

# TWAIN HARTE COMMUNITY SERVICES DISTRICT

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

## REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE December 14, 2022 9:00 A.M.

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

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

- Videoconference Link: <https://us02web.zoom.us/j/88171987100>
- Meeting ID: 881 7198 7100
- Telephone: (669) 900-6833

## **AGENDA**

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

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

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

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

### **4. Public Comment**

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

### **5. Presentations:**

- A. Oath of office for Directors Eileen Mannix and Charlotte Bohlman.
- B. Presentation of the District of Distinction Award by the Special District Leadership Foundation.
- C. Presentation of annual Fire Division employee recognition awards.

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

- A. Presentation and approval of financial statements through November 30, 2022.
- B. Approval of the minutes of the Regular Meeting held on November 9, 2022.
- C. Submittal of Fiscal Year 2021-2022 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

## 7. New Business

- A. Discussion/action to adopt Resolution #22-35 Approving a Fiscal Year 2022-23 Park Fund Budget Adjustment For Insurance Deductible Costs.
- B. Approval of 2023 Board and Committee Calendar.
- C. Appointment of Board President and Vice President for the 2023 calendar year.
- D. Annual Board self-evaluation of performance and identification of improvement opportunities.

## 8. Reports

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

## 9. Closed Session

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

## 10. Adjourn

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

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

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

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

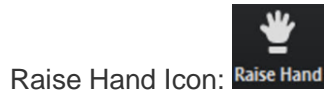
FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**

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



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

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

### **MEETING ETIQUETTE**

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

### **ACCESSIBILITY**

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

### **WRITTEN MEETING MATERIALS**

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



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	05A	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Oath of Office for Directors Eileen Mannix and Charlotte Bohlman.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

None.

**SUMMARY:**

In November 2022, District Directors Eileen Mannix and Charlotte Bohlman were re-elected by the voters residing in Twain Harte Community Services District. Both Directors were elected to serve a 4-year term and must take an oath of office. The Board Secretary will present the certificate of election and oath of office to the two elected board members.

**FINANCIAL IMPACT:**

No financial impact.

**ATTACHMENTS:**

None.



# Board Meeting Agenda Item Summary

December 14, 2022

ITEM #:	05B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Presentation of District of Distinction Award by Special District Leadership Foundation		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>4.1</u>		

## RECOMMENDED ACTION:

None.

## SUMMARY:

The Special District Leadership Foundation (SDLF) has awarded Twain Harte Community Services District the “District of Distinction - Gold” accreditation for its sound fiscal management policies and practices in district operations. SDLF is recognized statewide as a leader in establishing sound, transparent special district practices for California’s special districts.

The award involves an independent audit review of the District’s policies, management action and overall practices over the last three years. Reviewers are made up of a committee of experienced district controllers, directors of finance and certified general managers across the state. District staff must show proof of educational training in public governance, ethics, and harassment prevention. The District’s website and practices must also meet a variety of transparency requirements.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- District of Distinction Approval Letter



December 6, 2022

Twain Harte Community Services District  
PO Box 649  
Twain Harte, CA 95383-0649

RE: District of Distinction

Congratulations! Twain Harte Community Services District has successfully completed the District of Distinction Gold Level accreditation through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important accreditation. By completing this program, Twain Harte Community Services District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

Sandy Seifert Raffelson  
SDLF Board President



# District of Distinction

GOLD

December 2022 – December 2025

The Special District Leadership Foundation is proud to present this  
District of Distinction certificate to

## Twain Harte Community Services District

In recognition of the district's commitment to good governance and to ethical and  
sound operating practices, the Special District Leadership Foundation presents this  
District of Distinction award.



Sandy Seifert Raffelson , SDLF Board President



Neil McCormick, SDLF Chief Executive Officer



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	05C	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Presentation of annual Fire Division employee recognition awards.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

None.

## SUMMARY:

The District's Fire Division presents the following awards to recognize outstanding performance and dedication in the past year:

1. Firefighter of the Year: This award recognizes an individual who consistently goes above and beyond their normal job duties.
2. Paul Waite Memorial Award: This award recognizes an individual who makes the Fire Department a better place to work and is consistently improving our service delivery.
3. Community Service Award: This award recognizes excellence and hard work in the community of Twain Harte and the surrounding communities of Tuolumne County.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

None.





# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	06A	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Presentation and Approval of Financial Statements through November 30, 2022		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Receive and approve the financial statements through November 30, 2022.

## SUMMARY:

This item presents the following Fiscal Year 2022-23 financial statements for all District Funds through November 30, 2022:

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

As a general summary of the financial statements: bank balances are healthy and

- Operating expenditures for all funds are at or near the target of 41.67% expended. The only exception is the Fire Fund, which is approximately 10% above the target due to large payments due at the beginning of the fiscal year instead of expended evenly throughout the year.
- Capital expenditures for all funds are below target levels, primarily because larger capital projects will be constructed in summer 2023, expending most of the budget at the end of the year. Some projects are anticipated to span this fiscal year and next fiscal year.
- Bank balances are healthy and as expected. All accounts have been reconciled.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
22/23 OPERATING EXPENDITURE SUMMARY  
As of November 30, 2022**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 41.67%)
Park	83,797	36,529	47,268	43.59%
Water	1,426,225	534,712	891,513	37.49%
Sewer	917,905	333,726	584,179	36.36%
Fire	1,097,021	566,060	530,961	51.60%
Admin	762,749	320,079	442,670	41.96%
<b>TOTAL</b>	<b>\$ 4,287,697</b>	<b>\$ 1,791,106</b>	<b>\$ 2,496,591</b>	<b>41.77%</b>

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**22/23 CAPITAL EXPENDITURE SUMMARY**  
**As of November 30, 2022**

<b>Fund</b>	<b>TOTAL Budget*</b>	<b>YTD Expended</b>	<b>Budget Balance</b>	<b>% Spent</b> (Target 41.67%)
Park	1,417,400	75,192	1,342,208	5.30%
Water	2,157,400	10,668	2,146,732	0.49%
Sewer	300,300	-	300,300	0.00%
Fire	540,500	105,110	435,390	19.45%
Admin		-	-	
<b>TOTAL</b>	<b>\$ 4,415,600</b>	<b>\$ 190,970</b>	<b>\$ 4,224,630</b>	<b>4.32%</b>

Reflects Budget Rev #2 - Approved 10/12/22

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**BANK BALANCES**  
As of November 30, 2022

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Current Balance</b>
U.S. Bank Operating	1,160,635	329,568	(214,683)	1,275,520
U.S. Bank - D Grunsky #1**	75,799			75,799
U.S. Bank - D Grunsky #2**	77,922			77,922
LAIF	2,990,347			2,990,347
<b>TOTAL</b>	<b>\$ 4,304,703</b>	<b>\$ 329,568</b>	<b>\$ (214,683)</b>	<b>\$ 4,419,588</b>

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



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	06B	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Approval of the Minutes of the Regular Meeting Held on November 9, 2022		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on November 9, 2022.

## SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on November 9, 2022, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Minutes of the Regular Meeting held on November 9, 2022

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**November 9, 2022**

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

**DIRECTORS:**

Director Sipperley, President  
Director Mannix  
Director deGroot  
Director Bohlman

**STAFF:**

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

**AUDIENCE:** 2 Attendees

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

*No public comment.*

**PRESENTATIONS:**

- A. Presentation of Special District Governance Awards by the Special District Leadership Foundation.
- B. Presentation of annual employee safety awards.

**COMMUNICATIONS:**

- A. Letter to Tuolumne County - Comments on proposed General Plan Amendment GPA21-005, Zone Change RZ21-012, Site Development Permit SDP22-007, and Conditional Use Permit CUP22-011.

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through October 31, 2022
- B. Approval of the minutes of the Regular Meeting held on October 12, 2022.
- C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2022-23.
- D. Annual review, submittal of annual report and adoption of minor revisions for Policy #1015 – Identity Theft Prevention Program.

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

***SECOND: Director Bohlman***

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

***NOES: None***

***ABSTAIN: None***

**ABSENT: Knudson**

**NEW BUSINESS:**

- A. Discussion/action to authorize the General Manager to enter into a Mutual Assistance Agreement with Tuolumne Utilities District.

***MOTION: Director Mannix made a motion to authorize the General Manager to enter into a Mutual Assistance Agreement with Tuolumne Utilities District.***

***SECOND: Director deGroot***

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

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson***

- B. Discussion/action to appoint Julie Cowell as a citizen member of the Park and Recreation/Citizens' Oversight Committee.

***MOTION: Director Bohlman made a motion to appoint Julie Cowell as a citizen member of the Park and Recreation/Citizens' Oversight Committee.***

***SECOND: Director Mannix***

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

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson***

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

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

***SECOND: Director Bohlman***

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

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson***

- D. Discussion/action to adopt revisions to Policy #2030 – Holidays.

***MOTION: Director Mannix made a motion to adopt revisions to Policy #2030 – Holidays.***

***SECOND: Director Bohlman***

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

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson***

- E. Discussion/action to adopt revisions to Policy #2032 – Management Leave.

***MOTION: Director deGroot made a motion to adopt revisions to Policy #2032 - Management Leave.***

***SECOND: Director Mannix***

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

***NOES: None***

**ABSTAIN: None**  
**ABSENT: Knudson**

- F. Discussion/action to perform annual review and adopt revisions to Policy #2082 – Internet, Email and Social Media Use.

