

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Finance/Policy Committee Meeting

Chair: *Gary Sipperley*

Co-Chair: *Kathryn deGroot*

VIDEO TELECONFERENCE
June 2, 2021 1:30 p.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/82142654949>
- Meeting ID: 821 4265 4949
- Telephone: (669) 900-6833

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

AGENDA

- 1. Review/discuss final draft of Fiscal Year 2021-22 Administration Fund Budget and overall Budget.**
- 2. Review/discuss 5-year revenue and expense projections for all District Funds.**
- 3. Review Policy #3060 – Use of Common Sewer Lateral.**
- 4. Review Policy #3080 – Disposal of Surplus Property or Equipment.**
- 5. Adjourn.**

HOW TO OBSERVE THIS MEETING:

The public can 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](#)

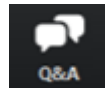
HOW TO SUBMIT PUBLIC COMMENTS:

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.



Raise Hand Icon: [Raise Hand](#)



Q&A Icon: [Q&A](#)

- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled 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

Twain Harte Community Services District
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,703	5%	-	-	0%	1,135,367	1,190,422	5%	134,556	139,366	4%	-	-	0%	1,443,490
Grants & Donations	6,821	225,000	3199%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	979,000
Other Revenue	13,775	8,000	-42%	8,725	5,500	-37%	104,374	35,600	-66%	2,250	4,700	109%	1,000	1,000	0%	54,800
Total Program Revenue	\$ 1,613,438	\$ 1,845,226	14%	\$ 1,485,170	\$ 1,293,753	-13%	\$ 1,274,286	\$ 1,461,022	15%	\$ 252,376	\$ 531,566	111%	\$ 1,000	\$ 1,000	0%	\$ 5,132,567
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,613,908	\$ 1,845,696	14%	\$ 1,485,420	\$ 1,294,003	-13%	\$ 1,274,466	\$ 1,461,202	15%	\$ 252,476	\$ 531,666	111%	\$ -	\$ -	0%	\$ 5,132,567
Operating Expenses																
Salaries	\$ 314,797	\$ 317,932	1%	\$ 188,650	\$ 180,287	-4%	\$ 529,464	\$ 484,369	-9%	\$ 9,345	\$ 5,157	-45%	\$ 338,551	\$ 362,571	7%	\$ 1,350,316
Benefits	165,858	156,235	-6%	94,617	86,493	-9%	229,306	235,056	3%	5,425	2,736	-50%	155,760	168,995	8%	649,515
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	72,500	57%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,450
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	253,800	176%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	462,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	161,625	4%	508,652	517,605	2%	83,500	92,650	11%	23,500	23,900	2%	57,200	66,700	17%	862,480
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
Total Program Expenses	\$ 1,069,667	\$ 1,264,361	18%	\$ 1,207,858	\$ 1,032,879	-14%	\$ 1,032,685	\$ 995,990	-4%	\$ 91,970	\$ 81,243	-12%	\$ 598,361	\$ 647,516	8%	\$ 4,021,989
Administrative Cost Allocation	281,230	304,332	8%	149,590	161,879	8%	107,705	116,553	8%	59,836	64,752	8%	(598,361)	(647,516)	8%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,350,897	\$ 1,568,693	16%	\$ 1,357,448	\$ 1,194,758	-12%	\$ 1,140,390	\$ 1,112,543	-2%	\$ 151,806	\$ 145,995	-4%	\$ -	\$ -	0%	\$ 4,021,989
TOTAL OPERATING BALANCE	\$ 263,012	\$ 277,003		\$ 127,972	\$ 99,246		\$ 134,075	\$ 348,658		\$ 100,670	\$ 385,671		\$ -	\$ -		
Capital Expenses																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 381,220	\$ 808,850	112%	\$ 339,900	\$ 365,150	7%	\$ 219,230	\$ 492,500	125%	\$ 170,240	\$ 368,000	116%	\$ -	\$ -		\$ 2,034,500
GRAND TOTAL EXPENSES	\$ 1,732,117	\$ 2,377,543	37%	\$ 1,697,348	\$ 1,559,908	-8%	\$ 1,359,620	\$ 1,605,043	18%	\$ 322,046	\$ 513,995	60%	\$ -	\$ -	0%	\$ 6,056,489
Transfer To/(From) Reserve	\$ (118,208)	\$ (531,847)		\$ (211,928)	\$ (265,904)		\$ (85,155)	\$ (143,842)		\$ (69,570)	\$ 17,671		\$ -	\$ -		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

