIVES	
<input type="checkbox"/> 2.1	Add generators at critical facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Installed standby generators at Redwing Sewer Lift Station and Mark Twain Sewer Lift Station. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Installed standby generators at Well #1 and Well #3 via a grant. Replaced failing generator at the Fire Station with a \$15,000 grant. Obtained a \$60,000 grant to install generators at the Community Center and SCBA Fill Station/Fuel Station.

<input type="checkbox"/> 2.2	Harden all critical facilities and establish 100 feet of defensible space.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Applied for a CalFire grant to perform comprehensive clearing around all critical facilities and procure mastication equipment to maintain clearance around facilities and other locations in the District.
<input type="checkbox"/> 2.3	Evaluate cyber security and make any necessary improvements.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Held an all-staff cyber security training with a cyber security expert. Entered into agreement with an IT professional to perform regular monitoring of District's computer network.
<input checked="" type="checkbox"/> 2.4	Install compatible radio systems in all vehicles to improve inter-department emergency communications.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Procured radios to provide for inter-department communications.
<input type="checkbox"/> 2.5	Collaborate with cooperative agencies to perform vegetation management along major roads.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Collaborated with Tuolumne County to perform vegetation management along Twain Harte Drive.
<input type="checkbox"/> 2.6	Explore and implement new ways to encourage/assist with local fuels management.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Explored establishment of a Volunteer-in-Prevention program that empowers local volunteers to perform defensible space inspections.
<input type="checkbox"/> 2.7	Work with community to promote and establish Fire Wise Communities.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Worked with several small neighborhoods through the process to become Fire Wise Communities. <u>FY 20-21</u> <ul style="list-style-type: none"> Assisted two neighborhoods in becoming Fire Wise Communities.
<input type="checkbox"/> 2.8	Improve the emergency alert horn system.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Applied for a grant to procure a new alert horn after unsuccessful long term repair of the existing horn. New horn will be compatible with other fire departments across the County.
<input type="checkbox"/> 2.9	Develop multiple methods of direct communications with customers.
<input type="checkbox"/> 2.10	Work with CERT to continue and expand community emergency trainings.
	<u>FY 19-20</u>

	<ul style="list-style-type: none"> • Worked with CERT to continue community emergency trainings. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • CERT provided a few community emergency trainings, but were limited due to COVID-19 restrictions. • CERT provided outreach regarding COVID-19 safety and vaccinations and assisted the County to run the vaccination clinic.
<input type="checkbox"/> 2.11	Identify potential high risk emergency incidents, develop response procedures and perform inter-department tabletop training exercises.
<input type="checkbox"/> 2.12	Conduct a public outreach campaign to encourage installation of 2-way cleanouts and reduce common sources of sewer system blockages.
<input type="checkbox"/> 2.13	Improve and expand fire training facility and equipment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Improved interior and venting of burn prop for safety and realism. • Added a safer fire behavior prop. • Procured grant-funded, thermal-imaging UAV that assists with capture and review of training exercises.
<input type="checkbox"/> 2.14	Promote and conduct trainings with local cooperator agencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Held multiple simulated event training exercises with local cooperator agencies, state agencies and Columbia College. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Provided training for Columbia College Fire Academy and limited (due to COVID-19) trainings with cooperator agencies.
<input type="checkbox"/> 2.15	Establish a communitywide AED program, including install of AEDs.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Installed one AED in the District board room. • Identified key locations for AED's throughout the community. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Created a plan to partner with local businesses to strategically place AED's throughout the community and train business employees to use AED's and perform CPR. • Applied for a grant to procure AED's and implement the AED plan.
<input type="checkbox"/> 2.16	Explore options to expand services to include ALS.
<input checked="" type="checkbox"/> 2.17	Obtain funding for a firefighter rehab vehicle.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Obtained grants through CERT and procured a used firefighter rehab vehicle.
<input type="checkbox"/> 2.18	Procure water and sewer emergency response trailers.

<input checked="" type="checkbox"/> 2.19	Procure and install a WiFi cradle point to enable District internet access during power outages and other emergencies.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Installed back-up wireless internet service at District offices, Water Treatment Plant and Fire House to ensure continuous internet access.

3. EXPANDED PARK FACILITIES	
GOAL	
<i>Build Twain Harte Meadows Park and identify recreational opportunities to improve quality of life in Twain Harte.</i>	
OBJECTIVES	
<input type="checkbox"/> 3.1	Obtain funding for Twain Harte Meadows Park.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Applied for two funding grants. Obtained grants and donations to complete the first phase – Bocce Courts Improvements. <u>FY 20-21</u> <ul style="list-style-type: none"> Obtained a grant to construct approximately 60% of Meadows Park. Applied for a grant that will fund the remainder of Meadows Park.
<input type="checkbox"/> 3.2	Complete construction of Twain Harte Meadows Park.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Completed construction of Phase 1 of Meadows Park – Bocce Court Improvements.
<input type="checkbox"/> 3.3	Improve Community Center by remodeling bathrooms and kitchen, paving or repairing parking lot and adding internet capabilities.
<input type="checkbox"/> 3.4	Explore developing recreational programs to promote community health and relationships.
<input type="checkbox"/> 3.5	Recruit local partners to offer community recreation programs.
<input type="checkbox"/> 3.6	Advertise park rental opportunities and improve ease of rental process.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Created a plan to advertise park facilities via Facebook and bill inserts. Developed a community calendar that will help customers see facility rental availability on the District website.
<input type="checkbox"/> 3.7	Develop an easy method for collecting continual resident input on park facilities.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Developed a plan to install a QR sign that enables people at the park to provide park input directly from their phone.

4. COMMUNITY ENGAGEMENT

GOAL

Promote community engagement through active education, promotion of District activities and sensitivity to community needs.

OBJECTIVES

<input type="checkbox"/> 4.1	Develop and hold annual open house or community event.
<input type="checkbox"/> 4.2	Participate in local parades and community events.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Participated in 2019 4th of July and Christmas parades. Initiated an annual 4th of July community event.
<input type="checkbox"/> 4.3	Conduct four community tours and/or educational programs each year.
<input type="checkbox"/> 4.4	Develop video outreach program to educate public about projects, staff and other District activities.
<input checked="" type="checkbox"/> 4.5	Increase social media, website articles and mailers to educate customers and promote District activities and respond to community questions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and began implementation of social media outreach plan, greatly improving social media presence. Posted multiple educational and promotional web articles. Created and sent out multiple educational billing inserts. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Continued to establish strong, effective social media presence that now consistently reaches thousands of social media users. Implemented plan to consistently provide billing inserts, bill messaging and web articles to inform and engage customers.
<input type="checkbox"/> 4.6	Improve outreach to local students.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Conducted a Twain Harte Meadows Park design workshop with 6-8th grade students at Twain Harte Elementary.
<input type="checkbox"/> 4.7	Expand website to include ordinances, key policies and FAQ's.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Added FAQ's and key policies to website.
<input type="checkbox"/> 4.8	Implement paperless billing and conduct outreach on billing and payment options.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Researched billing system requirements and prepared system to implement paperless billing in summer 2021.

<input type="checkbox"/> 4.9	Conduct regular outreach to identify community needs and explore options to meet said needs.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Conducted a survey regarding fire staffing needs to gauge community interest in participating in the County Fire Tax proposal.
<input type="checkbox"/> 4.10	Obtain a District of Distinction certificate from Special District Leadership Foundation.
<input type="checkbox"/> 4.11	Conduct an outreach campaign in Sherwood Forest to educate regarding water quality and septic systems and explore the potential of converting septic systems to sewer.

5. ORGANIZATIONAL SUSTAINABILITY	
GOAL	
<i>Establish organizational structures, staffing models, and procedures that support long term District health.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 5.1	Conduct an evaluation of organizational needs, staffing model and outsourced services for improved efficiency and sustainability. Implement any necessary changes.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Evaluated organization for efficiency and sustainability. Hired a part-time administrative position to fill gaps and improve effectiveness. <u>FY 20-21</u> <ul style="list-style-type: none"> Evaluated and restructured the Operations Division staffing model to add an additional staff member at minimal additional cost, providing greater effectiveness and sustainability while meeting staffing needs. Explored staffing model options in the Fire Division to improve depth and effectiveness.
<input checked="" type="checkbox"/> 5.2	Improve management depth and redundancy through recruitment and training.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Developed recruitment plan and key job description revisions for effective filling of vacant Fire Chief and Operations Manager positions. <u>FY 20-21</u> <ul style="list-style-type: none"> Recruited and filled vacant Fire Chief and Operations Manager positions and implemented training plan and expectations to maximize skills and effectiveness. Added Assistant General Manager duties to the Operations Manager position to provide overlap, depth and greater sustainability.

<input type="checkbox"/> 5.3	Explore options to create a full-time engineer position on each fire shift.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Explored multiple options to add full-time engineer positions with limited funding resources. • Developed a plan to adjust staffing model to hire seasonal, full-time engineers for five months per year to assist during fire season.
<input checked="" type="checkbox"/> 5.4	Hire water/sewer/park summer staffing to assist with annual maintenance activities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Hired two seasonal interns to conduct annual valve turning and inspection activities. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Restructured Operations Division to add an additional permanent full-time operator to eliminate the need for temporary summer staffing.
<input type="checkbox"/> 5.5	Establish an improved District-wide health and safety program.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Explored wellness program options and successfully tested a temporary wellness plan with employee feedback. • Developed a plan to implement an ongoing wellness program.
<input type="checkbox"/> 5.6	Conduct District-wide staff meeting and trainings to improve inter-department coordination and efficiency.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Conducted one all-staff training and coordination meeting, but was limited due to COVID-19 restrictions.
<input type="checkbox"/> 5.7	Develop operating procedures for administrative functions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Identified key administrative functions requiring operating procedures and initiated development of operating procedures. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed operating procedures for critical administrative functions.
<input type="checkbox"/> 5.8	Organize Standard Operating Procedures (SOP) for all departments into a single manual.
<input type="checkbox"/> 5.9	Identify gaps in SOPs and develop procedures to address gaps.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Identified gaps in water/sewer SOP's and began to develop procedures to fill some of the gaps. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Identified gaps in Fire and Administrative procedures and initiated development of procedures.

<input type="checkbox"/> 5.10	Develop a central paper filing and records management system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed inventory of all District files. • Initiated development of a thorough records retention policy that enables simple ongoing file management. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed and adopted an updated and manageable Records Retention Policy. • Initiated development of a simple filing structure system.
<input type="checkbox"/> 5.11	Convert electronic filing system to closely match paper filing system.
<input type="checkbox"/> 5.12	Store all divisions' electronic files on the central server.
<input type="checkbox"/> 5.13	Review all policies and update.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed review and any necessary revisions to all policies within Section 1000 of the District's Policy Manual. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed review and any necessary revisions to all policies within Section 3000 of the District's Policy Manual.
<input type="checkbox"/> 5.14	Review and update all ordinances.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Performed thorough review of Water Ordinance and initiated development of an amended Water Ordinance.
<input type="checkbox"/> 5.15	Codify and digitize all ordinances.
<input type="checkbox"/> 5.16	Review and update Water and Sewer Standards and Specifications.
<input checked="" type="checkbox"/> 5.17	Develop/adopt CEQA guidelines to streamline capital projects.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Developed and adopted District CEQA Guidelines.
<input type="checkbox"/> 5.18	Develop a central, easily accessible source for common employee documents and information.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Initiated development of Intranet for easy access to documents/forms. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed development of Intranet for employees. • Implemented a cloud-based system for all employees to improve communication, shared documents and access to electronic files.
<input type="checkbox"/> 5.19	Improve remote server access for employees.

<input type="checkbox"/> 5.20	Explore cooperation with other agencies to provide more efficient or quality services.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Discussed formation of a Countywide fire internship program to improve efficiencies and standardize Countywide training. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Engaged with County and other fire districts in formation of JPA for a countywide fire tax to improve fire efficiencies. • Collaborated with Columbia College and other fire districts in an attempt to develop a countywide intern program.
<input type="checkbox"/> 5.21	Perform a water and sewer rate study in 2021 and implement any recommended rate changes.
<input checked="" type="checkbox"/> 5.22	Obtain special district representation on Tuolumne County Local Agency Formation Commission (LAFCO).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Collaborated with County LAFCO and other special districts to obtain special district representation on County LAFCO
<input type="checkbox"/> 5.23	Evaluate new technology and applications to improve efficiency.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Evaluated several forms of technology to monitor and control critical water and sewer system components remotely. • Initiated development of an intranet site to improve communications between employees, reduce errors and improve admin efficiencies. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Implemented a cloud-based email, software and communication system to provide greater connection between staff and easy access to information from anywhere.

Steve Dietrich

Transfer Tax is NONE
Computed on full value of property

Computed on full value less liens & encumbrances remaining thereon at date of sale.

WAS & LAMB

Wynne

RECORDED AT REQUEST OF
TWIN HARTE RECREATION & PARK DIST.

11427

VOL 340 PAGE 108

1971 OCT 22 PM 2:00

GRANT DEED

NO FEE

OFFICIAL RECORDS
TUOLUMNE COUNTY, CALIF.
ALBERT H. UVELLI, RECORDER

TWIN HARTE GOLF CLUB, a California corporation, hereby grants, bargains and sells to TWIN HARTE RECREATION AND PARK DISTRICT all of the following described real property situated in the State of California, Unincorporated Area of the County of Tuolumne, being a portion of the Southeast 1/4 (SE 1/4) of the Southeast 1/4 (SE 1/4) of Section 8, Township 2 North, Range 16 East, M.D.B.&M., as shown on that record of survey map filed the 16th day of June, 1970, at Page 65 in Volume 11 of Record of Surveys, being more particularly described as follows:

Beginning at a 3/4" iron pipe which bears N. 16° 11' 02" W., a distance of 853.98 feet from the southeast corner of said Section 8;
Thence N. 60° 54' 31" W., a distance of 17.25 feet;
Thence S. 67° 26' 16" W., a distance of 40.02 feet;
Thence S. 22° 55' 24" W., a distance of 162.67 feet;
Thence S. 69° 45' 50" E., a distance of 104.57 feet;
Thence S. 14° 02' 15" E., a distance of 48.43 feet;
Thence S. 22° 20' 23" W., a distance of 153.05 feet;
Thence S. 36° 45' 53" W., a distance of 39.52 feet;
Thence S. 51° 48' 48" W., a distance of 8.49 feet;
Thence S. 73° 50' 46" W., a distance of 8.87 feet;
Thence S. 87° 47' 07" W., a distance of 97.85 feet;
Thence N. 65° 13' 12" W., a distance of 128.84 feet;
Thence S. 77° 06' 01" W., a distance of 188.33 feet to the easterly line of Golf Club Drive;
Thence N. 5° 49' 18" W., a distance of 131.61 feet along the easterly line of said Golf Club Drive to an angle point on said road;
Thence S. 45° 33' 08" E., a distance of 86.23 feet to a 40" pine tree tagged RCE 12475;
Thence N. 20° 28' 12" E., a distance of 399.14 feet to a tree stump tagged L.S. 2308;
Thence N. 39° 18' 04" E., a distance of 97.97 feet;
Thence N. 3° 09' 29" E., a distance of 139.32 feet;
Thence N. 89° 37' 19" E., a distance of 71.18 feet;
Thence N. 43° 22' 09" E., a distance of 147.78 feet;
Thence S. 89° 52' 45" E., a distance of 57.72 feet to the southwest corner of Twain Harte Subdivision No. 6, filed in Volume 7, Book of Plats, at Page 139, Tuolumne County Records;
Thence S. 59° 52' 38" E., a distance of 0.25 feet along the southerly boundary of said subdivision to a point on curve of meadow Drive Extension;
Thence along a curve to the left, concave southeasterly, having a radius of 307.18 feet, central angle of 15° 06' 21", and an arc length of 80.99 feet to end of curve;

I CERTIFY THIS TO BE A TRUE COPY OF THE
RECORD IN THIS OFFICE

ATTEST: 10/24/2001

David W. Wynne, Assessor-Recorder
COUNTY OF TUOLUMNE, CALIFORNIA

Thence along a tangent line S. 29° 52' 42" W., a distance of 168.51 feet;
 Thence S. 60° 07' 18" E., a distance of 40.00 feet;
 Thence N. 29° 52' 42" E., a distance of 168.51 feet to beginning of a tangent curve;
 Thence along a curve to the right, concave southeasterly, having a radius of 267.18 feet, central angle of 17° 23' 40", and an arc length of 81.11 feet to the southerly boundary of said Twain Harte Subdivision No. 6;
 Thence leaving said subdivision S. 26° 20' 22" W., a distance of 100.00 feet;
 Thence S. 59° 52' 38" E., a distance of 127.43 feet;
 Thence S. 26° 20' 35" W., a distance of 200.75 feet to the point of beginning and containing 5.09 acres, more or less.

RESERVING unto the Grantor, its members and guests the non-exclusive right to park 100 vehicles upon the hereinabove described real property and further reserving unto the Grantor, its members and guests reasonable access across the above described real property to the clubhouse of the Grantor.

SUBJECT TO the rights and obligations created by a Lease dated July 30, 1965 wherein Twain Harte American Legion Post 681, a California corporation, appears as Lessee and an Addendum and Modification of said Lease dated September 11, 1971.

TO HAVE AND TO HOLD unto said grantee, its heirs and assigns forever.

WITNESS my hand this 12TH day of October, 1971

TWAIN HARTE GOLF CLUB, a California corporation

By Paul L. Eby
 President

STATE OF CALIFORNIA)
)ss.
 County of Tuolumne)

On this 12TH day of October, 1971, before me, a Notary Public in and for the County of Tuolumne, State of California, residing therein, duly commissioned and sworn, personally appeared PAUL L. EBY, known to me to be the President of the corporation described in and that he executed the within instrument and also known to me to be the person who executed the within instrument on behalf of the corporation therein named, and he acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of Tuolumne, the day and year in this certificate first above written.

Harlan D. Rohrs
 Notary Public in and for the County of Tuolumne, State of California



P. O. Box 153, Twain Harte, Ca. 95393

BEFORE THE BOARD OF DIRECTORS OF THE
TWIN HARTE RECREATION AND PARK DISTRICT

- 0 - 0 -

RESOLUTION NO. 5-71

RESOLUTION ACCEPTING GRANT DEED FROM
THE TWIN HARTE GOLF CLUB

- 0 - 0 -

WHEREAS, the Twain Harte Golf Club has executed a Grant Deed in favor of the Twain Harte Recreation and Park District, subject to certain rights and obligations, of all that real property situate in the unincorporated area of the County of Tuolumne, State of California, being a portion of the Southeast 1/4 of the Southeast 1/4 of Section 8, Township 2 North, Range 16 East, M.D.B. & M., as shown on that record of survey map filed in the Office of the Tuolumne County Recorder the 16th day of June, 1970, in Volume 11 of Records of Surveys, at page 65, being more particularly described as follows:

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Thence S. 69° 45' 50" E., a distance of 104.57 feet;

Thence S. 14° 02' 15" E., a distance of 48.43 feet;

Thence S. 22° 20' 23" W., a distance of 153.05 feet;

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Thence S. 51° 48' 48" W., a distance of 8.49 feet;

Thence S. 73° 50' 46" W., a distance of 8.87 feet;

Thence S. 87° 47' 07" W., a distance of 97.85 feet;

Thence N. 65° 13' 12" W., a distance of 128.84 feet;

Thence S. 77° 06' 01" W., a distance of 188.33 feet to the easterly line of Golf Club Drive;

Thence N. 5° 49' 18" W., a distance of 131.61 feet along the easterly line of said Golf Club Drive to an angle point on said road;

Thence S. 45° 33' 08" E., a distance of 86.23 feet to a 40" pine tree tagged RCE 12475;

Thence N. 20° 28' 12" E., a distance of 399.14 feet to a tree stump tagged L.S. 2308;

Thence N. 39° 18' 04" E., a distance of 97.97 feet;

Thence N. 43° 09' 29" E., a distance of 139.32 feet;

Thence N. 89° 37' 19" E., a distance of 71.18 feet;

Thence N. 43° 22' 09" E., a distance of 147.78 feet;

Thence S. 89° 52' 45" E., a distance of 57.72 feet to the southwest corner of Twain Harte Subdivision No. 6, filed in Volume 7, Book of Plats, at Page 139, Tuolumne County Records;

Thence S. 59° 52' 38" E., a distance of 0.25 feet along the southerly boundary of said subdivision to a point on curve of Meadow Drive Extension;

Thence along a curve to the left, concave southeasterly, having a radius of 307.18 feet, central angle of 15° 06' 21", and an arc length of 80.99 feet to end of curve;

Thence along a tangent line S. 29° 52' 42" W., a distance of 168.51 feet;

Thence S. 60° 07' 18" E., a distance of 40.00 feet;
Thence N. 29° 52' 42" E., a distance of 168.51 feet to
beginning of a tangent curve;
Thence along a curve to the right, concave southeasterly,
having a radius of 267.18 feet, central angle of
17° 23' 40", and an arc length of 81.21 feet to the
southerly boundary of said Twain Harte Subdivision
No. 6;
Thence leaving said subdivision S. 26° 20' 22" W., a distance
of 100.00 feet;
Thence S. 59° 52' 38" E., a distance of 127.43 feet;
Thence S. 26° 20' 35" W., a distance of 200.75 feet to the
point of beginning and containing 5.09 acres, more or
less.

All monuments as shown on hereinabove mentioned map.

AND WHEREAS, it is in the public interest to accept said
Grant Deed.

NOW, THEREFORE, BE IT RESOLVED that this Board of Directors
on behalf of the Twain Harte Recreation and Park District does
heraby accept said Grant Deed to the above described real property.

BE IT FURTHER RESOLVED that the Secretary of this Board is
heraby authorized and directed to record said Grant Deed together
with a certified copy of this Resolution in the Office of the
County Recorder for the County of Tuolumne.

PASSED AND ADOPTED this 13 day of September, 1971, by
the following vote of the Board of Directors of the Twain Harte
Recreation and Park District, to-wit:

AYES: Michael Lackey, Lee Allison, Walt Catalano, Harry Roberson

NOES: None

ABSENT: William Bryant

Harry C. Roberson
President, Board of Directors

ATTEST: Jacqueline Britchard
Secretary, Board of
Directors

DATE: October 21, 1971

CERTIFICATION

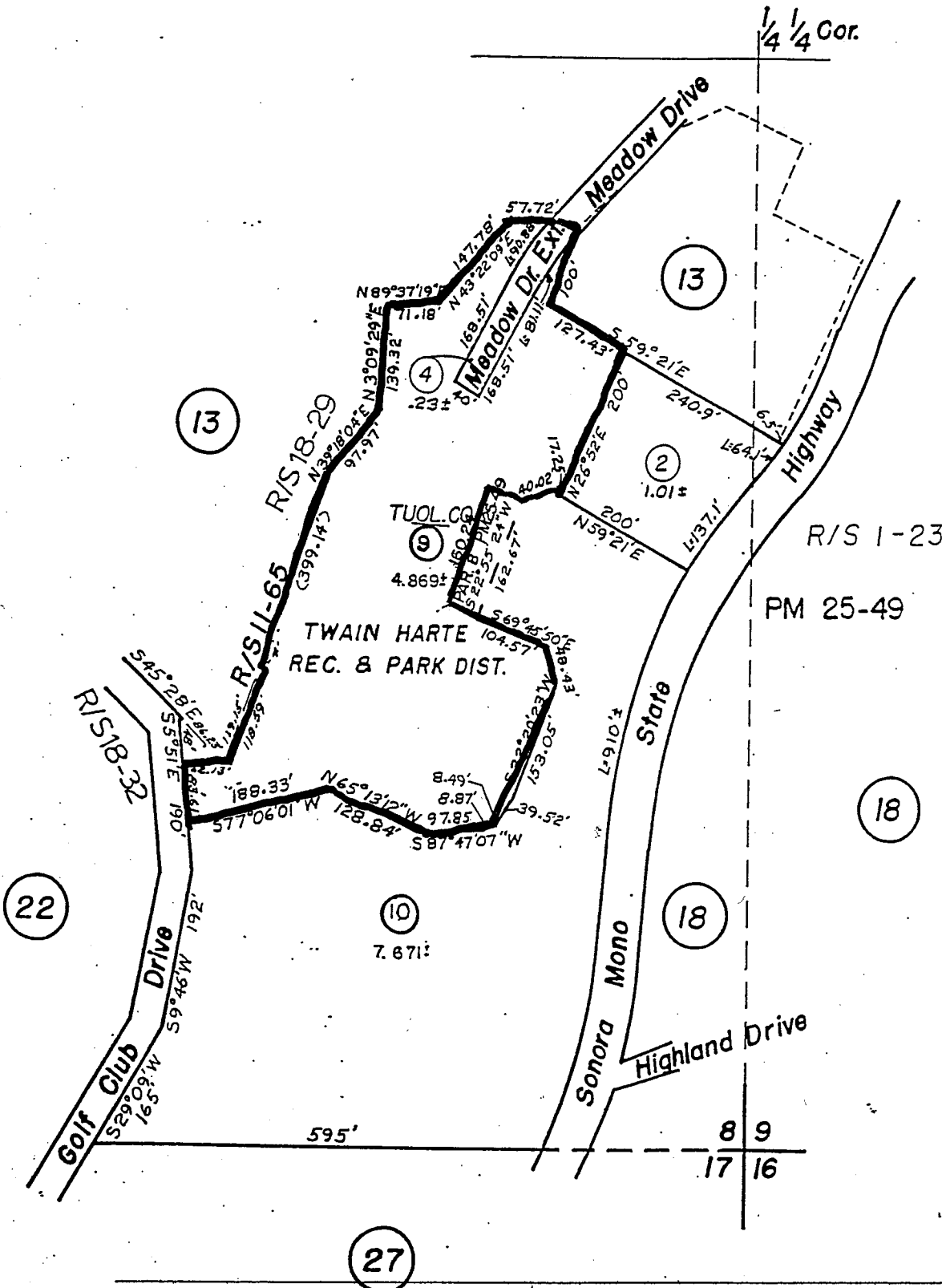
I hereby certify the forgoing is a true and correct copy
of the original on file with the Twain Harte Recreation and
Park District.

Jacqueline Britchard
Secretary, Board of Directors

22919 Meadow Dr.

049-178-11

1/4 1/4 Cor.





January Operations Report

Fire Division



STAFFING

Full-Time Captains-3

Relief Captains-6

Seasonal Engineers-1

Intern Operator-1

Intern Firefighter-1

Relief Firefighter-2



FLEET/FACILITIES



E-721 windshield
has been replaced

The logo for HQE Systems, Inc. features the letters "HQE" in a large, bold, blue, sans-serif font. Below "HQE", the words "SYSTEMS, INC." are written in a smaller, blue, sans-serif font.

Emergency Alert Siren
components have been
delivered and will be
installed in late March



B.I.T inspections
on all Engines and
Utility vehicles
were completed



January Responses-48



January-1st E-723 responded to a Residential Structure Fire on High road in Twain Harte



January 20th E-723, C-720 responded to a Residential Structure Fire in the Ponderosa Hills area





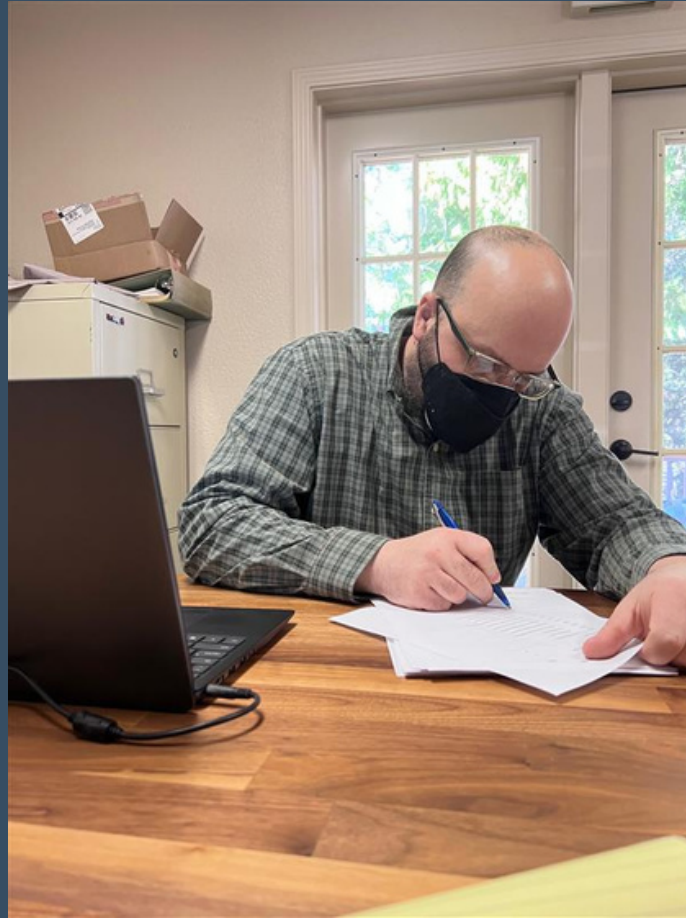
County Fire Chiefs

We are working on a training contract with South Bay Regional College for training hour reimbursements.

Twain Harte Fire updated its ABH agreement contract with CAL Fire



Planning



Lewis and I met for the first of many Disaster Preparedness meetings. The goal is to create a document that better prepares the district during a natural disaster or local emergency.



