

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

**Chair:** *Eileen Mannix*

**Co-Chair:** *Charlotte Bohlman*

**Citizen Members:** *John Kinsfather*

**THCSD CONFERENCE ROOM  
22912 VANTAGE POINTE DR., TWAIN HARTE  
June 1, 2022 12:30 p.m.**

**NOTICE: Public May Attend this Meeting In-Person.** Facial coverings are recommended for any person attending, regardless of vaccination status.

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

- Videoconference Link: <https://us02web.zoom.us/j/81022852278>
- Meeting ID: 810 2285 2278
- Telephone: (669) 900-6833

### **AGENDA**

- 1. Discuss any noteworthy general operations items.**
- 2. Review/discuss final draft of the Fiscal Year 2022-23 Park Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 3. Update on Twain Harte Meadows Park project.**
- 4. Perform annual walk-through inspection of Eproson Park.**
- 5. Adjourn.**

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



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

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

### **MEETING ETIQUETTE**

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

### **ACCESSIBILITY**

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

### **WRITTEN MEETING MATERIALS**

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

Twain Harte Community Services District  
2022/2023 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
<b>Revenue</b>																
Service Charges	\$ 1,487,008	\$ 1,483,420	0%	\$ 1,139,135	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,621,854
Fees	18,180	18,180	0%	14,820	14,820	0%	-	-	0%	5,000	5,000	0%	-	-	0%	38,000
Taxes & Assessments	114,813	37,153	-68%	-	-	0%	1,220,450	1,243,536	2%	141,017	144,607	3%	-	-	0%	1,425,296
Grants & Donations	1,500,371	1,595,000	6%	200,771	-	-100%	321,339	280,368	-13%	570,301	1,395,475	145%	-	-	0%	3,270,843
Other Revenue	7,425	13,700	85%	5,075	2,100	-59%	210,990	25,500	-88%	4,100	600	-85%	24,998	1,000	-96%	42,900
<b>Total Program Revenue</b>	<b>\$ 3,127,797</b>	<b>\$ 3,147,454</b>	<b>1%</b>	<b>\$ 1,359,801</b>	<b>\$ 1,155,353</b>	<b>-15%</b>	<b>\$ 1,752,779</b>	<b>\$ 1,549,404</b>	<b>-12%</b>	<b>\$ 720,418</b>	<b>\$ 1,545,682</b>	<b>115%</b>	<b>\$ 24,998</b>	<b>\$ 1,000</b>	<b>-96%</b>	<b>\$ 7,398,893</b>
Admin Revenue Allocation	11,749	470	-96%	6,250	250	-96%	4,500	180	-96%	2,500	100	-96%	(24,998)	(1,000)	-96%	-
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,139,546</b>	<b>\$ 3,147,924</b>	<b>0%</b>	<b>\$ 1,366,051</b>	<b>\$ 1,155,603</b>	<b>-15%</b>	<b>\$ 1,757,279</b>	<b>\$ 1,549,584</b>	<b>-12%</b>	<b>\$ 722,918</b>	<b>\$ 1,545,782</b>	<b>114%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 7,398,893</b>
<b>Operating Expenses</b>																
Salaries	\$ 328,291	\$ 324,111	-1%	\$ 180,236	\$ 182,254	1%	\$ 609,557	\$ 571,785	-6%	\$ 5,151	\$ 5,214	1%	\$ 364,866	\$ 421,272	15%	\$ 1,504,635
Benefits	176,937	177,649	0%	97,474	98,474	1%	244,824	279,134	14%	2,915	2,998	3%	168,525	216,677	29%	774,933
Equip, Auto, Maint, & Repairs	149,700	138,400	-8%	76,300	68,600	-10%	136,050	108,700	-20%	47,250	42,386	-10%	16,600	16,200	-2%	374,286
Materials & Supplies	45,800	46,500	2%	5,900	5,900	0%	9,700	10,200	5%	1,600	1,500	-6%	4,750	4,250	-11%	68,350
Outside Services	254,400	348,550	37%	215,900	17,950	-92%	50,300	27,750	-45%	4,400	4,500	2%	25,900	26,400	2%	425,150
Other (Utilities, Prop/Liab Ins, TUD)	169,084	202,400	20%	516,100	527,750	2%	103,600	99,450	-4%	27,950	27,200	-3%	69,250	77,950	13%	934,750
Debt Service	188,769	188,614	0%	16,994	16,976	0%	84,586	-	-100%	-	-	0%	-	-	0%	205,590
<b>Total Program Expenses</b>	<b>\$ 1,312,981</b>	<b>\$ 1,426,223</b>	<b>9%</b>	<b>\$ 1,108,903</b>	<b>\$ 917,903</b>	<b>-17%</b>	<b>\$ 1,238,617</b>	<b>\$ 1,097,020</b>	<b>-11%</b>	<b>\$ 89,267</b>	<b>\$ 83,798</b>	<b>-6%</b>	<b>\$ 649,890</b>	<b>\$ 762,749</b>	<b>17%</b>	<b>\$ 4,287,694</b>
Administrative Cost Allocation	305,448	358,492	17%	162,473	190,687	17%	116,980	137,295	17%	64,989	76,275	17%	(649,890)	(762,749)	17%	-
<b>GRAND TOTAL OPERATING EXPENSES</b>	<b>\$ 1,618,429</b>	<b>\$ 1,784,715</b>	<b>10%</b>	<b>\$ 1,271,376</b>	<b>\$ 1,108,590</b>	<b>-13%</b>	<b>\$ 1,355,597</b>	<b>\$ 1,234,315</b>	<b>-9%</b>	<b>\$ 154,256</b>	<b>\$ 160,073</b>	<b>4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,287,693</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ 1,521,117</b>	<b>\$ 1,363,208</b>		<b>\$ 94,675</b>	<b>\$ 47,013</b>		<b>\$ 401,682</b>	<b>\$ 315,270</b>		<b>\$ 568,662</b>	<b>\$ 1,385,709</b>		<b>\$ -</b>	<b>\$ -</b>		
<b>Capital Expenses</b>																
Capital Outlay	1,707,550	2,072,400	21%	454,100	300,300	-34%	515,100	530,500	3%	604,791	1,417,400	134%	-	-	0%	4,320,600
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
<b>Total Capital Expenses</b>	<b>\$ 1,707,550</b>	<b>\$ 2,072,400</b>	<b>21%</b>	<b>\$ 454,100</b>	<b>\$ 300,300</b>	<b>-34%</b>	<b>\$ 515,100</b>	<b>\$ 530,500</b>	<b>3%</b>	<b>\$ 604,791</b>	<b>\$ 1,417,400</b>	<b>134%</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 4,320,600</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,325,979</b>	<b>\$ 3,857,115</b>	<b>16%</b>	<b>\$ 1,725,476</b>	<b>\$ 1,408,890</b>	<b>-18%</b>	<b>\$ 1,870,697</b>	<b>\$ 1,764,815</b>	<b>-6%</b>	<b>\$ 759,047</b>	<b>\$ 1,577,473</b>	<b>108%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 8,608,293</b>
<b>Transfer To/(From) Reserve</b>	<b>\$ (186,433)</b>	<b>\$ (709,192)</b>		<b>\$ (359,425)</b>	<b>\$ (253,287)</b>		<b>\$ (113,418)</b>	<b>\$ (215,230)</b>		<b>\$ (36,129)</b>	<b>\$ (31,691)</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ (1,209,401)</b>

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
<b>Fees</b>					
Facility/Ground Usage Fees	5,000	5,000	-	0%	
<b>TOTAL FEES</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0%</b>	
<b>Taxes &amp; Assessments</b>					
Secured & Unsecured Taxes	\$ 30,000	\$ 29,831	\$ (169)	-1%	
Property Assessments	111,017	114,776	3,759	3%	
<b>TOTAL TAXES &amp; ASSESSMENTS</b>	<b>\$ 141,017</b>	<b>\$ 144,607</b>	<b>\$ 3,590</b>	<b>3%</b>	
<b>Grants &amp; Donations</b>					
Grant Revenue	547,301	1,377,475	\$ 830,174	152%	Stormwater Grant
Donation Revenue	23,000	18,000	(5,000)	-22%	Anticipated reduction due to economy
<b>TOTAL GRANTS &amp; DONATIONS</b>	<b>\$ 570,301</b>	<b>\$ 1,395,475</b>	<b>\$ 825,174</b>	<b>145%</b>	
<b>Other Revenue</b>					
Sale of Assets	3,100		(3,100)	-100%	
Interest Revenue	1,000	600	(400)	-40%	Lower than expected earnings
<b>TOTAL OTHER REVENUE</b>	<b>\$ 4,100</b>	<b>\$ 600</b>	<b>\$ (3,500)</b>	<b>-85%</b>	
<b>GRAND TOTAL REVENUE</b>	<b>\$ 720,418</b>	<b>\$ 1,545,682</b>	<b>\$ 825,264</b>	<b>115%</b>	
Admin Transfer Out	\$ 2,500	\$ 100	\$ (2,400)		
<b>GRAND TOTAL WITH ADMIN</b>	<b>\$ 722,918</b>	<b>\$ 1,545,782</b>	<b>\$ 822,864</b>		

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 4,305	\$ 4,390	\$ 85	2%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	513	500	(13)	-3%	
Intern Stipend			-	0%	
Uniform Allowance	66	54	(12)	-18%	
Cell Phone Stipend	17	19	2	14%	
<b>TOTAL SALARIES</b>	<b>\$ 5,151</b>	<b>\$ 5,214</b>	<b>\$ 63</b>	<b>1%</b>	

Benefits - 52XXX					
Health & Vision Insurance	\$ 1,110	\$ 1,123	\$ 13	1%	
HRA Reimbursement	479	405	(74)	-15%	
CALPERS Retirement	663	657	(6)	-1%	
FICA	319	323	4	1%	
Medicare	75	76	1	1%	
Workers Comp	250	400	150	60%	
Unemployment Ins/ETT	19	14	(5)	-25%	
<b>TOTAL BENEFITS</b>	<b>\$ 2,915</b>	<b>\$ 2,998</b>	<b>\$ 83</b>	<b>3%</b>	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	4,000	-	0%	
Tennis Courts	2,000	2,000	-	0%	
Park	8,600	6,700	(1,900)	-22%	One time projects in 21.22
Community Center	2,000	2,300	300	15%	
Vehicle Maintenance & Repair			-	0%	
Landscaping Services	8,600	10,280	1,680	20%	Contractor projected increase
Janitorial/Cleaning Services	15,550	15,606	56	0%	
Fuel			-	0%	
Equipment Under \$5,000	6,000	1,000	(5,000)	-83%	One time security camera purchase in 21.22
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>\$ 47,250</b>	<b>\$ 42,386</b>	<b>\$ (4,864)</b>	<b>-10%</b>	

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Materials & Supplies - 54XXX						
Janitorial Supplies	\$	1,600	\$	1,500	\$ (100)	-6%
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$</b>	<b>1,600</b>	<b>\$</b>	<b>1,500</b>	<b>\$ (100)</b>	<b>-6%</b>

Outside Services - 55XXX						
Engineering Services	\$	4,400	\$	4,500	\$ 100	2%
Other Professional Services					0	0%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$</b>	<b>4,400</b>	<b>\$</b>	<b>4,500</b>	<b>\$ 100</b>	<b>2%</b>

Other - 56XXX						
Utilities						
Baseball Field		9,000		9,000	-	0%
Tennis Courts					-	0%
Park		8,900		8,200	(700)	-8%
Community Center		3,600		3,600	-	0%
Property/Liability Insurance		3,350		3,400	50	1%
Property Tax					-	0%
Training, Conferences & Travel					-	0%
Advertising & Public Education		3,100		3,000	(100)	-3%
<b>TOTAL OTHER</b>	<b>\$</b>	<b>27,950</b>	<b>\$</b>	<b>27,200</b>	<b>\$ (750)</b>	<b>-3%</b>

Debt Service - 58XXX						
Interest on Long Term Debt				\$ -		0%
Principal on Long Term Debt				-		0%
<b>TOTAL DEBT SERVICE</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>0%</b>

<b>GRAND TOTAL EXPENSES</b>	<b>\$</b>	<b>89,267</b>	<b>\$</b>	<b>83,798</b>	<b>\$ (5,469)</b>	<b>-6%</b>
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Admin Transfer Out \$ 64,989 \$ 76,275 \$ 11,286

<b>GRAND TOTAL WITH ADMIN</b>	<b>\$</b>	<b>154,256</b>	<b>\$</b>	<b>160,073</b>	<b>\$ 5,817</b>	<b>4%</b>
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Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	

Capital Outlay - 57XXX					
TH Meadows Park	\$ 577,000	\$ 1,417,400	\$ 840,400	146%	
Community Center Generator	\$ 12,791		\$ (12,791)	-100%	
Bocce Court Improvements	\$ 10,000		\$ (10,000)	-100%	
Admin Office Roof Replacement	\$ 5,000		\$ (5,000)	-100%	
GM Vehicle Replacement	\$ -	\$ -	\$ -	0%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 604,791</b>	<b>\$ 1,417,400</b>	<b>\$ 812,609</b>	<b>134%</b>	

<b>GRAND TOTAL WITH CAPITAL</b>	<b>\$ 759,047</b>	<b>\$ 1,577,473</b>	<b>\$ 818,426</b>	<b>108%</b>	
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**5-YEAR CAPITAL OUTLAY PLAN**

**Park Fund - FY 22/23**

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	Total
Bocce Court Improvements	\$ 123,831	\$ 2,612							\$ 126,443
Community Center Generator		\$ 12,791							\$ 12,791
Admin Office Roof Replacement		\$ 4,630							\$ 4,630
T.H. Meadows Park <sup>5</sup>		\$ 215,000	\$ 1,417,400						\$ 1,632,400
Ballfield Light Replacement				\$ 20,000					\$ 20,000
Stage Lawn Extension				\$ 10,000					\$ 10,000
Community Center Upgrades					\$ 30,000				\$ 30,000
Bleacher Replacement						\$ 25,000			\$ 25,000
Reseal Park Parking Lot						\$ 12,000		\$ 15,000	\$ 27,000
Resurface Tennis Courts							\$ 30,000		\$ 30,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 123,831</b>	<b>\$ 235,033</b>	<b>\$ 1,417,400</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 37,000</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>	<b>\$ 1,918,264</b>

**NOTES:**

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 A portion of the project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$1,572,475 Grant / \$59,888 Match

**FY 21-22 Park Fund Capital Reserves Analysis**

FY 21-22 Starting Capital Reserve	\$ 242,518
FY 21-22 Anticipated Operational Surplus	\$ 231,710
FY21-22 Anticipated Capital Outlay	\$ (235,033)
FY 21-22 Operating Surplus (Est. 5/25)	\$ 1,385,209
<u>FY 21-22 Capital Outlay</u>	<u>\$ (1,417,400)</u>
Capital Reserve Balance	\$ 207,004

Assumes no operational savings - Only \$195k

Operating surplus should include revenue of \$