**Twain Harte Community Services District
2021-2022 ANNUAL BUDGET
ADMIN - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 323,051	\$ 344,771	21,720	7%	Negotiated increases; Addition of Assistant GM duties; Increased F.O. hours
Sick Leave/Vacation Pay	8,000	8,800	800	10%	
Director Stipends	7,500	9,000	1,500	20%	
TOTAL SALARIES	\$ 338,551	\$ 362,571	\$ 24,020	7%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 47,818	\$ 50,750	\$ 2,931	6%	Addition of Assistant GM Duties & premium increases
HRA Reimbursement	18,625	18,988	363	2%	Addition of Assistant GM Duties
Retirement	58,951	67,501	8,550	15%	Due to increase in regular time salaries noted above
FICA	21,458	23,139	1,681	8%	Due to increase in regular time salaries noted above
Medicare	5,018	5,510	492	10%	Due to increase in regular time salaries noted above
Workers Comp	2,444	1,600	(844)	-35%	Reduction in rates
Unemployment Ins/ETT	1,446	1,508	62	4%	Addition of Assistant GM Duties
TOTAL BENEFITS	\$ 155,760	\$ 168,995	\$ 13,235	8%	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	8,000	0	0%	
Vehicle Maintenance & Repair	1,000	0	(1,000)	-100%	GM Vehicle transferred to Water/Sewer
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	1,400	1,300	(100)	-7%	
Equipment Under \$5,000	3,500	3,500	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 19,700	\$ 18,600	\$ (1,100)	-6%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 3,300	\$ 2,800	\$ (500)	-15%	Large check order
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 5,250	\$ 4,750	\$ (500)	-10%	

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Outside Services - 55XXX					
Auditing/Accounting Services	\$ 7,600	\$ 10,900	\$ 3,300	43%	Change of Auditors
Legal Fees	7,400	8,000	600	8%	
IT Services	4,500	4,600	100	2%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
TOTAL OUTSIDE SERVICES	\$ 21,900	\$ 25,900	\$ 4,000	18%	

Other - 56XXX					
Utilities	\$ 6,200	\$ 7,100	\$ 900	15%	
Phone/Communications	5,500	5,700	200	4%	
Software Licenses & Maintenance	11,600	11,600	0	0%	
Property/Liability Insurance	8,300	8,000	(300)	-4%	Transfer of vehicle to water/sewer
Dues & Memberships	6,000	5,100	(900)	-15%	
Licenses & Certifications	400	600	200	50%	
Training, Conferences & Travel	11,200	21,500	10,300	92%	New Board Member / GM Contract Travel
Advertising & Public Education	3,000	2,100	(900)	-30%	Cheaper to do bill inserts vs. newsletters
Bank/Investment Fees	5,000	5,000	-	0%	
TOTAL OTHER	\$ 57,200	\$ 66,700	\$ 9,500	17%	

Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	

GRAND TOTAL EXPENSES	\$ 598,361	\$ 647,516	\$ 49,155	8%	
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Admin Transfer Out \$ (598,361) \$ (647,516) \$ 49,155

GRAND TOTAL WITH TRANSFER	\$ -	\$ -			
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TWAIN HARTE COMMUNITY SERVICES DISTRICT
2021/2022 HOURLY SALARY SCHEDULE - Effective July 1, 2021

TITLE	Competence Salary Steps					Expertise Salary Steps**					
	1	2	3	4	5	6	7	8	9		
UNION POSITIONS											
Accounting/Administrative Assistant*	\$ 22.972	\$ 24.120	\$ 25.328	\$ 26.593	\$ 27.923	\$ 29.319	\$ 30.785	\$ 32.325	\$ 33.940		
Customer Services Representative*	\$ 24.790	\$ 26.030	\$ 27.329	\$ 28.697	\$ 30.133	\$ 31.638	\$ 33.218	\$ 34.881	\$ 36.625		
Fire Captain^	\$ 23.567	\$ 24.747	\$ 25.983	\$ 27.284	\$ 28.645	\$ 30.078	\$ 31.583	\$ 33.164	\$ 34.821		
Fire Relief Captain^	\$ 17.974										
Utility Operator I*	\$ 22.998	\$ 24.147	\$ 25.354	\$ 26.621	\$ 27.952	\$ 29.349	\$ 30.817	\$ 32.357	\$ 33.975		
Utility Operator II*	\$ 26.203	\$ 27.514	\$ 28.888	\$ 30.333	\$ 31.850	\$ 33.441	\$ 35.116	\$ 36.870	\$ 38.714		
Utility Operator III*	\$ 32.761	\$ 34.400	\$ 36.118	\$ 37.924	\$ 39.820	\$ 41.812	\$ 43.903	\$ 46.096	\$ 48.401		
MANAGEMENT POSITIONS (Exempt)											
Administrative Coordinator/Board Secretary*	\$ 30.603	\$ 32.133	\$ 33.740	\$ 35.427	\$ 37.198	\$ 39.058	\$ 41.011	\$ 43.061	\$ 45.215		
Finance Officer*	\$ 38.016	\$ 39.916	\$ 41.912	\$ 44.008	\$ 46.210	\$ 48.521	\$ 50.945	\$ 53.492	\$ 56.167		
Fire Chief^	\$ 42.609	\$ 44.740	\$ 46.976	\$ 49.327	\$ 51.790	\$ 54.382	\$ 57.102	\$ 59.957	\$ 62.953		
Water & Sewer Operations/Assistant General Manager*	\$ 43.193	\$ 45.352	\$ 47.620	\$ 50.000	\$ 52.500	\$ 55.125	\$ 57.881	\$ 60.775	\$ 63.814		
General Manager (By Contract)*				2021/2022 Negotiated Contract Amount: \$67.31/hour							

Union Negotiated Percentage Increases Effective July 1, 2019: *1%; ^2%

**Succession to the next step requires a minimum of five years at the previous step.

- Revised - November 24, 2014
- Revised - July 1, 2015
- Revised - July 1, 2016
- Revised - July 1, 2017
- Revised - July 1, 2018
- Revised - July 1, 2019
- Revised - February 12, 2020
- Revised - July 1, 2020
- Revised - January 8, 2021
- Revised - February 10, 2021

Twain Harte Community Services District

WATER

5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
Current Revenue							
Service Charges	\$ 1,446,545	\$ 1,470,487	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003
Fees	11,263	14,530	18,520	13,320	13,320	13,320	13,320
Taxes & Assessments	115,411	107,825	113,703	114,419	37,287	38,033	38,794
Grants & Donations	68,884	36,821	225,000	-	-	-	-
Other Revenue	27,732	13,775	8,000	8,000	8,000	8,000	8,000
Total Program Revenue	\$ 1,669,835	\$ 1,643,438	\$ 1,845,226	\$ 1,615,742	\$ 1,538,611	\$ 1,539,356	\$ 1,540,117
Administrative Cost Allocation	383	470	470	484	499	514	529
GRAND TOTAL REVENUE	\$ 1,670,218	\$ 1,643,908	\$ 1,845,696	\$ 1,616,226	\$ 1,539,110	\$ 1,539,870	\$ 1,540,646
Expenses							
Salaries	\$ 304,461	\$ 314,798	\$ 317,932	\$ 334,410	\$ 345,837	\$ 354,504	\$ 367,360
Benefits	154,978	165,857	156,235	162,439	168,159	173,934	180,188
Equip, Auto, Maint, & Repairs	82,614	110,400	140,000	144,200	148,526	152,982	157,571
Materials & Supplies	34,617	41,750	46,000	47,380	48,801	50,265	51,773
Outside Services	16,122	91,900	253,800	29,664	30,554	31,471	32,415
Other	135,164	156,050	161,625	166,474	171,468	176,612	181,910
Debt Service	186,169	188,912	188,769	186,169	114,297	114,297	114,297
Total Program Expenses	\$ 914,125	\$ 1,069,667	\$ 1,264,361	\$ 1,070,736	\$ 1,027,642	\$ 1,054,065	\$ 1,085,515
Administrative Cost Allocation	237,654	281,230	304,332	315,129	316,058	327,962	340,033
TOTAL OPERATING EXPENSES	\$ 1,151,779	\$ 1,350,897	\$ 1,568,693	\$ 1,385,865	\$ 1,343,700	\$ 1,382,027	\$ 1,425,548
Total Operating Balance	\$ 518,439	\$ 293,011	\$ 277,003	\$ 230,362	\$ 195,409	\$ 157,843	\$ 115,098
Capital Expenses							
Capital Outlay	600,244	63,269	808,850	130,000	127,700	950,000	530,000
Total Capital Expenses	600,244	63,269	808,850	130,000	127,700	950,000	530,000
GRAND TOTAL EXPENSES	\$ 1,752,023	\$ 1,414,166	\$ 2,377,543	\$ 1,515,865	\$ 1,471,400	\$ 2,332,027	\$ 1,955,548
TRANSFER TO/(FROM) RESERVE	\$ (81,805)	\$ 229,742	\$ (531,847)	\$ 100,362	\$ 67,709	\$ (792,157)	\$ (414,902)
Capital Reserve Balance	\$ 926,156	\$ 1,100,058	\$ 613,918	\$ 724,821	\$ 792,530	\$ (9,209)	\$ (434,991)

Twain Harte Community Services District
SEWER
5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ 1,132,278	\$ 1,136,731	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433
Fees	9,563	10,335	14,820	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	156,160	329,378	135,000	-	-	-	-
Other Operating Revenue	21,151	8,725	5,500	5,500	5,500	5,500	5,500
Total Program Revenue	\$ 1,319,152	\$ 1,485,169	\$ 1,293,753	\$ 1,157,313	\$ 1,157,313	\$ 1,157,313	\$ 1,157,313
Administrative Cost Allocation	204	250	250	258	265	273	281
GRAND TOTAL REVENUE	\$ 1,319,356	\$ 1,485,419	\$ 1,294,003	\$ 1,157,571	\$ 1,157,578	\$ 1,157,586	\$ 1,157,594
Expenses							
Salaries	\$ 164,504	\$ 188,650	\$ 180,287	\$ 189,136	\$ 195,329	\$ 199,300	\$ 205,452
Benefits	87,459	94,616	86,493	89,819	92,904	95,908	99,164
Equip, Auto, Maint, & Repairs	33,815	46,100	72,500	59,225	61,002	62,832	64,717
Materials & Supplies	4,575	5,200	5,800	5,974	6,153	6,338	6,528
Outside Services	175,224	347,628	153,200	18,746	19,308	19,888	20,484
Other	485,956	508,652	517,605	533,133	549,127	565,601	582,569
Debt Service	17,028	17,011	16,994	17,478	17,478	17,478	17,478
Total Program Expenses	\$ 968,561	\$ 1,207,857	\$ 1,032,879	\$ 913,511	\$ 941,301	\$ 967,344	\$ 996,392
Administrative Cost Allocation	126,412	149,590	161,879	167,622	168,116	174,448	180,869
TOTAL OPERATING EXPENSES	\$ 1,094,973	\$ 1,357,447	\$ 1,194,758	\$ 1,081,133	\$ 1,109,417	\$ 1,141,792	\$ 1,177,261
Total Operating Balance	\$ 224,383	\$ 127,972	\$ 99,246	\$ 76,439	\$ 48,162	\$ 15,794	\$ (19,666)
Capital Expenses							
Capital Outlay	69,211	75,324	365,150	80,000	245,300	275,000	2,775,000
Admin Capital Transfer							
Total Capital Expenses	69,211	75,324	365,150	80,000	245,300	275,000	2,775,000
GRAND TOTAL EXPENSES	\$ 1,164,184	\$ 1,432,771	\$ 1,559,908	\$ 1,161,133	\$ 1,354,717	\$ 1,416,792	\$ 3,952,261
TRANSFER TO/(FROM) RESERVE	\$ 155,172	\$ 52,648	\$ (265,904)	\$ (3,561)	\$ (197,138)	\$ (259,206)	\$ (2,794,666)
Capital Reserve Balance	\$ 904,634	\$ 915,910	\$ 678,412	\$ 667,780	\$ 470,641	\$ 203,342	\$ (2,600,192)

**Twain Harte Community Services District
FIRE PROJECTIONS
SUMMARY**

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	1,146,619	1,135,367	1,190,422	1,214,230	1,238,515	1,263,285	1,288,551
Grants & Donations	47,127	34,545	235,000	-	-	-	-
Other Operating Revenue	130,963	104,374	35,600	8,400	8,400	8,400	8,400
Total Program Revenue	\$ 1,324,709	\$ 1,274,286	\$ 1,461,022	\$ 1,222,630	\$ 1,246,915	\$ 1,271,685	\$ 1,296,951
Administrative Cost Allocation	147	180	180	185	191	197	203
GRAND TOTAL REVENUE	\$ 1,324,856	\$ 1,274,466	\$ 1,461,202	\$ 1,222,815	\$ 1,247,106	\$ 1,271,882	\$ 1,297,154
Expenses							
Salaries	\$ 531,787	\$ 529,464	\$ 484,369	\$ 506,216	\$ 527,402	\$ 537,641	\$ 543,520
Benefits	232,341	229,305	235,056	258,293	270,806	279,756	286,472
Equip, Auto, Maint, & Repairs	148,415	108,550	103,900	107,017	110,228	113,534	116,940
Materials & Supplies	10,171	12,100	12,350	12,721	13,103	13,496	13,901
Outside Services	13,798	27,400	25,300	26,059	26,841	27,646	28,475
Other	68,054	83,500	92,650	95,430	98,293	101,242	104,279
Debt Service	42,365	42,365	42,365	42,365	-	-	-
Total Program Expenses	\$ 1,046,931	\$ 1,032,684	\$ 995,990	\$ 1,048,101	\$ 1,046,673	\$ 1,073,315	\$ 1,093,588
Administrative Cost Allocation	91,016	107,705	116,553	120,688	121,043	125,603	130,225
TOTAL OPERATING EXPENSES	\$ 1,137,948	\$ 1,140,389	\$ 1,112,543	\$ 1,168,789	\$ 1,167,716	\$ 1,198,918	\$ 1,223,813
Total Operating Balance	\$ 186,908	\$ 134,077	\$ 348,658	\$ 54,026	\$ 79,390	\$ 72,964	\$ 73,341
Capital Expenses							
Capital Outlay	129,832	116,504	492,500	80,000	100,000	-	-
Admin Capital Transfer	-	-	-	-	-	-	-
Total Capital Expenses	129,832	116,504	492,500	80,000	100,000	-	-
GRAND TOTAL EXPENSES	\$ 1,267,780	\$ 1,256,893	\$ 1,605,043	\$ 1,248,789	\$ 1,267,716	\$ 1,198,918	\$ 1,223,813
TRANSFER TO/(FROM) RESERVE	\$ 57,076	\$ 17,573	\$ (143,842)	\$ (25,974)	\$ (20,610)	\$ 72,964	\$ 73,341
Capital Reserve Balance	\$ 577,689	\$ 595,262	\$ 451,421	\$ 425,447	\$ 404,837	\$ 477,802	\$ 551,143

Twain Harte Community Services District
PARK PROJECTIONS
SUMMARY

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	5,180	11,180	3,500	2,800	2,800	2,800	2,800
Taxes & Assessments	132,564	134,556	139,366	142,153	144,996	147,896	150,854
Grants & Donations	19,945	104,390	384,000	1,085,000	15,000	15,000	15,000
Other Operating Revenue	5,660	2,250	4,700	4,700	4,700	4,700	4,700
Total Program Revenue	\$ 163,349	\$ 252,376	\$ 531,566	\$ 1,234,653	\$ 167,496	\$ 170,396	\$ 173,354
Administrative Cost Allocation	81	100	100	103	106	109	113
GRAND TOTAL REVENUE	\$ 163,430	\$ 252,476	\$ 531,666	\$ 1,234,756	\$ 167,602	\$ 170,505	\$ 173,467
Expenses							
Salaries	\$ 8,491	\$ 9,345	\$ 5,157	\$ 5,418	\$ 5,597	\$ 5,713	\$ 5,893
Benefits	3,712	5,426	2,736	2,839	2,934	3,028	3,128
Equip, Auto, Maint, & Repairs	29,859	47,850	43,450	44,754	46,097	47,480	48,904
Materials & Supplies	1,209	1,600	1,600	1,648	1,697	1,748	1,800
Outside Services	3,892	4,250	4,400	4,532	4,668	4,808	4,952
Other	16,615	23,500	23,900	24,617	25,356	26,117	26,901
Debt Service	-	-					
Total Program Expenses	\$ 63,778	\$ 91,971	\$ 81,243	\$ 83,807	\$ 86,349	\$ 88,894	\$ 91,578
Administrative Cost Allocation	50,565	59,836	64,752	67,049	67,246	69,779	72,347
TOTAL OPERATING EXPENSES	\$ 114,343	\$ 151,807	\$ 145,995	\$ 150,856	\$ 153,595	\$ 158,673	\$ 163,925
Total Operating Balance	\$ 49,087	\$ 100,669	\$ 385,671	\$ 1,083,900	\$ 14,007	\$ 11,832	\$ 9,542
Capital Expenses							
Capital Outlay	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
Admin Capital Transfer	-		-				
Total Capital Expenses	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
GRAND TOTAL EXPENSES	\$ 118,608	\$ 287,245	\$ 513,995	\$ 1,245,856	\$ 183,595	\$ 170,673	\$ 193,925
TRANSFER TO/(FROM) RESERVE	\$ 44,822	\$ (34,769)	\$ 17,671	\$ (11,100)	\$ (15,993)	\$ (168)	\$ (20,458)
Capital Reserve Balance	\$ 241,017	\$ 206,248	\$ 223,919	\$ 212,818	\$ 196,825	\$ 196,657	\$ 176,200