FINANCIAL



Mid-year budget has been
completed



January Training-154

A-Shift participating in multi-company drills with Mi Wuk Fire and Cal Fire



C-Shift burning piles at Vantage Point





In memory of Stockton
Fire Captain Max Fortuna
End of watch 1-31-2022



In memory of the Baltimore City Fire
Department

LT. Paul Butrim

FF. Kenny Lacayo

LT. Kelsey Sadler

End of Watch

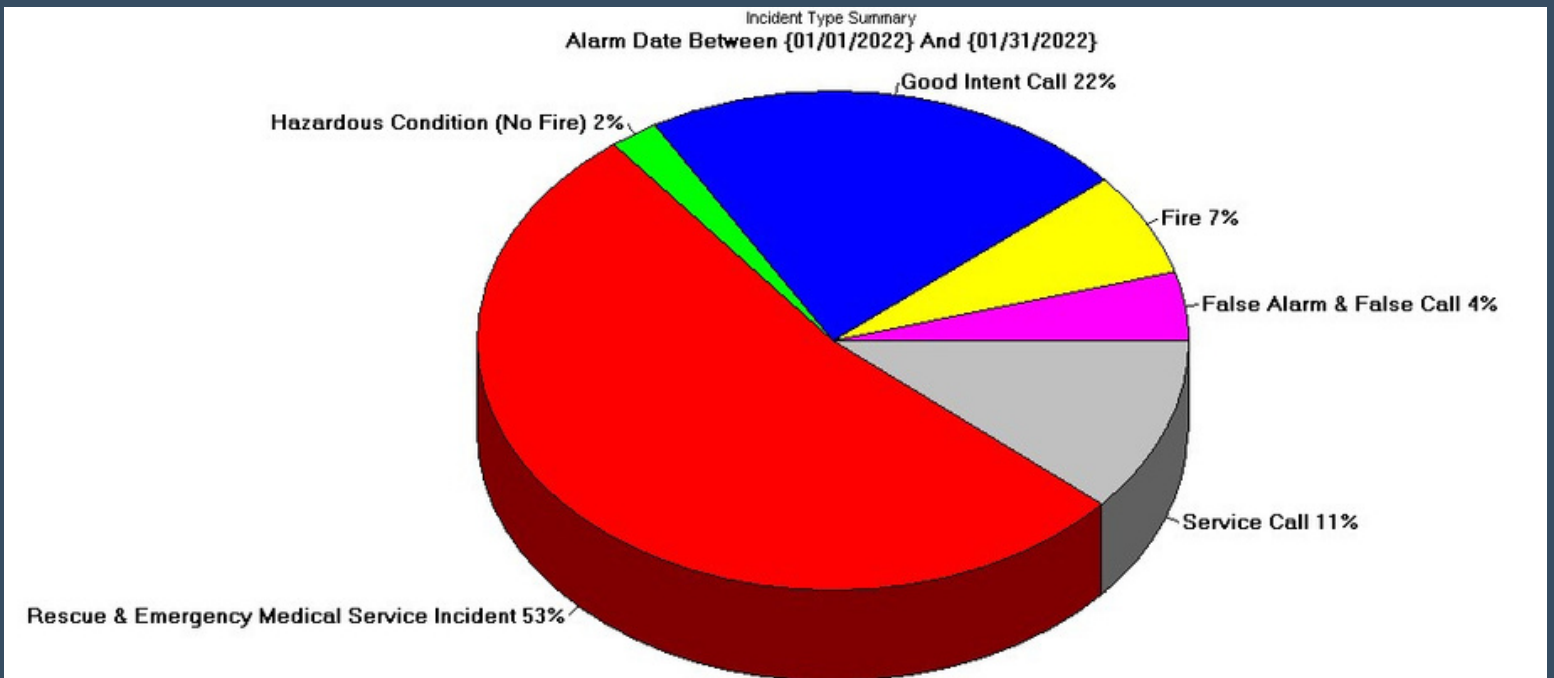
1-24-2022

CERT

January Report

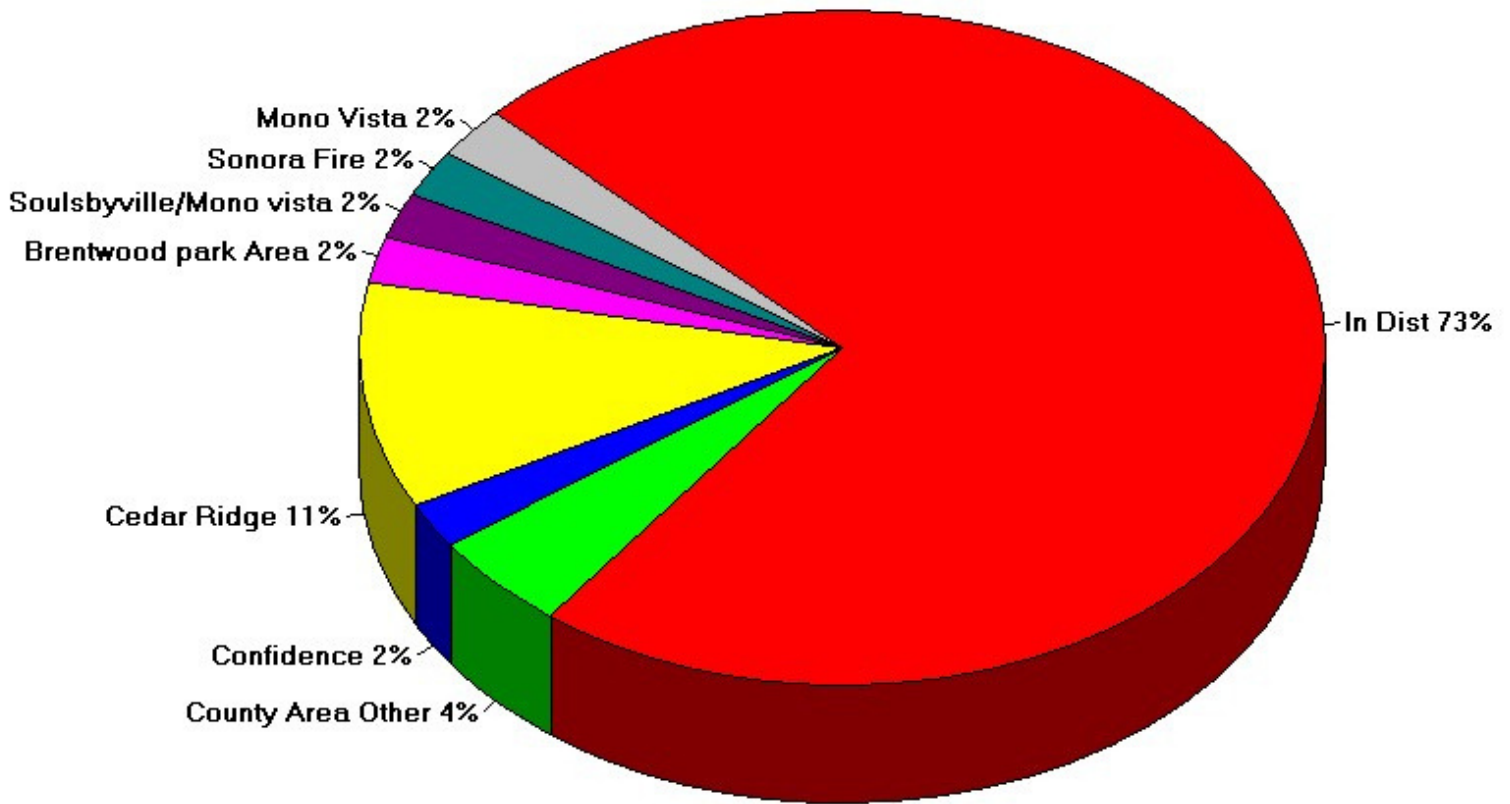


Incident by Type

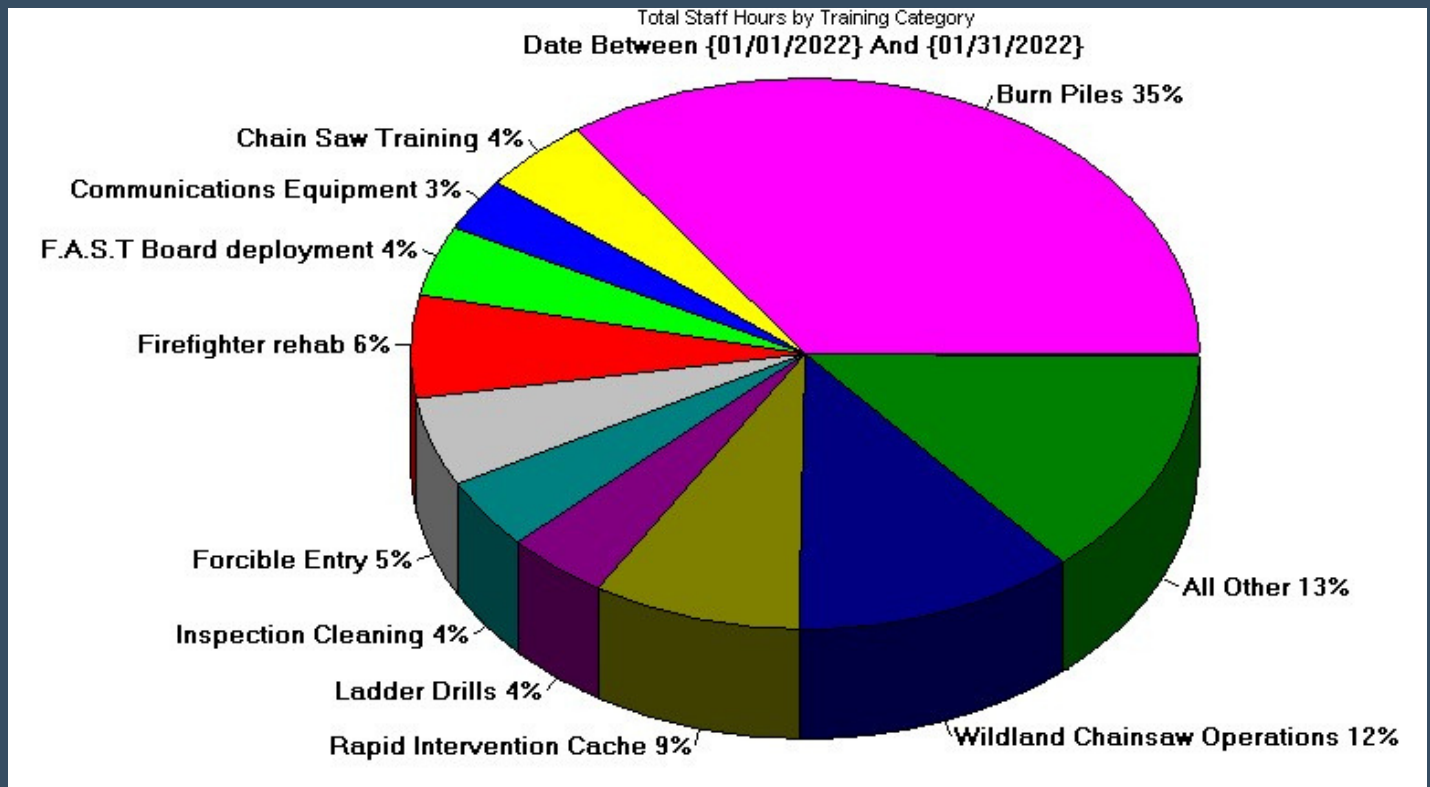


Incident by District

Incidents by District
Alarm Date Between {01/01/2022} And {01/31/2022}



Training by Category



TWAIN HARTE AREA



SERVING TUOLUMNE COUNTY

MONTHLY UPDATE

January 2022

Mary Schreiner, Editor
twainhartecert@gmail.com

Contents:

In This Issue...

Page 01

Notes From The Program Manager

Page 02

Member Profile: Bob Schreiner

Pages 02 & 03

Safety Tips for Yard Maintenance

Page 04

THCSD Board Meeting

Page 05

MRSE & Burn Exercise

Page 05

Training Plan for 2022

Pages 05 & 06

January Training - FF Rehab

Pages 06 & 07

Groveland CERT

Page 08

Firewise Growing in TH

Pages 08 & 09

ARP Funds Awarded

Page 10

Preparedness Taskforce

Page 11

Shaded Fuel Break

Pages 12 & 13

Time/What's Next?

Page 13

IN THIS ISSUE...

This month, we pick up where we were so rudely interrupted in December by "snowmageddon". Our focus is on preparation for fire season and the different ways we here in Tuolumne County are approaching fire preparedness.

As usual, we start off with some thoughts from our Program Manager, Carol Hallett. Then, we take a look at this month's profile member, Bob Schreiner, safety tips for when you're dealing with the aftermath of last month's storms, and give hints on how to stay connected with what's happening in Twain Harte. We also hear about future trainings, as well as this month's Firefighter Rehab training. And we have an update from Groveland CERT. CERT, and many other local non-profit agencies were recipients of local grant monies.

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.

Crews clear brush in Ponderosa Hills



NOTES FROM THE PROGRAM MANAGER

by Carol Hallett

The new year has started like a racehorse that was kept in a stable too long and was ready to run like the wind. I remember January first like it was just yesterday and yet it was a month ago. At this rate, the year will be over before I remember that it even started.

So what do we do to slow down time a bit? Keep engaged! That is exactly what our CERT volunteers do each day, week, and month. In this way we can say that we did something memorable and it allows us to enjoy our moments.



We have so much going on it is truly amazing. Starting with our monthly trainings, events, deployments and projects we have our plates pretty full. The best part is to be working with people that you really enjoy being around; doing things for others and having fun while you do it. The connection we have with each other and our community is our best reward...the laughter is just an added benefit.

January is the beginning and we have so much planned for this year it will be fun to share it with all of you as it comes to fruition.

MEMBER PROFILE: BOB SCHREINER

by Mary Schreiner, PIO, THA-CERT

Joseph Robert "Bob" Schreiner, Jr. was born and raised in Santa Ana, CA. He attended local schools, through Santa Ana Junior College and transferred to Cal Poly San Luis Obispo, where he graduated with a degree in electronic engineering. Bob was a Cub Scout, a Boy Scout, and attained the level of Life Scout before deciding he'd rather be a member of the Velvet Knights Drum and Bugle Corps as a drummer. He performed at Disneyland as a character in the parade at Christmas time, first as a Christmas tree, then as an elephant. Bob also worked in the Snack Shop restaurant, beginning as a dishwasher and working his way up to short order cook.



(Above) Bob Schreiner plays drums at a Boy Scout event (circa 1966)

MEMBER PROFILE: BOB SCHREINER, *cont'd*



Bob, center, holding granddaughter Aurora, with daughters Stephanie (r) and Heather (l)

Bob still enjoys doing the occasional "small job" for neighbors and friends.

Bob and Mary enjoyed visiting Mary's friends in Sonora over the years and decided to buy a vacation home in the area, where they would live when they retired. They moved to the area full-time in 2017.

Aside from doing electrical jobs for friends, Bob enjoys cooking, hiking, backpacking, and bicycling. He even knows how to sew!

Bob learned about CERT by attending a meeting in Tuolumne Veterans Hall on emergency preparedness in 2019. When Mary signed up and was going to attend the first meeting, Bob asked if he could tag along. Bob and Mary completed CERT Basic Training in January of 2020.



After graduating from Cal Poly, Bob moved to the San Francisco bay area, living in Sunnyvale and Santa Clara. He worked at several companies, including Rolm and Intel. He has two lovely daughters, Heather and Stephanie, and two grandchildren, Aurora and Kade, Heather's children. Bob and his wife, Mary, married in 2008.

Bob took an early retirement then, went back to school to become an electrician, because he missed working with his hands. He worked for several years as an electrician, retiring in 2017 as a journeyman electrician.



Mary and Bob at their wedding in 2008

Bob now serves as Logistics Officer for Twain Harte Area CERT. He says he enjoys working with CERT because he likes learning new ways to help his family and community stay safe and he enjoys helping people.

(Left) Bob, as he completed CERT Basic Training in January, 2020

SAFETY TIPS FOR YARD MAINTENANCE

by John Buckingham, Safety Officer, THA-CERT

The winter storm that hit Tuolumne County during the Christmas holiday was very destructive. You still see down trees, broken branches, and even broken trunks of trees. We are thankful that Tuolumne County had some resources to help clear some of the debris along the roadways but most of the clean up will be accomplished by us the property owners.

Here are a few safety tips to keep in mind while you are clearing your yard of debris:

- Know your equipment and how to operate them safely by reading the manufacturers manual or consulting online. Make sure your equipment is in good working order. Use sharp chain saw blades.
- Practice Ladder Safety. Have more than one person around if you are working on a ladder. One person to hold the ladder while the other trims the high branches or collects debris from gutters or rooftops.
- Watch out for children making sure they stay away from the equipment you are using. It is a great opportunity to teach children and have them help, but make sure you take into consideration age appropriate tasks.
- Check Extension Cords to make sure they are in good condition. Do not overload an extension cord with too many tools or with tools that draw too much voltage for the type of cord you are using.
- Protect your eyes, head, and body with protective gear. Wear protective goggles when you are working with power outdoor equipment. Wear hearing protection when operating loud equipment.
- Store materials in a safe place after using.
- Stay hydrated.
- Before burning debris, always make sure you call the Burn Day Line at (209) 533-5598, to ensure it's a burn day, and follow the guidelines that are printed on your burn permit.



TWAIN HARTE CSD BOARD MEETING

by Carol Hallett, Program Manager, THA-CERT

Where do you get your news? Do you get it second hand from a neighbor? I get mine from the source. I attend the Twain Harte Community Services District Board meeting each month so I can know first hand what is happening with the park, THFD, water service (weather), sewage, projects to help our community and much more. There are lots of changes happening all around us.



Being involved allows those changes to happen with our input. How do you join the meeting? Right now they hold the meetings via zoom. To link in, go to: <https://www.twainhartecsd.com/board-meetings>. When is the meeting? The second Wednesday of each month, this month it is on 09, February, at 9:00 am.

MRSE & BURN EXERCISE

by Carol Hallett, Program Manager, THA-CERT



THA-CERT have been included as a participant in the Tuolumne-Calaveras Healthcare & Safety Coalition (HCSC) – Medical Response Surge Exercise (MRSE) & Burn Surge Annex Exercise. This multi-county exercise will be held on Thursday, March 10th over in Calaveras. Participants will include Public Health, EMS Agency, OES, the hospital, and THA-CERT (as well as others, as available). The exercise is one way to test how well prepared we are to work together when an emergency happens. We are pleased to be included

in this important opportunity to ensure that our community is as prepared as possible and that we as volunteers are an active part of the solution.

TRAINING PLAN FOR 2022

by Carol Hallett, Program Manager, THA-CERT

These are our tentative plans, knowing that things might change as the year progresses.

There are ways to take the Basic Training Classes to become a CERT trained volunteer:

1. You can take the training on-line: <https://medicine.utah.edu/rmcoeh/about-us/outreach/cert/>

- Select Online Courses (left of page)
 - Select preferred language
 - Select Register
2. You can take the training monthly, as outlined below
3. You can do both, which really helps to solidify your knowledge



TRAINING PLAN FOR 2022, cont'd

Training Schedule for 2022:

February – Groveland

Basic Training Unit 1 & 2 - Disaster Preparedness & CERT Organization

March – Twain Harte

Basic Training Unit 3 & 4 - Disaster Medical Operations Part 1 & 2
(great overall basic medical training)

April – Groveland

Basic Training Unit 5 & 6 - Disaster Psychology & Fire Safety and Utility Control
(put out a small fire)

May – Twain Harte

Helicopter Landing Training with PHI - clear area for landing
(we don't get to fly/land the helicopter)

June – Groveland

Basic Training Unit 7 & 8 - Search & Rescue

July - NO training

August – Twain Harte

Basic Training Unit 9 - Course Review, Final Exam & Disaster Simulation

September – Groveland – To be determined

October – Twain Harte – To be determined

November & December - NO training

Remember, the monthly training is always planned for the last Saturday of each month; please mark your calendars. Our training classes are open to all, ages 18 and older. Our goal is to help everyone be more prepared when an emergency happens. There is never any cost or obligation to attend our training sessions. You can take these trainings even if you do not want to be a CERT volunteer at the end. Look at the subject and, if you are interested, please feel free to join the training.

JANUARY TRAINING - FIREFIGHTER REHAB

by Dawn Cronin, Training Officer, THA-CERT



(Above) Flight Nurse/Paramedic Michele Guthrie talks about the signs of physiological stress in firefighters

On the last Saturday of each month, Twain Harte and Groveland CERT switch off offering monthly training. January's training was conducted in Twain Harte at THCSO office. This module focused on Firefighter Rehab, and for this training, the public was welcome to attend, whether or not they had attended or completed Basic Training. We were very pleased to have 25 attendees – all masked and distanced – plus 3 additional presenters. Firefighter rehabilitation is the process of providing rest, rehydration, nourishment, and medical evaluation to members (generally firefighters) who are involved in extended or extreme incident scene operations. After introductions and a course overview given by our Program Manager, Carol Hallett, topics covered and presenters were:

JANUARY TRAINING - FIREFIGHTER REHAB, cont'd

- Physiological Threats to Firefighters – Michele Guthrie, PHI Flight Nurse/Paramedic
- Firefighter Gear Demonstration – Landon Bryant, THFD Intern Operator and Mark Slater, THFD Captain - This was a hands-on activity where we were able to put on some of the gear the firefighters wear on an incident
- The Incident Scene – Landon Bryant, THFD Intern Operator and Mark Slater, THFD Captain
- The Rehab Area – Lise Lemonnier, Planning Section Chief, THA-CERT
- The Rehab Process – Mike Mandell, Team Leader, THA-CERT
- Rehab Area Operations – Mike Mandell, Team Leader, THA-CERT - This activity was conducted at the THA-CERT Firefighter Rehab Vehicle

The presenters were well-prepared and knowledgeable on their topics. The questions and stories shared were interesting and relevant. I believe everyone in the room enjoyed the training, and a few attendees inquired about our Basic Training, so hopefully we'll gain some new members as a result of today's session! Thank you to all who presented, trained and helped set up and tear down, and to THCS D for permitting us to use their facility.



Luz Kirsh (center) get assistance in putting on firefighter gear from Landon Bryant, as (from left) Lise Lemonnier, Capt. Mark Slater, and Carol Hallett look on



(Above) Bob Schreiner (left) observes as Dagmar Poffenroth practices taking vitals on "firefighter" Katie Dennis

See Carol Hallett's article (above) about upcoming training sessions. And as always, if you are interested in becoming a trained CERT Member, please email: twainhartecert@gmail.com or grovelandcert@gmail.com

(Right) CERT members practice setting up the "intake" area for Firefighter Rehab training



GROVELAND AREA CERT

by Bob Asquith, Program Manager, Groveland Area CERT

Groveland Area CERT (GA-CERT) now has an operational firefighter rehab vehicle. It and a group of seven of our members participated in Firefighter Rehab training. We joined with our brothers and sisters from Twain Harte Area CERT for this important training program designed to assist firefighters during significant duration fire events.

We recently received a significant donation from Adventist Health (Sonora) to purchase equipment and supplies to outfit our vehicle. The retired ambulance turned Firefighter Rehab vehicle is warehoused at GCSD – the GA-CERT sponsor – where their talented technicians brought it up to operational status.

GA-CERT is delighted to host the next training session for both Twain Harte and Groveland. It will be in the morning of February 26th in Groveland. See the training schedule in this newsletter for details.

FIREWISE GROWING IN TWAIN HARTE

by Carol Hallett, Program Manager, THA-CERT,
and Anne McInerny, President, Twain Harte Heights

Carol: There are several Firewise neighborhoods in Twain Harte and we just added one more!

What is Firewise? *“The national Firewise USA recognition program provides a collaborative framework to help neighbors in geographic area get organized, find direction and take action to increase the ignition resistance of their homes and community and to reduce wildfire risks at the local level”.*

How hard is it to become a Firewise neighborhood? Not that hard and there is lots of support. Anne from Twain Harte sent me an email in November to ask about how to start a Firewise neighborhood, we scheduled a meeting to talk. I went over the tasks that needed to be done and she took the ball from there. She got all her items prepared and went onto the website to enroll her neighborhood. By the end of December she told me that they were in the approval process to become a Firewise neighborhood called “Twain Harte Heights”. Anne has scheduled a meeting (that might be virtual) with her neighbors and key people from our community to talk about next steps.

Anne: Everyone I talked to was very enthusiastic about doing this. We formed a committee of 3 neighbors, defined the boundary of our neighborhood and named ourselves the Twain Harte Heights Firewise Neighborhood.

There are three documents you will need as part of your application – a boundary map of your neighborhood, a site assessment and an action plan. The documentation for the site assessment is available on the Firewise website: <https://www.nfpa.org>. You will need to create an account before you can access the form.

FIREWISE GROWING IN TWAIN HARTE, cont'd

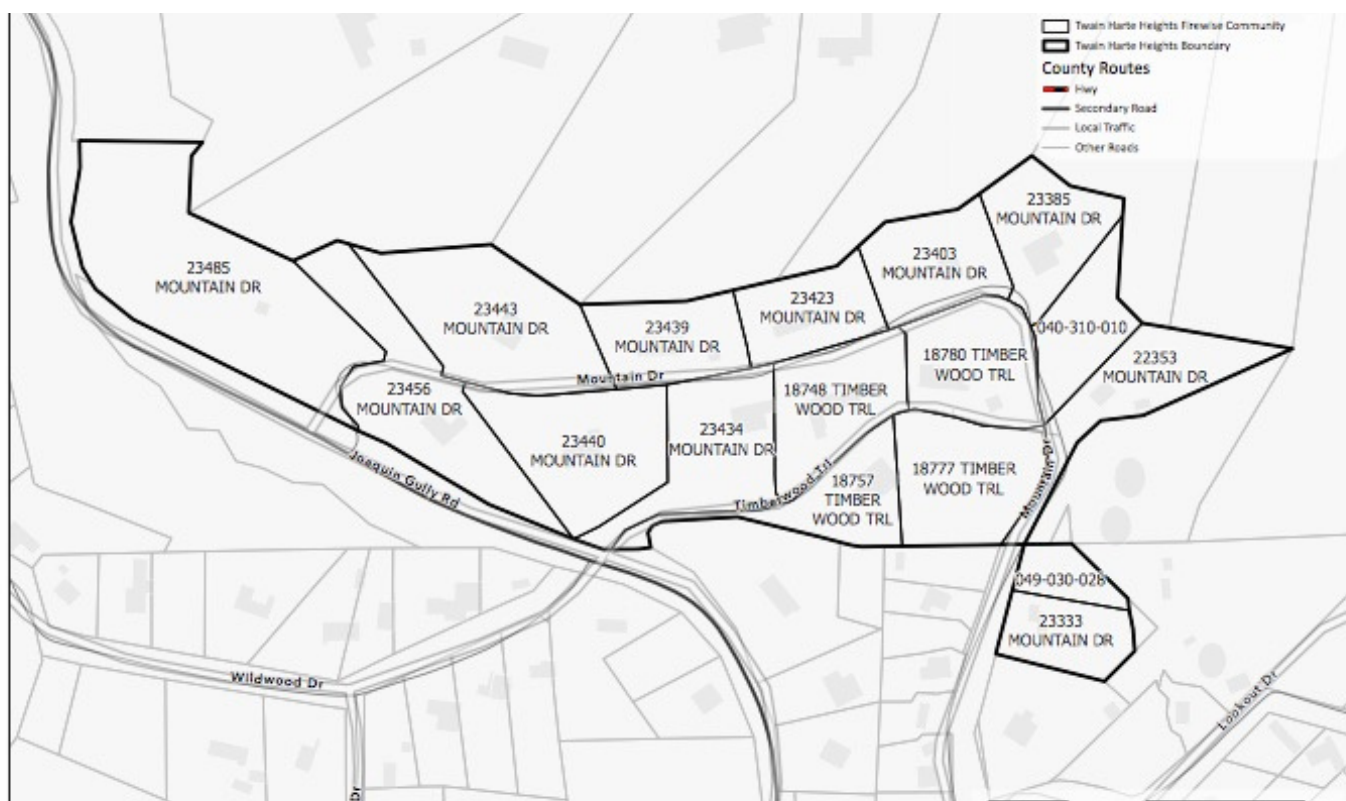
Next, we moved onto the site assessment. I looked at the site assessment form on the FireWise website and created a spreadsheet, so as we moved from house to house, we could make checkmarks. The assessment is asking for percentages, so it was easy to figure that out from the number of check marks we had. Ours was an informal assessment, it took us a couple of hours to walk the neighborhood. There was a question about siding material that we could not discern from our observation, so I emailed my neighbors to get the answer. We will be doing a more formal one with Justin Kimbrell from CalFire this coming week. (It took a while to get that lined up.).

Next on our list was an action plan. Carol had given me three different actions plans to look at. We gleaned the points that were pertinent to our neighborhood and created our plan. We are fortunate to have a fireman on our committee so he added additional steps for us to take.

Once I had the three documents, I transferred the information onto our application on the Firewise website and received approval on our application in a couple of weeks. Now, we are moving onto the neighborhood meeting!

What are the benefits? Some of the benefits of having a Firewise neighborhood are first and foremost; you get to know your neighbors. Secondly, you work on your properties to make the more fire safe and beautiful. You also might get a discount on your property insurance based on your provider. Lastly you have done what you can to protect one of your most important assets from fire, your home & property.

Carol: Congratulations to Twain Harte Heights, our newest Twain Harte Firewise neighborhood.



AMERICA RESCUE PLAN FUNDS AWARDED

by Carol Hallett, Program Manager, THA-CERT

Twain Harte Area CERT are extremely grateful to be awarded monies from the America Rescue Plan along with funds from Sonora Area Foundation. These monies will be put into equipment to allow us to continue to serve our community, improve our response time and add additional technology to our arsenal.

As the Program Manager, I cannot say enough about our volunteers but especially during the Pandemic. The team was so creative in their response like making masks that emulated N95 protection, and creating "Call-a-Day" campaign to keep people connected.

As well, our members rose to the call when a request came in, never worried about themselves but always looking to help. We were requested to help staff the Public Health COVID call center answering questions for the residents of Tuolumne County. We responded to the need to create drive through capability so that Twain Harte Rotary could deliver ATCAA food safely each month. We opened up multiple cooling centers during the hot summer. The biggest task and most rewarding were traffic control (traffic flow) during the vaccine clinics. It felt like we really contributed to the solution.

Thanks to the county for recognizing our team, Twain Harte Area Community Emergency Response Team (THA-CERT), it is our pleasure to serve Tuolumne County.

County of Tuolumne and Sonora Area Foundation

Joint Press Release

FOR IMMEDIATE RELEASE

The County of Tuolumne and Sonora Area Foundation are excited to announce 42 Grants have been awarded to Local Community Groups and Non-Profit Agencies under the Tuolumne County Community Grant Program. This grant opportunity was made possible by the Board of Supervisors allocation of American Rescue Plan funding of \$500,000 that was enhanced with an additional \$183,000 from Sonora Area Foundation.

Two grants were awarded for \$50,000 to ATCAA Food Bank and First 5, with forty additional grants being awarded ranging from \$3,000 to \$29,000 for community projects ranging from recreational activity, to the Arts, to assistance for vulnerable populations. The total amount of funding awarded through these grants is \$683,000 which was awarded to the following agencies for their community project proposals:

Sierra Foothills Residential Care	1PILEATATIME
Camp Jack Hazard	Nancy's Hope
TC Fire Chiefs Association	NAMI Tuolumne County
Sierra Senior Providers	Friends of the Tuolumne County Library
Westside Little League	Hwy 120 Chamber of Commerce
Interfaith Legal Services	Athletic Scholarship Foundation of TC
FOAC	Friends of the Sonora Police Dept.
Watch Resources Inc	Southside Community Connections
R.O.O.F.B.B	Tuolumne County Sheriff's Posse
Sonora Bach Festival	Smile Keepers Dental Project
TUCARE	Pinecrest Expedition Academy
Sierra Bible Church	Motherlode Job Training
Grandma's House Columbia	Love Tuolumne County
The Women's Improvement Society of Tuolumne (TWIST)	Groveland Trail Heads
Horses of Warriors	Groveland CERT
We Care Sober Living Recovery Homes	Twain Harte CERT
Team Elite	Sierra Quilt Guild
Tuolumne County Arts Alliance	Chester & Push Horse Rescue
First 5 Tuolumne	Independent Order of Odd Fellow
ATCAA Food Bank	Interfaith Community Social Services
Promotion Club of Jamestown	
Resiliency Village	

PREPAREDNESS WORKSHOP TASK FORCE

by Carol Hallett, Program Manager, THA-CERT

THA-CERT has a huge project that we are undertaking for this year and we have the team assembled to make it happen. In December we created a plan to make Preparedness Workshop Presentations for our community.

We have done these workshops before but on a much smaller scale. We are adding more content, more subjects and we will record them so that people can watch them and refer back to them at their leisure.



We floated the idea to Tuolumne County Health Care and Safety Coalition (HSCS) to see if it would qualify for grant monies to help fund the project. They were very enthusiastic about the concept and we were awarded funds in January. The team consists of Carol Hallett (Program Manager), Mike Mandell (Team Leader), Lise Lemonnier (Planning Section Chief), Mary Schreiner (PIO), Dawn Cronin (Training Unit Leader), Michelle Wagner (UAS Unit Leader), and Randie Revilla (Firefighter Rehab Unit Leader). We have met several times to put together the first of many workshops.

The workshop would include but would not be limited to the following topics:

- Basic First Aid
- Family Preparedness Plan
- Wildland Fire Evacuation Plan
- Shelter in Place
- Go Bag Assembly & Demonstration
- Ways to store water
- Food storage and preparation
- Tips to preparing prior to a winter hike
- Proper disposal of ashes
- Tips & Techniques for driving in snowy & icy conditions
- How to recognize hypothermia and what to do

We are open to hearing other subjects that people would like to learn about. If you have ideas please feel free to send them to: twainhartecert@gmail.com.

When we have a link to our first workshop, we will put it in our newsletter as one of the ways to distribute. We want to thank the Health Department for believing in our project and we look forward to supplying our community with these educational and easy ways to get prepared

SHADED FUEL BREAK IN PONDEROSA HILLS

by Mary Schreiner, PIO, THA-CERT

One way to protect your home and property from the risk of wildland fire is to create a "fuel break". Fire needs three things: heat, fuel, and oxygen. Remove any of those, and fire has a hard time surviving. By removing ground and "ladder" fuels (plants and materials close to trees that could carry flames to the tree canopy), you can reduce the risk of fire danger around your home.



Sophia and "Uncle Bob" tag trees on our property

The Fire Safe Council of Tuolumne County is taking this method and applying it over large and continuous sections of land. By clearing a large area of land of fuel, it gives firefighters space to fight fire and set up lines of defense. These "shaded fuel breaks" leave the large tree canopy, but reduce the fuels below.

The current project started down in Tuolumne Township and has progressed up Miramonte and continuing on Rainbow Road, in Ponderosa Hills. The shaded fuel break is following the ridge line; the width depending on the terrain.

In November, Steve Johnson, of the Fire Safe Council, came to our house and said that his crews would be starting work in the next few days. We had signed a waiver to allow such work, but it had been at least a year. Finally, it was our turn!

Before the crews started, Steve pointed out that any trees that were growing in clumps would be thinned to safer numbers, and any small trees close to established trees would be cut down. He gave us tape to mark any of the smaller trees that we specifically did not



Crews clear brush from around a large "glory hole" on our land

want cut. My grand-niece was visiting and had a blast helping "Uncle Bob" tag the trees.



Glory hole area after being cleared

We had been clearing brush on our property for years, expanding the defensible space around our house to a significant distance beyond the minimum required. Over time shrubs grow back, so the crew of about 10 young men and women, went to work with hand and power tools. In two days, they accomplished what would have taken my husband and me several weeks to finish.

Where there had been bushes and smaller trees were now piles. Steve and his crew will return when it was dry and safe to burn the piles.

SHADED FUEL BREAK, cont'd

The Tuolumne Fire Safe Council is a grassroots, nonprofit organization that works to reduce wildfire hazard and the devastating effects of wildfires in the north Tuolumne County community. Their mission is to save lives and protect property through wildfire preparedness, prevention, and education. They also advocate for the formation of Fire Safe communities throughout the county.

For more information on the Fire Safe Council, please visit:
<https://tuolumnefiresafe.org/>

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief, THA-CERT

Due to space limitations, we did not report the December and year total hours in the last newsletter.

The total hours for December were:

Administration = 124
Training = 2
Deployment = 47.5
Total Dec hours = 173.5

Total numbers for the year 2021 were:

Administration = 2052.5
Training = 506
Deployment = 4481.5
Total hours 2021= 7040

January hours:

Administration = 160
Training = 116
Deployment = 0
Total Jan hours = 276

WHAT'S NEXT?

Here are a few community events coming in February:

Feb 2, Wednesday - In the footsteps of Ansel Adams
(Yosemite Valley) 9am-1pm

Feb 12, Saturday & Feb 13 Sunday – Jamestown Outdoor Marketplace 10am-4pm

Feb 12, Saturday - 2nd Sat Art Night Downtown Sonora 5pm 8pm

Feb 12, Saturday - Gold Rush Days at Columbia State Historical Park, Columbia 1pm-4pm

Feb 14, Monday – Happy Valentine's Day

Feb 26, Saturday - CERT Basic Training Class Unit 1 & 2 - Disaster Preparedness & CERT organization
Groveland 9am-1pm



Gold Rush Days at Columbia SHP



TWAIN HARTE CSD OPERATIONS REPORT

What's New

- Miguel Hernandez started on 1/31/22. Joins us from McAlester Oklahoma
- Tuolumne County Board of Supervisors Water Committee Meeting update
 - TUD Water Rights acquisition status, public education on what the acquisition would mean
- Christmas Storm Cal OES Meeting
 - Pursuing reimbursement for costs incurred eg overtime, damages.



Water/Sewer/Park Division

For January 2022

Board Meeting 2/9/22

Highlights



Water

- Number of customer service calls were average for this time of year (10-20) for a total of 18.
- Valves inspected and maintained out of 575: 6 or 1.0%.
(Context: 0 were inspected and maintained by this time last year with an annual goal of 25%)



Sewer

- Number of customer service calls were average for this time of year (1-10) for a total of 8.
- Sewer main footage cleaned out of 142,072': 1,028' or 0.7%. (Context: 536' were cleaned by this time last year with an annual goal of 25% cleaned).
- Manholes inspected and maintained out of 468: 4 or 0.85%. (Context: 0 were cleaned by this time last year with an annual goal of 25%).
- Mono Project Update: Work may start in next week or two, weather permitting

- TUD Twain Harte Sewer Interceptor



Parks and Recreation

- Community Center Updates
 - Drywall installation is complete. To be painted shortly.



Year: 2022

Month	*Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	**Total Recycled (Gal)	***Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0
Feb						0				
Mar						0				
Apr						0				
May						0				
Jun						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0

GM REPORT

FEBRUARY 9, 2022



ADMIN ACTIVITIES

- Park Donations ~ \$20,800
- Fiscal Year 2020-21 Budget Audit
- Grant Applications and Grant Closeout
- Emergency Response Storm Funding
- Development Proposal Impact Analysis
- Paperless Billing & Emergency Contact Outreach
- Records Retention Organization & Destruction

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$120,000

Condition assessment revealed complete MCC replacement is necessary instead of upgrade, which may cost more than original upgrade budget. A Design agreement is in process and will be followed by 6-month procurement, and installation in winter 2022.

Mono Sewer Bench Replacement

Budget: \$35,000

Replacement of 200-ft section of deteriorated sewer line delayed due to material shortages and weather. Completion date TBD.

Vantage Pointe Equipment Structure

Budget: \$115,000

Design anticipated in spring 2022 and completion in summer 2022.

SCBA Fill Station/Fuel Station Generator

Budget: \$21,000

Generator ordered. Delivery anticipated in March 2022.

Fire Station Backwall Excavation & Sealing

Budget: \$35,000

Design initiated to keep drainage from seeping through apparatus bay walls. Completion anticipated by late Spring 2022.

SCADA Upgrade Project

Budget: \$285,000 Water / \$85,000 Sewer

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in summer 2022.

MEETINGS OF INTEREST

- 1/18** Water System Evaluation Prioritization
- 1/27** County Water Policy Committee
- 1/28** Water Rights Acquisition Interview
- 2/2** Development Impact Fees Discussion
- 2/8** TH Shopping Center Design Coordination

PLANNING PROJECTS

Sewer System Evaluation/Analysis

Budget: \$500,000

Condition assessment, analysis and engineering report complete. Design and development of a construction grant application for a project to replace deteriorated and leaking sewer lines is anticipated to be complete in late Spring 2022.

Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model and water loss analysis complete. Project prioritization expected this month.

FUNDING OPPORTUNITIES

CAL OES STORM DAMAGE - \$60,000

Various Storm Damage & Response / SOON

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / Awards: Summer 2022

FEMA SAFER GRANT - \$1M

Engineer Staffing / Due: Fall 2022

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED