

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

SPECIAL MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE April 11, 2024 - 5:30 P.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/83203393339>
- Meeting ID: 832 0339 3339
- Telephone: (669) 900-6833
- ❖ Board Teleconference Location (Director Bohlman): 7137 Dillard Road, Scaly Mountain, NC, 28775

AGENDA

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

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

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

5. Communications

A. Comment Letter to California Department of Housing and Community Development – Surplus Land Act Guidelines.

B. Letter of Support for HR 7525 – Special District Grant Accessibility Act.

6. Consent Agenda

A. Presentation and approval of financial statements through March 31, 2024.

B. Approval of the minutes of the Regular Meeting held on March 13, 2024.

7. New Business

- A. Discussion/action to adopt Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forest Water Main Replacement Project.
- B. Discussion/action to adopt Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.
- C. Discussion/action to adopt Resolution #24-12 – Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2.

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. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.
- B. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6: Conference with Labor Negotiators

Board Representatives: Gary Sipperley, Eileen Mannix, Charlotte Bohlman, Richard Knudson, Mary Dearborn

Unrepresented Employee: General Manager

10. New Business (Continued)

- A. Oral recommendation regarding possible proposed changes to salary and/or fringe benefits of the General Manager.

11. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

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

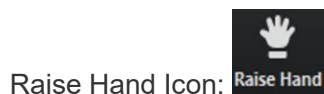
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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

SUBMITTING PUBLIC COMMENT

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

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to 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



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	05A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Comment Letter on Proposed Updated Surplus Land Act Guidelines		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

In 2019, Governor Newsom signed AB 1486 into law, which made significant changes to the requirements of the Surplus Land Act (SLA), requiring government agencies to undergo rigorous new requirements before selling surplus real property, including mandatory reporting, requirements for negotiations with affordable housing entities, and potential penalties for violation. Prior to its passage, the District formerly opposed AB 1436 primarily because it applied to leasing property as well as selling surplus property. Thanks to formal opposition from many special districts and the lobbying efforts of California Special Districts Association (CSDA), the bill was amended to protect special districts prior to becoming law.

In 2023, Governor Gavin Newsom signed two new laws that made several changes to the requirements of the Surplus Land Act (SLA), AB 480 and SB 747, with both laws taking effect on January 1, 2024. Due to further lobbying efforts of CSDA, the bills were amended to protect special districts prior to their becoming law.

The State Department of Housing and Community Development (HCD) recently drafted updated Guidelines for the SLA to incorporate the requirements of the new laws. HCD requested comments on the Guidelines by March 25, 2024. Unfortunately, the draft guidelines were not consistent with AB 480 and SB 747 and did not maintain many of the changes that were made to the bills through CSDA's lobbying efforts. CSDA collaborated with special districts across the state to develop joint comments on the draft SLA Guidelines and strongly encouraged special districts to submit a letter with comments. The District agreed with the comments and submitted a comment letter (attached) alongside many other special districts.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Comment Letter on Proposed Updated Surplus Land Act Guidelines
- Background Information on Surplus Land Act Guidelines



March 22, 2024

Director Gustavo Velasquez
California Department of Housing and Community Development
2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833

[Submitted via email: SLAguidelines@hcd.ca.gov]

RE: Twain Harte Community Services District Comment Letter on Proposed Updated Surplus Land Act Guidelines

Dear Director Velasquez:

The Twain Harte Community Services District respectfully submits this letter as public comment in response to the California Department of Housing and Community Development's (HCD) request for public comment on Draft Updated Surplus Land Act (SLA) Guidelines issued February 23, 2024 (Draft Updated Guidelines).

Regrettably, HCD's Draft Updated Guidelines subvert necessary, carefully negotiated legal provisions secured through the legislative process, and conflict with plain statutory language and clear legislative intent. These draft guidelines threaten special districts' and all local governments' authority to appropriately and efficiently

engage in statutorily authorized transactions involving our lands on behalf of the communities we serve.

Although we anticipate that the California Special Districts Association (CSDA) will provide more detailed public comment, the purpose of this letter is to make public comment on four major areas of concern in which the Draft Updated Guidelines are inconsistent with statute, including:

1. The Draft Updated Guidelines Misapply the SLA to Agency’s Use Land and Improperly Purport to Apply the SLA to Exempt Surplus Land.

Agency’s use is a category of land which is neither surplus land nor exempt surplus land, for which the SLA preserves certain local agency prerogatives. AB 480 and SB 747 did not make material changes to the SLA’s agency’s use provisions, and evidence clear legislative intent not to do so. The Draft Updated Guidelines delete an existing definition of agency’s use land in Section 102(d), which had been consistent with statute negotiated by local agencies to remove opposition to AB 1486. This problem is exacerbated in proposed Section 102(cc), which changes the definition of Surplus Land by incorporating a reference to the proposed Section 104 Agency’s Use definition, therefore causing an inconsistency between the Surplus Land definition in the Draft Updated Guidelines and statute and consequently undermining local agencies’ utilization of land for agency’s use purposes.

The Draft Updated Guidelines continue to fail to include any reference whatsoever to the plain language of Government Code Section 54222.3, which conflicts with many of the proposed guidelines’ changes related to exempt surplus land, and plainly states that: “This article shall not apply to the disposal of exempt surplus land as defined in Section 54221 by an agency of the state or any local agency.” Unless a code section specifically references applicability to exempt surplus land, the presumption is that all the provisions of this article do not apply to “exempt surplus land” (upon determination by an agency that a parcel is “exempt surplus land”). For an example of where a single particular type of “exempt surplus land” is expressly referenced as subject to the SLA (pursuant to a process to comply with HCD approval), see 54221(f)(1)(P)(iv). The Draft Updated Guidelines unjustifiably place HCD in the middle of exempt surplus land determinations notwithstanding those statutory limitations.

2. The Draft Updated Guidelines Misapply SLA Penalty Provisions while Making Changes in Conflict with Statute.

AB 747 and AB 480 amended the SLA penalty provisions found in Government Code Section 54230.5 to provide a fair process for assessing and calculating penalties for specified violations of the SLA, while providing that such penalties shall not apply to violations that do not impact the availability and priority of, or the construction of, housing affordable to lower income households or the ultimate disposition of the land in compliance with the article, such as clerical errors. The Draft Updated Guidelines are inconsistent with and undermine these important statutory changes.

3. The Draft Updated Guidelines Allow Third Parties to Issue Notices of Alleged Violations of the SLA Directly to Public Agencies with No Basis in Statute, Exposing Local Agencies to Unaccountable Interference with Operations.

The Draft Updated Guidelines purport to grant third party entities (i.e., not HCD) the ability to issue notices of alleged violations of the SLA directly to local agencies. For example, Section 102(u) defines a “Notice of Alleged Violation” as a written communication sent to a local agency (with a copy to HCD) by a public (not HCD) or private entity alleging violations of the SLA.

Allowing third parties to directly trigger enforcement deadlines for local agencies without HCD review and determination of a violation is not supported by statute and could wreak havoc on local agency transactions and operations. This provision of the Draft Updated Guidelines is also inconsistent with Government Code Section 54230.5(a)(1) which imposes penalties for disposals of surplus land in violation of the SLA after receiving a notification from HCD.

4. The Draft Updated Guidelines Subject Local Agencies to a Subjective and Open-Ended Definition of “Good Faith Negotiations.”

Government Code Section 54223 requires that “After the disposing agency has received a notice of interest from the entity desiring to purchase or lease the surplus land on terms that comply with this article, the disposing agency and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the local agency may dispose of the surplus land without further regard to this article...” The Draft Updated Guidelines undermine the clear timelines established in statute by requiring in Section 202(a)(1)(C)(iv)(V) that a local agency not “arbitrarily end active negotiations after 90 days of good faith negotiations.”

Section 202(a)(1)(C)(iv)(V) adds a subjective and open-ended requirement for a local agency to continue negotiating after 90 days even though 90 days of negotiations is all that is required by statute. This transforms what is a clear standard in statute into a subjective standard in the Draft Updated Guidelines, thereby interfering with local agencies’ ability to efficiently conclude negotiations and transactions. This also exposes local agencies to litigation risk over whether the specific circumstances of a conclusion of negotiations after the 90 days required by statute was “arbitrary.”

For these reasons, we respectfully request HCD amend the SLA Draft Updated Guidelines to correct the aforementioned issues.

Sincerely,

Tom Trott
General Manager

Twain Harte Community Services District

CC: California Special Districts Association (advocacy@csgda.net)



CSDA highly encourages all special districts impacted by newly proposed [Draft Updated Guidelines](#) from the California Department of Housing and Community Development (HCD) related to the Surplus Land Act (SLA) to submit written comments to HCD. ***PUBLIC COMMENTS are due by March 25, 2024.***

Background

In 2023, Governor Gavin Newsom signed two laws that made several changes to the requirements of the SLA, [AB 480 \(Ting\)](#) and [SB 747 \(Caballero\)](#), with both laws taking effect on January 1, 2024.

Previously, in 2019, Governor Newsom signed AB 1486 (Ting), which made significant changes to the requirements of the SLA, including new mandatory reporting to HCD, requirements for negotiations with affordable housing entities, and potential penalties for violation of the SLA. In response to AB 1486, HCD adopted Surplus Land Act implementation guidelines (Current Guidelines). CSDA, its members, and its coalition partners provided public comments on the Current Guidelines before they were adopted. Although some changes were secured, the Current Guidelines were inconsistent with the statute in several respects, including with respect to the SLA's application to leases at that time, as well as requirements for notification to HCD in connection with exempt surplus land.

Following the recent enactment of AB 480 and SB 747, HCD released the Draft Updated Surplus Land Act Guidelines issued February 23, 2024 (Draft Updated

Guidelines). **The Draft Updated Guidelines are inconsistent with the statute and may result in operational challenges for special districts.**

Public comment on the Draft Updated Guidelines is now open.

Details

CSDA was deeply involved in the development of AB 480, SB 747, and AB 1486 as those bills went through the legislative process, with special districts throughout the state weighing in about the implications for district lands prepared for future community needs:

- Prior to SB 747 becoming law, CSDA worked closely with the author to amend the bill to enable the SLA to statutorily apply to leases for the first time, under negotiated terms that balanced the concerns of supporters and opponents of the bill. CSDA also worked with the author to make meaningful changes to the penalty structure of the SLA by providing additional bases for enforcement, while also placing reasonable guardrails on penalties for non-substantive violations. SB 747 also made a number of other important changes to the SLA. These provisions collectively allowed CSDA to move from a Support if Amended position to a Support position.
- Prior to AB 480 becoming law, CSDA worked closely with the author and committee staff to seek amendments to a prior version of the bill which would have undermined special district protections and created costly bureaucratic delays and expenses by giving HCD a role in virtually all transactions involving local government land. CSDA was able to obtain amendments resolving these concerns, resulting in AB 480 largely mirroring SB 747, and allowing CSDA to remove its opposition. AB 480's provisions control were inconsistent with SB 747.
- Prior to AB 1486 becoming law, CSDA was able to obtain amendments to protect special districts and their communities and thereby removed opposition to the bill.

HCD's Draft Updated Guidelines subvert necessary, negotiated protections secured through the legislative process, and conflict with plain statutory language and legislative intent. These draft guidelines threaten special districts' authority to appropriately and efficiently engage in statutorily authorized transactions involving their lands.

The draft guidelines include several issues of concern that ignore, unlawfully expand upon, or misstate current law as it pertains to special districts and the SLA, including:

1. The Draft Updated Guidelines Misapply the SLA to the Agency’s Use Land and Improperly Purport to Apply the SLA to Exempt Surplus Land.

Agency’s use is a category of land that is neither surplus land nor exempt surplus land, for which the SLA preserves certain local agency prerogatives. AB 480 and SB 747 did not make material changes to the SLA’s agency’s use provisions, and evidence clear legislative intent not to do so. The Draft Updated Guidelines delete an existing definition of the agency’s use of land in Section 102(d), which had been consistent with the statute negotiated by local agencies to remove opposition to AB 1486. This problem is exacerbated in proposed Section 102(cc), which changes the definition of Surplus Land by incorporating a reference to the proposed Section 104 Agency’s Use definition, therefore causing an inconsistency between the Surplus Land definition in the Draft Updated Guidelines and statute and consequently undermining local agencies’ utilization of land for agency’s use purposes.

The Draft Updated Guidelines continue to fail to include any reference whatsoever to the plain language of Government Code Section 54222.3, which conflicts with many of the proposed guidelines’ changes related to exempt surplus land, and plainly states that: “This article shall not apply to the disposal of exempt surplus land as defined in Section 54221 by an agency of the state or any local agency.” Unless a code section specifically references applicability to exempt surplus land, the presumption is that all the provisions of this article do not apply to “exempt surplus land” (upon the determination by an agency that a parcel is “exempt surplus land”). For an example of where a single particular type of “exempt surplus land” is expressly referenced as subject to the SLA (pursuant to a process to comply with HCD approval), see 54221(f)(1)(P)(iv). The Draft Updated Guidelines unjustifiably place HCD in the middle of exempt surplus land determinations notwithstanding those statutory limitations.

2. The Draft Updated Guidelines Misapply SLA Penalty Provisions while Making Changes in Conflict with Statute.

AB 747 and AB 480 amended the SLA penalty provisions found in Government Code Section 54230.5 to provide a fair process for assessing and calculating penalties for specified violations of the SLA, while providing that such penalties shall not apply to

violations that do not impact the availability and priority of, or the construction of, housing affordable to lower-income households or the ultimate disposition of the land in compliance with the article, such as clerical errors. The Draft Updated Guidelines are inconsistent with and undermine these important statutory changes.

3. The Draft Updated Guidelines Allow Third Parties to Issue Notices of Alleged Violations of the SLA Directly to Public Agencies with No Basis in Statute, Exposing Local Agencies to Unaccountable Interference with Operations.

The Draft Updated Guidelines purport to grant third-party entities (i.e., not HCD) the ability to issue notices of alleged violations of the SLA directly to local agencies. Allowing third parties to directly trigger enforcement deadlines for local agencies without HCD initiation is not supported by statute and could wreak havoc on local agency transactions and operations.

4. The Draft Updated Guidelines Subject Local Agencies to a Subjective Open-Ended Definition of “Good Faith Negotiations.”

Government Code Section 54223 requires that “After the disposing agency has received a notice of interest from the entity desiring to purchase or lease the surplus land on terms that comply with this article, the disposing agency and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the local agency may dispose of the surplus land without further regard to this article...” The Draft Updated Guidelines undermine the certainty of the statute by requiring in Section 202(a)(1)(C)(iv)(V) that a local agency not “arbitrarily end active negotiations after 90 days of good faith negotiations.”



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	05B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Letter of Support for HR 7525 – Special District Grant Accessibility Act.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

Like Twain Harte Community Services District exists to serve Twain Harte, approximately 35,000 special districts currently exist to provide critical infrastructure and essential services to thousands of communities across the country. Despite the significant presence of special districts in the U.S., Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- Are often excluded from funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The solution to this is federal bill HR 7525 - The Special District Grant Accessibility Act. HR 7525 requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance. It also codifies in Federal law a first-ever, formal definition of "special district," which would require census data to be gathered for the demographic within each special district. If it passes, special districts across the country would be specifically included in funding opportunities, legislation and would have recognized boundaries like cities and counties.

The California Special Districts Association (CSDA) recently called for an urgent action to provide support for HR 7525. District Policy 1011 (Adopting Positions on Legislation) allows the District to adopt positions on legislation. If adopting a position cannot wait until the next Committee and Board meeting, the General Manager can discuss the legislation with the Board President and determine if the District should adopt a position prior to the Board meeting. If the General Manager and Board President agree, a position may be adopted and a letter stating the District’s position may be sent. The attached letter of support was approved by the Board President and the General Manager and is hereby provided to the entire Board in compliance with Policy 1011.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Letter of Support for HR 7525 – Special District Grant Accessibility Act.
- HR 7525 Fact Sheet



Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383

Phone: (209) 586-3172 ▪ Fax: (209) 586-0424

www.twainhartecsd.com

Directors: Eileen Mannix ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Mary Dearborn ▪ Richard Knudson

April 5, 2024

Honorable Members of the California Congressional Delegation
U.S. House of Representatives
Washington, D.C. 20515

RE: Support Request – H.R. 7525 *Special District Grant Accessibility Act*

Dear Representatives:

On behalf of California's more than 2,000 special districts, we respectfully request that you support the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan legislation was overwhelmingly approved by the House Oversight and Accountability Committee on March 7, 2024, and is now awaiting action by the full House. We urge you to work with congressional leadership to ensure that the legislation is considered in a timely fashion.

H.R. 7525 would require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. The bill also would codify in federal law a long-overdue, formal definition of "special district."

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. For millions of Californians, special districts provide a broad range of essential services and infrastructure including water, flood protection, sanitation, fire protection, parks and open space, healthcare, mosquito abatement, ports and harbors, airports, cemeteries, resource conservation, libraries, electricity, and more.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as "geographic units of government." As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Again, we urge you to support the *Special District Grant Accessibility Act* and to work with your House colleagues to prioritize passage of this critically important bill. Thank you for considering this request.

Sincerely,

TOM C. TROTT
General Manager

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	06A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through March 31, 2024		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through March 31, 2024

SUMMARY:

This item presents the following Fiscal Year 2023-24 financial statements for all District Funds through March 31, 2024:

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

As a general summary of the financial statements:

- Operating expenses for all funds except Fire are at or below the target of 75% expended.
- Operating expenses for the Fire Fund is above the target level of 75% primarily due to unbudgeted, reimbursable strike team costs.
- Operating expenses for the Sewer fund are low because the Sewer Fund's largest expense is a quarterly wastewater treatment invoice from Tuolumne Utilities District. If that bill was provided monthly, the Sewer Fund expenses would be 70% of budget.
- Bank balances are healthy and in line with expectations. The month of March included a large deposit from a grant reimbursement that covers the District's water system planning grant. Large capital project payments related to the Twain Harte Meadows Park Project is also included, which will be reimbursed later by state grant funding. Property tax revenue for the Fire and Park Funds is typically received in December and April, so disbursements for Fire and Park operations during other months are covered by Operating Reserves.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
23/24 OPERATING EXPENDITURE SUMMARY
As of March 31, 2024**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 75%)
Park	98,041	58,728	39,313	59.90%
Water	1,567,021	1,159,626	407,395	74.00%
Sewer	1,031,833	588,750	443,083	57.06%
Fire	1,352,603	1,078,228	274,375	79.72%
Admin	806,983	578,437	228,546	71.68%
TOTAL	\$ 4,856,481	\$ 3,463,769	\$ 1,392,712	71.32%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
23/24 CAPITAL EXPENDITURE SUMMARY
As of March 31, 2024

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 75%)
Park	2,940,427	1,213,243	1,727,184	41.26%
Water	1,789,850	992,581	797,269	55.46%
Sewer	316,800	27,708	289,092	8.75%
Fire	450,900	23,083	427,817	5.12%
Admin		-	-	
TOTAL	\$ 5,497,977	\$ 2,256,615	\$ 3,241,362	41.04%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
 As of March 31, 2024

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star - Operating	908,881	429,297	(685,827)	-	652,351
US Bank - Operating	215,212	2,304	(178)	-	217,338
Five Star - Money Market	332,059	1,158		-	333,217
LAIF - Investment	1,801,763			-	1,801,763
TOTAL	\$ 3,257,915	\$ 432,759	\$ (686,005)	\$ -	\$ 3,004,669



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	06B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting Held on March 13, 2024.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on March 13, 2024.

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 March 13, 2024, 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 March 13, 2024

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
March 13, 2024

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:

President Sipperley
Director Mannix
Director Knudson
Director Dearborn
Director Bohlman

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Lewis Giambruno, Operations Manager

AUDIENCE: 9 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

PRESENTATIONS:

- A. Presentation of the LUCAS Chest Compression System machine by Chief Gamez.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through February 29, 2024.
- B. Approval of the minutes of the Regular Meeting held on February 14, 2024.

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

SECOND: Director Bohlman

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #24-09 – Approval of an Agreement for Management and Administrative Services with Regional Government Services Authority and a Fiscal Year 2023-24 Administrative Fund Budget Adjustment.

MOTION: Director Mannix made a motion to adopt Resolution #24-09 – Approval of an Agreement for Management and Administrative Services with Regional

Government Services Authority and a Fiscal Year 2023-24 Administrative Fund Budget Adjustment.

SECOND: Director Dearborn

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

- B. Annual review of Policy #1030 – Communications Policy.
- C. Discussion/action to adopt revisions to Policy #2040 – Sick Leave.

MOTION: Director Mannix made a motion to adopt revisions to Policy #2040 – Sick Leave.

SECOND: Director Knudson

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

- D. Discussion/action to adopt revisions to Policy #2160 – Grievance Procedure.
MOTION: Director Bohlman made a motion to adopt revisions to Policy #2160 – Grievance Procedure.
SECOND: Director Knudson
AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman
NOES: None
ABSTAIN: None

- E. Discussion/action to adopt revisions to Policy #2215 (Harassment) and rescind Policy #2170 (Sexual Harassment).
MOTION: Director Mannix made a motion to adopt revisions to Policy #2215 (Harassment) and rescind Policy #2170 (Sexual Harassment).
SECOND: Director Bohlman
AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman
NOES: None
ABSTAIN: None

- F. Discussion/action to adopt revisions to Policy #2280 – Employee Entrance Medical Exam.
MOTION: Director Bohlman made a motion to adopt revisions to Policy #2280 – Employee Entrance Medical Exam.
SECOND: Director Dearborn
AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman
NOES: None
ABSTAIN: None

- G. Discussion/action to adopt revisions to Policy #2285 – Providing Employment Reference Information.
MOTION: Director Dearborn made a motion to adopt revisions to Policy #2285 – Providing Employment Reference Information.

SECOND: Director Bohlman

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

- H. Discussion/action to adopt revisions to Policy #2341 – Water/Wastewater Intern Program.

MOTION: Director Mannix made a motion to adopt revisions to Policy #2341 – Water/Wastewater Intern Program.

SECOND: Director Bohlman

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

- I. Discussion/action to approve stipend increases for the Volunteer Firefighter Interns and Volunteer Apparatus Operator Interns and adopt related revisions to Policy #2303 (Volunteer Firefighter Intern Program) and Policy #2304 (Volunteer Apparatus Operator Intern Program).

MOTION: Director Bohlman made a motion to approve stipend increases for the Volunteer Firefighter Interns and Volunteer Apparatus Operator Interns and adopt related revisions to Policy #2303 (Volunteer Firefighter Intern Program) and Policy #2304 (Volunteer Apparatus Operator Intern Program).

SECOND: Director Dearborn

AYES: Sipperley, Knudson, Dearborn, Mannix, Bohlman

NOES: None

ABSTAIN: None

REPORTS:

President and Board Member Reports

- Director Mannix, Sipperley and Bohlman reported on attendance at the recent Tuolumne County Local Agency Formation Commission (LAFCO) meeting and related issues.
- Director Sipperley reported on attendance at the IRWM WAC & JPA Joint meeting on 2/21/2024.

Fire Chief Report by Chief Gamez

- A verbal summary of the written report was provided.

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

- A verbal summary of the written report was provided.

General Manager Report Provided by General Manager Trott

- A verbal summary of the written report was provided.

CLOSED SESSION: The Board of Directors convened into closed session at 11:01 a.m.

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

(1 case)

President Sipperley reconvened the meeting into regular session at 11:54 a.m. with no reportable action.

ADJOURNMENT:

The meeting was adjourned at 11:54 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	07A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forest Water Main Replacement Project.		
RELATION TO STRATEGIC PLAN:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Advances Goal/Objective #'s: <u>1.5</u>		

RECOMMENDED ACTION:

Adopt Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forrest Water Main Replacement Project.

SUMMARY:

The District was forced by the State to assume responsibility for the Sherwood Forest subdivision in the mid-1980s. Even at that time, the Sherwood Forest water system was in poor condition with inconsistent and substandard materials. At that time, efforts to call for special assessments failed and the Sherwood Forest water system has not been upgraded since. The Sherwood Forest water system experiences the greatest number of leaks per mile of pipeline in the District and was ranked as the highest overall risk water asset in the recent grant-funded water system condition assessment. For this reason, replacement of the Sherwood Forest waterlines is included in Objective 1.5 of the District’s Strategic Plan.

The recent water system condition assessment recommended that the entire Sherwood Forest water system be replaced as the highest priority improvement to reduce leaks and provide service and firefighting reliability. This would mean replacing all existing pipelines in the Sherwood Forest system including service laterals, which total approximately 2 miles of water main and 1 mile of service laterals.

In order to accomplish the Sherwood Forest Water Main Replacement Project (Project), the District is applying for financial assistance from the State Water Resources Control Board (SWRCB). To submit the application, the Board can authorize the General Manager to sign and file, for and on behalf of the District, a Financial Assistance Application for a financing agreement from the SWRCB for the planning, design, and construction of the Sherwood Forrest Water Main Replacement Project.

FINANCIAL IMPACT:

The District is applying for grant funds to cover 100% of the Project costs, which are estimated at \$7.1 million. Such a grant would not impact the District’s capital reserves. If the District is approved for loans instead of a grant or a combination loan and grant, the financial impact would first need to be evaluated and approved by the Board.

ATTACHMENTS:

- Resolution #24-10 – Authorizing Application to the State Water Resources Control Board for Financial Assistance for the Sherwood Forest Water Main Replacement Project.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-10**

**AUTHORIZING APPLICATION TO THE STATE WATER RESOURCES CONTROL
BOARD FOR FINANCIAL ASSISTANCE FOR THE SHERWOOD FOREST WATER
MAIN REPLACEMENT PROJECT**

WHEREAS, The Twain Harte Community Services District's ("District") was forced to assume responsibility for the Sherwood Forrest system in the mid-1980s when the system experienced well contamination; and

WHEREAS, the Sherwood Forest water system was in poor condition when the District inherited it and it remains in poor condition due to a lack of funding; and

WHEREAS, a recent water system condition assessment identified replacement of the entire Sherwood Forest water system (approximately 2 miles of pipeline and associated service laterals) as the District's highest priority due to excessive water line breaks and water loss in the system; and

WHEREAS, the Sherwood Forest Water Main Replacement Project (Project), estimated at \$7.1 million, will greatly reduce leaks and water loss and will ensure the system is reliable for providing water for fighting wildland fire in this high risk area; and

WHEREAS, in order to accomplish the Project, the District Board of Directors wishes to apply for financial assistance from the State Water Resources Control Board.