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Use of Common Sewer Lateral

POLICY NUMBER: 3060

ADOPTED: September 11, 2006

AMENDED:

3060.10 The District's sewer rules and regulations require the connection of each single family residential parcel to a separate sewer service lateral. Under certain hardships, primarily due to the configuration and location of the District's sewer system to a parcel being developed, a customer may request connection to an existing private sewer lateral rather than connecting directly and separately to the system.

3060.20 The cost of installation of a public and/or private sewer lateral shall not normally be considered a hardship. Private sewer laterals which may qualify for common connection include, but are not limited to:

- A. The need for pumping of private sewage.
- B. A potential threat to water quality such as private laterals which may cross creeks or drainage areas.
- C. Constructability such as extreme slopes, solid rock or old growth trees.
- D. Difficult to access sewer mains where no public lateral stub exists and existing District sewer mains are located adjacent to other critical infrastructure and/or are difficult to install.
- E. Properties located adjacent to the sewer system and to which a sewer main must be extended to provide service. Staff can only recommend common connection in such circumstances following Board consideration of waiver of the District's requirement to extend the sewer main.

3060.21 District management reserves the right to deny requests for common connection based on its analysis of the circumstances.

3060.30 In the event that staff recommends a common private sewer lateral connection, the affected property owners must agree to execute and record the Common Private Sewer Lateral Agreement contained herein as Attachment 1. The District Board of Directors will consider approval of the agreement by resolution as contained herein as Attachment 2.

**COMMON PRIVATE SEWER LATERAL POLICY
ATTACHMENT 1**

Assessor's Parcel No. _____

Assessor's Parcel No. _____

Recorded at the request of and when recorded return to:

TWAIN HARTE COMMUNITY SERVICES DISTRICT
P.O. Box 649
Twain Harte, CA 95383

COMMON PRIVATE SEWER LATERAL AGREEMENT

The Twain Harte Community Services District (hereinafter referred to as "District") hereby agrees with
_____ (name) _____

and with _____ (name) _____ ("*Owners*") the owners of those parcels described on Exhibit A attached hereto, that *Owners* will be allowed to receive sewer service for their (residences/buildings) on said parcels via a common private sewer lateral, but upon the condition and with the understanding that (a) Owners shall be responsible for creating and obtaining any easements on private property that may be required for said private sewer lateral, and that (b) Owners, and their successors and assigns, will be solely responsible for the operation, maintenance and liability of said private service lateral to its interconnection with the District's sewer main in (name, road/drive) as shown on Exhibit A attached hereto. In all other respects, sewer service to the properties shall be in compliance with, and subject to, all provisions of the District's Wastewater Ordinance, and any other rules and regulations applicable to sewer service.

OWNERS:

TWAIN HARTE COMMUNITY SERVICES DISTRICT:

President, Board of Directors

ATTEST:

Secretary to the Board of Directors

Date: _____, 2006

**COMMON PRIVATE SEWER LATERAL POLICY
ATTACHMENT 2**

Resolution No. _____
TWIN HARTE COMMUNITY SERVICES DISTRICT

APPROVING AGREEMENT REGARDING
A COMMON PRIVATE SEWER LATERAL
[NAMES OF PARTIES]

BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services District as follows:

Section 1. The Agreement regarding a private sewer lateral by and between Twain Harte Community Services District, [Name] and [Name], is hereby approved and a copy is attached hereto.

Section 2. The President is hereby authorized to sign the Agreement and the Secretary shall attest its execution.

Section 3. Upon completion of the private sewer lateral in accordance with the terms of the Agreement and with the written concurrence of the General Manager, the Secretary is hereby authorized to record same in the office of the County Recorder.

PASSED AND ADOPTED by the Board of Directors of Twain Harte Community Services District on [date] by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Property or Equipment

POLICY NUMBER: 3080

ADOPTED: May 10, 2012

AMENDED: November 14, 2013

3080.10 The term “surplus property or equipment” is defined as any property other than real property that is serviceable and valuable for other than salvage/scrap, but is no longer needed or useable by the District. It is the desire of the Board of Directors that all District property that is declared surplus due to age, replacement by newer equipment or just not usable by District personnel, be disposed of following these procedures.

3080.20 Annually, the General Manager will review the District’s equipment and inventory and determine if there is any surplus. Any surplus property or equipment with an estimated fair market unit value, as determined by the General Manager, of \$5,000 or greater, must be declared surplus by the Board prior to disposition of the property.

3080.30 The General Manager will be responsible for determining which of the following methods of disposition to use:

- A. Trade In** – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for review and approval by the General Manager.
- B. Return to Manufacturer** – Surplus property may, where possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
- C. Sale** – The District may offer surplus property for sale. All surplus property is for sale “as-is” and “where-is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.

1. Appropriate methods of sale are as follows:

- a. **Public Auction** – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
- b. **Sealed Bids** – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder. A sealed bid sale is open to all interested parties, including District personnel (if they did not participate in the decision to dispose of the item or items). District may

set a minimum bid price that will be accepted. Sealed bid sales notices will be posted at three locations in Twain Harte and advertised in a local paper for one week. Notice will set bid opening time, bid deadline and address of the District office.

- c. **Surplus Sale** - Items may be sold for best offer or any reasonable offer.
- d. **Negotiated Sale** – Surplus property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property.
- e. **Selling for Scrap** – Surplus property with a minimal fair market value may be sold as scrap.

D. Donation or Disposal – If the District is unable to sell surplus property by any of the above methods or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to other government entities that may have a need for the item or to a charitable organization; or it can be recycled, destroyed or disposed of as junk.

3080.40 Proceeds

3080.41 All sales of surplus property shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. The General Manager shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3080
ADOPTED: May 10, 2012
AMENDED: November 14, 2013

3080.10 PURPOSE

This policy sets forth requirements for disposal of District property or equipment (other than real property) that is declared surplus for reasons such as age, condition, replacement by newer equipment, and/or limited usefulness to District operations. The term “~~surplus property or equipment~~ Surplus Property” is defined as any property or equipment (other than real property) that is serviceable and valuable for other than salvage/scrap, but is no longer needed or useable by the District. ~~It is the desire of the Board of Directors that all District property that is declared surplus due to age, replacement by newer equipment or just not usable by District personnel, be disposed of following these procedures.~~

3080.20 AUTHORIZATION

Annually~~On an as needed basis~~, the General Manager will review the District’s property and equipment~~and inventory~~ and determine if there is any of it classifies as surplus~~Surplus Property~~. ~~Any surplus~~ Surplus property~~Property or equipment~~ with an estimated fair market unit value, as determined by the General Manager, of \$5,000 or greater, must be declared surplus by the District Board of Directors prior to disposition disposal of the property. All other property or equipment may be declared surplus by the General Manager at any time. The General Manager is authorized to sign bills of sale and any other documents evidencing the transfer of title of Surplus Property by and on behalf of the District.

3080.30 METHODS OF DISPOSAL

The General Manager will be responsible for determining which of the following disposal methods ~~of disposition~~ best serves the District’s needs~~to use~~:

1. **Trade In** – Surplus Property ~~declared as surplus~~ may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for review and approval by the General Manager.
2. **Return to Manufacturer** – Surplus ~~property~~ Property may, where possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.

3. **Sale** – The District may offer ~~surplus~~ Surplus Property for sale. ~~All surplus property is for sale~~ “as-is” and “where-is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale. Appropriate methods of sale are as follows:

~~1. Appropriate methods of sale are as follows:~~

- A. Public Auction – Surplus ~~property~~ Property may be sold at public auction. The District may contract with a professional auctioneer company for these services.
- B. Sealed Bids – Sealed bids may be solicited for the sale of ~~surplus~~ Surplus Property. ~~Surplus property disposed of in this manner shall be sold to the highest responsive bidder.~~ A sealed bid sale is open to all interested parties, including District personnel (if they did not participate in the decision to dispose of the item or items). District may set a minimum bid price that will be accepted. Sealed bid sales notices will be ~~posted at three locations in Twain Harte and advertised in a local paper for one week~~ advertised for a minimum of two weeks in a manner, determined by the General Manager, that reasonably maximizes the number of people notified. Notice will set bid opening time, bid deadline and address of the District office. Surplus Property disposed of in this manner shall be sold to the highest responsive bidder.
- C. Surplus Best Offer Sale - ~~Items~~ Surplus Property may be sold for best offer or any reasonable offer. To verify that an offer is reasonable, the General Manager may require an estimation of the property’s market value through a reputable evaluation company or website or documentation of other similar property for sale.
- D. Negotiated Sale – Surplus ~~P~~property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property. General Manager may require an estimation of property’s market value prior to accepting a negotiated offer.
- E. Selling for Scrap – Surplus ~~property~~ Property with a minimal fair market value may be sold as scrap.

4. **Donation or Disposal** – If the District is unable to sell ~~surplus~~ Surplus pProperty by any of the above methods or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to other government entities that may have a need for the item or to a charitable organization; or it can be recycled, destroyed or disposed of as junk.

3080.40 PROCEEDS

~~3080.41~~ All sales of ~~S~~surplus ~~P~~property shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. If it is determined to be in the best interest of the District, the General Manager may accept payment for Surplus

Property in the form of services or equipment with a value equal to the sales price. Any such alternate forms of payment shall be documented with a written agreement.~~The General Manager shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3080
ADOPTED: May 10, 2012
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3080.20 AUTHORIZATION

On an as needed basis, the General Manager will review the District’s property and equipment and determine if any of it classifies as Surplus Property. Any Surplus Property with an estimated fair market unit value, as determined by the General Manager, of \$5,000 or greater, must be declared surplus by the District Board of Directors prior to disposal of the property. All other property or equipment may be declared surplus by the General Manager at any time. The General Manager is authorized to sign bills of sale and any other documents evidencing the transfer of title of Surplus Property by and on behalf of the District.

3080.30 METHODS OF DISPOSAL

The General Manager will be responsible for determining which of the following disposal methods best serves the District’s needs:

1. **Trade In** – Surplus Property may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for review and approval by the General Manager.
2. **Return to Manufacturer** – Surplus Property may, where possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
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 - B. Sealed Bids – Sealed bids may be solicited for the sale of Surplus Property. A sealed bid sale is open to all interested parties, including District personnel (if they did not participate in the decision to dispose of the item or items). District may set a minimum bid price that will be accepted. Sealed bid sales notices will be advertised for a minimum of two weeks in a manner, determined by the General Manager, that reasonably maximizes the number of people notified. Notice will set bid opening time, bid deadline and address of the District office. Surplus Property disposed of in this manner shall be sold to the highest responsive bidder.
 - C. Best Offer Sale - Surplus Property may be sold for best offer or any reasonable offer. To verify that an offer is reasonable, the General Manager may require an estimation of the property's market value through a reputable evaluation company or website or documentation of other similar property for sale.
 - D. Negotiated Sale – Surplus Property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property. General Manager may require an estimation of property's market value prior to accepting a negotiated offer.
 - E. Selling for Scrap – Surplus Property with a minimal fair market value may be sold as scrap.
- 4. Donation or Disposal** – If the District is unable to sell Surplus Property by any of the above methods or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to other government entities that may have a need for the item or to a charitable organization; or it can be recycled, destroyed or disposed of as junk.

3080.40 PROCEEDS

All sales of Surplus Property shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. If it is determined to be in the best interest of the District, the General Manager may accept payment for Surplus Property in the form of services or equipment with a value equal to the sales price. Any such alternate forms of payment shall be documented with a written agreement.