**MOTION: Director Bohlman made a motion to adopt revisions to Policy #2082 – Internet, Email and Social Media Use.**

**SECOND: Director Mannix**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson**

**REPORTS:**

**President and Board Member Reports**

- *President Sipperley summarized the October IRWM JPA meeting he attended and thanked Ops Manager Giambruno for the work her did on the application for the multi benefit urban grant.*

**Fire Chief Report by Chief Gamez**

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

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

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

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

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

**CLOSED SESSION: *The Board of Directors convened into closed session at 10:07 a.m.***

- A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)
- B. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)  
Case Name: Junger v. Twain Harte Community Services District

*President Sipperley reconvened the meeting into regular session at 11:03 a.m. with no reportable action.*

**ADJOURNMENT:**

The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

Kimberly Silva, Board Secretary

Gary Sipperley, President





# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	06C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Submittal of Fiscal Year 2021-2022 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Accept the submittal of the Fiscal Year (FY) 2021-22 Employee Reimbursement Disclosure Report.

## SUMMARY:

California Government Code Section 53065.5 requires all special districts to annually disclose any reimbursement of \$100 or more made to any employee or board member in the preceding fiscal year. It further requires that each district provide the information in a report made available for public inspection.

District Policy #3040 (Purchasing and Expense Authorization) requires the annual reimbursement disclosure report to be submitted and made available by December 31<sup>st</sup> for the previous fiscal year. Once accepted by the Board, the report will be posted on the District's website.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- FY 2022-23 Employee Reimbursement Disclosure Report

**Twain Harte Community Services District  
Reimbursement Disclosure Report  
July 1, 2021 - June 30, 2022**

<b>Date</b>	<b>Employee/Board Member</b>	<b>Total</b>	<b>Description</b>
9/3/2021	Dustin Sommerdyke	\$ 570.00	Training Class Reimbursement
9/17/2021	Joseph Schuller	\$ 201.75	EMT Renewal
9/17/2021	Tom Trott	\$ 166.97	District Travel
10/15/2021	Tom Trott	\$ 277.96	District Travel
10/29/2021	Tom Trott	\$ 226.97	District Travel
11/24/2021	Tom Trott	\$ 214.96	District Travel
2/18/2022	Tom Trott	\$ 212.95	District Travel
4/1/2022	Tom Trott	\$ 279.95	District Travel
4/15/2022	Tom Trott	\$ 647.44	District Travel
5/27/2022	Kathryn deGroot	\$ 716.69	Conference Travel
5/27/2022	Tom Trott	\$ 115.00	District Travel
6/13/2022	Tom Trott	\$ 384.26	District Travel

This report was prepared pursuant to California Govt Code Section 53065.5



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	07A	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt Resolution #22-35 – Approving a Fiscal Year 2022-23 Park Fund Budget Adjustment for Insurance Deductible Costs.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Adopt Resolution #22-35 to approve a Fiscal Year (FY) 2022-23 Park Fund Budget Adjustment in the amount of \$25,000 to pay for insurance deductible costs.

## SUMMARY:

On January 25, 2021, the District received a claim for \$200,000 from the owners of the residence at 22849 Golf Club Drive. The owners claimed that their residence had been significantly damaged by trees which had fallen on their residence during a severe windstorm on January 19, 2021. Although the trees were located entirely within their fenced backyard, the owners claimed that the trees were on District park property and, therefore, the District was liable for the damages.

The District submitted the claim to its insurance company, Special District Risk Management Authority (SDRMA), according to the requirements of Policy #1040 (Claims Policy), which requires claims in excess of the District's insurance deductible to be submitted to the insurance company. On February 9, 2021, the District and SDRMA denied the claim because the trees were natural trees brought down as a result of a severe storm ("act of god"). The trees were also believed to be on the claimant's property.

Denial of the claim resulted in litigation, which was handled by SDRMA. SDRMA eventually opted to settle the matter. SDRMA's legal fees and settlement costs were in excess of the District's \$25,000 general liability insurance deductible. This expense was not anticipated in the FY 2022-23 Park Fund Budget and an adjustment is required to make the payment.

## FINANCIAL IMPACT:

The proposed budget adjustment increases FY 2022-23 Park Fund expenses by \$25,000 and increases the budgeted transfer from Capital Reserves from \$31,691 to \$56,691. This increased transfer from Capital Reserves will leave an estimated Park Fund Capital Reserve Balance of \$236,772 at the end of FY 2022-23.

## ATTACHMENTS:

- Resolution #22-35

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 22-35**

**APPROVING A FISCAL YEAR 2022-23 PARK FUND BUDGET ADJUSTMENT FOR  
INSURANCE DEDUCTIBLE COSTS**

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**WHEREAS**, the Twain Harte Community Services District (District) received a claim from the owners of the residence at 22849 Golf Club Drive on January 25, 2021, claiming that the residence experienced significant damages when trees on District property fell during a severe wind storm; and

**WHEREAS**, the District submitted said claim to its insurance company, Special District Risk Management Authority (SDRMA), in compliance with District Policy #1040 (Claims Policy), which requires claims in excess of the District's insurance deductible to be submitted to the insurance company; and

**WHEREAS**, the District Board also rejected the claim on February 9, 2021, because the trees in question were located within the claimant's fenced backyard and were not believed to be located on District property; and

**WHEREAS**, the claim resulted in a lawsuit, which SDRMA resolved through a negotiated settlement; and

**WHEREAS**, the District is now obligated to pay its \$25,000 general liability insurance deductible for the costs of SDRMA's legal work and the settlement; and

**WHEREAS**, in order to pay the insurance deductible, an adjustment to the FY 2022-23 Park Fund Budget is required.

**NOW, THEREFORE, BE IT RESOLVED**, by the District Board of Directors that the FY 2022-23 Park Fund Budget be adjusted as follows:

1. Increase the "Property/Liability Insurance" Expense line item under the "Other" category from \$3,400 to \$28,400; and
2. Increase the Transfer from Reserves from \$31,691 to \$56,691.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District on December 14, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Gary Sipperley, Board President

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Kimberly Silva, Board Secretary



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	07B	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Approval of 2023 Board and Committee Calendar		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Approve the 2023 Board and Committee Calendar.

## SUMMARY:

This item includes discussion regarding the proposed 2023 Board and Committee Calendar, which specifies the dates of all regular board meetings, regular committee meetings and holidays when the District office will be closed.

The dates for board and committee meetings are in accordance with District Policy with no changes resulting from conflicts. Holidays are also in accordance with District Policy, except that holidays between Christmas and New Year's have been shifted slightly to make it easier for employees to take extended periods of time off without expending excessive vacation time.

## FINANCIAL IMPACT:

No financial impact.

## ATTACHMENTS:

- 2023 Board and Committee Calendar

2023

Twain Harte Community Services District

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Committee Meetings

- 1/4/23 January Committee Meeting
- 3/1/23 March Committee Meeting
- 5/3/23 May Committee Meeting
- 6/7/23 June Committee Meeting
- 9/6/23 September Committee Meeting
- 11/1/23 November Committee Meeting

Board Meetings

- 1/11/23 January Board Meeting
- 2/8/23 February Board Meeting
- 3/8/23 March Board Meeting
- 4/12/23 April Board Meeting
- 5/10/23 May Board Meeting
- 6/14/23 June Board Meeting
- 7/12/23 July Board Meeting
- 8/9/23 August Board Meeting
- 9/13/23 September Board Meeting
- 10/11/23 October Board Meeting
- 11/8/23 November Board Meeting
- 12/13/23 December Board Meeting

Holidays - Office Closed

- 1/16/23 ML King Day
- 2/20/23 President's Day
- 5/29/23 Memorial Day
- 6/19/23 Juneteenth
- 7/4/23 Independence Day
- 9/4/23 Labor Day
- 10/9/23 Columbus Day
- 11/10/23 Veterans Day (Observed)
- 11/23/23 Thanksgiving
- 11/24/23 Day After Thanksgiving
- 12/25/23 Christmas Eve
- 12/26/23 Christmas Day
- 12/29/23 New Year's Eve
- 1/1/24 New Year's Day



# Board Meeting Agenda Item Summary

December 14, 2022

<b>ITEM #:</b>	07C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Appointment of Board President and Vice President for the 2023 Calendar Year		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Appoint directors to serve as the Board President and Vice President for the 2023 calendar year.

## SUMMARY:

District Policy #4000 (Board of Directors) requires the Board to appoint a President and Vice President each December to serve in that office for the following calendar year. Policy #4000 defines the roles for each office as follows:

1. President. The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
2. Vice President. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

## FINANCIAL IMPACT:

No financial impact.

## ATTACHMENTS:

None.



# Board Meeting Agenda Item Summary

December 14, 2022

ITEM #:	07D	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Annual Board self-evaluation of performance and identification of improvement opportunities.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>5.1</u>		

## RECOMMENDED ACTION:

None.

## SUMMARY:

The District Board evaluates its performance each year to identify opportunities to continually improve. This self-evaluation enables Board members to express dissatisfaction with areas of performance and for discussion of ideas that will help the Board work more effectively, transparently and efficiently with each other, staff, and the public. The goal of the evaluation is to better achieve the District's mission:

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

The attached Board Effectiveness self-evaluation survey is designed to identify areas of growth, celebrate areas of excellence, and spur discussion about overall Board performance.

## FINANCIAL IMPACT:

No financial impact.

## ATTACHMENTS:

- Board Effectiveness Survey



# ASSESSING GOVERNING BOARD EFFECTIVENESS

This survey was developed by Len Wood & Associates to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is very true.

"1" if you feel the statement is somewhat true.

"2" if you feel the statement is somewhat untrue.

"3" if you feel the statement is very untrue.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

ISSUE	POINTS
1. Board meetings start on time.	<input type="checkbox"/>
2. All board members feel free to express their opinions.	<input type="checkbox"/>
3. All members are contributing members of the board team.	<input type="checkbox"/>
4. The elected body does not attempt to micro-manage.	<input type="checkbox"/>
5. While they may not like some of the decisions, people perceive the board as fair.	<input type="checkbox"/>
6. Staff provides a recommendation on every issue no matter how controversial.	<input type="checkbox"/>
7. The board has an overall vision for the community.	<input type="checkbox"/>
8. The chair keeps audience members informed of board issues and actions	<input type="checkbox"/>
9. Our board gets things done.	<input type="checkbox"/>

**ISSUE****POINTS**

- |     |  |                          |
|-----|--|--------------------------|
| 10. | There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda. | <input type="checkbox"/> |
| 11. | Members feel free to critique each other's positions on issues.  | <input type="checkbox"/> |
| 12. | The board works well as a team.  | <input type="checkbox"/> |
| 13. | Our board does not engage in solution "reengineering" at meetings.   | <input type="checkbox"/> |
| 14. | Board members avoid berating members of the audience; even if provoked.  | <input type="checkbox"/> |
| 15. | The board conducts timely and meaningful evaluations of the manager's performance.                             | <input type="checkbox"/> |
| 16. | The board has developed its own mission or goal statement.   | <input type="checkbox"/> |
| 17. | The chairperson prevents dominating board members from having a disproportionate influence.                    | <input type="checkbox"/> |
| 18. | The board does not get stalemated over the process or procedures.  | <input type="checkbox"/> |
| 19. | The board does not spend too much time modifying or correcting the minutes at meetings.                        | <input type="checkbox"/> |
| 20. | Civilized disagreement is a board strength.  | <input type="checkbox"/> |
| 21. | Team members actively listen to each other.  | <input type="checkbox"/> |
| 22. | Staff does not get overly involved in policy decisions.  | <input type="checkbox"/> |
| 23. | Meaningful public participation is encouraged.   | <input type="checkbox"/> |
| 24. | Staff does not filter the information it passes on to the board.   | <input type="checkbox"/> |
| 25. | Members know what the board's top five goals are.  | <input type="checkbox"/> |

ISSUE

POINTS

- 26. The chairperson protects board members from audience or colleague attacks.
- 27. The board made significant progress on its top goals last year.
- 28. Operating rules and procedures are known by all board members.
- 29. "Baggage" from one argument is not carried to the next.
- 30. While board members may have positions, minds are not made up before meetings.
- 31. Individual board members do not try to influence personnel decisions.
- 32. Board members keep the audience informed of each item, the issue, the background and possible decisions.
- 33. Staff follows through as promised.
- 34. Day-to-day decisions are consistent with the board's overall goals.
- 35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
- 36. Board members do their homework before meetings.
- 37. The agenda packet is "user friendly."
- 38. Decisions are usually made only after each member has has hes/her say.
- 39. Members are open with each other.

ISSUE

POINTS

- 40. Board members adequately communicate goals and philosophies to staff.
- 41. Members of the audience do not feel intimidated when appearing before the board.
- 42. Openness and trust exists between the board and staff.
- 43. The board develops an annual work program with clear objectives.
- 44. The chairperson does not unfairly use the powers of the position to win a point or argument.
- 45. The board is not reluctant to make an important, yet controversial decision.
- 46. Staff provides all the significant alternatives in their staff reports.
- 47. Members know how to keep conflict from becoming destructive.
- 48. The board does not operate as an exclusive country club.
- 49. The board is not complacent about its oversight responsibilities.
- 50. Board members take care to observe the appearance as well as the principle of impartiality.
- 51. The board and staff do not surprise each other at meetings.
- 52. Our priorities do not change too often.
- 53. In our meetings, the discussion rarely drifts off the subject.
- 54. The board is adept at identifying and exploiting opportunities.

# ASSESSING GOVERNING BOARD EFFECTIVENESS

Record your answers here.

	A	B	C	D	E	F	G	H	I
1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>
10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	14	<input type="text"/>
19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>
28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>	32	<input type="text"/>
37	<input type="text"/>	38	<input type="text"/>	39	<input type="text"/>	40	<input type="text"/>	41	<input type="text"/>
46	<input type="text"/>	47	<input type="text"/>	48	<input type="text"/>	49	<input type="text"/>	50	<input type="text"/>

TOTALS

A	<input type="text"/>	B	<input type="text"/>	C	<input type="text"/>	D	<input type="text"/>	E	<input type="text"/>	F	<input type="text"/>	G	<input type="text"/>	H	<input type="text"/>	I	<input type="text"/>
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Total Points:

# ASSESSING GOVERNING BOARD EFFECTIVENESS

	<u>Points</u>	<u>Rank</u>
A. A Supportive Framework	<input type="text"/>	<input type="text"/>
B. Conflict Management Process	<input type="text"/>	<input type="text"/>
C. Teamwork	<input type="text"/>	<input type="text"/>
D. Roles	<input type="text"/>	<input type="text"/>
E. Community Rapport	<input type="text"/>	<input type="text"/>
F. Staff Relationships	<input type="text"/>	<input type="text"/>
G. Clear Sense of Purpose	<input type="text"/>	<input type="text"/>
H. Chairperson Leadership	<input type="text"/>	<input type="text"/>
I. Productivity	<input type="text"/>	<input type="text"/>



# Board Meeting Agenda Item Summary

December 14, 2022

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

## RECOMMENDED ACTION:

None.

## SUMMARY:

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

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- President Sipperley Written Report - IRWM

## IRWM-WAC Meeting 11/26/22

Because I don't normally go to WAC meetings, I'm writing up a brief report of what I thought were the most important or interesting highlights. Lewis was at the meeting too, and Tom Zoomed in as well.

Quincy Yaley, Tuolumne County Community Development Department Director, discussed the various functions within her department including the Housing Division, Building Division, Code Compliance, County Surveyor and Environmental Health. They have five full-time employees plus one contract employee and are becoming more efficient and "user-friendly." When asked if the CDD is pro- or anti-growth, she always answers that they are "pro-General Plan," in that they simply try to follow the directives laid out in the 2019 General Plan.

Important/interesting points:

- There will be new state construction rules effective January 1, 2023. "You'll be using a lot more nails," she said.
- The county population is projected to have a 16% growth by 2040, to a total of about 63,000 people by then. (I'm not sure of that figure; I wasn't fast enough with her PowerPoint!)
- Many Native American artifacts are located in and around cannabis grows in Jupiter, including several grinding rocks. Many are being damaged
- I asked her if she could give me a commitment that the CDD would send notice of all building permits to the respective public utility agencies. Her answer was along the lines of, "meh."

In addition to Quincy's talk, I learned that part of the Prop 1 \$525,000 Grant (I'm not sure if that's the correct name of the grant) was rejected by the state – after it had earlier received state approval. The "lawyers" decided that the portion of the grant that was intended to fix wells on private property was illegal because it would be a gift of public funds. It remains legal for the county to test private wells, but the grant cannot be used to make any necessary repairs. This leaves about \$250,000 of that already-approved grant available for other uses. The WAC will discuss this at its January meeting.





# Board Meeting Agenda Item Summary

December 14, 2022

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

**RECOMMENDED ACTION:**

None.

**SUMMARY:**

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

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Fire Operations Report
- CERT Monthly Newsletter

# November 2022

## Operations Report Fire Division



# STAFFING

TWAIN HARTE

Full-Time Captains-2

Seasonal Engineers-2

Relief Captains-4

Reserve Firefighters-4

Intern Firefighters-2



# FLEET/FACILITIES



The new Infrared Sauna is in service and all staff members have been actively using it



Before



After

Thank you to all the staff members who invested some elbow grease to help restore the paint on old E-722



# October Responses-39



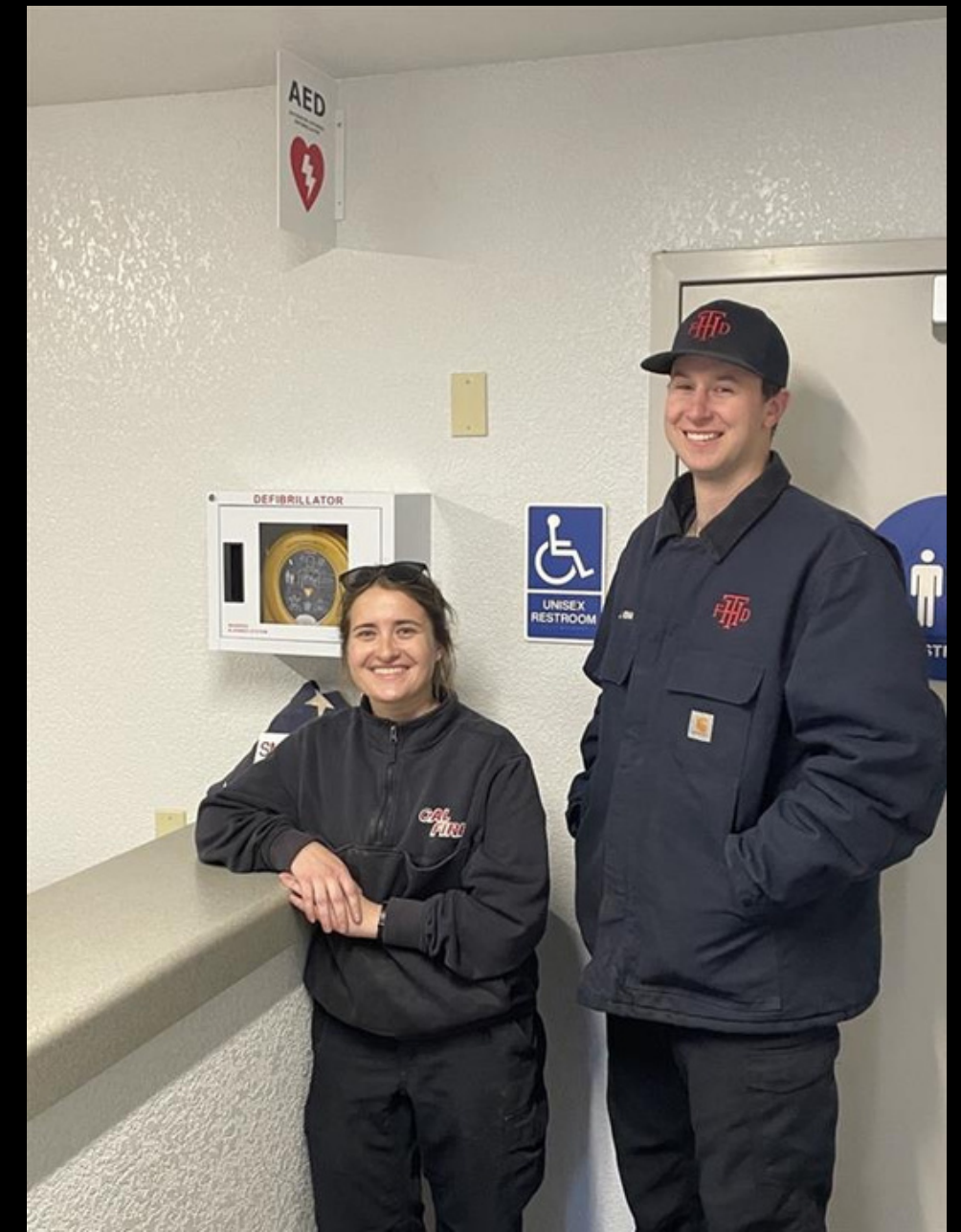
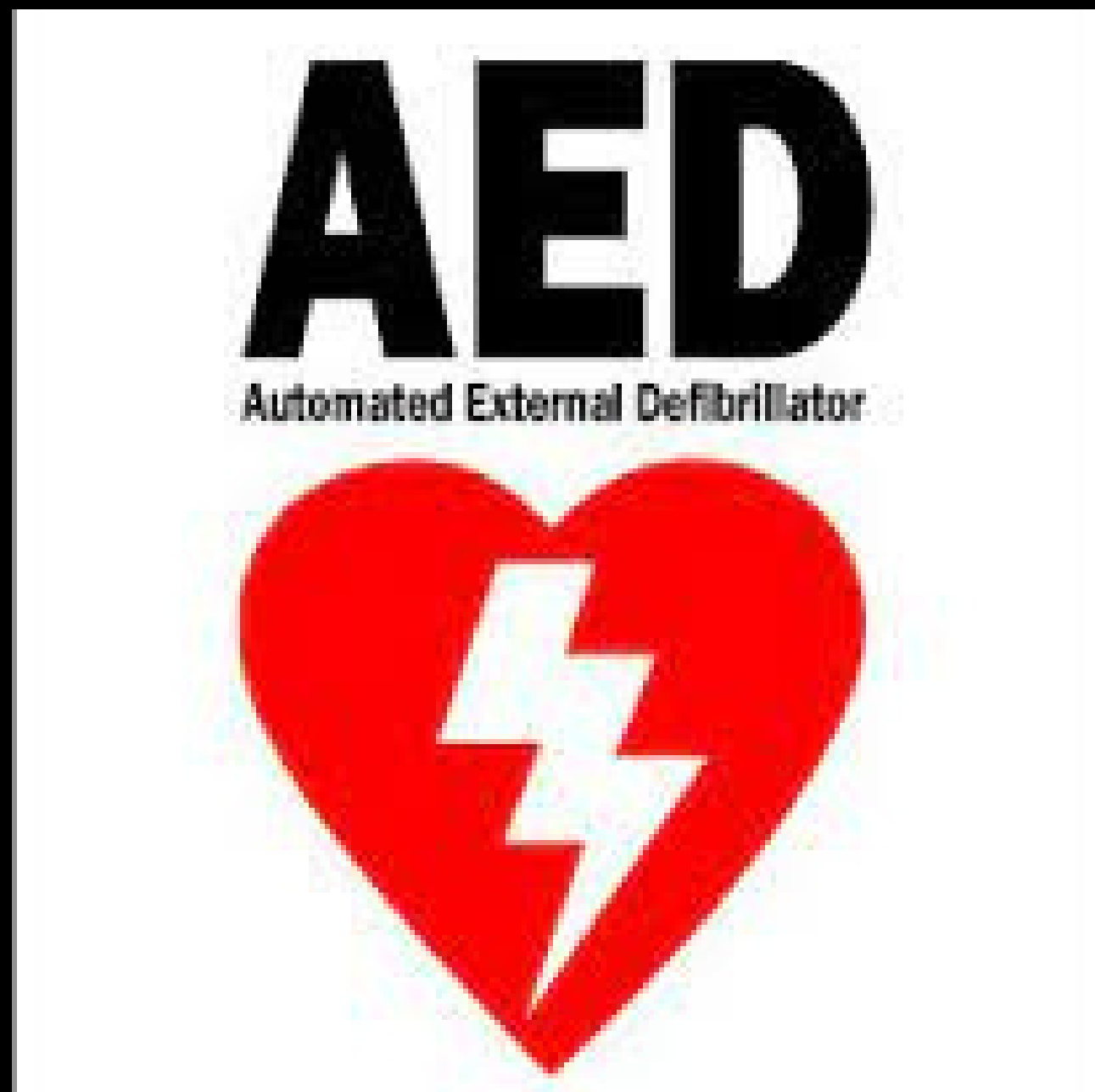
November 3rd C-720, WT-721  
responded to a Residential  
Structure Fire in Jamestown.



November 26th, 2022- E-723 and  
WT-721 responded to a Vegetation  
Fire on Freedom Way in Twain  
Harte.



# Community Projects



Captain Slater has placed two of the five Automatic External Defibrillators (AED) in the district. The locations are at the Local Press and Cal Fire Twain Harte. These AED are part of the grant we received from the Sonora Area Foundation for the community Heart Start Program.



# Training for November-220



Chief Gamez attended the first in-person meeting for the newly created Type 3 incident management team. Central Valley Team 3 was created by the Modesto Fire Department and had several members from all over the Central Valley.





# County Fire Chiefs

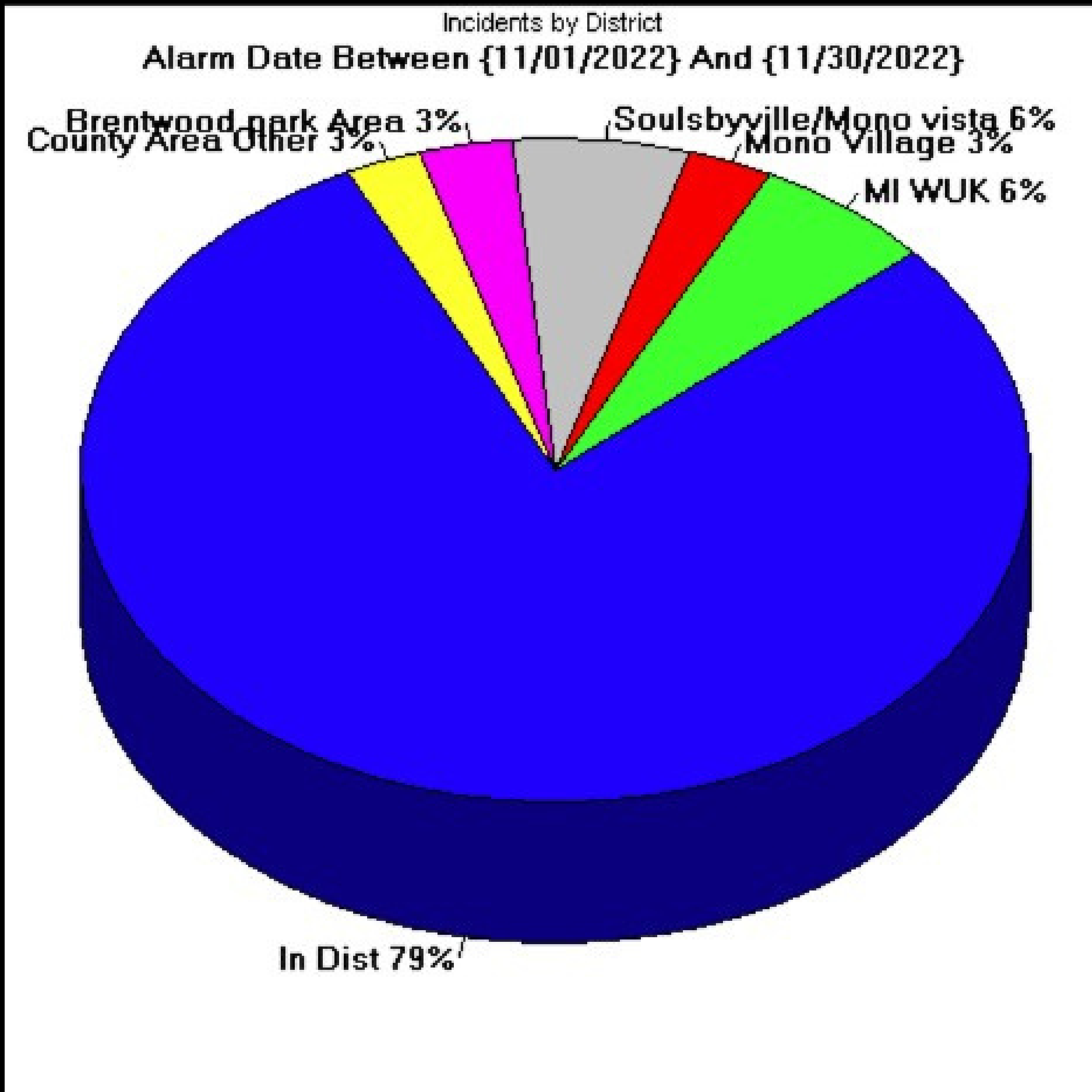


Tuolumne County has selected a third-party firm, Fitch and Associates, to develop a Standards of Coverage study for the County, which includes all local district fire agencies. The study intends to forecast future fire station locations and develop a plan to expand services to better fit the county response model.



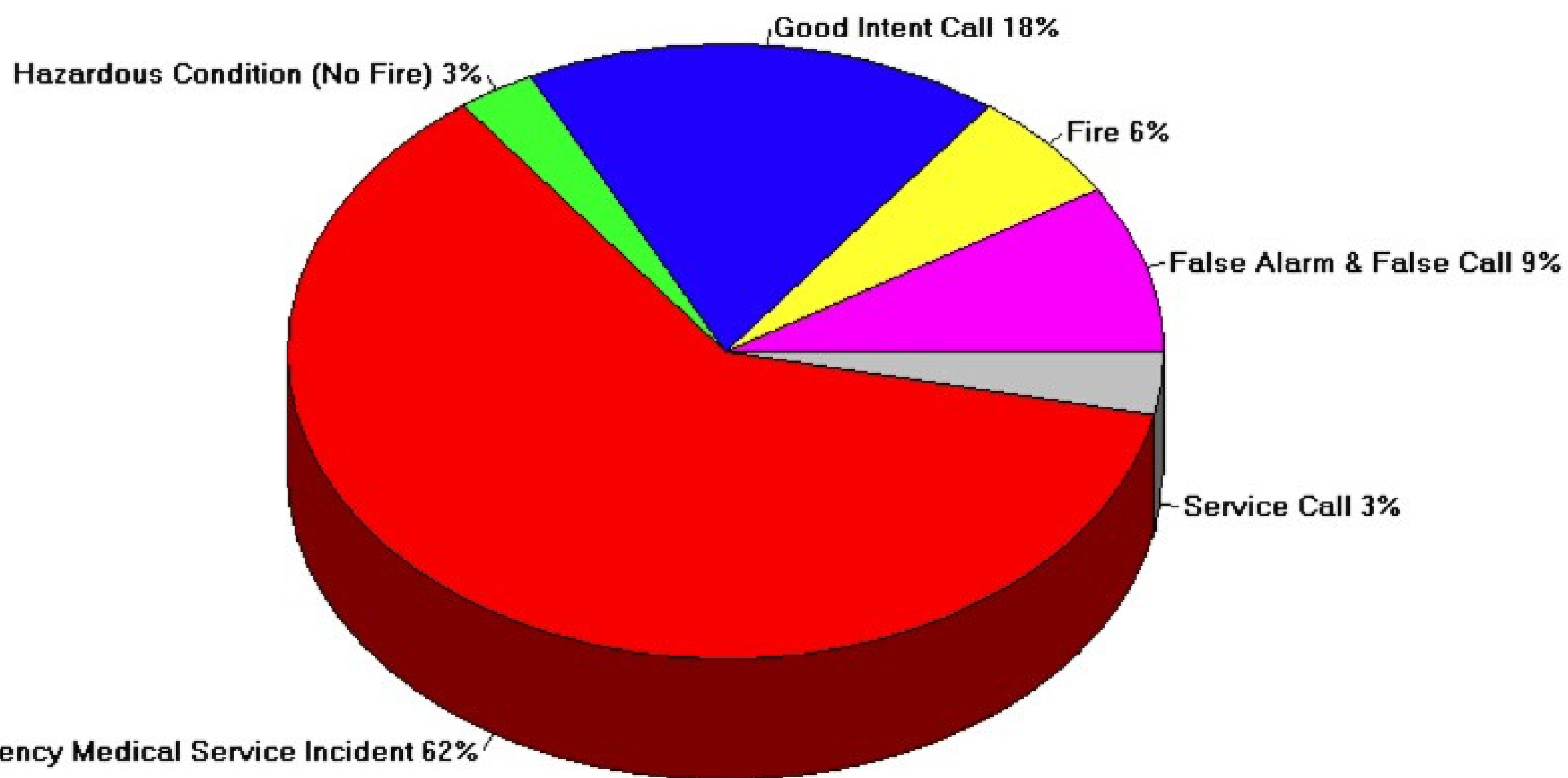


# Novmember incidents by district

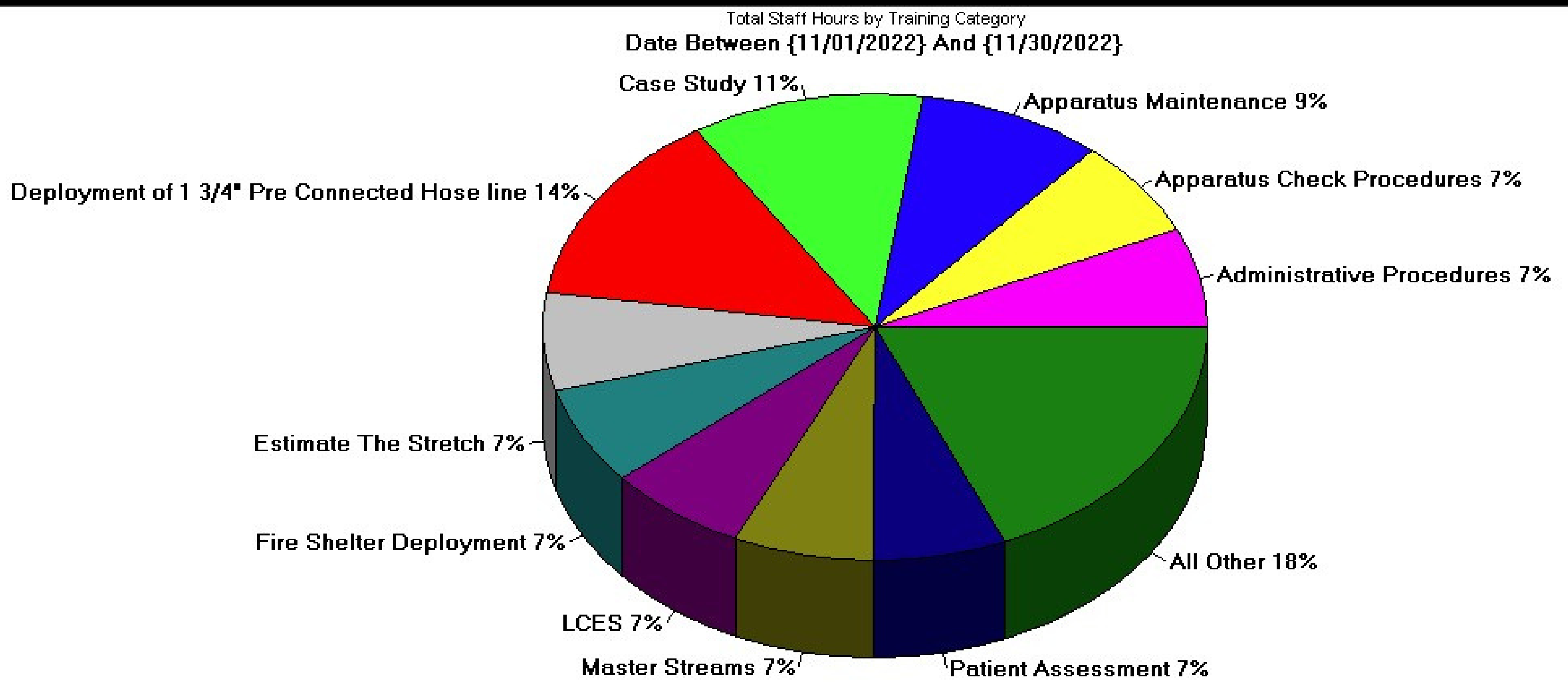


# November Incidents by type

Incident Type Summary  
Alarm Date Between {11/01/2022} And {11/30/2022}



# November training by type



# TWAIN HARTE AREA



## & FIRE ASSOCIATION

# MONTHLY UPDATE

November 2022

Mary Schreiner, PIO & Editor  
twainhartecert@gmail.com

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## NOTES FROM THE PROGRAM MANAGER



November, a transitional month is one of the most colorful months of the year. I absolutely love the fall colors, the crispness in the air and the idea of sitting by a warm fire drinking hot chocolate with friends and family. In my case it would be a glass of wine but that is for another story.

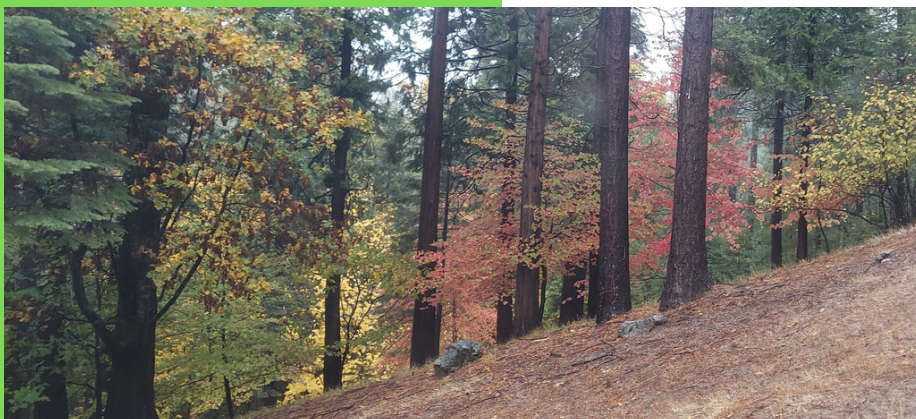
CERT is always busy this time of year with hanging flags to celebrate our wonderful veterans for Veterans day, preparing our vehicles for winter, decorating the town with Christmas lights which encourages the holiday spirit and preparing for the Winter Wonderland Parade in Twain Harte. It is a busy month.

Taking time for the Thanksgiving holiday is always a treat...it is one of my favorite holidays full of food, fun, friends and family big emphasis on the delicious food!

We can feel the weather changing, the cold air circling around us with a glimmer of hope that snow will be in the near future. We see people with lots of layers on to keep warm while hurrying around. I always notice that the animals have changed into their winter coats as well.

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

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



Fall Colors in Twain Harte

# A STORM IS COMING

by Mike Mandell, Team Leader



Unlike "Chicken Little" I watch the weather report so we can protect our fleet of vehicles as winter approaches it looked like we were going to possibly get hit with a nice amount of rain and snow early November, a bit unusual but a welcome concept. There was a bit to do to prepare for the storm but my schedule did not allow me to participate. I called Carol Hallett (Program Manager) and she said, "No worries. I got ya covered!"

Carol got a hold of Chief Gamez to see what we could do with the CERT Trailer. When I took the trailer in for its 5 year check up, they showed me that the snow was starting to bend the reinforcing struts. We need to keep it out of the snow from now on.

The Chief was quick to come up with a plan that included moving a fire truck from station 2 to station 1, moving the power wagon (Antique Truck) out of App Bay (Apparatus Bay) 2 so that the fire truck could be moved into that bay and the Fire Chief gave up his parking spot so that all the other vehicles could be kept safe from the storm.



The on duty fire crew moved the afore mentioned vehicles around while Carol recruited Randy Revilla to help her. The two of them made a plan to cover up the back of the UAV vehicle. Carol said that working with Randie was a pleasure, she is smart, clever and strong. Between the two of them, the weather elements did not have a chance.

They used 2x6 boards, blankets, a huge red tarp and bungies...this cover is not going anywhere. Carol said that they made quick work of the project as even while they were working, the storm clouds were moving overhead. The job was done with precision as if they had done this a thousand times before.



I know these two ladies and I never get in their way...and neither did "Mother Nature".

Carol also recruited her husband Dave to move the trailer into Station 2. That is where it sits until we can execute the long term plan.

A special thanks to Chief Neil Gamez and the Twain Harte Fire Department for their continual support of us and the community.



# CHRISTMAS TREE LIGHTS UP

by Margaret Lawrence, Traffic Control Unit Leader



It always amazes me the things that THA-CERT is involved in, it is always about the community but sometimes it is sky high!

We received a call from Twain Harte Rotary to help with traffic control while they hung the new lights for the beloved Twain Harte Christmas Tree.



The deployment was approved by our Program Manager & our Fire Chief so I got into action recruiting volunteers. We had 4 people sign up, we planned on doing 2 hour shifts with the morning shift starting at 10:00.

Mike Mandell (Team Leader) and Carol Hallett (Program Manager) elected to take the first shift. They decided to meet at 09:30 at Vantage Point to pick up signs and cones. Carol said that as she drove through town the crew were already there and scoping out the project. Mike and Carol made quick work of gathering the needed supplies and headed to the Christmas Tree.

The crew which consists of Twain Harte Tree Service and Rick Ramet Construction were already getting under way when THA-CERT staff arrived. They made quick work of blocking off a lane and keeping traffic flowing while keeping the crew safe.

The crews worked fast, efficiently and quickly accomplished the task of hanging new lights on the tree. The afternoon staff (Bob Schreiner & Bob Wagner) from THA-CERT were called off since the job was done by about noon.



I cannot wait to see the lighting of the Christmas Tree at the Twain Harte Winter Wonderland Parade on Friday, December 2nd starting at 1730 (5:30 pm).

# DONATION FROM THE HOSPITAL

by Bob Wagner, Finance Section Chief



During our last deployment of the Firefighter Rehab Unit we realized that we were missing and/or depleted some of our first aid supplies. This needed to be rectified. We discussed options and decided to see if Linda Postma, our Fund Raising Coordinator, could get a donation for the items.

Linda contacted Adventist Health and found the right person to help us out. We in turn received a donation to make the purchase of the items needed. We will do an inventory and restock the Firefighter Rehab vehicle so that it is ready to support our firefighters and our community at large.



Thank you to Adventist Health for continuing to support THA-CERT, our firefighters, and our community.

*"Adventist Health Sonora is proud to partner with Twain Harte Area CERT to support firefighters. Thank you for undertaking this important work."*

*Lisa Mayers, Sr. Administrative Assistant | Philanthropy*

# GROWING OUR TEAMS

by Matt Kain, Operations Section Chief



I have 3 units that report to me, Firefighter Rehab, UAV, and Vehicle Maintenance. All three units have fantastic leaders, Randie Revilla, Michelle Wagner and Ron Kessler respectively. We are reorganizing so that no one will be on standby for a week for these units but instead we will deploy based on location and then back fill if the deployment is extended.

If you are interested in helping with any or all of these units please let me know and I will get you in touch with the appropriate leader. Each of the units have specific training requirements that you will learn with the group.

It is exciting to watch these groups grow and to see them deploy to help out the community. If you want to be a part of something positive this is it!

# PARADE READY

by Neil Gamez, Chief THFD



This is what you call team work! The power wagon has been back in Twain Harte for a number of years now but it has never looked this good.

The CERT & Fire Assoc under their new leadership has made it a goal to restore the antique truck so that we can drive it in parades and around town. They got the vehicle in working order with a tune up, rebuilding the breaks, changing fluids etc. so that the vehicle runs (and stops) great. The next task was to make it shine. This is where Captain Neftali stepped in.

Neftali said that he would take it on as a project. So for the past few months he (with the help of his crew) took all the gadgets off the truck and gave it a power wash. Then he worked his magic sharing his techniques with the team(s). The transformation is incredible and much more than we expected.

The Twain Harte Winter Wonderland Parade will be the debut for our beloved Antique Fire Truck and I will be proud to drive it in this year's parade.

*"Captain Neftali is the artist and has shared a wealth of knowledge during the process".*

*Jake Noonan*



Before



After



# LIGHTING UP THE TOWN

by Carol Hallett, Program Manager & President



One of my favorite things to do is to decorate the town with Christmas lights. I always say the more the merrier. This year is no exception. We start with the parade route so that the event is festive. I offer to help any of the businesses that want to add extra lights to the town.

This year we had lots of help hanging lights so the project went very quickly. We had 6 people working two different days for 2 hours each day. I hope you are able to drive through town and enjoy the beautiful lights.



From Left: Bob Schreiner, Matt Kain, Carol Hallett, Cindy Howell, and Mike Mandell (Mary Schreiner was the photographer), get ready to hang lights at Meadow Plaza

Some of us are vertically challenged others don't need any assistance at all to reach the high spots. Some of us have talent in untangling the strands of lights where others love to climb to the top of the ladder.



Carol Hallett, Bob Schreiner, Mike Mandell, and Cindy Howell hang lights

We broke into teams and tackled each building as a separate project. It was fun and fulfilling to see the quick transformation.



Carol Hallett, (front), Carol Jones, and Linda decorate at the corner of Joaquin Gulley and Fuller Drive

Thanks to our crew, Carol Hallett, Mike Mandell, Matt Kain, Cindy Howell, Bob Schreiner, Mary Schreiner, Carol Jones, & Linda The town glows because of your efforts.



# FLAGS WERE FLYING

by Lise Lemonnier, Planning Section Chief



Veterans Day means parades and commemoration and FLAGS! Our Flag Setting Up Committee (not an official committee, or title, but it probably should be) knew it was time to get into action. Mother Nature foiled our first attempt to set up the flags; it was cold and rainy on the originally-scheduled day, the 9th, so we rescheduled to the 10th...just in time for the festivities.



Most of our flags are cotton and get very heavy when wet and rain has previously caused some of our flag poles to snap, so keeping our flags dry was of utmost importance.

We are in the process of changing the flags to synthetic materials so that weight is not as much of an issue. Hopefully, synthetic materials will also help give our flags longer lives.

Our team of 6 THA-CERT members made short work of putting up the flags. Thanks to Carol Hallett, John Buckingham, Margaret Lawrence, Mary Schreiner, Bob Schreiner and Lise Lemonnier for ensuring that Twain Harte was dressed up and ready to celebrate Veterans Day.

# SAFETY ARTICLE FOR DECEMBER

by John Buckingham, Safety Officer



Enjoy the holidays with these Safety Tips

- Check all holiday light cords to make sure they are not frayed or broken. String only three light cords per extension cord.
- Keep living trees away from any heat source. Check artificial trees for fire resistant labels.
- When using a live tree, keep it well watered for freshness.
- Make sure when decorating outside that the decorations are for outdoor use. Secure and fasten decorations outside.
- If using a ladder be extra careful and properly secure before getting on.
- Don't put electric lights on metallic trees
- Turn off all electric lights at bedtime or leaving the house.
- Don't leave candles unattended. Keep pets and children away from lite candles



Have safe and fun holidays!!

Twain Harte Area



& Fire Association

# TRAINING

## Are you ready to help yourself, your family and your neighborhood when a disaster happens?

With the cooperation of the Twain Harte Fire Department we offer an opportunity for you to attend a Community Emergency Response Team (CERT) basic training academy. This is a 20-hour training course that will include both classroom instruction and hands-on training.

### Training Includes:

- Personal Preparedness
- Organizing Resources
- Fire Safety & Utility Controls
- Basic Medical Operations
- Light search and rescue
- Basic Damage Assessment

### When?

January 27, 2023  
1630-2030 (4:30-8:30 pm)

January 28, 2023  
0900-1700 (9 am-5 pm)

January 29, 2023  
0900-1700 (9 am-5 pm)

### Where?

22912 Vantage Point Dr  
Twain Harte, CA  
(THCSD Office)

### Register:

[twainhartecert@gmail.com](mailto:twainhartecert@gmail.com)

**This training will prepare you for emergencies here in Tuolumne County or where ever you travel.**

# WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



The total THA-CERT volunteer hours for November are:

Administration =	215.5
Training =	0
Deployment =	30
<b>Total November hours =</b>	<b>245.5</b>



## DECEMBER

### Events

Visit Tuolumne County:  
<https://www.visittuolumne.com/events>

Twain Harte Chamber of Commerce:  
<https://www.twainhartecc.com/events>



### EVACUATION NEEDS ASSESSMENT COMMUNITY MEETINGS



PROJECT WEBSITE:



[https://bit.ly/TCTC\\_Evac](https://bit.ly/TCTC_Evac)

December 6 5:30-7:00 PM Sonora Opera House	December 7 5:30-7:00 PM Groveland Community Hall	December 8 5:30-7:00 PM Virtual Meeting (ZOOM)
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JOIN US IN SONORA, GROVELAND, OR ONLINE!

### Tuolumne County Evacuation Needs Assessment and Communication Strategies

Tuolumne County Transportation Council and Tuolumne County Office of Emergency Services are collaborating to understand wildfire risk across the County, identify opportunities to increase evacuation traffic capacity, and enhance communication strategies for more effective and resilient evacuations in the event of a wildfire. We invite you to come share your thoughts and learn more about the study. We look forward to seeing you!

#### Our Goals:

 Reduce evacuation congestion	 Enhance emergency communications	 Increase wildfire risk awareness	 Support vulnerable populations during evacuations
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### Save the date



CERT Basic Training  
 Twain Harte Area  
 January 27, 28 & 29

sign up by contacting THA-CERT:  
[twainhartecert@gmail.com](mailto:twainhartecert@gmail.com)

### Twain Harte Winter Wonderland Parade

Friday, December 2, 2022

Christmas Caroling 5:30

Lighting of the Tree followed by the Parade

### Twain Harte Community Dinner

Saturday, December 3, 2022

4:30 pm to 7 pm

Twain Harte Elementary Cafeteria

18815 Manzanita Drive

Twain Harte

This is a free dinner for the Twain Harte community. Please bring your family to celebrate this season of giving.

Sponsored by Twain Harte Rotary

### Meetings

Twain Harte CSD Board Meeting

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

Wednesday, 14 December 2022, 9:00 am

CERT & Fire Association Board Meeting

Thursday, 8 December 2022, 9:30 am



# Board Meeting Agenda Item Summary

December 14, 2022

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

## RECOMMENDED ACTION:

None.

## SUMMARY:

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

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Operations Manager Report



# TWAIN HARTE CSD OPERATIONS REPORT

## What's New

- Eric Kile successfully tested and obtained his Collections I License.
- Tuolumne County Operational Area Pre-Winter Meeting to prepare for potential winter impacts
- IRWM WAC Meeting- Presentation by Development Department



Water/Sewer/Park  
Division

For November 2022

Board Meeting 12/14/22

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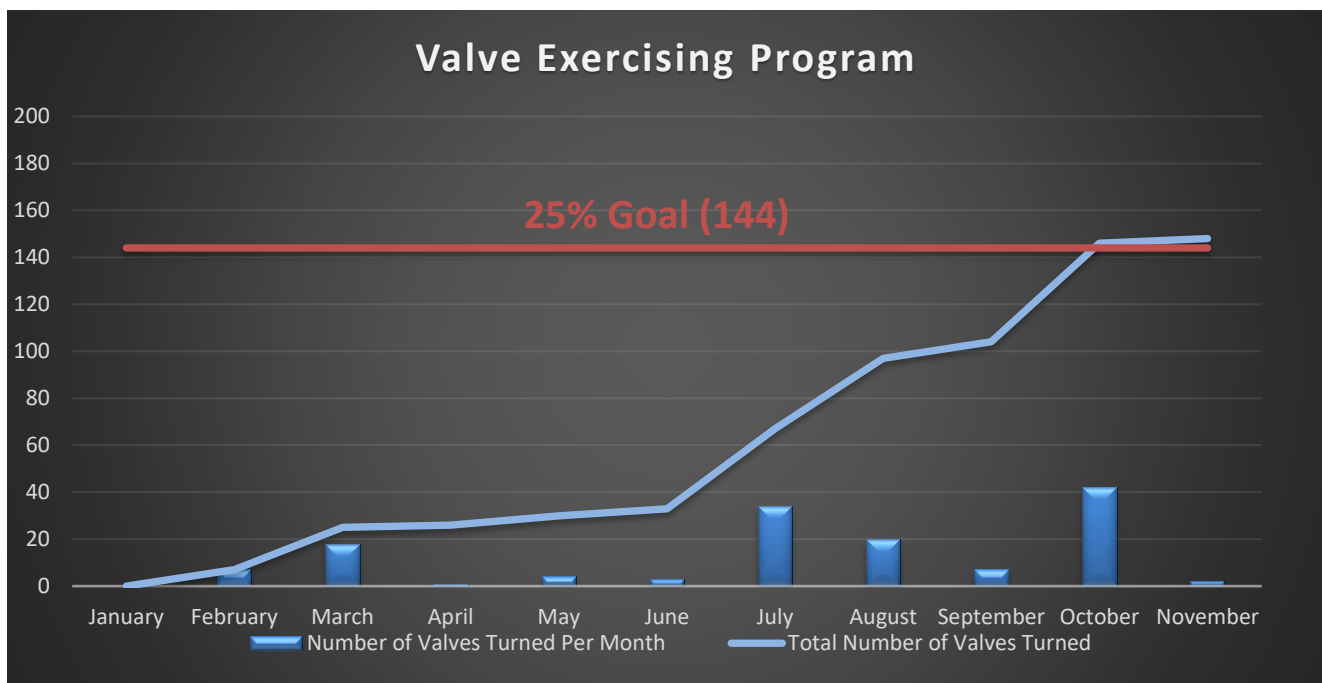
# Highlights

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## Water

- Number of customer service calls were average for this time of year (20-35) for a total of 26.
- 24 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 148 or 25.7%.  
(Context: 124 were inspected and maintained by this time last year)



- 4 leak repairs were made in November. Pictured is a water main repair on Tiffeni Dr including a new valve installation.





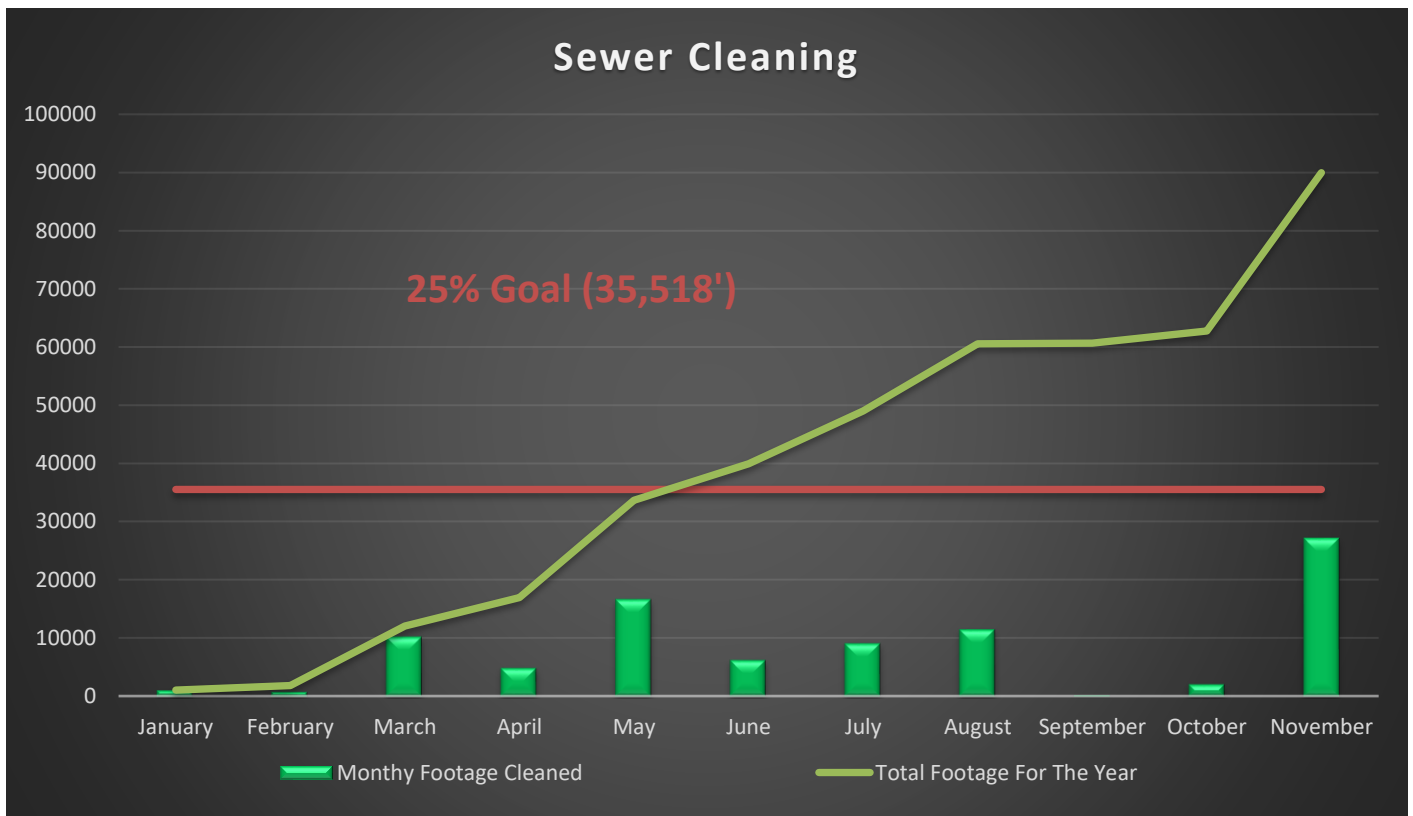
- Transitioning to next generation of Turbidimeters. The current turbidimeters will be obsolete with no spare parts available. We are moving to Hach's TU5300 sc laser turbidimeter system.



- The PLC that controls our filter backwash has failed after approximately 23 years of faithful service. We are currently operating the backwash system manually while working on a replacement.
- There was some small movement forward with the Sherwood Forest water line project when crews arrived to bore several test holes throughout that part of Twain Harte.

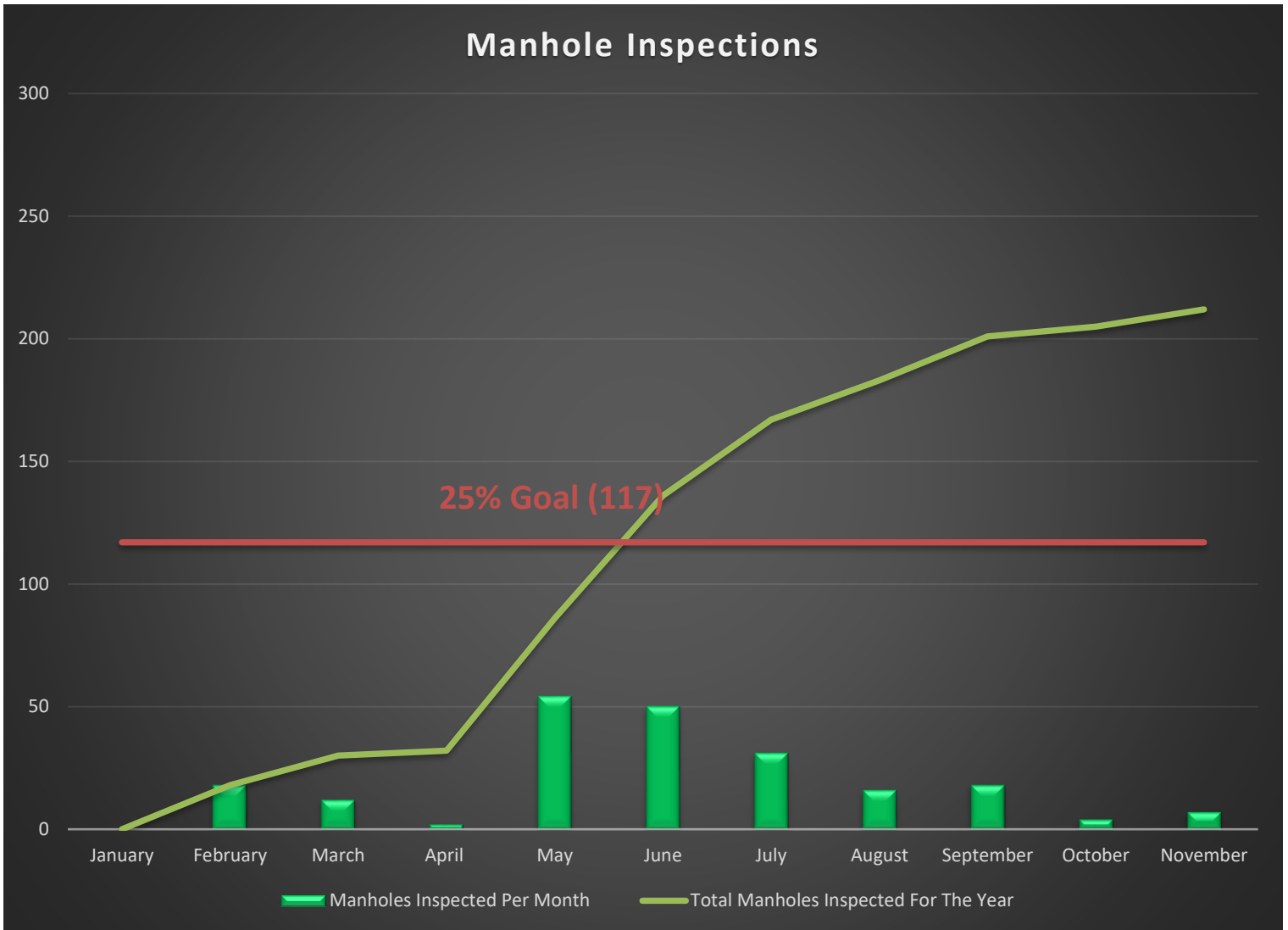


- Number of customer service calls were average for this time of year (0-8) for a total of 1.



- Sewer main footage cleaned out of 142,072': 89,965' or 63.3%. The higher than normal numbers include pre-holiday flushing. (Context: 52,611' were cleaned by this time last year with an annual goal of 25% cleaned).

- Manholes inspected and maintained out of 468: 212 or 45.3%. (Context: 122 were cleaned by this time last year with an annual goal of 25%).



# Parks and Recreation

- BSA Troop 500 concrete ping-pong table Eagle Scout Project led by Jameson Baldwin was completed





# Vehicles and Equipment

- Truck 4 underwent additional repairs in the month of November with replaced rear brakes and rotors and HVAC system repairs.

# 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	2,020,580	980,732	1,821,746	0	157,417	4,823,058	5,836,362	17.36%	0	2
Mar	2,634,940	1,059,070	2,080,661	0	172,648	5,774,671	5,776,198	0.03%	1.39	4
Apr	2,354,273	996,645	2,046,546	0	155,127	5,397,464	6,737,931	19.89%	2.22	0.5
May	4,375,366	1,006,241	2,125,140	0	210,770	7,506,747	9,624,851	22.01%	0.08	0
Jun	6,039,675	935,880	2,066,959	0	286,358	9,042,514	11,912,958	24.10%	0.016	0
Jul	8,086,915	989,609	2,135,014	0	433,644	11,211,538	14,740,484	23.94%	0.01	0
Aug	8,431,585	596,078	1,594,637	0	415,689	10,622,300	14,605,710	27.27%	0.1	0
Sep	9,022,957	0	0	0	542,552	9,022,957	10,891,827	17.16%	2.33	0
Oct	7,621,280	788,707	1,525,748	64,341	399,604	10,000,076	9,867,000	-1.35%	0.26	0
Nov	5,640,925	177,852	342,506	67,355	0	6,228,638	6,638,895	6.18%	3.61	1.25
Dec						0				
<b>Total</b>	<b>58,844,075</b>	<b>8,684,829</b>	<b>17,730,848</b>	<b>335,874</b>	<b>3,017,420</b>	<b>85,595,626</b>	<b>104,936,478</b>	<b>18.43%</b>	<b>10.17</b>	<b>7.75</b>



# Board Meeting Agenda Item Summary

December 14, 2022

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

**RECOMMENDED ACTION:**

None.

**SUMMARY:**

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

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- General Manager's Report

# GM REPORT

DECEMBER 14, 2022



## ADMIN ACTIVITIES

- Mid-Year Budget Adjustment
- TH Meadows Park Design & Funding Agreement
- Administration Assistant Recruitment & Hiring
- Per Capita Grant Projects Scoping/Estimating
- Multi-Benefit Drought Grant Applications
- Financial Software Upgrade Transition
- Development of Agenda Item Summary Sheets

## CAPITAL PROJECTS

### Motor Control Center (MCC) Upgrade

Budget: \$185,000

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

### Twain Harte Meadows Park

Budget: \$2,600,000

A grant-funded project to build a new, community-designed park adjacent to Eproson Park. 90% design is complete. Coordination in process to add scope to the current design due to the addition of the State Parks grant. Construction anticipated in summer 2023.

### Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

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

### Fire Station Backwall Excavation & Sealing

Budget: \$55,000

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

### SCADA Upgrade Project

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

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in winter 2022-23.

## MEETINGS OF INTEREST

- 11/29** Administration Assistant Interviews
- 12/7** Sherwood Forest Design Meeting
- 12/12** Tuolumne CSDA Chapter Formation
- 12/13** County Drought Conditions Meeting
- 12/15** Twain Harte Download

## PLANNING PROJECTS

### Water System Evaluation/Analysis

Budget: \$499,053

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

## FUNDING OPPORTUNITIES

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

Turf Replacement / Awards: January 2023

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

Shadybrook Silt Removal / Awards: January 2023

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

Water Line Replacement / Awards: January 2023

### STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Awards: Spring 2023

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

TH Meadows Park / AWARDED

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

MG Tank #2 Rehab / AWARDED

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

New Park Improvements / AWARDED