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

1. The District's General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Sherwood Forest Water Main Replacement Project (Project); and
2. The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the Financial Assistance Application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto; and
3. The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Special Meeting held on April 11, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	07B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.

SUMMARY:

In an effort to ensure that the District is providing fair compensation to all employees for their time worked, the District wishes to adopt a resolution that authorizes the overtime pay for the Fire Chief when deployed to emergency state or federal incidents that are considered reimbursable contract assignments (also known as strike team assignments). Although the Fire Chief is an exempt, salaried employee that is not subject to overtime pay, adoption of this resolution would allow the District to pay the Fire Chief overtime for all time spent on strike team assignments when it is outside of his normal 5-day/40-hour per week schedule.

Compensating salaried Fire Chiefs at an overtime rate for strike team assignments is a common practice across the state according to the Cal OES Chief, who provided draft language for the attached resolution. When serving on a strike team assignment, the Fire Chief typically works 24 hours on and 24 hours off for two weeks to fight wildfire and respond to other emergency incidents. Providing overtime pay for these efforts acknowledges the extra efforts that are required to respond to emergencies in this manner.

The District's Fire Committee discussed providing overtime pay for these types of reimbursable incidents and recommends that the Board approve the resolution.

FINANCIAL IMPACT:

Resolution #24-11 only authorizes overtime pay for the Fire Chief when working on reimbursable strike team emergency incidents. It does not authorize overtime pay for responding to any other types of emergency incidents, such as fires within the District, outside of his regular work schedule. Therefore, adopting this resolution does not have a financial impact on the District.

ATTACHMENTS:

- Resolution #24-11 – Authorizing Overtime and Portal to Portal Pay for the Fire Chief.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-11**

AUTHORIZING OVERTIME AND PORTAL TO PORTAL PAY FOR THE FIRE CHIEF

WHEREAS, The Twain Harte Community Services District's ("District") desires to provide fair and legal payments to all its employees for time worked; and

WHEREAS, the District's Fire Division (THFD, Twain Harte Fire Department) employs response personnel which includes a Fire Chief; and

WHEREAS, the Fire Chief may be deployed to emergency state or federal incidents that are considered reimbursable contract assignments, necessitating work outside of his/her regular schedule; and

WHEREAS, the District desires to compensate the Fire Chief portal to portal when deployed to emergency state or federal incidents in the course of his/her employment and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, although the Fire Chief is an exempt position, the District desires to compensate the Fire Chief at an overtime rate for work outside of his/her regular schedule when deployed to emergency state or federal incidents in the course of his/her employment and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

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

1. The District will compensate the Fire Chief portal to portal when deployed to emergency state or federal incidents in the course of his/her employment and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and
2. The District will compensate the Fire Chief at an overtime rate for work outside of his/her regular schedule when deployed to emergency state or federal incidents in the course of his/her employment and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Special Meeting held on April 11, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

April 11, 2024

ITEM #:	07C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-12 – Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #24-12 – Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2.

SUMMARY:

The District owns a 2015 Ford F350 diesel truck (Truck #2) that is used by District operators to maintain and operate the District’s water and sewer systems. Truck #2 recently experienced a significant fuel system failure that could permanently damage the truck’s motor if not repaired immediately. The damage, unfortunately, has become a somewhat common issue in diesel trucks made in that era and requires complete replacement of the fuel system and related parts.

The estimated cost to repair Truck #2 is \$16,000. Although this is a very costly repair, it is much less than the cost to replace the truck. Since the truck is an essential part of providing reliable water and sewer services, staff recommends that the Fiscal Year (FY) 2023-24 Water and Sewer Fund Budgets be adjusted to provide for the repair as soon as possible.

FINANCIAL IMPACT:

Approving this budget adjustment would increase the budgeted withdrawal from Water Fund Capital Reserves by \$10,400 and Sewer Fund Capital Reserves by \$5,600. This would leave healthy estimated reserve account balances at the end of FY 2023-24 as follows:

- Water Capital Reserve: \$1,068,335
- Sewer Capital Reserve: \$558,126

ATTACHMENTS:

- Resolution #24-11 – Approving Fiscal Year 2023-24 Water and Sewer Fund Budget Adjustments for Repair of Truck #2

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-12**

**APPROVING FISCAL YEAR 2023-24 WATER AND SEWER FUNDS BUDGET
ADJUSTMENTS FOR REPAIR OF TRUCK #2**

WHEREAS, the Twain Harte Community Services District's (District) Operations Division owns a 2015 Ford F350 diesel truck (Truck #2), which is used by the District's operators to maintain the District's water and sewer systems; and

WHEREAS, Truck #2 recently experience a significant fuel system malfunction that could destroy its engine if not repaired; and

WHEREAS, the cost to repair Truck #2 is estimated at \$16,000, which is significantly less than the cost to replace the truck; and

WHEREAS, Truck #2 is essential to providing reliable water and sewer services and must be repaired as soon as is practical; and

WHEREAS, to ensure continued reliable water and sewer services, it is necessary to adjust the FY 2023-24 Water and Sewer Funds Budgets to repair Truck #2.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that the Fiscal Year 2023-24 Water and Sewer Funds Budgets be adjusted as follows:

1. Increase the "Equipment Maintenance & Repair" Water Fund Expense line item by \$10,400; and
2. Increase the amount to be withdrawn from Water Fund Reserves by \$10,400, from \$609,426 to \$619,826; and
3. Increase the "Equipment Maintenance & Repair" Sewer Fund Expense line item by \$5,600; and
4. Increase the amount to be withdrawn from Sewer Fund Reserves by \$5,600, from \$298,312 to \$303,912.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on April 11, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

April 11, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

April 11, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

March 2024 Operations Report Fire Division



March Staffing

Full-Time Captains-3

Intern Operators-3

Relief Captains-4

Reserve Firefighters-4

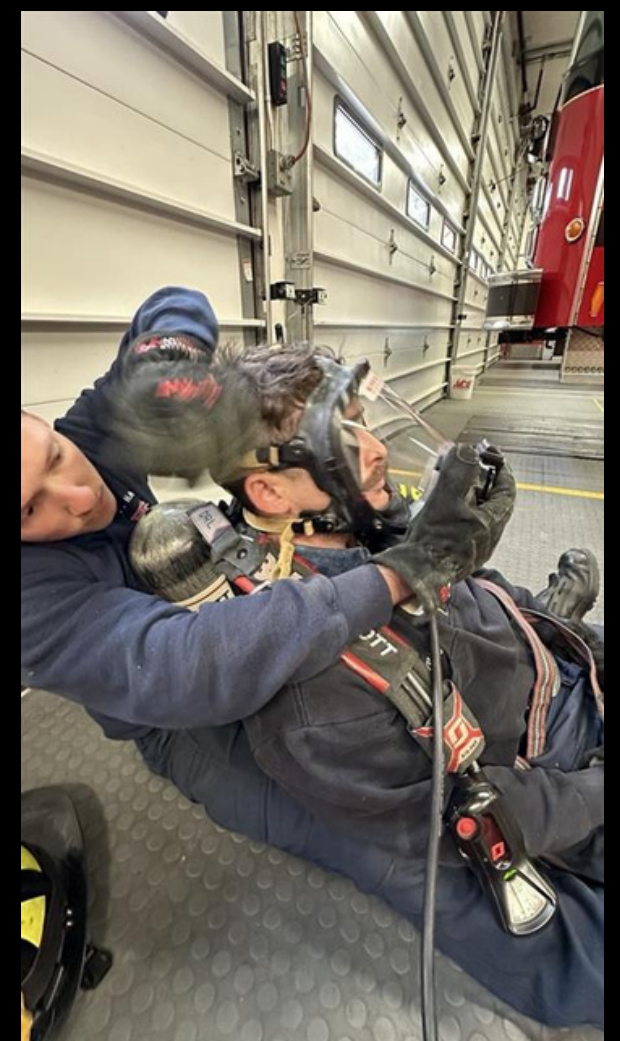
Intern Firefighters-2



**Congratulations to Captain Orozco,
Captain Dixon, and Intern Firefighter
Luke Fulkerson on successfully passing
the EMT course.**



March Training Hours-267



March Responses-32



On March 1st, E-721 and C-720 responded to a residential Structure Fire in the Mi Wuk area. The fire was confined to a malfunctioning wall heater.



On March 28th, E-721 and C-720 responded to a residential structure fire in Soulsbyville. The fire was confined to a bedroom with minimal damage.



Community Projects



FEMA



Chief Gamez completed the Multi-Hazard Mitigation Plan for Strawberry and Twain Harte CSD. We are waiting for FEMA to approve the document.



March Incidents by Type



EMS Incidents-16



Fires -6



Good Intent-7



Hazardous incident-3



Responses by District

March 2024



Twain Harte District 80%



Tuolumne County Fire-16%



Mi Wuk Fire-2%



Strawberry Fire-2%

TWAIN HARTE AREA



SERVING OUR COMMUNITY

MONTHLY UPDATE

March 2024

PIO: Leo Marroquin
Editor: Carol Hallett
Proof reader: Lise Lemonnier

Contents:

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NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



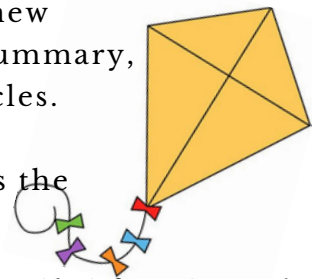
So, there's a reason we associate March with windy weather. It's a month often consisting of surges of warm air followed by equally powerful blasts of cold air. That's what makes March so windy.

March skies can be filled with kites. In history winning a kite contest was the symbol of a brave man. Kite flying in the sky recklessly and also flying everyone's dream at the same time. Kites symbolized freedom and courage.

The interesting fact about kites is they always fly against the wind, not with the wind. In life too, if we are just going with the flow or driven by the circumstance or situation, we will not be able to rise. It's true when things are against us or situations are more demanding we want to give up. I say be like a kite!

With all the windy conditions this month, March just flew by. We were still able to get a lot accomplished as you will see in the newsletter. Check out our new logo, changes to our container, training summary, wind damage, and the challenge coin articles.

Our team takes on the challenge and takes the wind head on!



We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on preparedness, safety and health. If you have a suggestion for future articles, please contact: twainhartecert@gmail.com for consideration of the topic by the board.



Powdered Sugar Snow in March

TWAIN HARTE FIRE DEPARTMENT CORNER

by Neil Gamez, THFD Fire Chief



310 HOURS TRAINING

Congratulations to Intern Operator Gage Pankey on passing his EMT exam.

THE STAFF

- Full Time Chief - 1
- Full Time Captains - 3
- Seasonal Engineers - 3
- Relief Captains - 4
- Reserve Firefighters - 4
- Intern Firefighters - 2



DEPLOYMENTS

All shifts have been putting in the hours on their shift-level training.

- Captain Dixon and crew built a Denver prop for an upcoming Firefighter survival class THFD is hosting.
- Two members of THFD took a Heavy Equipment Boss class provided by Cal Fire.



The THFD was involved in two in-county OES Strike Team deployments for storm preparedness. THFD provided one type three engine and one strike team leader.



26 RESPONSES

THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD General Manager



GM REPORT

March 13, 2024

ADMIN ACTIVITIES

- THCSD Median Household Income Survey
- Operator 1 Recruitment and Hiring
- TH Meadows Park Construction Management
- Senior Project and Eagle Scout Project Coordination
- Parking Lot and Pickleball Project Management
- Grant Management – Prop 1 and Prop 68
- FEMA Storm Damage Reimbursement Coordination

MEETINGS OF INTEREST

- 2/15 Office Parking Lot Stormwater Project
- 2/16 Board Orientation Facilities Tour
- 2/21 Integrated Regional Water Management
- 2/23 FEMA Storm Grant Coordination
- 2/29 County OES Storm Coordination

CAPITAL PROJECTS

Twain Harte Meadows Park

Budget: \$3,000,000

The majority of grading for the new, grant-funded community park is complete, as well as the pavilion and restroom foundations and some planting. The restroom is anticipated to be set this month. Planting and bioswale cobbling will continue if weather allows. Project completion is anticipated in early fall 2024.

Tennis/Pickleball Court Improvements

Budget: \$310,000

The sport grid surface for the pickleball courts expansion has been ordered and construction is anticipated in late spring. Coordination and contracting for the tennis court improvements is underway and construction to convert the tennis courts to a hybrid clay surface is anticipated in early summer.

Community Center Improvements

Budget: \$74,000 Fire / \$74,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Work to construct a concrete ADA parking space, path, and entryway has begun and will be complete this month. Front doors and signage will also be replaced in the next two months. Parking lot paving is anticipated to be complete by late spring.

Motor Control Center (MCC) Upgrade

Budget: \$185,000

Construction submittals to replace the MCC at the water treatment plant are finalized. Manufacturing delays have pushed construction out until the next low water demand month in September.

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Design of Sherwood Forest water lines replacement is 90% complete.

FUNDING OPPORTUNITIES

SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Summer 2024

BUDGET EARMARK - \$15,000

Sherwood Forest Water / Award: Summer 2024

ASSISTANCE TO FIREFIGHTERS GRANT - \$75,000

Structural Fire Turnouts / Award: Fall 2024

TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED

To learn more details, join us at our monthly THCSD board meetings.

DOORS ARE OPENING FOR US

by Mike Mandell, Team Leader

Dave Hallett, we refer to him as the "welding guy" took time to measure up, do a design, buy some metal and started welding stuff together. We had a real problem opening the door to the land-sea container.

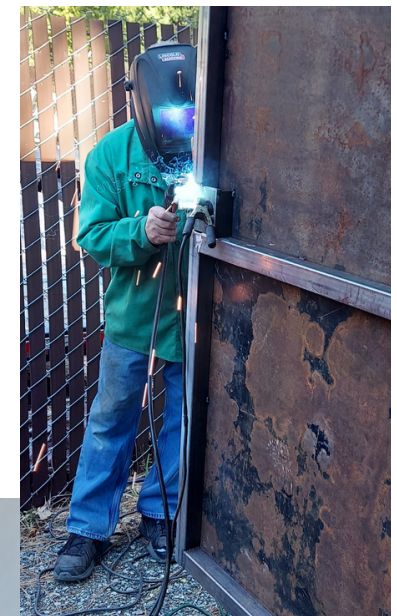


After the layout phase (he may have done a 3D model of the project... amazing), then he got to work. He had to grind off the old locking mechanism that was not working for us. In fact we could not even use this walk through door.

He precisely measured, marked and cut a slot for the striker plate. Sparks were flying. Then he filed it to make it perfect.



The sparks kept on coming as he removed a latch on the inside of the door that did not line up properly and we could not use. Now that he had everything removed he could start building. He welded on the striker plate, drilled a hole for the door handle, welded on a metal plate that he made a few more sparks and wah-la we have a working door with a lock box.



I make it sound easy but it was a lot of time, hard work, and dedication. We really appreciate the effort and care that went into this project. Dave did this to make our lives easier... I think I owe him a beer! Thanks to the "welding guy"!



NEW LOOK, NEW LOGO

by Leo Marroquin, PIO



SERVING OUR COMMUNITY
Old Logo

When I started as the new PIO with THA-CERT I knew that I wanted to work on something that would make a difference. I always look at things from the visual side... so I took a look at the logo. THA-CERT was using the standard CERT logo which depicts tall buildings and little houses. It is meant to be generic so that anyone can use it but THA-CERT is unique.

This is something I wanted to do so that the program can stand apart and be easily recognized. Redoing the skyline graphics is something "big" city CERT programs do for that same reason. Of course, making changes to the official logo comes with a set of guidelines from FEMA. All these guidelines have been followed to create our new logo. Additionally, we now have a unique new look that can be used on printed material, wearables, etc.



SERVING OUR COMMUNITY
New Logo

It was my pleasure working on the Twain Harte Area CERT logo.

CHALLENGE COIN

by Bob Schreiner, Logistics Section Chief



At the THA-CERT monthly board meeting, Fire Chief Neil Gamez recognized the members with a "Challenge Coin." Traditionally, these coins are given to thank members for their hard work and dedication to the job.

Presenting a coin is very personal, and the more senior the presenter, the more "value" the award is perceived to be. Coins given as awards for accomplishments are commonly given to the recipient during a handshake, passing from the giver's right hand to the awardee's right hand. It's also normal for the giver to briefly explain the reason for awarding the coin.

The tradition of challenge coins can be traced to World War II when American forces deployed to the far reaches of the globe, securing the nation's freedom. Soldiers back to World War I and the Civil War left for battle with a coin from home in their pocket and kept it after the conflict as a lasting remembrance of their wartime experiences.



Coins are as unique as the units that present them and vary in meaning to each individual who receives them. The challenge coin has different accounts of its origins yet remains a staple in first responder traditions.



The Chief honored us by giving each of us a challenge coin. I have already seen staff members lay the coin down to challenge another member. It is just another fun thing that we share!

TRAINING RAINED OUT!

by Margaret Lawrence, Training Officer

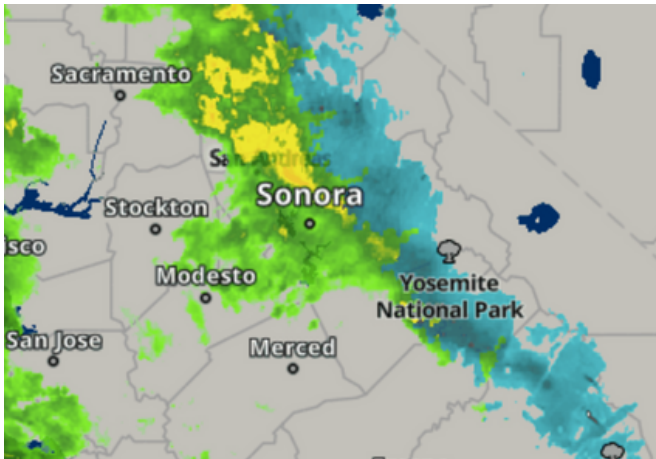


Well it seems like the weather can't make up its mind these days.

Sadly we had to cancel our Fire Behavior training in March due to rain, snow, and thunderstorms. It's hard to keep a fire going in these conditions. We will try and reschedule for later this year or early next year. This is such a valuable training for everyone and we really appreciate the THFD & CALFIRE for the support. We have amazing partners.

We are excited to be offering our CERT Basic training 20-hour class this April 19, 20 and 21. Please send a request to twainhartecert@gmail.com to reserve your spot today. This is extremely valuable training and is totally free. We have already received some reservations for the class. This class is limited to 20 students so enroll now!

We have no training in May, but June 29 we are bringing back our community CPR/AED training. Save someone's life by learning CPR and how to use an Automated External Defibrillator (AED). More information on this class will be coming out soon.



New AEDs for THFD



**Your generous donation
helps to support our local
firefighters**

Make sure you are trained up!

This year our fundraising efforts are going towards replacing THFD AEDs and we plan to put additional AEDs in specific areas like Kennedy Meadows, Steam Donkey, Dodge Ridge, Mia's, Strawberry market as a few possible locations. The CPR/AED training that we are planning will augment our efforts and allow us to hopefully save more lives.



CALLS R US

by Mary Dearborn, Secretary



Twain Harte Area Community Emergency Response Team (THA-CERT) does much more than emergency response when requested to deploy. Tom Trott, the General Manager of Twain Harte Community Services District (THCSD) and Lauren Gerber were discussing the need to reach out to the community to get more local residents to respond to the Median Household Income Survey. They contacted Carol Hallett, the Program Manager of THA-CERT, to inquire if the team could assist in cold-calling our local full-time residents.

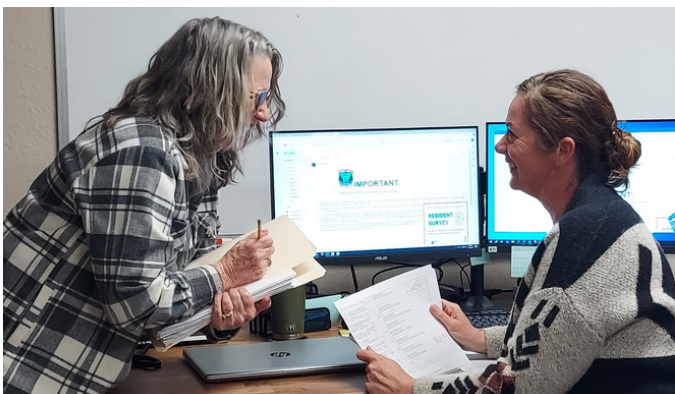
THCSD has applied for and received many grants over the years to improve our infrastructure, develop community projects, and increase our water source. Since we are not a town or city but a “census-designated place” it is harder to get grants. We rely on the fact that we are a “under represented” community. During the last census our status was changed but our community has not. This is the reason this survey is so important.



THCSD has and will continue to apply for state and federal funding opportunities to help subsidize the replacement of several miles of its aging drinking water and sewer mains. To determine our District's eligibility, the funding agency must determine the median household income of the THCSD service area. THCSD is working with the Rural Community Assistance Corporation (www.RCAC.org) to execute the survey. RCAC is a 501(c)(3) nonprofit organization that operates in 13 western states and Pacific islands. They serve Indigenous and rural communities through training, technical and financial assistance, and advocacy.



The initial response of our local residents has been low and a large return rate is required for the survey to be considered valid. The majority of the responses that were coming in were from people that live elsewhere and have second homes in our area... this does not represent our district.



Carol worked with Lauren to develop a script to aid us in our correspondence. Four THA-CERT members, Carol, John Buckingham, Lise Lemonnier, and me, spent 20 hours calling over 400 residents over two days. Many telephone numbers were disconnected landlines. The team left many voicemail messages. For those residents we spoke with, many were unaware of the reason for the survey, and we were able to inform them of the community's need and the importance of their response.

The deployment was a success and THA-CERT fulfilled one of our edicts of educating our community.



AS THE WIND BLOWS

by Carol Hallett, Program Manager



They say that March and April can be the windiest months of the year, well March had its moments! We had some violent winds this month evidenced by the debris all over the roads.



I was out for a morning walk (yes, I started walking again) and there was the top of a dead tree impeding the traffic of one lane on Golf Club Drive in Twain Harte. When you looked up you could see that two trees were missing their tips. The other tip ended up in the yard below. The debris was scattered everywhere.

I took a couple pictures and sent them to the fire chief to see if it was reported. He said that County roads had been notified. I continued on my walk.

As you can see it was hard for a car to pass with all the mess.



By the time I got back to the scene CALFIRE was there to the rescue. They made fast work of it and had the road cleared in no time. I am grateful for the corporation of our two fire stations in Twain Harte, the hard work they both do and the dedication to our community.

County roads did come many days later and cut the large log into smaller pieces.



LUCAS IS FINALLY HERE

by Lise Lemonnier, Planning Section Chief

LUCAS is finally here! No, Lucas is not a new employee or a new volunteer, but a device that can help save lives. It is the Lund University Cardiopulmonary Assist System (LUCAS). This device provides external and automated closed chest compressions in cases when Cardiopulmonary resuscitation (CPR) would be needed.



THA-CERT volunteers worked hard throughout 2023 to raise the funds to purchase this device. Through that dedication and the generosity of the community we were able to purchase the device at the end of the year. It was on back order for a while and when it arrived, it came without the two battery packs it runs on. While we waited for the battery packs our firefighters got the specialized training that they needed to become proficient with the machine.

On the second week of March all the components were ready and LUCAS was put on the fire engine. In its first week of service Twain Harte Fire Department (THFD) received a call that reported an unresponsive person. The crew headed to the location and grabbed their gear including the LUCAS machine.



Utilizing the specialized training as well as the experience and knowledge that they have they got to work quickly. The machine does the work of a person doing CPR but without getting tired or missing a beat. So they had an extra person on scene, LUCAS. They also used an AED (Automated External Defibrillator) and could spend time with the family because they had LUCAS to help. They were able to get a pulse as the ambulance arrived.

The way we learned so much about this was that during the Twain Harte Community Services District (THCSD) March board meeting THFD crew demonstrated the LUCAS machine for us. Captain Slater gave us a run down of the deployment and then his crew did a demonstration. It was obvious that they were proud to show us their skills.



Thank you to the volunteers that dedicated so much time in 2023 to help make the fundraisers such a success. Thank you to the residents, visitors, and community members that made such generous donations. Your help is very much appreciated by the Fire Department and this whole community. We now have a new tool to help us in case of medical emergencies.



With that major fundraising effort now successfully over, we are on a new mission. The AED devices, on the fire engines that help with defibrillation, are showing their age and need to be replaced. Please support our fundraising efforts and this year's drive to raise the money to update this life-saving equipment. We will also be placing AED strategically along the 108 corridor along with CPR & AED training.



Cheesy Green Bean Chicken Casserole



4-6 servings



15 min prep

45 total time

INGREDIENTS

- 3 tbsp. butter
- 1/2 lb. cremini mushrooms
- 1 med yellow onion, finely chopped
- 2 cloves garlic, minced
- 3 tbsp. all-purpose flour
- 1 1/2 c. low-sodium chicken broth
- 1 1/2 c. half & half
- 3 c. shredded Cheddar cheese
- Kosher salt
- Freshly ground black pepper
- 1/2 lb. cooked farfalle pasta
- 1 (10-oz.) bag frozen green beans, thawed
- shredded chicken
- 2 c. store-bought fried onions

NOTES

Quick and easy dinner. You could use store bought rotisserie or boil chicken with salted water till tender.

DIRECTIONS

1. Preheat oven to 350. Preheat a large (12-inch) nonstick (oven proof) skillet over medium heat. Melt the butter in the preheated skillet and add the mushrooms, onion, and garlic. Cook, stirring until softened, about 6 min.
2. Add the flour to the skillet and cook, stirring constantly, 1 minute. While stirring, slowly pour in the chicken broth and half & half. Bring to a simmer over medium heat and cook, stirring, until the sauce thickens, about 7 minutes.
3. Remove the sauce from the heat and stir 2 cups of the cheddar cheese into the sauce until melted. Season with salt and pepper.
4. Stir the cooked pasta, green beans, and shredded chicken into the cheese sauce. Top with remaining cup of cheese & fried onions.
5. Transfer the skillet to the oven and bake until cheese is bubbly, about 5 minutes. Ready to serve.

Recipe shared by: Carol Hallett

SEVERE WEATHER SAFETY

by John Buckingham, Safety Officer



I know it seems unlikely that we should have tornados and/or severe weather warnings but we have experienced winds of 95 miles an hour here in Tuolumne County. One year we even had a “micro burst” which is a mini tornado touch down in Twain Harte. On March 11, 2023 a tornado touched down shortly before 3 p.m. along Old Melones Road along the south end of New Melones Lake and west of Sonora and Jamestown, better known as Tuttletown.

With the tango of spring and winter weather going on, there seem to be more tornadoes popping up in and around the Central Valley. Being a Californian I honestly don't know what to do if a local tornado warning is announced on the radio.

So here are some steps to take:

- 1) **GET INSIDE** a building quickly if you are outside. Get as far into the building as possible.
- 2) **GET DOWN**. Go under ground (basement) if possible. If no basement go to the lowest floor possible away from windows.
- 3) **COVER UP**. Flying and falling debris are a storms number one killer. Use pillows, blankets, helmets, etc to protect your head and body. Lay flat on the floor.
- 4) **Take cover** in a window less bathrooms, closets, hallways or under stairs.
- 5) If you are in a vehicle **seek shelter** in a sturdy building off the road. Try to drive away from the path of a tornado. Avoid seeking shelter under a highway overpass.
- 6) **Be aware** of your surroundings and weather conditions via radio.

The weather “tango” is one dance I have not learned maybe we should take a class.



WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief

The total THA-CERT volunteer hours for March are:

Administration =	206
Training =	45
<u>Deployment =</u>	<u>25</u>
Total hours =	276



WHAT'S NEXT?

Events

Visit Tuolumne County:

<https://www.visittuolumne.com/events>

Twain Harte Chamber of Commerce:

<https://www.twainhartecce.com/events>



Training



CERT Basic Training

Are you ready to help yourself, your family, and your neighbors 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. The trainers are subject matter experts.

When?

- April 19, 2024 1630-2030 (4:30 pm to 8:30 pm)
- April 20, 2024 0900-1700 (9 am to 5 pm)
- April 21, 2024 0900-1700 (9 am to 5 pm)

Where?

- Day 1 & 2**
18775 Manzanita Dr
Twain Harte
(TH Community Center)
- Day 3**
22192 Vantage Pointe Dr
Twain Harte
(THCSD Offices)

Training Includes:

- Personal Preparedness
- Organizing Resources
- Fire Safety/Utility Controls
- Basic Medical Operations
- Light Search & Rescue
- Basic Damage Assessment
- Final Simulation Drill

To register:

RSVP required
twainhartecert@gmail.com

Printing generously donated by

Tuolumne County Wildfire Preparedness
★ **TOWN HALL** ★

Please Join Us
Saturday, April 6th, 2024
9:00am to 2:00 pm

Mother Lode Fairgrounds
220 Southgate Dr,
Sonora, CA 95370

Learn how you can prepare for the upcoming wildfire season with informative sessions, educational booths, fun, and prizes!

For more information, contact Tuolumne County Office of Emergency Services at (209) 533-6395, email at oes@co.tuolumne.ca.us or visit www.tuolumnecounty.gov/oes

Mark your calendar

TWAIN HARTE AREA CERT PRESENTS TWAIN HARTE AREA CHAMBER OF COMMERCE

THE WORLD CLASS TWAIN HARTE OUTHOUSE RACES

June 1, 2024

Parade at 9:00 AM - Race 10:00 AM to 4:00 PM
Eproson Park, Twain Harte, CA
(AKA "Flushing Downs")

Firefighter Challenge-Perpetual Trophy
Wine, Beer & Margaritas
Local Food Vendors
Craft Vendors
Tot Pot Races

When It's Truly An Emergency

For more information:
twainhartecert@gmail.com
(209) 481-5790

For vendor information:
mountainmeadowproductions@gmail.com

This fundraiser benefits: Twain Harte Volunteer Fire Department (THVFD) & THA-CERT.

Who Let The Dogs Out ... In Twain Harte?

- Dog Parade & Family Day -
Saturday, April 20th
Downtown Twain Harte
Registration at 10:00AM Parade Starts at 11:00AM

Activities at Participating businesses to follow
For more details visit www.twainhartecce.com

Sponsored by The Twain Harte Area Chamber of Commerce
All proceeds from participation benefit local animal shelters

Download the entry form:

<https://www.twainhartecsd.com/twain-harte-outhouse-race-2024>

Meetings

THCSD Board Meeting, 22912 Vantage Point, TH
<https://www.twainhartecsd.com/board-meetings>
Wednesday, April 10, 2024 9:00 am



Join the weekly:
Twain Harte Neighborhood Radio Watch
Wed: 7:00 PM Sun: 9:00 AM
FRSM: ch 18

THA-CERT & Fire Association Board Meeting
THCSD Brd Room, 22912 Vantage Point Dr, TH
Thursday, April 4, 2024 9:30 am

Not
My
Kid

MENTAL HEALTH TOOLS

EVERY PARENT
NEEDS TO KEEP
KIDS HAPPY,
HEALTHY &
SUCCESSFUL

WEDNESDAY
April 10
2024
5-8:30 PM

Sierra Bible Church
15171 Tuolumne Road, Sonoma CA
5-8:30pm
Free Tickets/Free Dinner
(CHILDCARE AVAILABLE)



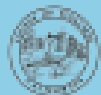
Choice of Two Breakout Sessions from the following:

Drug Awareness	Dr. Kim Freeman
Youth Mental Health	Bob White & Heather Albertson
Internet Safety	Brian Thomas
Science of Happiness	Rob Egger
Healthy Relationships	Alex Abarca
Bullying Prevention	Pam Orebaugh & Darrell Slocum

5:00-5:55pm	Check-in, Dinner, & Resource tables
6:00-6:20pm	Opening Remarks
6:30-7:05pm	Session #1
7:15-7:50pm	Session #2
8:00-8:30pm	Q&A



Lantern
of Light



To reserve your free ticket, dinner and childcare

Register at
NotMyKid.Life



Board Meeting Agenda Item Summary

April 11, 2024

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

RECOMMENDED ACTION:

None

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operations Manager Report

TWAIN HARTE CSD OPERATIONS REPORT

WATER/SEWER/PARK
DIVISION

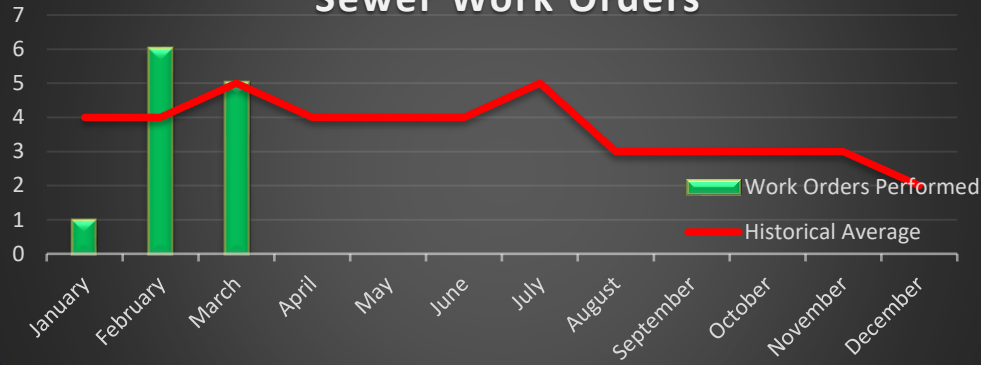
MARCH 2024



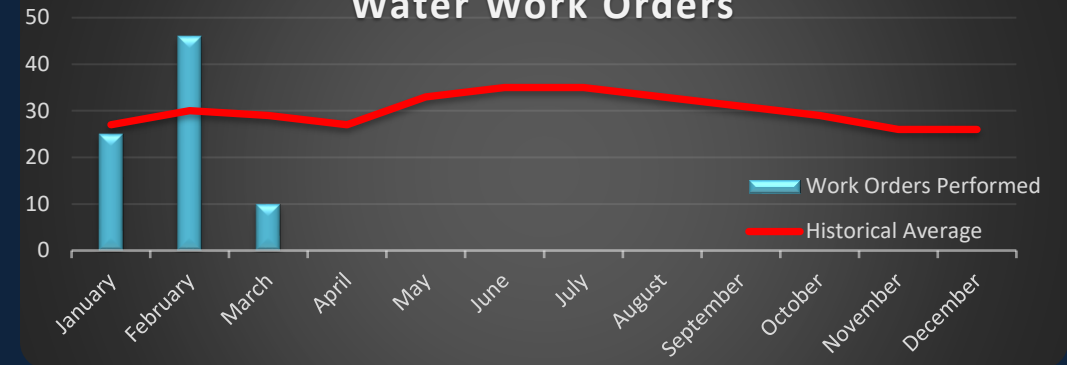
WATER & SEWER STATISTICS



Sewer Work Orders

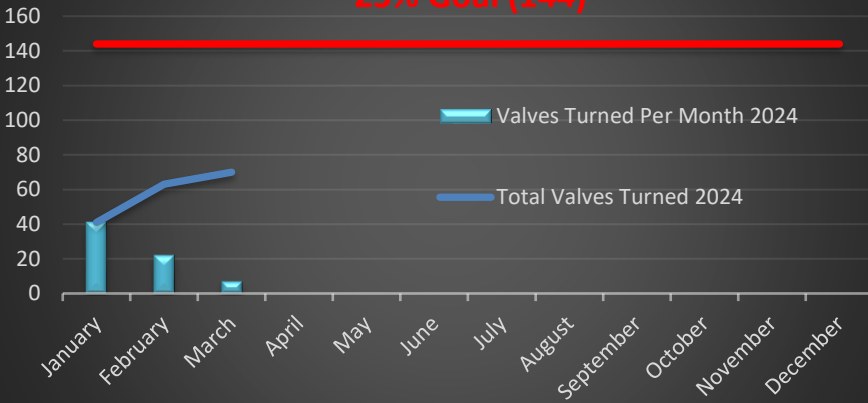


Water Work Orders



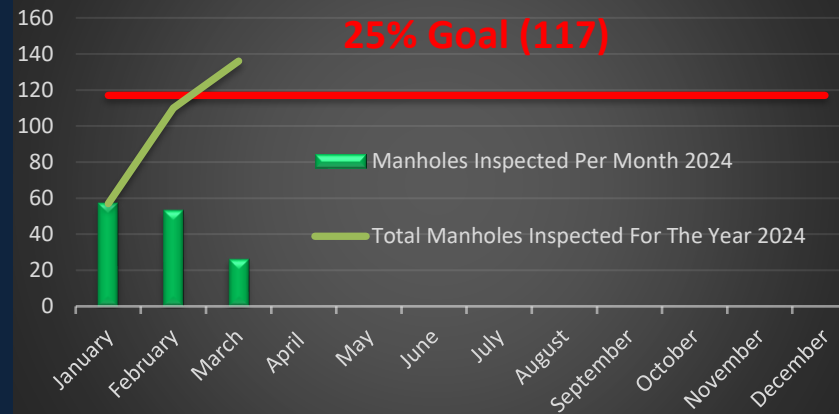
Valve Exercising

25% Goal (144)



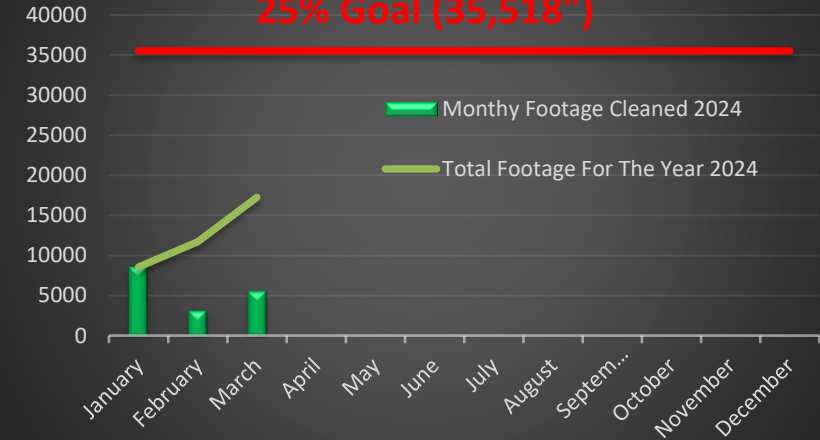
Manhole Inspections

25% Goal (117)

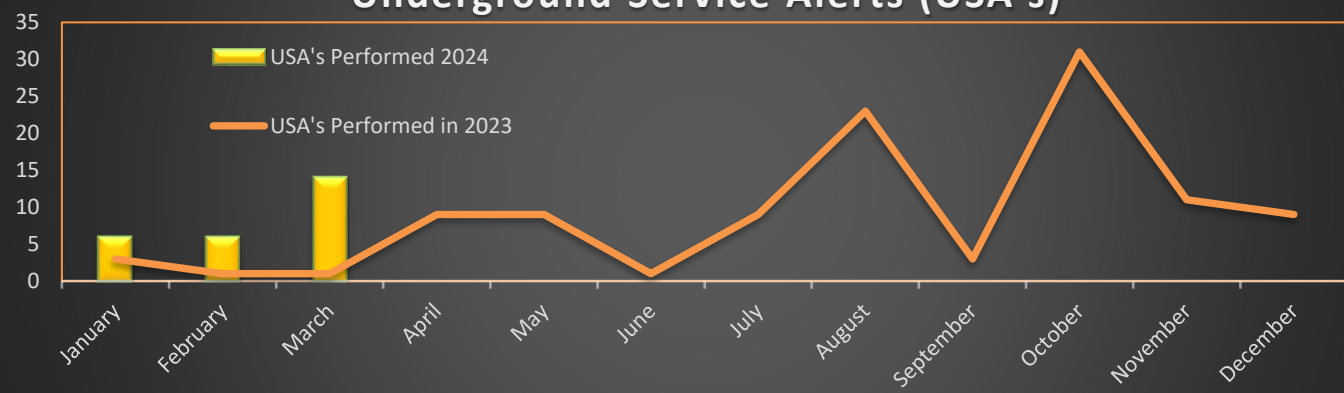


Sewer Cleaning

25% Goal (35,518")



Underground Service Alerts (USA's)



ITEMS OF NOTE



WATER PRODUCTION TOTALS

Year: 2024

Month	*SWTP Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Decrease in Demand (%)	Rain (inches)	Snow (inches)
Jan	6,069,877	0	0	0	467,389	6,069,877	8,304,262	26.91%	9.18	4
Feb	4,711,186	850,253	0	0	463,285	5,561,439	5,836,362	4.71%	12.33	11
Mar	5,162,968	115,786	0	0	477,761	5,278,754	5,776,198	8.61%	8.5	7.5
Apr						0				
May						0				
Jun						0				
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	15,944,031	966,039	0	0	1,408,435	16,910,070	19,916,822	15.10%	30.01	22.5



Board Meeting Agenda Item Summary

April 11, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- General Manager's Report

GM REPORT

April 10, 2024



ADMIN ACTIVITIES

- FY 2024-25 Budget Preparation
- THCSO Median Household Income Survey
- Grant Management – Prop 1 and Prop 68
- TH Meadows Park Construction Management
- Parking Lot, Pickleball and Tennis Courts Projects
- FEMA Storm Damage Reimbursement Coordination
- TH Trail Eagle Scout Project Coordination

CAPITAL PROJECTS

Twain Harte Meadows Park

Budget: \$3,000,000

Grading, pavilion framing, restroom building, some planting and most of the water play area is complete. If weather permits, planting, water play area, parking area and pavilion construction will continue this month. Project completion is anticipated in early fall 2024.

Tennis/Pickleball Court Improvements

Budget: \$310,000

The sport grid surface for the pickleball courts expansion has been ordered and construction is anticipated in June. Coordination and contracting for the tennis court improvements is underway and construction to convert the tennis courts to a hybrid clay surface is anticipated in early summer.

Community Center Improvements

Budget: \$74,000 Fire / \$74,000 Park

Kitchen remodel, ADA bathrooms, flooring and exterior repaint is complete. Work to construct a concrete ADA parking space, path, and entryway has begun and will be complete this month. Paving will also be complete this month. New front doors and signage will be installed in the next two months.

Motor Control Center (MCC) Upgrade

Budget: \$185,000

Construction submittals to replace the MCC at the water treatment plant are finalized. Manufacturing delays have pushed construction out until the next low water demand month in November.

MEETINGS OF INTEREST

- 3/19** Kickoff Meeting – RGS Financial
- 3/26** SDRMA Spring Education Day
- 4/3** Congressman McClintock – HR 7525
- 4/4** Stop Cyber Attacks Training
- 4/12** TH Trail Eagle Scout Scoping Meeting

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Sherwood Forest water lines design and grant application is ready to submit.

FUNDING OPPORTUNITIES

SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Summer 2024

SRF / BUDGET EARMARK - \$6.55M

Sherwood Forest Water / Award: Summer 2024

ASSISTANCE TO FIREFIGHTERS GRANT - \$75,000

Structural Fire Turnouts / Award: Fall 2024

TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED