

TWAIN HARTE COMMUNITY SERVICES DISTRICT

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

REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE September 9, 2026 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/81956701166>
- Meeting ID: 819 5670 1166
- Telephone: (669) 900-6833

AGENDA

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

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

Our Board values community involvement and encourages public input on matters of District interest. This time is set aside for comment on matters not listed on the agenda.

5. Presentations

- A. Tour of new Type 6 Fire Engine (to be conducted after Reports).

6. Consent Agenda

- A. Presentation and approval of financial statements through August 31, 2026.
- B. Approval of the minutes of the Special Meeting held on August 10, 2026, and the Regular Meeting held on August 12, 2026.

7. New Business

- A. Discussion/action to adopt revisions to Policy #2002 – Discrimination.
- B. Discussion/action to adopt revisions to Policy #2083 – Training and Travel Authorization and Expense Reimbursement.

- C. Discussion/action to adopt revisions to Policy #2215 – Unlawful Harassment.
- D. Discussion/action to adopt revisions to Policy #3030 – Injury and Illness Prevention Plan.
- E. Discussion/action to adopt Resolution #26-21 – Approval of Fiscal Year 2026-27 Budget Adjustment for Procurement of a Utility Terrain Vehicle with Attachments.
- F. Discussion/action to adopt Resolution #26-22 – Approving a Fiscal Year 2026-27 Budget Adjustment for Administrative Office HVAC System Replacement.
- G. Discussion/action to adopt Resolution #26-23 – Approving a Sonora Area Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment to Procure an Electric Vehicle BEST Device.
- H. Discussion/action to consider a mutual assistance request from Tuolumne City Sanitary District for General Manager services.
- I. Discussion/action to approve a Memorandum of Agreement with the City of Sonora for assistance under the California Fire and Rescue Mutual Aid System.
- J. Discussion/action to adopt Resolution #26-24 – Approving a California Fire Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment to Procure Wildland Hose.

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. 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.

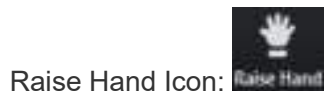
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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 Board Secretary: 22912 Vantage Pointe Dr., 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.

PUBLIC COMMENT RULES

- 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 providing 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

September 9, 2026

ITEM #:	05A	ITEM TYPE:	☐ Discussion ☐ Action ☐ Both
SUBJECT:	Tour of new Type 6 Fire Engine.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: <u>6.10</u>		

RECOMMENDED ACTION:

None.

SUMMARY:

On April 8, 2026, the Board approved procurement of a Type 6 fire engine to enhance its emergency response capabilities. The Type 6 is a smaller, more versatile apparatus that can respond more quickly than larger engines and is well suited for medical calls (more than 75% of the District's calls), emergency response in heavy snow storms, and wildland fire response.

The Type 6 also provides an additional resource for mutual aid and wildfire assignments while helping reduce the use, maintenance, and fuel costs of larger engines for calls that do not require their capabilities.

The District received the new Type 6 fire engine on August 31, 2026, and it is being equipped to be put in service. Chief Gamez will provide the Board with a tour of the Type 6 fire engine and review its features and capabilities.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- None.



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	06A	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Presentation and Approval of Financial Statements through August 31, 2026.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through August 31, 2026.

SUMMARY:

This item presents Fiscal Year (FY) 2026-27 financial statements for all District Funds through August 31, 2026. The following is a general summary of the financial statements:

- Operating expenses for all Funds, with the exception of the Park and Sewer Funds, are above the target expenditure level of 16.67%. This is typical during the early months of the fiscal year, as the target percentage assumes that expenditures occur evenly throughout the year. While the target serves as a useful benchmark for monitoring budget performance, it does not reflect the actual timing of expenditures. At the beginning of each fiscal year, the District makes several significant upfront payments that cover costs for the entire year. As a result, these one-time annual expenditures have already been fully recognized, causing expenses in most Funds to exceed the target percentage. The following are some examples of one-time, annual expenses that have already been fully paid:
 - Annual Property/Liability and Workers' Compensation Insurance Premiums
 - CalPERS Unfunded Liability Payment
 - Water Meter Replacement Annual Loan Payment
 - Water Treatment Chemical Bulk Purchase
- Sewer Fund expenses would be higher if the Sewer Fund's largest expense (a quarterly wastewater treatment invoice from Tuolumne Utilities District) was included. If that bill was provided monthly, Sewer Fund expenses would be 19.3% of budget.
- In addition to upfront annual payments, Fire Fund expenditures are significantly above budget due to heavy strike-team activity and approximately \$144,065 in related expenses, which will be reimbursed with additional revenue later in the fiscal year. Without these expenses, the Fire Fund would be 24.7% of budget. Fire Capital expenditures are higher than target due to the purchase of the Type 6 Engine.
- Bank balances are healthy and in line with expectations. As expected, disbursements exceeded receipts in August due to several large upfront fiscal year expenditures, repairs, and a capital purchase.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of August 31, 2026

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star - Operating	764,393	408,020	(553,116)	650,000	1,269,298
US Bank - Operating	4,314	3,023	(27)		7,310
Five Star - Money Market	3,467,667	11,236		(650,000)	2,828,903
CA CLASS - Investment	1,291,465	4,111			1,295,576
LAIF - Investment	930,336				930,336
TOTAL	\$ 6,458,175	\$ 426,390	\$ (553,143)	\$ -	\$ 6,331,422

TWAIN HARTE COMMUNITY SERVICES DISTRICT
26/27 OPERATING EXPENDITURE SUMMARY
As of August 31, 2026

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 16.67%)
Park	109,964	15,824	94,140	14.39%
Water	1,257,771	383,087	874,684	30.46%
Sewer	1,164,594	127,451	1,037,143	10.94%
Fire	1,392,004	489,443	902,561	35.16%
Admin	889,458	192,949	696,509	21.69%
TOTAL	\$ 4,813,791	\$ 1,208,754	\$ 3,605,037	25.11%

Based on FY 26/27 Approved Budget - Adopted June 10, 2026

TWAIN HARTE COMMUNITY SERVICES DISTRICT
26/27 CAPITAL EXPENDITURE SUMMARY
As of August 31, 2026

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 16.67%)
Park	108,500		108,500	0.00%
Water	700,500		700,500	0.00%
Sewer	589,500		589,500	0.00%
Fire	437,500	434,226	3,274	99.25%
Admin		-	-	
TOTAL	\$ 1,836,000	\$ 434,226	\$ 1,401,774	23.65%

Based on FY 26/27 Approved Budget - Adopted June 10, 2026



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	06B	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Approval of the Minutes of the Special Meeting held on August 10, 2026 and the Regular Meeting held on August 12, 2026.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Special Meeting held on August 10, 2026 and the Regular Meeting held on August 12, 2026.

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 Special Meeting held on August 10, 2026 and the Regular Meeting held on August 12, 2026, 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 Special Meeting held on August 10, 2026
- Minutes of the Regular Meeting held on August 12, 2026.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Special Meeting
August 10, 2026

CALL TO ORDER: Director Bohlman called the meeting to order at 12:00 p.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley
Director Bohlman
Director Mannix
Director Mitchell

STAFF:

Tom Trott, General Manager
Kimberly Silva, Board Secretary

AUDIENCE:

No members of the public.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

PUBLIC HEARING:

- A. Open public hearing.
- B. Presentation regarding placing delinquent water and sewer bills on the Tuolumne County property tax roll.
- C. Receive public comment.
- D. Close public hearing.
- E. Discussion/action to adopt Resolution #26-18 – Authorizing District Staff to Place Delinquent Water and Sewer Charges on the 2026/27 Tuolumne County Secured Property Tax Roll.

MOTION: Director Sipperley made a motion to adopt Resolution #26-18 – Authorizing District Staff to Place Delinquent Water and Sewer Charges on the 2026/27 Tuolumne County Secured Property Tax Roll.

SECOND: Director Mannix

AYES: Sipperley, Mannix, Bohlman, Mitchell

NOES: None

ABSTAIN: None

ABSENT: Dearborn

ADJOURNMENT:

The meeting was adjourned at 12:07 p.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Mary Dearborn, President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
August 12, 2026

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

DIRECTORS:

Director Dearborn
Director Sipperley
Director Bohlman
Director Mannix
Director Mitchell

STAFF:

Tom Trott, General Manager
Lewis Giambruno, Operations Manager
Neil Gamez, Fire Chief
Kim Silva, Board Secretary

AUDIENCE:

1 member of the public.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment

CORRESPONDENCE:

- A. Response Letter to Findings and Recommendations of the 2025-26 Tuolumne County Civil Grand Jury's "Twain Harte Fire District Payroll Practices Report."

CONSENT AGENDA:

- A. Presentation and approval of financial statements through July 31, 2026.
- B. Approval of the minutes of the Regular Meeting held on July 8, 2026.

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

SECOND: Director Bohlman

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #26-19 - Declaring 1998 Sewer Jetter Trailer as Surplus Property.

MOTION: Director Sipperley made a motion to adopt Resolution #26-19 - Declaring 1998 Sewer Jetter Trailer as Surplus Property.

SECOND: Director Mannix

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

- B. Discussion/action regarding solar streetlight options for the Eproson Parking Lot Solar Lights Project.

The Board provided direction for Staff to proceed with the Inlux lighting option and requested additional information regarding the delivery timeline and whether the lighting could be extended through the downtown corridor while remaining compliant with the grant funding requirements.

- C. Discussion/action to adopt Resolution #26-20 – Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Participation in the Special District Risk Management Authority's Health Benefits Program.

MOTION: Director Bohlman made a motion to adopt Resolution #26-20 – Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Participation in the Special District Risk Management Authority's Health Benefits Program.

SECOND: Director Mitchell

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

- D. Discussion/action to approve a Mutual Assistance Agreement with Tuolumne City Sanitary District.

MOTION: Director Sipperley made a motion to approve a Mutual Assistance Agreement with Tuolumne City Sanitary District.

SECOND: Director Mannix

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

REPORTS:

President and Board Member Reports

- *Director Sipperley reported on the recent TCSDA and LAFCO meetings. He noted that there will be no LAFCO meeting in September. The Municipal Service Review (MSR) reports for*

Tuolumne City Sanitary District and Parks and Recreation were also discussed at the LAFCO meeting.

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided.*
- *A verbal summary of the written report was provided by CERT's Mary Dearborn.*

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.*

ADJOURNMENT:

The meeting was adjourned at 10:23 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Mary Dearborn, President



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07A	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt revisions to Policy #2002 – Discrimination.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt proposed revisions to Policy #2002 – Discrimination.

SUMMARY:

Policy #2002 (Discrimination) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and continues to protect the rights of all employees against discrimination. All employees are encouraged to submit written or verbal comments regarding its effectiveness.

The Board's Finance/Policy Committee reviewed Policy #2002 (Discrimination) and determined that it needed minor revisions to comply with current law. The Finance/Policy Committee recommends that the Board adopt the attached proposed revisions to Policy #2002 – Discrimination.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2002 – Discrimination (Proposed Revisions w/Redlines)
- Policy #2002 – Discrimination (Proposed Revisions w/o Redlines)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Discrimination
POLICY NUMBER: 2002
ADOPTED: March 21, 2006
AMENDED: 9/11/2014, 9/9/2020, 11/12/2020, 9/11/24
LAST AMENDED: September ~~11, 2024~~9, 2026
LAST REVIEWED: September ~~10, 2025~~9, 2026

2002.10 PURPOSE

The purpose of this policy is to ensure that there shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Color
- Disability (mental and physical)
- Genetic Information
- Gender (including gender identity or gender expression)
- Marital Status
- Medical Condition
- Military/Veteran Status
- Pregnancy/Childbirth (breastfeeding or related medical conditions)
- Race
- Religion, Creed
- Reproductive Health Decision-making
- Sex, Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation
- Any other basis protected by federal, state or local law, ordinance or regulation.

These protections also apply based on a combination of protected characteristics, perceived protected characteristics, or association with a person who has or is perceived to have a protected characteristic.

2002.20 Unpaid Interns, Volunteers and Service Providers

Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

2002.30 Third Parties

All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

2002.40 Customers

There shall be no discrimination, for any of the reasons stated above or provided by law, in any actions taken by the District in dealing with our customers or the general public.

2002.50 Reporting Complaints

There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

- Report to direct supervisor.
- Report to your supervisor's supervisor.
- Report to General Manager.
- If the complaint is in regards to General Manager, report to the President of the Board of Directors.

2002.60 Response to Reported Complaints

Every reported incident of discrimination will be documented, tracked and promptly investigated by qualified personnel or a District representative with the cooperation of the employee and/or the public member reporting the discrimination. This policy requires anyone who receives a complaint of misconduct to report the complaint to the General Manager. If the complaint is in regards to the General Manager, the recipient of the complaint can report to the President of the Board of Directors. Confidentiality of all persons involved in the incident shall be maintained to the extent possible. Employees will not be exposed to retaliation as a result of the making a complaint or participating in any workplace investigation. The results of any investigation of alleged discrimination

shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

2002.70 Employee Information

To ensure that all employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.80 Annual Review

To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Discrimination

POLICY NUMBER: 2002

ADOPTED: March 21, 2006

AMENDED: 9/11/2014, 9/9/2020, 11/12/2020, 9/11/24

LAST AMENDED: September 9, 2026

LAST REVIEWED: September 9, 2026

2002.10 PURPOSE

The purpose of this policy is to ensure that there shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Color
- Disability (mental and physical)
- Genetic Information
- Gender (including gender identity or gender expression)
- Marital Status
- Medical Condition
- Military/Veteran Status
- Pregnancy/Childbirth (breastfeeding or related medical conditions)
- Race
- Religion, Creed
- Reproductive Health Decision-making
- Sex, Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
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- Any other basis protected by federal, state or local law, ordinance or regulation.

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shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

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To ensure that all employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.80 Annual Review

To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07B	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt revisions to Policy #2083 – Training and Travel Authorization and Expense Reimbursement.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt proposed revisions to Policy #2083 – Training and Travel Authorization and Expense Reimbursement.

SUMMARY:

The District's Finance/Policy Committee recently reviewed and discussed Policy #2083 (Training and Travel Authorization and Expense Reimbursement) because it had not been updated since it was first adopted on August 11, 2016.

The Finance/Policy Committee reviewed and proposed several revisions to clarify language, improve flexibility to meet District needs, update travel reimbursement values with General Services Administration (GSA) standards, and include more current travel methods. Proposed revisions generally include the following:

- Improves flexibility by changing the reason for selecting travel methods from required or most economical methods to most reasonable and economical methods. This considers cost, travel time, availability, safety, District business needs, and other specific situations. Although reasonable is added for flexibility and efficiency, the language requires cost to be a major factor.
- Updates the section on taxis to include all transportation, such as public transportation, rideshare, etc.
- Simplifies lodging and reduces incompatibility of GSA rates for specific areas by establishing a \$250 per-night maximum for lodging when a published group rate is not available. GSA rates for California often range from \$100-\$300 per night depending on location/season and often are not sufficient for the District business need. The proposed revisions also provide a method for approval of exceptions.
- Increases meal reimbursement limits to \$20 for breakfast, \$25 for lunch, and \$40 for dinner (including taxes and gratuity), which are all within the general ranges for GSA rates and better provide for actual price increases since the policy was first adopted.
- Provides the ability for the General Manager to approve unreimbursed strike team travel provisions (such as lodging) if it is reasonably needed for employee safety.
- Updates timelines for the training/travel reimbursement process.

The Finance/Policy Committee recommends that the Board adopt the revised Policy #2083.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2083 – Training and Travel Authorization and Expense Reimbursement (Revisions w/Redlines)
- Policy #2083 – Training and Travel Authorization and Expense Reimbursement (Revisions w/o Redlines)
- Policy #2083 – Training and Travel Authorization and Expense Reimbursement (Original Version)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training and Travel Authorization and Expense Reimbursement ~~Policy~~
POLICY NUMBER: 2083
ADOPTED: August 11, 2016
AMENDED: 9/9/26
LAST AMENDED: September 9, 2026

2083.10 PURPOSE

Twain Harte Community Services District believes in providing sufficient training opportunities for its board members of directors and employees in order to achieve high levels of performance and to enable effective and sound decision making. The purpose of this policy is to set forth requirements for approval of District training, out-of-county travel and reimbursement of related expenditures. ~~prescribe the manner in which District employees and directors may receive approval to attend training events and be reimbursed for expenditures related to District training and out-of-county travel.~~

2083.20 INTENT

Provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director and are intended to be consistent with prudent use of public funds, best business practices and applicable laws.

2083.30 TRAINING/TRAVEL AUTHORIZATION

Employee and ~~Board~~ board of Director training and/or out-of-county travel may be authorized when deemed necessary and in the best interest of the District or as a pre-approved employee professional development plan.

2083.31 Employee Training/Travel. Employees may travel to participate in pre-approved training programs and conferences or to attend to District business that cannot take place locally. Travel and cost estimates must be approved in advance by the Department Manager or General Manager using the District's Training/Travel Authorization and Expense Authorization Form.

2083.32 Board of Directors Training/Travel. Members of the board may travel to participate in training programs and conferences or to attend to District business that cannot take place locally. Training and travel must be approved in advance as set forth in policy 4090 – Training, Education & Conferences.

2083.40 ELIGIBLE TRAVEL EXPENSES

District employees and directors are eligible to receive reimbursements for transportation, meals, lodging, registration and other reasonable and necessary expenses incurred while attending or performing authorized District-related training/travel for attending the above occurrences on behalf of the Twain Harte Community Services District. Expenses shall be reasonable, necessary and directly related to District business.

Travel on the day before an event will generally be allowed when attendance would require travel to begin travel time before 6:00 a.m. ~~in order to make it in time to the event.~~ Return travel on the day after the event will generally be allowed ~~when in the event that~~ traveling on the last day of the event would result in the attendee arriving at his/her place of residence after 8:00 p.m.

2083.41 Registration Costs. Costs for seminars, conferences, workshops, and meetings will, whenever possible, be pre-paid by the District when the employee or director has been authorized to travel to such events. Attendees should make every effort to submit travel authorization requests in enough time to utilize early-bird registration discounts or avoid late registration fees.

2083.42 Transportation. Transportation shall be by a reasonable and economical means, taking into consideration cost, travel time, availability, safety and the needs of the District. will be by the most economical means, as determined by the District. Employees are encouraged to use a District vehicle for travel when it is, if available, e, and when travel by vehicle is the most economical option. reasonable and economical.

2083.42.1 District Vehicle – When a District vehicle is used, no mileage reimbursement shall be provided. Only reasonable and necessary transportation expenses will be reimbursed, including fuel or vehicle charging, tolls and parking. transportation reimbursement will be limited to the cost of fuel only.

2083.42.2 Personal Vehicle – When a personal vehicle is authorized for District travel, used, transportation reimbursement will be calculated on a per mile basis according to using the current IRS Standard Mileage Rate for business travel.

The following will also apply:

1. Mileage will be computed from the distance of the employee's or Director's residence or normal designated worksite to the destination, and return. Mileage may ~~also~~ include travel to and from an airport or other place of public transportation used to travel to and from the final destination.
2. Fuel costs will not be reimbursed in addition to the standard mileage rate.
3. No reimbursements will be made for ~~the repair of damage to~~ a private vehicle used for District business, except as required by law or District liability coverage.
4. The driver must possess a valid driver's license and carry liability insurance.

2083.42.3 Air Travel – When air travel is a reasonable and economical method of transportation, airfare is the most economical method of transportation, the following rules rules and guidelines shall apply:

1. Use of a carrier that delivers the most direct and economical option should be used. Reasonable efforts shall be made to obtain economical fares and reasonably direct travel.
2. Reimbursement will be based on travel by coach/economy class.
- 2.3. Reasonable baggage fees and other necessary airline fees may be reimbursed.
- 3.4. The District will not reimburse No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.

2083.42.4 Car Rental – Rental cars may be used when reasonably necessary and when other transportation alternatives are unavailable, impractical or less economical. if public transportation is not available and it is the most economical means of transportation. The following rules rules and guidelines shall apply:

1. The type and size of the automobile rented shall be the least expensive option reasonably appropriate for the business purpose and number of travelersto the use required by the employee or Director.
2. Luxury cars are not to be rented unless no reasonable alternative is available. under any circumstance.
3. Reasonable efforts shall be made to obtain government, group, or other discounted rates when available. Effort should be made to obtain the lowest rate whenever possible.
- 3.4. Necessary fuel or charging costs, tolls, and parking associated with an authorized rental vehicle are reimbursable.

2083.42.5 Use of TaxisGround Transportation – Use of Reasonable expenses for taxis, rideshare services, public transportation, shuttles and similar ground transportation are reimbursable when determined to be a reasonable and economical means of transportation based upon cost, availability, travel time, safety and practicality. Gratuities for taxi, rideshare, or similar ground transportation shall only be reimbursed up to 15% of the fare. is discouraged. Attempts must be made to utilize hotel/motel shuttle services to and from an airport or train/bus station. Taxi services will not be reimbursed for travel to a restaurant unless there are no available facilities at or near the venue of the event or at the place of lodging.

2083.43 Lodging. The District will pay-reimburse actual lodging expensesfor lodging for as many nights as necessary for the business purpose of the trip. Receipts are required.

When lodging is associated with a conference or event offering a published group rate, lodging expenses shall not exceed the published rate. When a group rate is not available actual lodging expenses shall not exceed \$250 per night, excluding applicable taxes and mandatory fees.

If reasonable lodging within the established \$250 maximum rate is unavailable or impractical due to location, availability, safety, seasonal pricing, conference or travel requirements, or other reasonable business circumstances, employees may request advanced approval of the General Manager for reimbursement at higher rates. Approval for reimbursement at higher rates will be at the sole discretion of the General Manager. Board members may only receive approval to exceed lodging rates by board action. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If a published group rate is unavailable, the cost of lodging shall not exceed the IRS approved standard lodging rate for travel. (see www.gsa.gov) Receipts are required.

The following rules ~~and guidelines~~ apply to reimbursable lodging:

1. Lodging is generally allowed for the evening before an event if the attendee has to leave before 6:00 a.m. on the day of the event to arrive on time.
2. Lodging is generally allowed for the last day of the event if traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.
3. Employees and directors may choose to share or have their own lodging accommodation.
4. Employees and directors shall make reasonable efforts to obtain economical lodging and shall utilize available government, conference or group rates when available and appropriate.
- ~~3.5.~~ Necessary hotel parking shall be considered reimbursable and not included in the lodging rate limit.

2083.44 Meals. The actual reimbursed cost of each meal, including taxes and gratuity, shall not exceed the below rates. Reimbursable gratuity shall be limited to 20% of the meal cost. Alcohol is not reimbursable. Receipts are required.

- Breakfast - ~~\$16.00~~20.00
- Lunch - ~~\$17.00~~25.00
- Dinner - ~~\$31.00~~40.00

2083.44.1 Partial Travel Day Meals – Partial travel day meals are reimbursable when travel takes place during mealtimes subject to the below time frames:

- Breakfast – allowed on the day of travel when travel begins before 6:00 a.m.
- Lunch – allowed if first day of travel begins before 11:00 a.m. or if last day of travel ends after 1:30 p.m.

- Dinner – allowed if first day of travel begins before 4:30 p.m. or if last day of travel ends after 6:30 p.m.

2083.44.2 Event-Provided Meals – Attendees are expected to ~~take advantage of~~ meals ~~that are~~ included in the ~~registration~~ cost of an ~~attended~~ event. An exception may be approved when there is a reasonable justification, such as dietary restrictions, a conflicting District business obligation, or another reasonable circumstance. The justification shall be documented on the ~~granted if a written justifiable reason (e.g. dietary concerns, meeting with peers, etc) is submitted with the~~ Training/Travel Authorization & Expense Reconciliation Form.

2083.50 IN-ELIGIBLE TRAVEL EXPENSES

2083.51 Personal Expenses. ~~Personal expenses are not reimbursable. Examples include The cost of personal items such as in-room movies, personal entertainment, personal phone charges, calls, optional hotel amenities, laundry service, fitness center or recreation charges, alcoholic beverages, optional travel upgrades, valet parking when reasonable self parking is available, and other expenses unrelated to District business. (unless hotel self parking option is not available), and alcoholic beverages are ineligible.~~

2083.52 Other Family Members. ~~The cost of providing t~~Transportation, meals, lodging, registration, and other expenses etc. for a spouse or other family member accompanying an employee or director are not reimbursable by the District.(s) is ineligible.

2083.53 No-Show Charges. An ~~attendee~~ employee or director will be required to reimburse the District for avoidable non-refundable expenses, cancellation charges, or no-show charges resulting from the employee or director's failure to attend an authorized event without reasonable justification.

Reimbursement shall not be required when cancellation or non-attendance results from District operational needs, illness, emergency, weather or travel disruption, outside cancellation or modification of the event, or other circumstances reasonably outside of the attendee's control. Reasonableness will be determined by the General Manager.

Attendees shall make reasonable efforts to cancel reservations and minimize costs and shall notify the General Manager or Accountant as soon as possible. responsible for all non-refundable costs or no-show charges resulting from failure to attend an event. Exceptions may be granted for emergencies or illness. The attendee shall make every effort to notify their supervisor, the General Manager or Finance Officer as soon as possible of such an occurrence.

2083.54 Unreasonable Expenditures. Expenses that do not adhere to this Policy or that are not reasonable and necessary District business expenses shall not be

reimbursed unless an exception is authorized in accordance with this policy and applicable law.

Exceptions for employees may be approved in advance by the General Manager. Exceptions for directors must be approved by board action in accordance with law, adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting (applicable to board members) or the General Manager (applicable to employees) prior to the expense being incurred shall not be eligible for reimbursement.

2083.55 Response by Fire Employees Under Mutual Aid Agreements.

Responses by District Fire employees to incidents or emergencies declared by other agencies are defined by Mutual Aid Agreements that have been approved by the Board. Therefore, expenses, including meals, are subject to the Mutual Aid Agreements and are not eligible expenses under this policy. If Mutual Aid Agreements for specific incidents/emergencies do not provide reimbursable accommodations or other needs that are reasonably necessary for employee safety, the General Manager may approve District reimbursement of expenses for such accommodations or needs in accordance with this policy.

2083.60 REIMBURSEMENT PROCEDURE

2083.61 Employee Travel Cards. All employees except department managers are required to use a District Travel Card when traveling. Employees may check out a District travel card no earlier than two days before expected travel. Credit cards will only be issued to employees who have an approved travel authorization/cost estimate form for the specific event on file with the District office. The travel card must be returned to the District office within one (1) working day of the employee's return. District directors will not be issued District credit cards for travel expenses and will ~~instead~~ be reimbursed for expenses after travel ends according to sections 2083.62 and 2083.64.

2083.62 Employee Training/Travel Authorization and Reconciliation Forms. The Training/Travel Authorization and Expense Reconciliation Form must be submitted and approved prior to travel and must be submitted to the ~~Finance Officer~~Accountant with all receipts attached within ~~five-ten~~ (105) working days of the employees return.

2083.63~~2~~ Board Training/Travel Reimbursement Request Forms. Directors must complete and submit a Board Training/Travel Reimbursement Form to the ~~Finance Accountant Officer~~ within ~~fifteen-ten~~ (105) days of return.

2083.63-64 Approval of Reconciliation and Reimbursement Request Forms. The District ~~Finance Officer~~Accountant or ~~the~~ General Manager will review and approve ~~reconciliation-reimbursement~~ forms.

2083.64-65 Timing of Reimbursement. Once ~~the-a expense-claim~~reimbursement request form has been approved, a check for reimbursement of authorized expenses will generally be issued within two weeks as part of the District's normally scheduled

~~accounts payable process, costs not charged to a District credit card will be cut within two weeks as part of the District's normally scheduled bill payments.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training and Travel Authorization and Expense Reimbursement
POLICY NUMBER: 2083
ADOPTED: August 11, 2016
AMENDED: 9/9/26
LAST AMENDED: September 9, 2026

2083.10 PURPOSE

Twain Harte Community Services District believes in providing sufficient training opportunities for its board of directors and employees in order to achieve high levels of performance and to enable effective and sound decision making. The purpose of this policy is to set forth requirements for approval of District training, out-of-county travel and reimbursement of related expenditures.

2083.20 INTENT

Provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director and are intended to be consistent with prudent use of public funds, best business practices and applicable laws.

2083.30 TRAINING/TRAVEL AUTHORIZATION

Employee and board training and/or out-of-county travel may be authorized when deemed necessary and in the best interest of the District or as a pre-approved employee professional development plan.

2083.31 Employee Training/Travel. Employees may travel to participate in pre-approved training programs and conferences or to attend to District business that cannot take place locally. Travel and cost estimates must be approved in advance by the Department Manager or General Manager using the District's Training/Travel Authorization and Expense Authorization Form.

2083.32 Board Training/Travel. Members of the board may travel to participate in training programs and conferences or to attend to District business that cannot take place locally. Training and travel must be approved in advance as set forth in policy 4090 – Training, Education & Conferences.

2083.40 ELIGIBLE TRAVEL EXPENSES

District employees and directors are eligible to receive reimbursement for transportation, meals, lodging, registration and other reasonable and necessary expenses incurred while attending or

performing authorized District-related training/travel. Expenses shall be reasonable, necessary and directly related to District business.

Travel on the day before an event will generally be allowed when attendance would require travel to begin before 6:00 a.m. Return travel on the day after the event will generally be allowed when traveling on the last day of the event would result in the attendee arriving at his/her place of residence after 8:00 p.m.

2083.41 Registration Costs. Costs for seminars, conferences, workshops, and meetings will, whenever possible, be pre-paid by the District when the employee or director has been authorized to travel to such events. Attendees should make every effort to submit travel authorization requests in enough time to utilize early-bird registration discounts or avoid late registration fees.

2083.42 Transportation. Transportation shall be by a reasonable and economical means, taking into consideration cost, travel time, availability, safety and the needs of the District. Employees are encouraged to use a District vehicle for travel when it is available, reasonable and economical.

2083.42.1 District Vehicle – When a District vehicle is used, no mileage reimbursement shall be provided. Only reasonable and necessary transportation expenses will be reimbursed, including fuel or vehicle charging, tolls and parking.

2083.42.2 Personal Vehicle – When a personal vehicle is authorized for District travel, reimbursement will be calculated using the current IRS Standard Mileage Rate for business travel. The following will also apply:

1. Mileage will be computed from the distance of the employee's or Director's residence or normal designated worksite to the destination, and return. Mileage may include travel to and from an airport or other place of public transportation used to travel to and from the final destination.
2. Fuel costs will not be reimbursed in addition to the standard mileage rate.
3. No reimbursements will be made for damage to a private vehicle used for District business, except as required by law or District liability coverage.
4. The driver must possess a valid driver's license and carry liability insurance.

2083.42.3 Air Travel – When air travel is a reasonable and economical method of transportation, the following rules shall apply:

1. Reasonable efforts shall be made to obtain economical fares and reasonably direct travel.
2. Reimbursement will be based on travel by coach/economy class.
3. Reasonable baggage fees and other necessary airline fees may be reimbursed.

4. The District will not reimburse additional charges or higher airline rates for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.

2083.42.4 Car Rental – Rental cars may be used when reasonably necessary and when other transportation alternatives are unavailable, impractical or less economical. The following rules shall apply:

1. The type and size of the automobile rented shall be the least expensive option reasonably appropriate for the business purpose and number of travelers.
2. Luxury cars are not to be rented unless no reasonable alternative is available.
3. Reasonable efforts shall be made to obtain government, group, or other discounted rates when available.
4. Necessary fuel or charging costs, tolls, and parking associated with an authorized rental vehicle are reimbursable.

2083.42.5 Ground Transportation – Reasonable expenses for taxis, rideshare services, public transportation, shuttles and similar ground transportation are reimbursable when determined to be a reasonable and economical means of transportation based upon cost, availability, travel time, safety and practicality. Gratuities for taxi, rideshare, or similar ground transportation shall only be reimbursed up to 15% of the fare.

2083.43 Lodging. The District will reimburse actual lodging expenses for as many nights as necessary for the business purpose of the trip. Receipts are required.

When lodging is associated with a conference or event offering a published group rate, lodging expenses shall not exceed the published rate. When a group rate is not available actual lodging expenses shall not exceed \$250 per night, excluding applicable taxes and mandatory fees.

If reasonable lodging within the established \$250 maximum rate is unavailable or impractical due to location, availability, safety, seasonal pricing, conference or travel requirements, or other reasonable business circumstances, employees may request advanced approval of the General Manager for reimbursement at higher rates. Approval for reimbursement at higher rates will be at the sole discretion of the General Manager. Board members may only receive approval to exceed lodging rates by board action.

The following rules apply to reimbursable lodging:

1. Lodging is generally allowed for the evening before an event if the attendee has to leave before 6:00 a.m. on the day of the event to arrive on time.
2. Lodging is generally allowed for the last day of the event if traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.

3. Employees and directors may choose to share or have their own lodging accommodation.
4. Employees and directors shall make reasonable efforts to obtain economical lodging and shall utilize available government, conference or group rates when available and appropriate.
5. Necessary hotel parking shall be considered reimbursable and not included in the lodging rate limit.

2083.44 Meals. The actual reimbursed cost of each meal, including taxes and gratuity, shall not exceed the below rates. Reimbursable gratuity shall be limited to 20% of the meal cost. Alcohol is not reimbursable. Receipts are required.

- Breakfast - \$20.00
- Lunch - \$25.00
- Dinner - \$40.00

2083.44.1 Partial Travel Day Meals – Partial travel day meals are reimbursable when travel takes place during mealtimes subject to the below time frames:

- Breakfast – allowed on the day of travel when travel begins before 6:00 a.m.
- Lunch – allowed if first day of travel begins before 11:00 a.m. or if last day of travel ends after 1:30 p.m.
- Dinner – allowed if first day of travel begins before 4:30 p.m. or if last day of travel ends after 6:30 p.m.

2083.44.2 Event-Provided Meals – Attendees are expected to utilize meals included in the registration cost of an event. An exception may be approved when there is a reasonable justification, such as dietary restrictions, a conflicting District business obligation, or another reasonable circumstance. The justification shall be documented on the Training/Travel Authorization & Expense Reconciliation Form.

2083.50 INELIGIBLE TRAVEL EXPENSES

2083.51 Personal Expenses. Personal expenses are not reimbursable. Examples include personal entertainment, personal phone charges, optional hotel amenities, laundry service, fitness or recreation charges, alcoholic beverages, optional travel upgrades, valet parking when reasonable self parking is available, and other expenses unrelated to District business.

2083.52 Other Family Members. Transportation, meals, lodging, registration, and other expenses for a spouse or other family member accompanying an employee or director are not reimbursable by the District.

2083.53 No-Show Charges. An employee or director will be required to reimburse the District for avoidable non-refundable expenses, cancellation charges, or no-show

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charges resulting from the employee or director's failure to attend an authorized event without reasonable justification.

Reimbursement shall not be required when cancellation or non-attendance results from District operational needs, illness, emergency, weather or travel disruption, outside cancellation or modification of the event, or other circumstances reasonably outside of the attendee's control. Reasonableness will be determined by the General Manager.

Attendees shall make reasonable efforts to cancel reservations and minimize costs and shall notify the General Manager or Accountant as soon as possible.

2083.54 Unreasonable Expenditures. Expenses that do not adhere to this Policy or that are not reasonable and necessary District business expenses shall not be reimbursed unless an exception is authorized in accordance with this policy and applicable law.

Exceptions for employees may be approved in advance by the General Manager. Exceptions for directors must be approved by board action in accordance with law.

2083.55 Response by Fire Employees Under Mutual Aid Agreements. Responses by District Fire employees to incidents or emergencies declared by other agencies are defined by Mutual Aid Agreements that have been approved by the Board. Therefore, expenses, including meals, are subject to the Mutual Aid Agreements and are not eligible expenses under this policy. If Mutual Aid Agreements for specific incidents/emergencies do not provide reimbursable accommodations or other needs that are reasonably necessary for employee safety, the General Manager may approve District reimbursement of expenses for such accommodations or needs in accordance with this policy.

2083.60 REIMBURSEMENT PROCEDURE

2083.61 Employee Travel Cards. All employees except department managers are required to use a District Travel Card when traveling. Employees may check out a District travel card no earlier than two days before expected travel. Credit cards will only be issued to employees who have an approved travel authorization/cost estimate form for the specific event on file with the District office. The travel card must be returned to the District office within one (1) working day of the employee's return. District directors will not be issued District credit cards for travel expenses and will be reimbursed for expenses after travel ends according to sections 2083.62 and 2083.64.

2083.62 Employee Training/Travel Authorization and Reconciliation Forms. The Training/Travel Authorization and Expense Reconciliation Form must be submitted and approved prior to travel and must be submitted to the Accountant with all receipts attached within ten (10) working days of the employees return.

2083.63 Board Training/Travel Reimbursement Request Forms. Directors must complete and submit a Board Training/Travel Reimbursement Form to the Accountant within ten (10) days of return.

2083.64 Approval of Reconciliation and Reimbursement Request Forms. The District Accountant or General Manager will review and approve reimbursement forms.

2083.65 Timing of Reimbursement. Once a reimbursement request form has been approved, a check for reimbursement of authorized expenses will generally be issued within two weeks as part of the District's normally scheduled accounts payable process.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training and Travel Authorization and Expense Reimbursement Policy

POLICY NUMBER: 2083

ADOPTED: August 11, 2016

AMENDED:

LAST AMENDED:

2083.10 PURPOSE

Twain Harte Community Services District believes in providing sufficient training opportunities for board members and employees in order to achieve high levels of performance and to enable effective and sound decision making. The purpose of this policy is to prescribe the manner in which District employees and directors may receive approval to attend training events and be reimbursed for expenditures related to District training and out-of-county travel.

2083.20 INTENT

Provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director and are intended to be consistent with prudent use of public funds, best business practices and applicable laws.

2083.30 TRAINING/TRAVEL AUTHORIZATION

Employee and Board of Director training and/or out-of-county travel may be authorized when deemed necessary and in the best interest of the District or as a pre-approved employee professional development plan.

2083.31 Employee Training/Travel. Employees may travel to participate in pre-approved training programs and conferences or to attend to District business that cannot take place locally. Travel and cost estimates must be approved in advance by the Department Manager or General Manager using the District's Training/Travel Authorization and Expense Authorization Form.

2083.32 Board of Directors Training/Travel. Members of the board may travel to participate in training programs and conferences or to attend to District business that cannot take place locally. Training and travel must be approved in advance as set forth in policy 4090 – Training, Education & Conferences.

2083.40 ELIGIBLE TRAVEL EXPENSES

District employees and directors are eligible to receive reimbursements for transportation, meals, lodging, and other reasonable and necessary expenses for attending the above

occurrences on behalf of the Twain Harte Community Services District. Travel on the day before an event will generally be allowed when attendance would require travel time before 6:00 a.m. in order to make it in time to the event. Return travel on the day after the event will generally be allowed in the event that traveling on the last day of the event would result in the attendee arriving at his/her place of residence after 8:00 p.m.

2083.41 Registration Costs. Costs for seminars, conferences, workshops, and meetings will, whenever possible, be pre-paid by the District when the employee has been authorized to travel to such events. Attendees should make every effort to submit travel authorization requests in enough time to utilize early-bird registration discounts or avoid late registration fees.

2083.42 Transportation. Transportation will be by the most economical means, as determined by the District. Employees are encouraged to use a District vehicle for travel, if available, and when travel by vehicle is the most economical option.

2083.42.1 District Vehicle – When a district vehicle is used, transportation reimbursement will be limited to the cost of fuel only.

2083.42.2 Personal Vehicle – When a personal vehicle is used, transportation reimbursement will be calculated on a per mile basis according to the current IRS Standard Mileage Rate. The following will also apply:

1. Mileage will be computed from the distance of the employee's or Director's residence or normal designated worksite to the destination, and return. Mileage may also include travel to and from an airport or other place of public transportation used to travel to and from the final destination.
2. Fuel costs will not be reimbursed in addition to the standard mileage rate.
3. No reimbursements will be made for the repair of a private vehicle.
4. The driver must possess a valid driver's license and carry liability insurance.

2083.42.3 Air Travel – When airfare is the most economical method of transportation, the following rules and guidelines shall apply:

1. Use of a carrier that delivers the most direct and economical option should be used.
2. Reimbursement will be based on travel by coach/economy class.
3. No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.

2083.42.4 Car Rental – Rental cars may be used if public transportation is not available and it is the most economical means of transportation. The following rules and guidelines shall apply:

1. The type and size of the automobile rented shall be the least expensive option appropriate to the use required by the employee or Director.
2. Luxury cars are not to be rented under any circumstance.
3. Effort should be made to obtain the lowest rate whenever possible.

2083.42.5 Use of Taxis – Use of taxis is discouraged. Attempts must be made to utilize hotel/motel shuttle services to and from an airport or train/bus station. Taxi services will not be reimbursed for travel to a restaurant unless there are no available facilities at or near the venue of the event or at the place of lodging.

2083.43 Lodging. The District will pay for lodging for as many nights as necessary for the business purpose of the trip. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If a published group rate is unavailable, the cost of lodging shall not exceed the IRS approved standard lodging rate for travel. (see www.gsa.gov) Receipts are required. The following rules and guidelines apply:

1. Lodging is generally allowed for the evening before an event if the attendee has to leave before 6:00 a.m. on the day of the event to arrive on time.
2. Lodging is generally allowed for the last day of the event if traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.
3. Employees may choose to share or have their own lodging accommodation.

2083.44 Meals. The cost of each meal shall not exceed the below rates. Receipts are required.

- Breakfast - \$16.00
- Lunch - \$17.00
- Dinner - \$31.00

2083.44.1 Partial Travel Day Meals – Partial travel day meals are reimbursable when travel takes place during mealtimes subject to the below time frames:

- Breakfast – allowed on the day of travel when travel begins before 6:00 a.m.
- Lunch – allowed if first day of travel begins before 11:00 a.m. or if last day of travel ends after 1:30 p.m.
- Dinner – allowed if first day of travel begins before 4:30 p.m. or if last day of travel ends after 6:30 p.m.

2083.44.2 Event-Provided Meals – Attendees are expected to take advantage of meals that are included in the cost of an attended event. An exception may be granted if a written justifiable reason (e.g. dietary concerns, meeting with peers, etc) is submitted with the Training/Travel Authorization & Expense Reconciliation Form.

2083.50 IN-ELIGIBLE TRAVEL EXPENSES

2083.51 Personal Expenses. The cost of personal items such as in-room movies, personal phone calls, laundry service, fitness center, valet parking (unless hotel self-parking option is not available), and alcoholic beverages are ineligible.

2083.52 Other Family Members. The cost of providing transportation, meals, lodging, etc. for a spouse or other family member(s) is ineligible.

2083.53 No-Show Charges. An attendee will be responsible for all non-refundable costs or no-show charges resulting from failure to attend an event. Exceptions may be granted for emergencies or illness. The attendee shall make every effort to notify their supervisor, the General Manager or Finance Officer as soon as possible of such an occurrence.

2083.54 Unreasonable Expenditures. Expenses that do not adhere to this adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting (applicable to board members) or the General Manager (applicable to employees) prior to the expense being incurred shall not be eligible for reimbursement.

2083.55 Response by Fire Employees Under Mutual Aid Agreements. Responses by District Fire employees to incidents or emergencies declared by other agencies are defined by Mutual Aid Agreements that have been approved by the Board. Therefore, expenses, including meals, are subject to the Mutual Aid Agreements and are not eligible expenses under this policy.

2083.60 REIMBURSEMENT PROCEDURE

2083.61 Employee Travel Cards. All employees except department managers are required to use a District Travel Card when traveling. Employees may checkout a District travel card no earlier than two days before expected travel. Credit cards will only be issued to employees who have an approved travel authorization/cost estimate form for the specific event on file with the District office. The travel card must be returned to the District office within one (1) working day of the employees return. District directors will not be issued District credit cards for travel expenses and will instead be reimbursed for expenses after travel ends according to sections 2083.62 and 2083.64.

2083.62 Training/Travel Authorization or Expense Reconciliation Forms. The Training/Travel Authorization and Expense Reconciliation Form must be submitted and approved prior to travel and must be submitted to the Finance Officer with all receipts attached within five (5) working days of the employees return.

2083.62 Travel Reimbursement Request Forms. Directors must complete and submit a Board Training/Travel Reimbursement Form to the Finance Officer within fifteen (15) days of return.

2083.63 Approval of Reconciliation and Reimbursement Request Forms. The District Finance Officer or the General Manager will review and approve reconciliation forms.

2083.64 Timing of Reimbursement. Once the expense claim form has been approved, a check for costs not charged to a District credit card will be cut within two weeks as part of the District's normally scheduled bill payments.



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07C	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt revisions to Policy #2215 – Unlawful Harassment.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt proposed revisions to Policy #2215 – Unlawful Harassment.

SUMMARY:

The District's Finance/Policy Committee recently reviewed and discussed Policy #2215 (Unlawful Harassment) and determined that it needed minor revisions to comply with current law.

The Finance/Policy Committee has reviewed the proposed revisions to Policy #2215 and recommends that the Board adopt the updated policy.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #2215 – Unlawful Harassment (Proposed Revisions w/Redlines)
- Policy #2215 – Unlawful Harassment (Proposed Revisions w/o Redlines)

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Unlawful Harassment
POLICY NUMBER: 2215
ADOPTED: April 10, 2007
AMENDED: 3/13/2024
LAST AMENDED: ~~March 13, 2024~~ September 9, 2026

2215.10 PURPOSE

The Twain Harte Community Services District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religious creed, color, sex, gender (including gender identity or gender expression), genetic information, national origin or ancestry, physical or mental disability, medical condition, marital status, age (40 years or older), sexual orientation, pregnancy/childbirth (or related medical conditions), military/veteran status, reproductive health decision making or any other basis protected by federal, state or local law, ordinance or regulation. These protections also apply based on a combination of protected characteristics, perceived protected characteristics, or association with a person who has or is perceived to have a protected characteristic.

This policy applies to all District employees, management, the Board of Directors, unpaid interns, volunteers, vendors, customers, independent contractors and any other person.

2215.20 PROHIBITED HARASSMENT

Prohibited harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
4. Retaliation for having reported or threatened to report harassment; and

5. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors

2215.30 REPORTING HARASSMENT

If any employee of the District believes that they have been harassed in violation of this policy, they should provide a complaint to their direct supervisor as soon as possible after the incident. If the employee is not comfortable reporting the incident to their direct supervisor (or the incident involves their direct supervisor), there are several alternative avenues of reporting a confidential complaint, other than to a direct supervisor, including the following:

- Report to the direct supervisor's supervisor.
- Report to the General Manager.
- If the complaint is in regards to the General Manager, report to the President of the Board of Directors.

Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness/ witnesses. Staff receiving a harassment complaint will refer the complaint immediately to the General Manager (or their supervisor for presentation to the President of the Board of Directors, in the event the complaint involves the General Manager). The District will immediately undertake a timely, effective, thorough and objective investigation of the harassment complaint. The District will maintain any such harassment complaint as confidential to the extent possible, but cannot guarantee the overall confidentiality of the complaint.

Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

2215.40 REMEDIAL ACTION

If it is determined that harassment in violation of this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment in violation of this policy will be subjected to appropriate disciplinary action, up to and including termination of employment.

The results of the investigation and whether the allegations were sustained will be communicated to the employee lodging the complaint. However, because any disciplinary action by the District against the alleged harasser is considered a confidential personnel matter, this information will not be provided to the employee who lodged the complaint.

Retaliation ~~by management or co-workers~~ against anyone filing a harassment complaint, opposing conduct prohibited by this policy, or participating in an investigation

| or proceeding will not be permitted or tolerated.

2215.50 FILING COMPLAINTS WITH OTHER AGENCIES

Employees should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment in employment. If an employee believes they have been harassed or retaliated against for resisting harassment or for making a complaint, the employee may file a complaint with the appropriate agency. The nearest office can be found online on their website.

2215.60 TRAINING

The District provides required sexual harassment training for all employees to the extent required by law. More information on such training is available on the California Civil Rights Department's website (<https://calcivilrights.ca.gov/shpt/>).

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Unlawful Harassment

POLICY NUMBER: 2215

ADOPTED: April 10, 2007

AMENDED: 3/13/2024

LAST AMENDED: September 9, 2026

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Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07D	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt revisions to Policy #3030 – Injury and Illness Prevention Program.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt proposed revisions to Policy #3030 – Injury and Illness Prevention Program.

SUMMARY:

Policy #3030 (Injury and Illness Prevention Program) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and prevents workplace injury and illnesses. All employees are encouraged to submit written or verbal comments regarding its effectiveness.

The Board's Finance/Policy Committee reviewed Policy #3030 (Injury and Illness Prevention Program) and determined that it needed minor revisions to improve operational flexibility and better comply with regulations. Proposed revisions generally include the following:

- Added language to ensure the program applies to volunteers and other non-employees working under District supervision.
- Added language to provide direction to employees on how to access the policy.
- Updated safety inspection requirements and investigation requirements to better align with regulations.
- Removed the guidelines for hostile or violent incidents and replaced it with a requirement (now required by law) to establish, implement and maintain a Workplace Violence Prevention Plan.

The Finance/Policy Committee recommends that the Board adopt the attached proposed revisions to Policy #3030 – Injury and Illness Prevention Program.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #3030 – Injury and Illness Prevention Program (Proposed Revisions w/Redlines)
- Policy #3030 – Injury and Illness Prevention Program (Proposed Revisions w/o Redlines)
- Policy #3030 – Injury and Illness Prevention Program (Original Version)

TWAIN HARTE COMMUNITY SERVICES DISTRICT **Policy and Procedure Manual**

POLICY TITLE: Injury and Illness Prevention Program

POLICY NUMBER: 3030

ADOPTED: September 17, 1996

AMENDED: 7/8/2010, 5/9/2013, 9/10/2015, 10/12/2017, 9/15/2021, 9/11/2024, 9/10/25

LAST AMENDED: September ~~10, 2025~~9, 2026

LAST REVIEWED: September ~~10, 2025~~9, 2026

3030.10 Safety Policy

3030.11 No function at Twain Harte Community Services District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthy work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

3030.12 To achieve this goal, the District has adopted this *Injury & Illness Prevention Program* (IIPP). The IIPP is the responsibility of all employees as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

3030.13 To this end, every manager, supervisor and employee has the authority to take action to prevent mishaps. It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

3030.14 Our expectations are that everyone will:

- A) Complete initial and ongoing safety training, including review of this IIPP.
- B) Do the right thing the first time.
- C) Seek to integrate safety into all tasks.
- D) Avoid taking short cuts.
- E) Take time to assure a safe workplace.
- F) Have a safe and healthy work experience at the District.

3030.15 All employees shall review the IIPP and are expected to strive to achieve the District's ultimate goal of an injury-free workplace.

3030.16 This IPP applies to all District employees and any other workers who the District controls, directs or directly supervises on the job.

3030.20 Responsibilities

3030.21 Managers/Supervisors/Employees

Managers, supervisors, and employees have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. Managers and Supervisors are responsible for training all of their employees to perform their jobs properly and safely. Managers and Supervisors teach, demonstrate, observe and enforce compliance with established safety standards.

3030.22 IIPP Administrator

The IIPP Administrator is the General Manager or his/her designee. The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this program.

3030.23 Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

3030.30 Compliance

3030.31 Management Responsibility

Management is responsible for ensuring that the District safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

3030.32 Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3030.33 Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices and on what they have done to ensure a safe workplace for their respective employees.

3030.34 Employee Recognition

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

3030.35 Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

3030.36 Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate the District's rules or directives, are subject to disciplinary action, according to Policy 2150 and/or appropriate union Collective Bargaining Agreements.

3030.40 Communication

3030.41 Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

3030.42 The District System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- A) An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- D) Other methods of communicating pertinent health and safety information are used as they are identified.

3030.43 Safety Suggestions and Hazard Reporting

All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally, but preferably in writing on the *Identified Problem Report Form*. When done in

writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel. The following hazard reporting guidelines shall be followed:

- A) If an employee wants to remain anonymous, an employee may complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.
- B) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- C) Management shall review all *Identified Problem Report Forms*.
- D) If employees provide their names in regards to the notification, they will be informed of what is being done within 5 working days of receipt and will receive updates as applicable.
- E) The resolution of reported issues shall be communicated to employees.

3030.43 Access to IIPP

Employees and their designated representatives have the right to examine and receive a copy of the IIPP. To obtain a copy, employees may contact their supervisor or the IIPP Administrator.

3030.50 Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

3030.51 Safety Inspections

Documented internal safety inspections are conducted at least every two months on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- B) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

C) Whenever it is appropriate to conduct an unannounced inspection.

3030.53 Confined Space Inspections

Employees shall only perform routine confined space inspections if they have received confined space training and all necessary equipment is deployed per confined space requirements. If employees have not received confined space training or necessary equipment is not available, a routine confined space inspections/entry shall be performed by trained and licensed contractors.

Permit-required confined spaces shall be identified, evaluated and entered only in accordance with Cal OSHA requirements. District employees may only enter permit-required confined spaces if they have appropriate training and equipment and the District has adopted a Confined Space Entry Program. If any of these do not exist, permit-required confined space entry shall only be performed by trained and licensed contractors.

3030.60 Injury/Illness Investigation

3030.61 Investigation

All ~~workplace incidents~~ accidents resulting in injury or property damage shall be investigated, however slight, including near misses or near hits, are investigated immediately to determine the primary and contributing causes ~~within seven working days~~. Near misses may also be investigated as appropriate to identify and correct workplace hazards. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
2. Investigation Report Form
3. Safety Inspection Form/Action Plan

3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

- A) Review of the Twain Harte Community Services District:
 - 1. Injury & Illness Prevention Program
 - 2. Respiratory Protection Plan
 - 3. Exposure Control Plan
 - 4. Hazard Communication Program
 - 5. Personal Protective Equipment Requirements
 - 6. Emergency Action Plan
 - 7. Fire Prevention Plan
 - 8. Code of Safe Practices
 - 9. Occupational Injury & Illness Reporting Requirements
- B) Overview of how to prevent:
 - 1. Overexertion
 - 2. Strains and sprains
 - 3. Slips, trips and falls
 - 4. Cuts and lacerations
 - 5. Electrical shock
 - 6. Driving accidents
 - 7. Other occupational injuries or illnesses identified via loss analyses and investigations
- C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

3030.82 Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor will train the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

Training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employees' initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3030.83 Specific District-wide Training

The following trainings shall be provided to all employees whose position

requires related tasks:

A) First Aid, CPR, and/or Bloodborne Pathogen Training

1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
2. Some locations require all employees to be trained due to the small number of employees at the work site.
3. Based upon available time, the Twain Harte CSD may also provide CPR training.
4. Based upon potential exposures, bloodborne pathogen training may also be given.

B) Emergency Preparedness

This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

D) Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and computer workstation set up.

3030.84 Retraining

Employees may require retraining as follows:

A) Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:

1. When an existing employee changes job functions.
2. On at least an annual basis as a refresher program.

B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All

THCSD 3030 Injury and Illness Prevention Program

retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

Specialized training shall be provided as follows:

- A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.
- D) In addition, training is provided whenever:
 - 1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - 2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
- F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 ~~Emergency Response Guidelines for Hostile or Violent Incidents~~Workplace Violence Prevention

3030.91 ~~Purpose of the Policy~~ Workplace Violence Prevention Plan

~~To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties. The District shall establish, implement, and maintain a Workplace Violence Prevention Plan in accordance with California Labor Code Sections 6401.7 and 6401.9. The Workplace Violence Prevention Plan is maintained as a separate safety plan and is incorporated in this IIPP by reference.~~

3030.92 Background

~~The potential for hostile or violent incidents at District facilities or operational locations always exists. In recent timeframes, incidents involving armed intruders have occurred with increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.~~

3030.93 Response to an Incident

~~Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring, should consider taking precautionary and safety actions:~~

~~Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others in the District premises including but not limited to:~~

- ~~A) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system, including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.~~
- ~~B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:~~
 - ~~1. Gunfire – Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.~~
 - ~~2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility~~

~~should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.~~

- ~~3. Physical or Bomb Threat — Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.~~
- ~~4. Situations Involving Hostages — If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.~~
- ~~5. Irrate Customer/Threat at Counter or Meeting — When any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.~~
- ~~6. Violence at Public Meeting — In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.~~

3030.94 — Planning for Emergency Incidents

~~Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:~~

- ~~A) Preparation of a facility evacuation plan from each room with a safe area zone for staging established.~~
- ~~B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.~~
- ~~C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.~~
- ~~D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.~~
- ~~E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.~~

~~All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as soon as possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.~~

3030.95 — Actions for Violent or Armed Threat Situation

~~The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of the following:~~

- ~~A) — Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.~~
- ~~B) — The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.~~
- ~~C) — Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.~~
- ~~D) — Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.~~
- ~~E) — Upon sighting an armed intruder, an alert to all employees should be made by phone, email, computer, radio, or any other practical means.~~
- ~~F) — Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.~~
- ~~G) — Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.~~
- ~~H) — Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.~~
- ~~I) — Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self defense. Do not assume someone already called 911; call them immediately.~~

3030.96 — Post Event Actions

~~Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.~~

~~An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.~~

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.
 - 1. Acknowledgement of Receipt of the General Code of Safe Practices
 - 2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
 - 3. Employee Meeting & Training Report Form
 - 4. Identified Problem Report
 - 5. Investigation Report
 - 6. New Employee Safety Orientation Checklist
 - 7. Safety Inspection Form/Action Plan

- B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.
 - 1. Respiratory Protection Plan
 - 2. Exposure Control Plan
 - 3. Hazard Communication Program

4. Emergency Action Plan
5. Fire Prevention Plan
6. Code of Safe Practices
7. Workplace Violence Prevention Plan

3030.102 Record Keeping Summary

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Injury and Illness Prevention Program

POLICY NUMBER: 3030

ADOPTED: September 17, 1996

AMENDED: 7/8/2010, 5/9/2013, 9/10/2015, 10/12/2017, 9/15/2021, 9/11/2024,
9/10/25

LAST AMENDED: September 9, 2026

LAST REVIEWED: September 9, 2026

3030.10 Safety Policy

3030.11 No function at Twain Harte Community Services District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthy work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

3030.12 To achieve this goal, the District has adopted this *Injury & Illness Prevention Program* (IIPP). The IIPP is the responsibility of all employees as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

3030.13 To this end, every manager, supervisor and employee has the authority to take action to prevent mishaps. It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

3030.14 Our expectations are that everyone will:

- A) Complete initial and ongoing safety training, including review of this IIPP.
- B) Do the right thing the first time.
- C) Seek to integrate safety into all tasks.
- D) Avoid taking short cuts.
- E) Take time to assure a safe workplace.
- F) Have a safe and healthy work experience at the District.

3030.15 All employees shall review the IIPP and are expected to strive to achieve the District's ultimate goal of an injury-free workplace.

3030.16 This IPP applies to all District employees and any other workers who the District controls, directs or directly supervises on the job.

3030.20 Responsibilities

3030.21 Managers/Supervisors/Employees

Managers, supervisors, and employees have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. Managers and Supervisors are responsible for training all of their employees to perform their jobs properly and safely. Managers and Supervisors teach, demonstrate, observe and enforce compliance with established safety standards.

3030.22 IIPP Administrator

The IIPP Administrator is the General Manager or his/her designee. The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this program.

3030.23 Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

3030.30 Compliance

3030.31 Management Responsibility

Management is responsible for ensuring that the District safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

3030.32 Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3030.33 Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices and on what they have done to ensure a safe workplace for their respective employees.

3030.34 Employee Recognition

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

3030.35 Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

3030.36 Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate the District's rules or directives, are subject to disciplinary action, according to Policy 2150 and/or appropriate union Collective Bargaining Agreements.

3030.40 Communication

3030.41 Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

3030.42 The District System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- A) An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- D) Other methods of communicating pertinent health and safety information are used as they are identified.

3030.43 Safety Suggestions and Hazard Reporting

All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally, but preferably in writing on the *Identified Problem Report Form*. When done in

writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel. The following hazard reporting guidelines shall be followed:

- A) If an employee wants to remain anonymous, an employee may complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.
- B) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- C) Management shall review all *Identified Problem Report Forms*.
- D) If employees provide their names in regards to the notification, they will be informed of what is being done within 5 working days of receipt and will receive updates as applicable.
- E) The resolution of reported issues shall be communicated to employees.

3030.43 Access to IIPP

Employees and their designated representatives have the right to examine and receive a copy of the IIPP. To obtain a copy, employees may contact their supervisor or the IIPP Administrator.

3030.50 Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

3030.51 Safety Inspections

Documented internal safety inspections are conducted at least every two months. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- B) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- C) Whenever it is appropriate to conduct an unannounced inspection.

3030.53 Confined Space Inspections

Employees shall only perform routine confined space inspections if they have received confined space training and all necessary equipment is deployed per confined space requirements. If employees have not received confined space training or necessary equipment is not available, a routine confined space inspections/entry shall be performed by trained and licensed contractors.

Permit-required confined spaces shall be identified, evaluated and entered only in accordance with Cal OSHA requirements. District employees may only enter permit-required confined spaces if they have appropriate training and equipment and the District has adopted a Confined Space Entry Program. If any of these do not exist, permit-required confined space entry shall only be performed by trained and licensed contractors.

3030.60 Injury/Illness Investigation

3030.61 Investigation

All workplace incidents resulting in injury or property damage shall be investigated to determine the primary and contributing causes. Near misses may also be investigated as appropriate to identify and correct workplace hazards. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
2. Investigation Report Form
3. Safety Inspection Form/Action Plan

3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

A) Review of the Twain Harte Community Services District:

1. Injury & Illness Prevention Program
2. Respiratory Protection Plan
3. Exposure Control Plan
4. Hazard Communication Program
5. Personal Protective Equipment Requirements
6. Emergency Action Plan
7. Fire Prevention Plan
8. Code of Safe Practices
9. Occupational Injury & Illness Reporting Requirements

B) Overview of how to prevent:

1. Overexertion
2. Strains and sprains
3. Slips, trips and falls
4. Cuts and lacerations
5. Electrical shock
6. Driving accidents
7. Other occupational injuries or illnesses identified via loss analyses and investigations

C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

3030.82 Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor will train the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

Training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employees' initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3030.83 Specific District-wide Training

The following trainings shall be provided to all employees whose position requires related tasks:

A) First Aid, CPR, and/or Bloodborne Pathogen Training

THCSD 3030 Injury and Illness Prevention Program

1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
2. Some locations require all employees to be trained due to the small number of employees at the work site.
3. Based upon available time, the Twain Harte CSD may also provide CPR training.
4. Based upon potential exposures, bloodborne pathogen training may also be given.

B) Emergency Preparedness

This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

D) Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and computer workstation set up.

3030.84 Retraining

Employees may require retraining as follows:

- A) Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:
 1. When an existing employee changes job functions.
 2. On at least an annual basis as a refresher program.
- B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

Specialized training shall be provided as follows:

- A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.
- D) In addition, training is provided whenever:
 - 1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - 2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
- F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 Workplace Violence Prevention

3030.91 Workplace Violence Prevention Plan

The District shall establish, implement, and maintain a Workplace Violence Prevention Plan in accordance with California Labor Code Sections 6401.7 and 6401.9. The Workplace Violence Prevention Plan is maintained as a separate safety plan and is incorporated in this IIPP by reference.

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THCSD 3030 Injury and Illness Prevention Program

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3030.60 Injury/Illness Investigation

3030.61 Investigation

All accidents resulting in injury or property damage, however slight, including near misses or near hits, are investigated immediately to determine the primary and contributing causes within seven working days. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

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- B) Overview of how to prevent:

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Training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employees' initial on-the-job training, and both the supervisor and employee sign and date the checklist.

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This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

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3030.84 Retraining

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 - 1. When an existing employee changes job functions.
 - 2. On at least an annual basis as a refresher program.
- B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

Specialized training shall be provided as follows:

- A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.

D) In addition, training is provided whenever:

1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.

F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 Emergency Response Guidelines for Hostile or Violent Incidents

3030.91 Purpose of the Policy

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.

3030.92 Background

The potential for hostile or violent incidents at District facilities or operational locations always exists. In recent timeframes, incidents involving armed intruders have occurred with increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.

3030.93 Response to an Incident

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring, should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent

potential. Any staff person observing such potential activities should take steps to protect themselves and others in the District premises including but not limited to:

- A) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system, including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1. Gunfire - Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - 2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
 - 3. Physical or Bomb Threat – Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
 - 4. Situations Involving Hostages – If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
 - 5. Irate Customer/Threat at Counter or Meeting – When any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.
 - 6. Violence at Public Meeting – In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3030.94 Planning for Emergency Incidents

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A) Preparation of a facility evacuation plan from each room with a safe area zone for staging established.
- B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.
- D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as soon as possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3030.95 Actions for Violent or Armed Threat Situation

The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition.

Actions could include up to and all of the following:

- A) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- C) Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.

- D) Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- E) Upon sighting an armed intruder, an alert to all employees should be made by phone, email, computer, radio, or any other practical means.
- F) Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- G) Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- H) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- I) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911; call them immediately.

3030.96 Post Event Actions

Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.
1. Acknowledgement of Receipt of the General Code of Safe Practices
 2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
 3. Employee Meeting & Training Report Form
 4. Identified Problem Report
 5. Investigation Report
 6. New Employee Safety Orientation Checklist
 7. Safety Inspection Form/Action Plan
- B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.
1. Respiratory Protection Plan
 2. Exposure Control Plan
 3. Hazard Communication Program
 4. Emergency Action Plan
 5. Fire Prevention Plan
 6. Code of Safe Practices
 7. Workplace Violence Prevention Plan

3030.102 Record Keeping Summary

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy.



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07E	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt Resolution #26-21 – Approval of Fiscal Year 2026-27 Budget for Procurement of a Utility Terrain Vehicle with Attachments.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #26-21 – Approval of Fiscal Year 2026-27 Budget Adjustment for Procurement of a Utility Terrain Vehicle with Attachments.

SUMMARY:

The District's 1993 John Deere Gator utility terrain vehicle (UTV) is failing, leaving the District without equipment utilized regularly for park maintenance and sometimes for water/sewer maintenance. The cost to replace the old Gator UTV with a new Gator UTV is approximately \$35,000. The functionality of a new Gator UTV (dump bed) would be primarily useful to the District's Park Division and, therefore, most of the cost would be borne by the Park Fund.

Instead of replacing the Gator UTV, staff evaluated other options to see if any options could serve more of the District's unmet needs. The Bobcat Toolcat 5600 UTV was identified as an option that could both maintain the functionality currently provided by the Gator while adding desired year-round capability for the Park, Water, Sewer, and Fire Funds. The Toolcat 5600 includes a conditioned enclosed cab for year round work, a hydraulic dump bed, and a hydraulic system capable of supporting snowblower, angle broom, loader bucket, pallet forks, and other attachments that would enable crews to better perform landscaping, irrigation, leak and overflow response, emergency response, snow removal, sweeping, and other facility maintenance needs.

The Park Committee reviewed the Bobcat Toolcat's specifications, capabilities, costs and benefits provided to the District's Park, Water, Sewer, and Fire Funds, and recommends that the Board approve a fiscal year 2026-27 budget adjustment that enables all District Funds to share the cost of purchasing a used Bobcat Toolcat 5600 with attachments. The recommendation was to target a UTV that is less than 10 years old, has less than 1,500 hours, and includes snowblower, angle broom, loader bucket and pallet forks attachments. The upper end cost estimate is \$62,400.

FINANCIAL IMPACT:

Approval of the recommended Fiscal Year 2026–27 budget adjustment will result in addition of a \$62,400 overall budget, allocated as follows: \$16,900 Park Fund, \$22,800 Water Fund, \$12,300 Sewer Fund, and \$10,400 Fire Fund.

Capital Reserves will be utilized to cover this cost, leaving the following estimated balances for each Fund at the end of fiscal year 2026-27: \$151,800 Park Fund, \$2,026,100 Water Fund, \$764,900 Sewer Fund, 568,500 Fire Fund.

ATTACHMENTS:

- Bobcat Toolcat Summary
- Resolution #26-21 – Approval of Fiscal Year 2026-27 Budget Adjustment for Procurement of Utility Terrain Vehicle with Attachments

UTV REPLACEMENT SUMMARY

PURPOSE

The District's 1993 John Deere Gator UTV is failing, leaving the District without equipment needed for park and water/sewer maintenance. Replacing the Gator with a Bobcat Toolcat 5600 would keep the functionality of the Gator, while adding significant capability for the Park, Water/Sewer and Fire Divisions.



BOBCAT TOOLCAT 5600 KEY SPECS

Engine	61 hp diesel
Attachment drive	Front hydraulic
Dump bed	Hydraulic, 2,000 lb
Cab	Enclosed, heat & A/C
Towing	4,000 lb
Lift	1,500 lb to 7 ft
Top speed	17 mph

UTV PRICING

USED TOOLCAT
\$36,000-\$43,000
<10 years old / <1,500 hours

NEW TOOLCAT
~\$94,000

ATTACHMENT OPTIONS

New and used attachments are widely available.

PRIMARY NEEDS

Snowblower • Angle broom • Loader bucket •
Pallet forks

OTHER OPTIONS

Snow blade/V-plow • Grapple • Rotary cutter/mower •
Auger • Soil conditioner • Stump grinder

PROS

- Commercial-grade; long service life potential:
 - ~ 6,000 hours vs. ~ 4,000 hours Gator
- Excellent attachments and parts availability
- Useful year-round across multiple departments

CONS

- Higher cost than a conventional UTV:
 - New Gator w/Cab ~ \$35,000
- Used machines require careful inspection
- Top speed = 17 mph vs. 30 mph for Gator

DEPARTMENT BENEFITS

PARK

- Landscaping
- Irrigation
- Ballfield maintenance
- Mulch spreading
- Parking lot sweeping

WATER / SEWER

- Leak repair
- Overflow cleanup
- Snow removal
- Facility sweeping

FIRE

- Snow removal
- Heavy snow emergency response
- Training facility maintenance

Used Bobcat Toolcat 5600 Cost Allocation - Lower End

ITEM	Total Cost	COST ALLOCATION PERCENTAGE			
		Park	Water	Sewer	Fire
Bobcat Toolcat	\$36,000	35.0%	32.5%	17.5%	15.0%
<i>Snowblower</i>	\$7,000	10.0%	39.0%	21.0%	30.0%
<i>Angle Broom</i>	\$9,000	10.0%	52.0%	28.0%	10.0%
<i>Loader Bucket</i>	\$2,000	10.0%	52.0%	28.0%	10.0%
<i>Pallet Forks</i>	\$1,200	0.0%	26.0%	14.0%	60.0%

ITEM	Total Cost	ACTUAL COST ALLOCATION			
		Park	Water	Sewer	Fire
Bobcat Toolcat	\$36,000	\$12,600	\$11,700	\$6,300	\$5,400
<i>Snowblower</i>	\$7,000	\$700	\$2,730	\$1,470	\$2,100
<i>Angle Broom</i>	\$9,000	\$900	\$4,680	\$2,520	\$900
<i>Loader Bucket</i>	\$2,000	\$200	\$1,040	\$560	\$200
<i>Pallet Forks</i>	\$1,200	\$0	\$312	\$168	\$720
TOTAL BY FUND	\$55,200	\$14,400	\$20,462	\$11,018	\$9,320

Note: Purchase cost is \$36,000 (lower end of current used estimate, including 7.25% tax + \$3,000 delivery).

Used Bobcat Toolcat 5600 Cost Allocation - Upper End

ITEM	Total Cost	COST ALLOCATION PERCENTAGE			
		Park	Water	Sewer	Fire
Bobcat Toolcat	\$43,000	35.0%	32.5%	17.5%	15.0%
<i>Snowblower</i>	\$7,000	10.0%	39.0%	21.0%	30.0%
<i>Angle Broom</i>	\$9,000	10.0%	52.0%	28.0%	10.0%
<i>Loader Bucket</i>	\$2,000	10.0%	52.0%	28.0%	10.0%
<i>Pallet Forks</i>	\$1,200	0.0%	26.0%	14.0%	60.0%

ITEM	Total Cost	ACTUAL COST ALLOCATION			
		Park	Water	Sewer	Fire
Bobcat Toolcat	\$43,000	\$15,050	\$13,975	\$7,525	\$6,450
<i>Snowblower</i>	\$7,000	\$700	\$2,730	\$1,470	\$2,100
<i>Angle Broom</i>	\$9,000	\$900	\$4,680	\$2,520	\$900
<i>Loader Bucket</i>	\$2,000	\$200	\$1,040	\$560	\$200
<i>Pallet Forks</i>	\$1,200	\$0	\$312	\$168	\$720
TOTAL BY FUND	\$62,200	\$16,850	\$22,737	\$12,243	\$10,370

Note: Purchase cost is \$43,000 (upper end of current used estimate, including 7.25% tax + \$3,000 delivery).

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-21**

**APPROVAL OF FISCAL YEAR 2026-27 FUND BUDGET ADJUSTMENT FOR
PROCUREMENT OF A UTILITY TERRAIN VEHICLE WITH ATTACHMENTS**

WHEREAS, the Twain Harte Community Services District (District) owns a 1993 John Deere Gator utility terrain vehicle (UTV) that is primarily used for park maintenance; and

WHEREAS, replacement of said UTV is estimated to cost \$35,000 and would primarily serve the District's Park Fund without hydraulic attachment capability; and

WHEREAS, procurement of a used UTV with hydraulic attachment capability and snowblower, broom, pallet forks and loader bucket attachments could be utilized year-round to meet several unmet needs across the Park, Water, Sewer and Fire funds; and

WHEREAS, the estimated cost of a used attachment-capable UTV with attachments is \$62,400 and could be shared amongst all of the District's Funds, making it more cost-effective and useful; and

WHEREAS, a Fiscal Year (FY) 2026-27 Budget Adjustment for all Funds is required to procure a shared UTV with attachments.

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

1. The FY 2026-27 Park Fund Budget be amended to add a "UTV w/Attachments" Expense line item to Capital Outlay in the amount of \$16,900 and increase the Transfer from Reserves from \$(3,010) to \$(19,910); and
2. The FY 2026-27 Water Fund Budget be amended to add a "UTV w/Attachments" Expense line item to Capital Outlay in the amount of \$22,800 and increase the Transfer from Reserves from \$(62,120) to \$(84,920); and
3. The FY 2026-27 Sewer Fund Budget be amended to add a "UTV w/Attachments" Expense line item to Capital Outlay in the amount of \$12,300 and increase the Transfer from Reserves from \$(260,208) to \$(272,508); and
4. The FY 2026-27 Fire Fund Budget be amended to add a "UTV w/Attachments" Expense line item to Capital Outlay in the amount of \$10,400 and increase the Transfer from Reserves from \$(396,426) to \$(406,826).

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on September 9, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mary Dearborn, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07F	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt Resolution #26-22 – Approving a Fiscal Year 2026-27 Budget Adjustment for Administrative Office HVAC System Replacement.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #26-22 – Approving a Fiscal Year 2026-27 Budget Adjustment for Administrative Office HVAC System Replacement.

SUMMARY:

The heating, ventilation and air conditioning (HVAC) system at the District's offices and board room has required frequent repairs over the last several years. Based on recent inspections, the system is near complete failure due to its age and condition. Typically, HVAC systems last around 15-20 years. The existing system is 25+ years old. Full replacement is necessary to avoid lengthy heating and cooling outages in the near future.

Staff solicited quotes for HVAC replacement were used to develop a \$31,600 project budget. Due to new technology, the proposed HVAC replacement system will be considerably more efficient than the existing system, creating future propane and electrical cost savings.

The Finance/Policy Committee reviewed the impacts of this project and recommended that the Board adopt a Fiscal Year (FY) 2026-27 Budget Adjustment to enable the District to replace the system before the winter season.

FINANCIAL IMPACT:

Approval of the recommended Fiscal Year 2026–27 Budget Adjust budget adjustment will result in an overall capital outlay budget addition in the amount of \$31,600. Since the project is related to District administration, it will be split amongst the District's Funds in accordance with the normal Admin Fund allocation – 10% Park, 18% Fire, 25% Sewer, and 47% Water. Allocated costs for each Fund are: \$3,600 Park, \$5,700 Fire, \$7,900 Sewer, and \$14,800 Water. These costs will be funded by each Fund's Capital Reserves, which will remain at healthy levels despite the added expenses.

ATTACHMENTS:

- Resolution #26-22 – Approving a Fiscal Year 2026-27 Budget Adjustment for Administrative Office HVAC System Replacement.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-22**

**APPROVAL OF FISCAL YEAR 2026-27 FUND BUDGET ADJUSTMENT FOR
ADMINISTRATIVE OFFICE HVAC SYSTEM REPLACEMENT**

WHEREAS, the heating, ventilation and air conditioning (HVAC) system in the Twain Harte Community Services District (District) administrative office and board room is beyond its useful age and has required frequent maintenance; and

WHEREAS, it is necessary to replace the HVAC system at an estimated cost of \$31,600 to avoid lengthy outages that disrupt District business; and

WHEREAS, HVAC replacement was not anticipated in the Fiscal Year (FY) 2026-27 Budget and a Budget Adjustment is needed to undertake the project.

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

1. The FY 2026-27 Park Fund Budget be amended to add an “Admin HVAC Replacement” Expense line item to Capital Outlay in the amount of \$3,600 and increase the Transfer from Reserves from \$(19,910) to \$(23,510); and
2. The FY 2026-27 Water Fund Budget be amended to add an “Admin HVAC Replacement” Expense line item to Capital Outlay in the amount of \$14,800 and increase the Transfer from Reserves \$(84,920) to \$(99,720); and
3. The FY 2026-27 Sewer Fund Budget be amended to add an “Admin HVAC Replacement” Expense line item to Capital Outlay in the amount of \$7,900 and increase the Transfer from Reserves from \$(272,508) to \$(280,408); and
4. The FY 2026-27 Fire Fund Budget be amended to add an “Admin HVAC Replacement” Expense line item to Capital Outlay in the amount of \$5,700 and increase the Transfer from Reserves from \$(406,826) to \$(412,526).

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting on September 9, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mary Dearborn, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07G	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt Resolution #26-23 – Approving a Sonora Area Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment for the Procurement of an Electric Vehicle BEST Device.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: <u>6.1</u>		

RECOMMENDED ACTION:

Adopt Resolution #26-23 – Approving a Sonora Area Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment for the Procurement of an Electric Vehicle BEST Device.

SUMMARY:

The District has been awarded a grant from the Sonora Area Foundation, through its supporting organization The Irving J. Symons Foundation for Tuolumne County, in the amount of \$35,900 to procure a BEST device. The BEST device is a specialized firefighting tool designed for safe, efficient and fast extinguishing of fires caused by lithium-ion high voltage batteries in electric vehicles (EV).

With electrical vehicle use on the rise, Tuolumne County is experiencing an increase in EV fires caused by chemical reactions in high voltage lithium-ion batteries. These fires are typically caused by vehicle collisions, mechanical failures and charging malfunctions. Unlike conventional vehicle fires, EV battery fires present unique hazards, including burn times lasting 8 to 36 hours, toxic gas releases, violent flare-ups, and the potential for re-ignition long after suppression efforts appear successful. A typical EV battery fire can require 8,000 gallons of water to fully extinguish (a normal vehicle fire requires less than 500 gallons). This not only places a tremendous amount of strain on the local water supply, it turns the water into a hazardous substance that must be disposed of safely. Firefighting resources must remain on scene of EV fires for extended periods and must take extra precautions to prevent fire spread to surrounding forested areas and inhalation of the toxic gases released by the chemical reaction.

The BEST device significantly reduces risk and time to extinguish EV battery fires. The device utilizes a stinger to pierce and penetrate the lithium-ion battery housing, flooding it with 8 gallons per minute. This method allows the fire to be extinguished within minutes using less than 500 gallons of water. This significantly reduces the risk of contamination from smoke and contaminated water. It also improves firefighter safety by enabling fire personnel to activate the device from a safe distance of 25-feet away.

Procurement of the BEST device requires approval of the Sonora Area Foundation grant agreement and a Fiscal Year (FY) Fire Fund Budget Adjustment.

FINANCIAL IMPACT:

Approval of the recommended action will result in a net zero impact to the Fire Fund, while adding a critical piece of equipment for fighting electric vehicle fires.

ATTACHMENTS:

- Resolution #26-23 – Approving a Sonora Area Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment for the Procurement of an Electric Vehicle BEST Device.
- Sonora Area Foundation Grant Agreement

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-23**

**APPROVING A SONORA AREA FOUNDATION GRANT AGREEMENT AND FISCAL
YEAR 2026-27 FIRE FUND BUDGET ADJUSTMENT TO PROCURE A BEST DEVICE**

WHEREAS, the Twain Harte Community Services District (District) was awarded a grant from the Sonora Area Foundation (SAF) in the amount of \$35,900 to procure a BEST device; and

WHEREAS, a BEST device is a specialized firefighting tool designed for safe, efficient and fast extinguishing of fires caused by lithium-ion high voltage batteries used in electric vehicles (EV); and

WHEREAS, the BEST device improves safety, significantly reduces the amount of firefighting water needed, and minimizes the water and air contamination impacts related to EV fires; and

WHEREAS, procurement of the BEST device requires approval of the SAF grant agreement and a Fiscal Year (FY) 2026-27 Fire Fund Budget Adjustment.

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

1. The Sonora Area Foundation Grant Agreement for Grant #39251 to purchase electric vehicle BEST device is approved; and
2. The FY 2026-27 Fire Fund Budget be amended as follows:
 - a. Add \$35,900 to the "Grant Revenue" Revenue line item, increasing the total from \$0 to \$35,900.
 - b. Add a "BEST Device" Expense line item to Capital Outlay in the amount of \$35,900.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting on September 9, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mary Dearborn, Board President

Kimberly Silva, Board Secretary



SONORA AREA FOUNDATION

For good. For ever.™

GENERAL TERMS OF GRANT

The conditions set forth below are part of the agreement between the Foundation and the grantee. A signed copy must be returned to the Foundation.

1. **USE OF FUNDS GRANTED:** Funds must be used by the grantee strictly in accordance with the budget submitted and approved. Any variation from the budget must be approved in advance by the Foundation.

If a grant is not specified for use in any particular manner, (e.g., the grant is unrestricted), then the grantee must be able and willing to prove to the Foundation's satisfaction that no portion of the grant funds have been used for purposes not clearly identified as charitable under the law, both State and Federal. The Foundation reserves the right to cancel the grant and any further payments. Grants must be paid and funds expended within one year of the Board's decision conferring the grant, unless otherwise specified. Any extension of time must be requested in writing.

2. **AUDITS AND REPORTS:** The Foundation requires financial and narrative reports from the grantee covering use of funds received from the Foundation. A Final Grant Report is due **8/25/2027**. An audit may be required. All funds not expended for the purposes and in the manner agreed to by the grantee and Foundation must be returned to the Foundation. Any photographs submitted with the grant report may be used by the Foundation for promotional or internal purposes.
3. **TERMINATION:** If the grantee organization ceases to operate or moves out of Tuolumne County, the Foundation is to be notified in advance so that any equipment purchased with grant funds may be redistributed by the Foundation to other non-profit agencies in the area.
4. **PUBLICITY:** All public announcements, new features, or information concerning the grant program shall indicate the Foundation's participation in the program funding by stating **"This program has been funded through a grant from the Sonora Area Foundation, through its supporting organization The Irving J. Symons Foundation for Tuolumne County."** Any other statement about the Foundation, its policies, interests or personnel should be cleared with the Foundation's Executive Director.

ACKNOWLEDGMENT OF RECEIPT OF AGREEMENT

The grantee, **Twain Harte Community Services District "To purchase electric vehicle BEST device" Grant # 39251**, acknowledges receipt of the foregoing General Terms and agrees to be bound by same.

By: _____
Signature

Dated



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07H	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to consider a mutual assistance request from Tuolumne City Sanitary District for General Manager services.		
RELATION TO STRATEGIC PLAN:	☐ N/A ☒ Advances Goal/Objective #'s: <u>4.4</u>		

RECOMMENDED ACTION:

Approve the mutual assistance request with exceptions and authorize the General Manager to provide written response.

SUMMARY:

On August 12, 2026, the Board entered into a Mutual Assistance Agreement (Agreement) with Tuolumne City Sanitary District (TCSD) to improve services through the sharing of resources, including equipment, materials and personnel. The Agreement advances Strategic Plan Objective 4.4 by enabling the District to improve services, efficiency or revenue through resource-sharing partnerships and collaboration.

On September 2, 2026, the TCSD Board of Directors approved a request for assistance (see attached) to request General Manager services from the District. The scope of the assistance request is for typical general manager tasks, serving as TCSD's primary general manager, estimated at 10 hours per week for an estimated term of one year. All services can be performed virtually, unless specifically requested otherwise. The rate for said services was provided by the District at \$161.58/hour, which, in accordance with the Agreement, includes applicable wage, benefits, insurance (including workers' compensation insurance), and proportional costs for job-related equipment, licensing, training, and travel.

Per the Agreement, the chair of TCSD's Board has made this request to the President of our Board and the District has up to 30 days to respond. The District's response must state if it can provide the requested services or clearly describe the services it is willing to provide, including scope, term, hours, rate, and any other pertinent information.

The District's Finance/Policy Committee reviewed the assistance request with staff, including an evaluation of staff capacity. Due to recent restructuring and cross-training, District staff believe capacity could be available to accommodate the request, but it may require extra hours from the General Manager. Staff communicated that capacity could only be officially determined through a trial. Thus, the Finance/Policy Committee recommended that the Board approve the request with the following exceptions:

- Initially, the District only approves assistance in 3-month segments instead of the full year. At the end of each 3-month segment, the District will evaluate the actual assistance need, staffing capacity, staff morale, and District effectiveness to determine if it can continue to provide services.
- The District reserves the right to decrease the number of weekly hours provided to TCSD if the District's needs are not being adequately met and authorizes the General Manager to communicate said changes to the TCSD Board chair.
- The District reserves its right in the Agreement to terminate, with or without cause, its provisions of General Manager assistance by providing a 14 day written notice.
- The rate of \$161.58/hour includes the cost of travel to TCSD during the General Manager's normal travel to the District; however, any other travel for TCSD's business will be paid separately by TCSD.

FINANCIAL IMPACT:

If the requested services of 10 hours per week were provided for an entire year, the District would receive \$84,021.60 in revenue. Classified as Admin Fund revenue, it would be allocated to the District's Funds as follows:

- Park Fund: \$8,402
- Water Fund: \$39,490
- Sewer Fund: \$21,005
- Fire Fund: \$15,124

ATTACHMENTS:

- Mutual Assistance Request for General Manager Services from TCSD
- Mutual Assistance Agreement – THCSD & TCSD

Mutual Assistance Request – General Manager Services

The following describes the scope of services the District requests from Twain Harte CSD. Services are estimated at approximately ten (10) hours per week and shall be provided on an hourly basis at the rate of **\$161.58 per hour** and a term of one (1) year.

Task 1 – Board Meetings

In conjunction with the District Secretary / Office Manager, prepare agenda topics and background information, and attend the regular monthly Board of Directors meetings and such special meetings as may be called. It is assumed that the General Manager shall attend meetings via Zoom or Microsoft Teams, as requested by the Board of Directors.

Task 2 – Board and Staff Coordination

Prepare for and meet with members of the Board of Directors and/or District Staff virtually, or in person when available at least twice-monthly basis (preferably weekly) to:

- A. Evaluate District activities and employee performance;
- B. Discuss District issues and priorities;
- C. Respond to employee questions and concerns regarding operational issues, customer service issues, policies, and procedures.

Task 3 – Review and Evaluation of District Operations

Review and evaluate District plans, permits, policies, board minutes, contracts, budgets, financial reports, infrastructure, equipment, maps, information technology systems, operation and maintenance activities, staffing, emergency response procedures, administrative and customer services activities, safety compliance, and other programs, activities, reports, documents, and procedures.

Task 4 – On-Call Support

On an on-call and as-needed basis, respond by text, telephone, and email to questions and issues raised by members of the Board of Directors and District staff during the month.

Task 5 – Research and Reporting

Research issues and prepare reports, memoranda, and updates relative to a variety of District documents, including but not limited to District ordinances, plans, employee policies and personnel rules, maintenance reports, purchasing policies, operating procedures, budgets, and financial and other reports.

Task 6 – Reorganization and Consolidation Support

Participate in discussions and provide staff support and analysis with respect to District reorganization and/or consolidation options, including but not limited to forming a Community Services District.

Task 7 – External Meetings and Representation

Attend local, board committee, community, and regional meetings virtually (if available) regarding issues associated with the operation and administration of the District, including meetings with regulatory and grant-funding agencies.

Task 8 – Optional / Additional Services

Perform such optional work or other tasks and activities as agreed to by the Board of Directors and Consultant, including but not limited to grant writing and preparing permit applications, Requests for Proposals (RFPs), equipment bids, manuals, and other specialized reports and evaluations.

MUTUAL ASSISTANCE AGREEMENT
Twain Harte Community Services District &
Tuolumne City Sanitary District

THIS MUTUAL ASSISTANCE AGREEMENT ("Agreement") is made and entered into effective as of August 12, 2026, by and between the Twain Harte Community Services District, a California Special District ("THCSD"), and the Tuolumne City Sanitary District, a California Special District ("TCSD").

Recitals

A. THCSD and TCSD have determined that it would be in their mutual best interests to periodically lend to each other equipment, supplies and personnel, and to otherwise cooperate with and assist each other in the event of an emergency or in other situations where one agency has insufficient resources to undertake a necessary public project or activity.

B. The parties desire to set forth herein the terms on which they may provide mutual assistance through the sharing of resources.

NOW, THEREFORE, the parties agree as follows:

1. Requests for Assistance. In the event that either party to this Agreement (the "Borrower") has a need for the equipment, supplies, personnel or other resources of the other party hereto (the "Lender") for purposes of undertaking a necessary public project or activity, the Borrower may request that the Lender provide such resources.

2. Discretion by Lender. The Lender shall have the absolute discretion to approve or decline any request for assistance and shall have no liability to the Borrower for failing to provide such assistance. It is understood and agreed that the Lender will grant a request for assistance only where the Lender has determined that it has the requested resources available and will be able to meet its own needs while rendering assistance. The execution of this Agreement shall not create any duty to grant any assistance requested by the Borrower.

3. Equipment. If the Lender loans equipment to the Borrower, including but not limited to construction equipment, vehicles, tools, pumps, or generators, such loaned equipment shall be subject to the following conditions:

- (a) If the Lender so determines, the loaned equipment shall be operated by the Lender's personnel, which personnel will then be provided with the equipment.
- (b) The loaned equipment shall be returned to the Lender within the first to occur of (i) 24 hours after completion of the project for which the equipment was provided, or (ii) 24 hours after the Lender delivers to the Borrower a written request that the equipment be returned. In the event the Lender experiences an emergency that requires use of loaned equipment, and such

loaned equipment is not being utilized to address a current emergency of the Borrower, Borrower shall return equipment to Lender within 1 hour.

- (c) The Borrower shall, at its own expense, supply all fuel, lubrication, and maintenance for the equipment. The Lender may, at its option, charge the Borrower for costs related to the transportation, handling, loading, and unloading of the equipment.
- (d) Reimbursement for vehicles and equipment will be calculated at the hourly rates for such vehicles and equipment listed in the Lender's rate schedule, or the closest mutually agreed upon equivalent, in the CalTrans Labor Surcharge and Equipment Rental Rate Book.
- (e) In the event loaned equipment is damaged while in the custody or use of the Borrower, the Borrower shall directly pay for, direct or cause insurance proceeds to be paid to, or reimburse the Lender for the reasonable cost of repairing such damage. If the equipment cannot be repaired or has been destroyed, the Borrower shall directly pay for, direct or cause insurance proceeds be paid to, or reimburse the Lender for the cost of replacing the equipment with comparable equipment. If the Lender is required to lease replacement equipment while the loaned equipment is being repaired or replaced by the Borrower, the Borrower shall directly pay for, direct or cause insurance proceeds be paid to, or reimburse the Lender for such lease costs.

4. Supplies. The Borrower shall reimburse the Lender in kind or at the actual replacement cost for the use of expendable or non-returnable supplies provided by the Lender. Supplies of reusable items that are returned to the Lender in a clean and undamaged condition will not be charged to the Borrower.

5. Personnel: Non-Executive. In the event the Lender makes its personnel available to the Borrower, the Borrower will reimburse the Lender for such personnel's applicable salary or hourly wage plus benefits and insurance, including workers' compensation insurance, while the personnel is providing services to the Borrower. Personnel so loaned to the Borrower will be under the supervision and control of the Lender. The Lender will be responsible for all direct and indirect costs associated with workers' compensation claims arising in connection with work performed by the Lender's personnel while on loan to the Borrower.

6. Personnel: General Manager. In the event the Lender makes its General Manager available to the Borrower, the following conditions shall apply:

- (a) Request for Assistance: Borrower's President or Chairperson of the Board or their designee shall make all requests for General Manager services in writing to the Lender's President or Chairperson of the Board or their designee. Such requests shall include the requested scope of services and/or deliverables, anticipated term of assistance, estimated number of hours required, description of services requiring in-person work, and any other information pertinent to its need.

- (b) Lender Response: Within 30 days of Lender's receipt of Borrower's request for General Manager assistance, Lender shall provide a written response to the Borrower that either states it cannot provide the requested services or clearly describes the services it is willing to provide. Said response shall include the scope of services and/or deliverables, term of service, hours, reimbursement rate and other pertinent information related to such services.
- (c) Assistance Agreement: If both parties agree to the terms of General Manager assistance to be provided, they shall sign the written terms and said terms shall be considered part of this Agreement.
- (d) Reimbursement Rate: The Borrower will reimburse the Lender for the General Manager's applicable wage, benefits, insurance (including workers' compensation insurance), and proportional costs for job-related equipment, licensing, training, and travel while providing services to the Borrower. Prior to providing services under this Section 6, the Lender shall incorporate said General Manager expenses in an hourly rate and provide it to the Borrower in writing. Such rate may be adjusted by the Lender on January 1st and July 1st each year to incorporate changes to related expenses.
- (e) Special Travel: If the Borrower's scope of services or specific requests require the Lender's General Manager to travel and such travel is for the sole purpose of the Borrower, then Borrower shall reimburse the Lender for actual expenses related to such travel.
- (f) Billing: The Lender will provide a monthly invoice to the Borrower for General Manager assistance. The amount will include actual hours spent at the reimbursable rate plus special travel expenses and any other reimbursable expenses.
- (g) Insurance for General Manager Services: The Lender will be responsible for all direct and indirect costs associated with workers' compensation claims arising in connection with work performed by the Lender's personnel while on loan to the Borrower. Consequences for actions taken and advice given to the Borrower by the Lender's General Manager shall be insured under the Borrower's insurance policies for general liability, errors and omissions and public official dishonesty.
- (h) Supervision and Control: Executive personnel loaned to the Borrower will remain under the supervision and control of the Lender as an employee of the Lender while performing services for the Borrower. The relationship of the Parties if this Section is invoked shall be as an independent contractor to a vendor, and it is expressly understood and agreed that no joint employment relationship or joint employment of either of the General Managers for either Party to this Agreement is established.

- (i) Termination of Assistance: The Lender may terminate, with or without cause, its provision of General Manager assistance for agreed upon terms of longer than 30 days by providing a 14 day written notice to the Borrower.

7. Term. This Agreement shall commence as of the effective date set forth above and shall continue until terminated by thirty (30) days written notice by one party to the other. This Agreement may be terminated by either party at any time without reason. Immediately upon such termination, each party shall make full payment to the other party for any equipment, supplies or personnel lent or provided.

8. Indemnity. To the extent permitted by law, Borrower shall defend, indemnify and hold harmless Lender, its directors, officers, employees, agents, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend, arising out of the performance of this Agreement, and caused in whole or in part by any negligent act or omission of the Borrower, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the Lender, its directors, officers, employees, and authorized volunteers.

To the extent permitted by law, Lender shall defend, indemnify and hold harmless Borrower, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend, arising out of the performance of this Agreement, and caused in whole or in part by any negligent act or omission of the Lender, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the Borrower, its directors, officers, employees, and authorized volunteers.

9. Insurance. Each Party shall procure and maintain for the duration of the agreement, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of this Agreement and that results from that work.

Each Party shall maintain comprehensive general liability insurance in an amount not less than \$2,000,000 combined single limit, worker's compensation insurance as required by law and automobile liability insurance for all vehicles to be used in the performance of services under the agreement. Upon request, Each Party shall provide proof of such insurance coverages naming the Other Party its directors, officers, employees, and authorized volunteers as certificate holder and additional insured on the General Liability policy with respect to their operation (as broad as ISO Form # CG 20 10 10 01). For any claims related to this project, the insurance coverage shall be primary (at least as broad as ISO Form # CG 20 01 04 13). Regarding the workers' compensation insurance, each Party hereby agrees to waive rights of subrogation to obtain endorsements necessary to affect this waiver of subrogation in favor of the Other Party; this provision applies regardless of whether or not the Other Party has received a waiver of subrogation from the insurer.

If broader coverage and/or higher limits than the minimums shown above are available or provided, the Other Party requires and shall be entitled to the broader coverage and/or higher limits maintained by Each Party. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Each Party. Each Party understands and acknowledges that coverage may be provided through a joint power's authority pursuant to a joint powers agreement.

10. Partial Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

11. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the permitted successors and assigns of the parties hereto.

12. Professional Fees. In the event of any action or suit arising in connection with the enforcement or interpretation of any of the covenants or provisions of this Agreement, the prevailing party shall be entitled to recover all costs and expenses of the action or suit, including actual attorneys' fees, accounting fees and any other professional fees incurred in connection therewith.

13. Entire Agreement/Amendments. This Agreement (including all exhibits attached hereto) is the final expression of and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and communications with respect thereto. This Agreement may not be modified, changed, supplemented, or terminated, nor may any obligations hereunder be waived, except by a written instrument signed by the party to be charged. The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.

14. Construction. Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part of this Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared the same. Unless otherwise indicated, all references to paragraphs and subparagraphs are to this Agreement. All exhibits referred to in this Agreement are attached and incorporated by this reference.

15. Governing Law. The parties hereto expressly agree that (i) this Agreement shall be governed by, interpreted under and enforced in accordance with the laws of the United States of America and the State of California, (ii) in the event of any dispute, the parties shall be subject to the jurisdiction of the courts of the State of California, regardless of their place of residence, and (iii) in any action arising in connection with this Agreement, venue shall be in the County of Tuolumne, State of California, United States of America.

16. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

17. Facsimile or Electronic Signatures. In the event executed copies of this Agreement are provided by one party to the other(s) by facsimile transmission, the original copies shall be sent by the signing party to the other party(ies) as soon as reasonably feasible, and pending the receipt thereof, the facsimile copies and the signatures thereon shall for all purposes be treated as originals. Upon mutual agreement of the Parties, the Agreement may be executed using electronic signatures.

18. Further Assurances. The Parties agree to take such actions and execute such documents as may be reasonably required to carry out the intent of this Agreement.

19. Severability. The provisions of this Agreement are severable, and if any part of it is found to be invalid or unenforceable, the other parts shall remain fully valid and enforceable.

20. Waiver. Any failure by the Parties to enforce any provision of this Agreement or any waiver thereof by a Party, shall not constitute a waiver of its right to enforce subsequent violations of the same or any other terms or conditions contained herein.

21. Assignment. Neither party may assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of the other party.

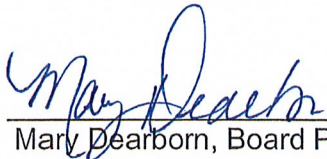
22. Notifications. All notifications, inquiries, or invoices regarding this Agreement shall be made in writing to:

To TCSD: Tuolumne City Sanitary District
 18050 Box Factory Rd., Tuolumne, CA 95379
 Phone: (209) 928-3517
 Attn: General Manager

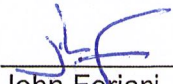
To THCS: Twain Harte Community Services District
 22912 Vantage Pointe Drive, Twain Harte, CA 95383
 Phone: (209) 586-3172
 Attn: General Manager

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first set forth above.

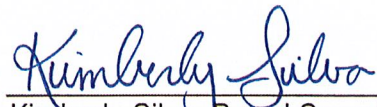
TWAIN HARTE COMMUNITY
SERVICES DISTRICT

By: 
Mary Dearborn, Board President

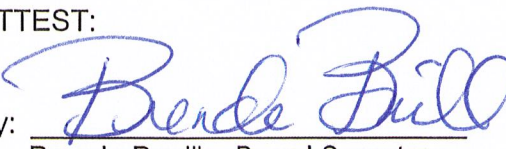
TUOLUMNE CITY SANITARY
DISTRICT

By: 
John Feriani, Board President

ATTEST:

By: 
Kimberly Silva, Board Secretary

ATTEST:

By: 
Brenda Bonillo, Board Secretary



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	071	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to approve a Memorandum of Agreement with the City of Sonora for assistance under the California Fire and Rescue Mutual Aid System.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Approve a Memorandum of Agreement with the City of Sonora for assistance under the California Fire and Rescue Mutual Aid System.

SUMMARY:

The City of Sonora (City) was recently heavily impacted by the Dove Fire, which started on July 28, 2026. In response to a California Fire and Rescue Mutual Aid System request, District Fire staff responded to help the City fight the fire. District staff was assigned to the Dove Fire from July 28, 2026 and August 1, 2026.

A declaration of emergency was issued for the Dove Fire (FEMA 5652-FM-CA), enabling reimbursement for fire agency efforts to fight the fire. In order to receive such reimbursement and payment for the District's Fire staff assistance on the Dove Fire, the District must execute the attached Memorandum of Agreement Between the City of Sonora, the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians Pertaining to Assistance Under the California Fire and Rescue Mutual Aid System.

FINANCIAL IMPACT:

Approval of the recommended action will result in the District being reimbursed approximately \$10,000 for its efforts on the Dove Fire.

ATTACHMENTS:

- Memorandum of Agreement Between the City of Sonora, the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians Pertaining to Assistance Under the California Fire and Rescue Mutual Aid System

**MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SONORA AND THE TWAIN HARTE
COMMUNITY SERVICES DISTRICT, THE MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT,
THE TUOLUMNE COUNTY FIRE DEPARTMENT, AND THE TUOLUMNE BAND OF ME-WUK
INDIANS PERTAINING TO ASSISTANCE UNDER THE CALIFORNIA FIRE AND RESCUE MUTUAL
AID SYSTEM**

WHEREAS, on July 26, 2026, extreme fire conditions, including strong winds and low humidity, contributed to a fire that swept through the region; and

WHEREAS, this fire is referred to as the “Dove Fire;” and

WHEREAS, on July 26, 2026, a Presidential Declaration of Emergency (FEMA-5652-FM-CA) was issued; and

WHEREAS, the California Fire and Rescue Mutual Aid System is issued and revised under the authority of Sections 8550, 8569, 8615 through 8619, and 8668 of the California Government Code, the California Emergency Plan, and the California Disaster and Civil Defense Master Mutual Aid Agreement; and

WHEREAS, the California Fire and Rescue Mutual Aid System delineates the current state policy concerning fire service mutual aid; and

WHEREAS, the California Fire and Rescue Mutual Aid System describes the standard procedures used to acquire fire service mutual aid resources and the method to ensure coordination of fire service mutual aid planning and readiness; and

WHEREAS, the City of Sonora Fire Chief is the Operational Area Fire and Rescue Mutual Aid Coordinator; and

WHEREAS, the California Fire and Rescue Mutual Aid System provides, in pertinent part, “When an emergency develops or appears to be developing which cannot be resolved by a fire agency within an Operational Area, it is the responsibility of the Operational Area Fire and Rescue Coordinator to provide assistance and coordination to control the problem;” and

WHEREAS, the California Fire and Rescue Mutual Aid System provides, in pertinent part, “A request for fire service mutual aid requires the approval of the fire chief of the requesting jurisdiction;” and

WHEREAS, the Fire Chief of the City of Sonora requested the mutual aid assistance of the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians, pursuant to the California Fire and Rescue Mutual Aid System, to support fire suppression and emergency protective services in connection with the Dove Fire; and

WHEREAS, the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians provided mutual aid assistance consisting of fire personnel, equipment, and materials from July 28, 2026 through August 1, 2026, to assist with fire suppression and emergency protective services in connection with the Dove Fire; and

WHEREAS, the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians each agree to document all of their respective mutual aid assistance costs related to the Dove Fire; and

NOW, THEREFORE, IT IS HEREBY AGREED by and between the City of Sonora and the Twain Harte Community Services District, the Mi-Wuk Sugar Pine Fire Protection District, the Tuolumne County Fire Department, and the Tuolumne Band of Me-Wuk Indians that the City of Sonora shall reimburse all reasonable costs associated with the Twain Harte Community Services District’s, the Mi-Wuk Sugar Pine Fire Protection District’s, the Tuolumne County Fire Department’s, and the Tuolumne Band of Me-Wuk Indians’ fire service mutual aid assistance during the Dove Fire.

CITY OF SONORA

By _____
Name: _____
Fire Chief
Date: _____

**TWAIN HARTE COMMUNITY SERVICES
DISTRICT**

By _____
Name: Charlotte Bohlman
Title: Board Vice President
Date: _____

**MI-WUK SUGAR PINE FIRE PROTECTION
DISTRICT**

By _____
Name: _____
Title: _____
Date: _____

TUOLUMNE COUNTY FIRE DEPARTMENT

By _____
Name: _____
Title: _____
Date: _____

TUOLUMNE BAND OF ME-WUK INDIANS

By _____
Name: _____
Title: _____
Date: _____



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	07J	ITEM TYPE:	☐ Discussion ☐ Action ☒ Both
SUBJECT:	Discussion/action to adopt Resolution #26-24 – Approving a California Fire Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment to Procure Wildland Hose		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ Advances Goal/Objective #'s: <u>6.1</u>		

RECOMMENDED ACTION:

Adopt Resolution #26-24 – Approving a California Fire Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment to Procure Wildland Hose.

SUMMARY:

The District has been awarded a grant from the California Fire Foundation's (CFF) 2026 Statewide Climate-Related Wildfire & Disaster Prevention and Preparedness Support Program. The grant provides \$15,000 for replacement of the District's aging wildland hose and wildfire readiness. The CFF is a nonprofit charitable organization formed in 1987 to provide emotional and financial assistance to families of fallen firefighters, firefighters and the communities they protect.

Procurement of the wildland hose requires approval of the CFF grant agreement and a Fiscal Year (FY) Fire Fund Budget Adjustment.

FINANCIAL IMPACT:

Approval of the recommended action will result in a net zero impact to the Fire Fund, while replacing critical firefighting equipment used to fight wildfire.

ATTACHMENTS:

- Resolution #26-24 – Approving a California Fire Foundation Grant Agreement and Fiscal Year 2026-27 Fire Fund Budget Adjustment to Procure Wildland Hose.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-24**

**APPROVING A CALIFORNIA FIRE FOUNDATION GRANT AGREEMENT AND
FISCAL YEAR 2026-27 FIRE FUND BUDGET ADJUSTMENT TO PROCURE
WILDLAND HOSE**

WHEREAS, the Twain Harte Community Services District (District) was awarded a grant from the California Fire Foundation (CFF) under its 2026 Statewide Climate-Related Wildfire & Disaster Prevention and Preparedness Support Program in the amount of \$15,000; and

WHEREAS, the purpose of said grant is to improve wildfire readiness through replacement of the District's aging wildland hose; and

WHEREAS, procurement of the wildland hose requires approval of the CFF grant agreement and a Fiscal Year (FY) 2026-27 Fire Fund Budget Adjustment.

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

1. The California Fire Foundation Grant Agreement for the Wildland Hose Replacement and Readiness Project is approved and the General Manager is authorized to sign said agreement; and
2. The FY 2026-27 Fire Fund Budget be amended to add \$15,000 to the "Equipment under \$5,000" Expense line item, increasing it from \$9,400 to \$24,400.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting on September 9, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mary Dearborn, Board President

Kimberly Silva, Board Secretary



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	08A	ITEM TYPE:	☒ Discussion ☐ Action ☐ Both
SUBJECT:	President and Board member reports.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ 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

September 9, 2026

ITEM #:	08B	ITEM TYPE:	☒ Discussion ☐ Action ☐ Both
SUBJECT:	Fire Chief's report.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ 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.

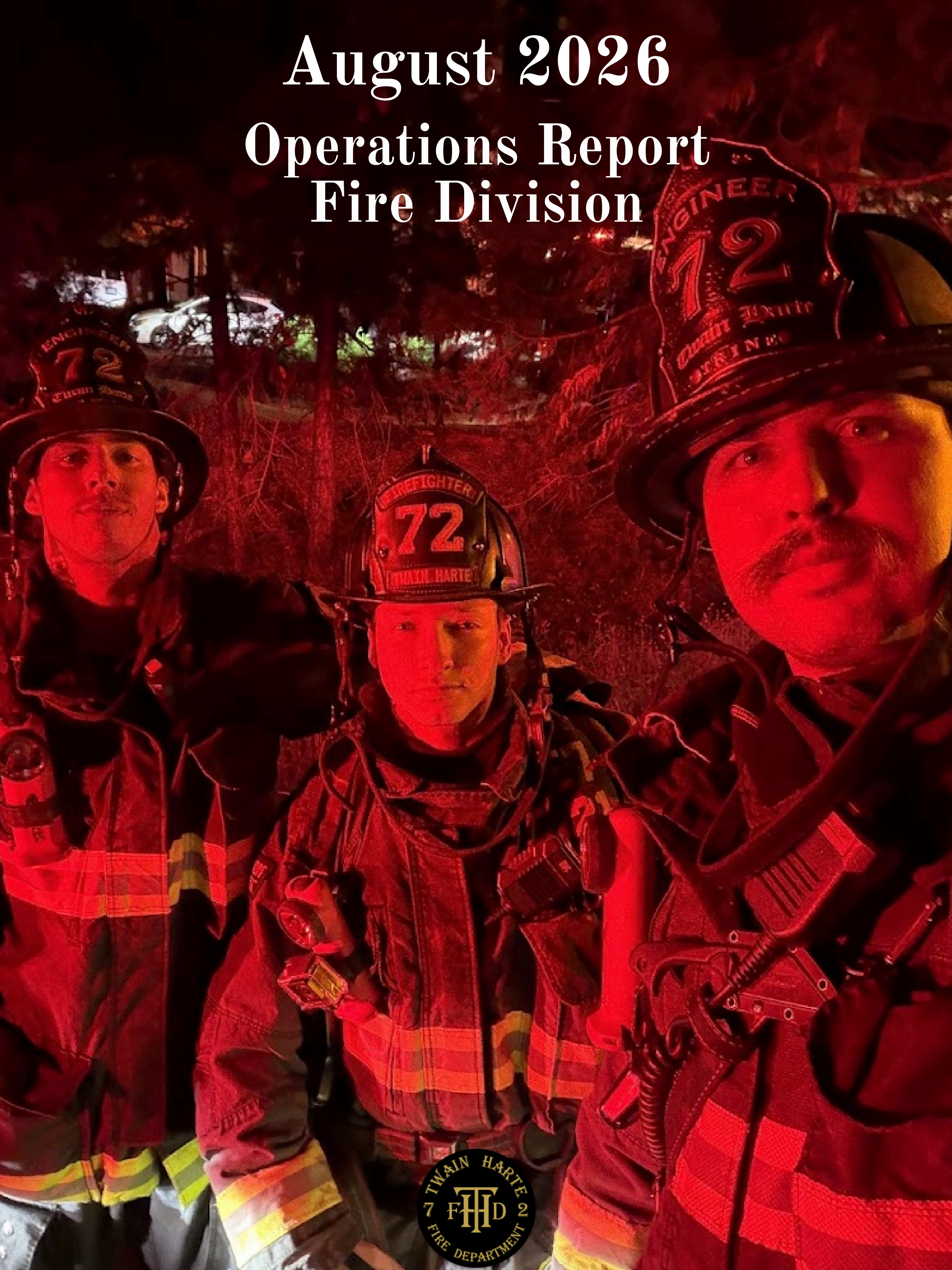
ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

August 2026

Operations Report

Fire Division



August Staffing

Full-Time Captains-2

Full Time Engineer-3

Intern Operator-1

Reserve Firefighters-2

Intern Firefighters-6



August Training Hours-166



August Deployments



On August 3rd, E-723 responded with an immediate need Strike Team to the Gann incident in the Angels Camp area. They were assigned to structure protection.



On August 12th, E-723 was released from the Gann incident and reassigned to the Timber incident in the Big Sir area.



August Deployments



On August 19th, Chief 720 was dispatched with California Incident Management Team 5 to the Little Giant Incident in Wenatchee, Washington, as a Safety Officer Type Three.



Fleet



On August 31, Captain Slater and Engineer McNeal picked up THFD's brand-new Type 6 engine from QTAC in Redding, California. The new engine, designated E-726, underwent a thorough inspection, during which two issues were identified and addressed on the spot. A big thank-you to QTAC for building this beautiful engine, and to the THCSD Board and GM Trott for their approval and support.



Grant Awarded



Twain Harte Fire Department is pleased to announce that we have received grant funding from the Sonora Area Foundation to purchase a Rosenbauer BEST (Battery Extinguishing System Technology) device. This specialized equipment will enhance our ability to safely and effectively respond to electric vehicle fires and lithium-ion battery emergencies.

As electric vehicles become increasingly common throughout Tuolumne County, the BEST device will provide firefighters with an essential tool to address the unique challenges posed by EV battery fires. This investment will improve firefighter safety, reduce water usage, and strengthen our department's emergency response capabilities.

We sincerely thank the Sonora Area Foundation for its continued support of public safety and its investment in the safety of our community. We would also like to recognize and thank General Manager Tom Trott for his assistance and support throughout the grant process. His efforts were instrumental in helping secure this funding and bringing this important piece of equipment to our department.

This grant will benefit not only the Twain Harte community but also our regional mutual-aid partners throughout Tuolumne County.



August 2026

Incidents by Type- 61



EMS Incidents-33



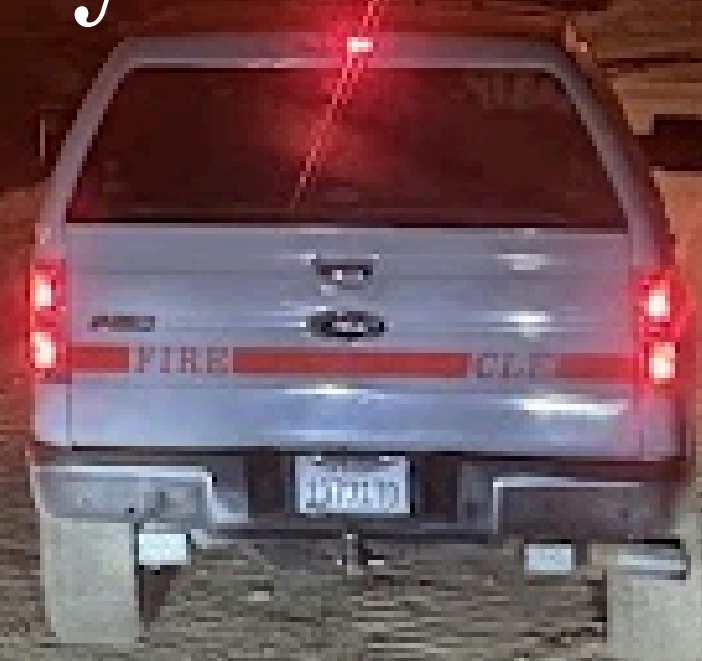
Fires-9



Public Service Assist-15



Emergency Standby-4



Incident Response by Districts

August 2026



Twain Harte District 23 %



Tuolumne County Fire 77%





MONTHLY UPDATE

August 2026

SERVING OUR COMMUNITY

Volunteer news, emergency preparedness, and community updates for Twain Harte.



CERT was deployed to Ponderosa Drive on August 12 to provide traffic control while THCSO crews repaired a water-system leak.

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THIS MONTH'S HIGHLIGHTS

THFD Dove Fire Response

Twain Harte Fire Department called into action



CERT Responds to Water Main Leak

Traffic control helps keep THCSO crews and drivers safe



Mark Your Calendars

Pancake Breakfast, Blood Drive, and Traffic Control Training



Emergency Preparedness Training a success!

Prepared together, stronger together



“Oh, when I look back now / That summer seemed to last forever / And if I had the choice / Yeah, I'd always wanna be there / Those were the best days of my life”

“Summer of ‘69” - Bryan Adams



THCSD GENERAL MANAGER REPORT

Tom Trott, THCSD General Manager

GM REPORT

August 12, 2026



ADMIN ACTIVITIES

- Eproson Park Solar Lighting Value Engineering
- Grand Jury Response & Fire Payroll FAQ's
- GIS Mapping System Upgrades Project
- Cedar Pines Pressure Zone Upgrades Design RFP
- Christmas Tree Warranty Coordination
- CDBG SCADA Upgrade Grant Coordination

MEETINGS OF INTEREST

- | | |
|------|-------------------------------------|
| 7/24 | County Drought Task Force |
| 7/27 | Solar Lighting Coordination Meeting |
| 7/28 | GIS Work Order System Training |
| 7/31 | County Roads Paving Collaboration |
| 8/10 | LAFCO MSR/Latent Power Meeting |

CAPITAL PROJECTS

Eproson Park Solar Light Replacement

Budget: \$93,500

Design and value engineering for a grant-funded project to replace streetlights in Eproson Park with solar streetlights is underway. The project is anticipated to be complete by spring 2027.

Cresta Sewer Replacement/Relining

Budget: \$325,000

Replacement of 955' of high-risk sewer line between Cresta Drive and Oak View Drive is complete. The remaining 1,550' of sewer line has been repaired and is anticipated to be relined in spring 2027.

Manzanita Court Waterline Replacement

COMPLETE - \$50,000 under budget

Cedar Pines Pressure Zone Upgrades

Budget: \$700,000

A request for proposals is in development for a design consultant to design a project that improves pressure zones, eliminates an aging tank and pump station, and replaces deteriorated, undersized water lines.

SCADA System Improvements

Budget: \$645,000

Grant funding has been awarded for a project to install a water and sewer supervisory control and data acquisition system (SCADA) that provides remote monitoring and control of the District's water treatment plant, pump stations, tanks and sewer lift stations. Once the grant funding agreement is completed (projected this summer), an RFP will be issued for project design.

PLANNING PROJECTS

Activation of Latent Powers

Based on citizen request and strategic plan goals, staff is exploring activation of its powers to provide lighting services to downtown Twain Harte. This requires LAFCO approval and a study showing the District can sustainably provide services long-term. Staff/LAFCO have initiated discussions to begin this process with anticipated completion in FY 26/27.

County Pool/Library Collaboration

Staff has initiated collaboration with the County to explore ways to improve aquatic recreation and library stability in the District.

FUNDING OPPORTUNITIES

Sonora Area Foundation - \$32K

EV Fire Response / AWARD: August 2026

FEMA Public Assistance - \$90K

Storm Response / AWARD: Fall 2026

FY 26-27 VFC GRANT - \$38K

Radios / AWARD: Fall 2026

Energy Efficiency Grant - \$94K

Eproson Park Solar Lights / AWARDED

HUD CDBG Grant - \$525K

SCADA System / AWARDED

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



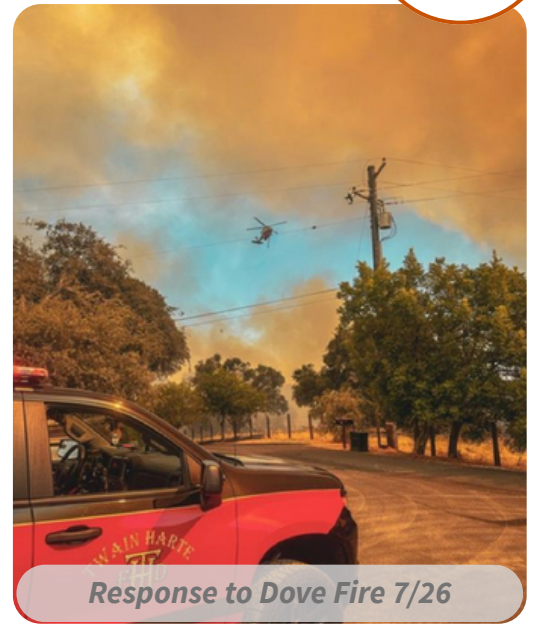
TH FIRE DEPARTMENT REPORT

Neil Gamez, THFD Fire Chief



Notable Responses

- On July 23rd, E-721 was deployed to the Chute incident in Yuba County. Engine E-721 Crews were assigned as crash-rescue standby for Chute air operations.
- On July 26th, C-720 and E-722 were assigned to the Dove incident in the Sonora City area. C-720 was assigned to the Structure Protection Group on Simmons Road; E-722 was assigned to Structure Protection and worked under C-720.
- On July 28, C-720 was deployed to the Big Grass incident in Idaho with California Incident Management Team 5 as a Safety Officer Type 3.



August By the Numbers

Training Hours: 183

INCIDENT RESPONSES

Twain Harte: 45%
Tuolumne County Fire: 53%
U.S. Forest Service: 1%
Mi Wuk Fire: 1%

STAFFING

Full-Time Captains: 2
Full-Time Engineers: 3
Intern Operator: 1
Reserve Firefighters: 2
Intern Firefighters: 7

15

Fire Incidents

8

Emergency Standby

43

EMS Incidents

9

Public Service Assists





TH FIRE DEPARTMENT REPORT

Neil Gamez, THFD Fire Chief



Moving On: Congratulations to Charles (Chuck) Kjeldgaard

Charles accepted a Firefighter position with Cal Fire and is assigned to Baseline Hand Crew 2. Charles will still stay on as a Relief Firefighter. We are all very proud of Charles.



Inspections

All vacant lot inspections have been completed. Notifications have been sent out. Thank you to Engineer Trine for taking over the Vacant Lot Program.



Trainings



Facilities



Engineer Trine has begun the station paint project. This is an AI rendering of what it will look like when completed.





THCSO WATER AND SEWER REPORT

Lewis Giambruno, THCSO Operations Manager



Mainline break repaired on Bret Harte



Branches removed from Million Gallon Tank #1



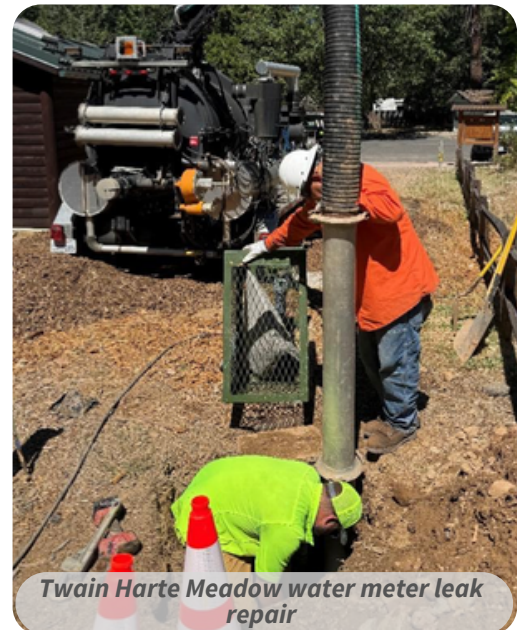
Community Center landscaping



Pickleball court border warped due to heat



3 fallen trees were removed at Upper Shadybrook Reservoir



Twain Harte Meadow water meter leak repair

Other Completed Projects

INFRASTRUCTURE

- Starlink locations scouted
- Manzanita Waterline upsizing continues
- Hydrant upgrade on Golf Club and Fireside continues
- Cresta sewer replacement continues
- Crews fastened the draft point down on Upper Shadybrook Reservoir

MAINTENANCE

- Tamarack service line repaired
- CCTV work performed
- Vandalism addressed in Eproson Park men's room
- Snack Shack window fixed
- A fallen tree damaged the pickleball fence

EQUIPMENT

- Jetter truck hydraulic tank leak located
- Backhoe training
- Pipehunter hydro-excavator now fully operational



CERT RESPONDS TO WATER MAIN LEAK

Traffic control helps keep THCSO crews and drivers safe.

Mike Mandell, Team Leader & President

Twain Harte Community Services District has experienced several leaks in the water system these last few weeks. These have occurred mostly because the infrastructure is so old. CERT was deployed for traffic control at a leak on Ponderosa Drive on August 12th. Carol Hoch, Lise Lemonnier, and I, Mike Mandell, arrived on the scene just before 9 and took our positions on the street at both ends of the break.

As always, the THCSO crew showed they knew what they were doing. They dug a trench where there were signs of the leak, pulled out the old pipe, put in the new, and filled in the hole. There was very little traffic on Ponderosa Drive, but the safety of the crew in the hole is always our main concern, and our CERT team was happy to keep them safe. When the job was finished a little after 3 p.m., we watched a little one enjoying the puddles the break had created.



When the job was finished ... we watched a little one enjoying the puddles the break had created.



SEPTEMBER TRAINING - TRAFFIC CONTROL

Interested in traffic control? Twain Harte needs you!

Mike "Griff" Griffin, Training Officer

Have you ever wondered what traffic control workers do? Do you enjoy wearing a brightly colored safety vest? Are you interested in how radio traffic control and flagging work? Would you be interested in assisting Twain Harte CERT with traffic control to benefit our local agencies, such as Twain Harte Community Services District?

For the answers to these questions and more, join the Twain Harte CERT team and Steve Machado from the California Highway Patrol team for a workshop on Traffic Control!

Upcoming Trainings:

September 26 - Traffic Control

October 17 - CPR

Traffic Control Training

Date: 9/26/2026

Time: 09:00-11:30



**Location: 18775 Manzanita Dr,
Twain Harte Community Center**



Join the Twain Harte Area CERT

team and Steve Machado from the California Highway Patrol team for a workshop on Traffic Control!

Learn about the following topics:

- What's involved in traffic control and how it is used.
- How to set up a traffic control zone
- How to operate as a flagger, and what the roles and responsibilities are.
- How to operate a radio, and what radio protocols are
- How to wear a high-visibility vest in a proper and stylish manner!!

And more!!

If you can attend, please RSVP for planning purposes to

twainhartecert@gmail.com

This workshop is open to all.



JOIN US FOR THE 31ST ANNUAL FIREMEN'S PANCAKE BREAKFAST!

A Twain Harte tradition you won't want to miss!

by Carol Hallett, Program Manager

Mark your calendars and follow your nose to the Twain Harte Fire Department on Cedar Drive on **Sunday, September 6, 2026, from 8 am to noon**. For the 31st year running, the firefighters, Twain Harte Area CERT, and our wonderful community volunteers are firing up the griddles for the breakfast that brings the whole town together.

Picture it... golden pancakes hot off the grill, sizzling sausages, fluffy scrambled eggs, freshly cut melon, and steaming cups of coffee. It's the kind of hearty, delicious breakfast that fuels good conversation and even better memories.

This year we're bringing back a crowd favorite—Chief Gamez and his wife will once again be mixing up their famous Bloody Mary and mimosas (available for purchase). They were a huge hit last year, and we can't wait to share them with you again.

This is our final fundraiser of the year, and every dollar raised goes toward an important new tool for the department. Your support helps keep our firefighters ready and our community safer.

Come hungry, bring the family, and be part of a tradition that's been feeding Twain Harte for more than three decades. We can't wait to see you there!

A big THANK YOU to Twain Harte Market and Business First for their generous contributions!



THFD Twain Harte
31st Annual
Firemen's Pancake Breakfast

Sausage, Eggs,
Melon, Juice or
Milk, Coffee and ...

*All You Can Eat
Pancakes*

Adults \$15
Children 5-12 \$10
(children 4 & under no charge)

Stop by the Breakfast bar
Chief Gamez will make you a
Mimosa or a Bloody Mary
Sold separately!



Sunday
September 6, 2026
8 am to 12 noon
At THFD Firehouse
18781 Cedar Drive
Twain Harte



All proceeds benefit
Twain Harte Fire Department





GIVE THE GIFT OF LIFE

*Twain Harte Blood Drive – Monday, September 21
by Carol Hallett, Program Manager*

**Twain Harte's Time to Step Up:
An Hour of Your Time Can Save Three Lives**

Twain Harte has always shown up for each other. This is one of those moments when that spirit can literally save lives.

As part of our ongoing commitment to the community, we're hosting our next blood drive on **Monday, September 21st**. We still have appointments available, and every donation matters more than usual right now.

The American Red Cross has declared its second-ever national blood supply crisis after donations dropped to a four-year summer low. Type O blood is already being limited at hospitals, and some patients are waiting for the blood they urgently need.

We currently have 54 appointment slots and only 36 filled. That means there is still room for you — and your friends, neighbors, and coworkers.

Donating takes about an hour and can help up to three people. It's one of the simplest, most powerful ways to support our community and the wider region..

Don't wait. Book your appointment today at: <https://www.redcrossblood.org> and enter "Twain Harte".

Let's fill every slot and keep our giving tradition strong. Thank you for being the kind of community that steps up when it counts.

American Red Cross

Every 2 seconds, someone in the U.S. needs blood.
Help save lives.

Give blood.

Blood Drive
Twain Harte Community
Hosted by: THA CERT

Twain Harte Community Center
18775 Manzanita Dr
Twain Harte, CA 95383

Monday, September 21, 2026
10:00 a.m. to 3:00 p.m.

Please visit [RedCrossBlood.org](https://www.RedCrossBlood.org) and enter: TwainHarte to schedule an appointment.

Maximize your blood donation. Help more patients.
If you are an eligible type O, B - or A - donor, consider making a Power Red donation.
Red blood cells are the most commonly transfused blood component.

1-800-RED CROSS | 1-800-733-2787 | [RedCrossBlood.org](https://www.RedCrossBlood.org) | Download the Blood Donor App

“It is my pleasure to host each blood drive and welcome caring residents, it is like a reunion.”



EMERGENCY PREPAREDNESS TRAINING

CATCHY LINE HERE

Mike “Griff” Griffin, Training Officer

The Twain Harte Area CERT team, Mike (Griff) Griffin, Mary Schreiner, and Margaret Lawrence, presented an Emergency Preparedness Training seminar on August 29! This featured a classic CERT video on Emergency Preparedness from one of our founders, Carol Hallett. Topics included the two must-have applications on your phone, Everbridge and Watch Duty, as well as Family Preparedness and Evacuation routes.

Margaret Lawrence gave an awesome presentation on what should go in your “Go bag”, Mike Griffin shared his Car emergency kit, and Mary Schreiner presented on Pet Preparedness and evacuation. The morning wrapped up with a brief presentation on Wildfire evacuation plans, Defensible space, and Firewise communities, accompanied by handouts!!





DID YOU HEAR?

by Glen Cantrell, President, Twain Harte Area Chamber of Commerce

What's Next for the Chamber?

The first half of 2026 was about growth. For the second half, the Twain Harte Area Chamber of Commerce is focused on turning that momentum into something sustainable.

That still means growing our membership and expanding our reach throughout the Highway 108 corridor. But growth alone isn't enough. As we add members, we're also focused on making sure membership delivers real value, listening more closely to what local businesses need, strengthening partnerships with other community organizations, and building the volunteer and leadership capacity necessary to keep the Chamber moving forward.

In other words, we're trying to get better at what we do, not simply do more of it. That's the central idea behind our second-half goals: continue growing, but in ways that increase business value, protect volunteer capacity, focus on business-first events, and make the organization stronger and more sustainable for the future.

Help Shape What Comes Next

One important part of that work is preparing for **2027 Chamber elections**.

Each year, **all four executive officer positions are on the ballot: President, Vice President, Treasurer, and Secretary. We also have 2-4 at-large positions on the Board of Directors open.**

And if you think the most important word in **Twain Harte Area Chamber of Commerce** is **commerce**, reach out. We want to talk.

We're looking for people who care about local businesses, bring useful skills and different perspectives to the table, and want to help build a stronger business community throughout the Highway 108 corridor. You don't need previous board experience, and you don't need to arrive knowing exactly where you might fit.

But, you **should** probably be reasonably comfortable with occasionally saying "yes" and finding out what you volunteered for afterward.

To run for one of the four leadership roles, simply send us your name and a brief candidate statement telling Chamber members a little about yourself, why you're interested in serving, and what you'd bring to the Chamber.

Candidate submissions are due Thursday, September 17. Ballots for executive positions will be distributed to Chamber members at the end of September. At-large board positions are open until filled.

Interested? Email info@embracethelocal.com.

Building Stronger Connections

We're also continuing to strengthen relationships with organizations throughout our communities. The Chamber doesn't operate in a vacuum, and neither does anyone else. THA-CERT, service organizations, nonprofits, public agencies, community groups, local businesses, and volunteers all contribute something different to the places we call home. We accomplish more when those relationships are strong.

There is plenty left on our list for 2026: continuing responsible membership growth, connecting directly with businesses throughout the corridor, expanding our volunteer base, making sure our programs and events provide tangible benefit to local businesses, and building an organization that can remain strong regardless of who's sitting around the board table next year.

The first half of the year showed us what's possible when people get involved. Now we're working on making it last.

Take care,

Glen

#EmbraceTheLocal.





COMMUNITY KITCHEN

Shared by Carol Hallett

No Bake Raspberry Pretzel Cups



4 Servings



Level: Easy



25 minutes

Beat the heat with this quick no-bake dessert that's as beautiful as it is delicious. Layers of creamy filling, crunchy crust, and juicy raspberries make these individual cups a crowd-pleasing treat for picnics, potlucks, or a relaxing evening at home.



Sweet, creamy, and ready without ever turning on the oven.

INGREDIENTS:

- ☐ 2 cups salted pretzel twists, & 4 more for garnish
- ☐ 4 Tablespoons butter, melted
- ☐ 1/4 cup firmly packed light brown sugar
- ☐ One and a half 8-ounce packages cream cheese, at room temperature
- ☐ 3 Tablespoons heavy cream
- ☐ 1 cup confectioners sugar
- ☐ 2 teaspoons lemon zest
- ☐ 2 Tablespoons lemon juice
- ☐ 2 teaspoons vanilla
- ☐ 2 cups raspberries, coarsely chopped, plus 4 whole for garnish
- ☐ 1 Tablespoon granulated sugar
- ☐ Sweetened whipped cream, for serving

KITCHEN TIPS:

Can be made with any berry you prefer!

Want to share a favorite family recipe? Email us at TwainHarteCERT@gmail.com for a chance to be featured in an upcoming issue.

DIRECTIONS:

1. Pulse the pretzels, melted butter and brown sugar in a food processor until the mixture resembles fine crumbs. Transfer to a small bowl and set aside.
2. Place the cream cheese in the bowl of a heavy stand mixer fitted with the whisk attachment. Beat until smooth. Add the heavy cream, confectioners' sugar, lemon zest, lemon juice, and vanilla. Beat until light and fluffy. Set aside.
3. Stir together the chopped raspberries and granulated sugar in a medium bowl.
4. Divide the pretzel mixture evenly in the bottom of 4 parfait cups. Top evenly with the cheesecake filling, followed by the berries. Garnish each with whipped cream, a pretzel twist, and a raspberry.



SAFETY TIP OF THE MONTH

John Buckingham, Safety Officer

SEPTEMBER IS NATIONAL FOOD SAFETY EDUCATION MONTH

Some basic safety tips for review:

- 1) Freezing food that is contaminated with bacteria will not kill it. Throw it out
- 2) Handle foods safely by thoroughly cleaning the surfaces they come in contact with, separating the types of food to prevent contamination, cooking the food at the appropriate temperatures, and chilling cooked foods to the appropriate temperatures
- 3) Wash hands and surfaces that foods come in contact with warm water and soap
- 4) Separate raw meat, fish, poultry, and eggs from each other and other foods in your refrigerator
- 5) Never place cooked food on a plate or surface that previously held raw meat, poultry, fish, or eggs unless it has been washed in hot soapy water
- 6) Cook to the right minimum internal temperature per instructions from cookbooks to prevent bacterial infections
- 7) Bring sauces, soups, and gravy to a boil when reheating
- 8) Always marinate food in the refrigerator
- 9) Refrigerate cooked foods promptly
- 10) Defrost frozen foods in your refrigerator and not on your counter



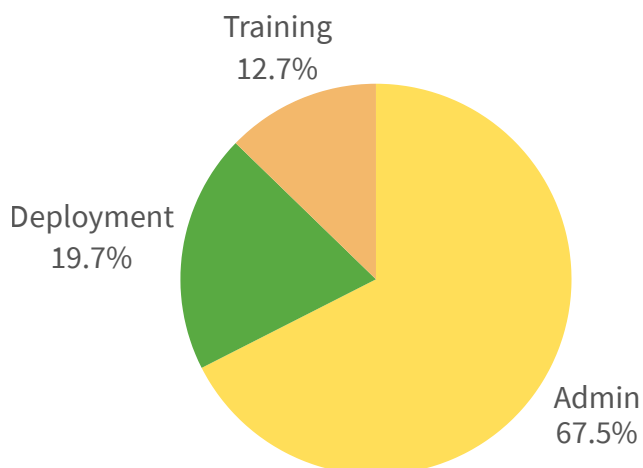
ONE IN SIX AMERICANS EXPERIENCES FOODBORNE ILLNESSES EVERY YEAR.



WHERE DOES THE TIME GO?

Lise Lemonnier, Planning Section Chief

Every hour donated strengthens our community's emergency readiness.



TOTAL Volunteer Hours for the Month!

314

62

Deployment Hours

40

Training Hours

212

Administration Hours

UPCOMING COMMUNITY EVENTS

THFD Twain Harte
31st Annual
Firemen's Pancake Breakfast

Sausage, Eggs,
Melon, Juice or
Milk, Coffee and ...

**All You Can Eat
Pancakes**

Adults \$15
Children 5-12 \$10
(children 4 & under no charge)

Stop by the Breakfast bar
Chief Gamez will make you a
Mimosa or a Bloody Mary
Sold separately!

Sunday
September 6, 2026
8 am to 12 noon
At THFD Firehouse
18781 Cedar Drive
Twain Harte

All proceeds benefit
Twain Harte Fire Department

American Red Cross

Every 2 seconds, someone in the U.S. needs blood.
Help save lives.

Give blood.

Blood Drive
Twain Harte Community
Hosted by: THA CERT

Twain Harte Community Center
18775 Manzanita Dr
Twain Harte, CA 95383

Monday, September 21, 2026
10:00 a.m. to 3:00 p.m.

Please visit RedCrossBlood.org and enter: TwainHarte to schedule an appointment.
Maximize your blood donation. Help more patients.
If you are an eligible type O, B+ or A+ donor, consider making a Power Red donation.
Red blood cells are the most commonly transfused blood component.

Fill into the habit of donating! Get a \$15 e-gift card
when you come to give blood Sept. 21-Oct. 18.

1-800-RED CROSS | 1-800-733-2767 | RedCrossBlood.org | Download the Blood Donor App

Traffic Control Training
Date: 9/26/2026 Time: 09:00-11:30

Location: 18775 Manzanita Dr,
Twain Harte
Community Center

Join the Twain Harte Area CERT
team and Steve Machado from the California Highway
Patrol team for a workshop on Traffic Control!

Learn about the following topics:

- What's involved in traffic control and how it is used.
- How to set up a traffic control zone
- How to operate as a flagger, and what the roles and responsibilities are.
- How to operate a radio, and what radio protocols are
- How to wear a high-visibility vest in a proper and stylish manner!!

And more!!

If you can attend, please RSVP for planning purposes to
twainhartercert@gmail.com
This workshop is open to all.

TUOLUMNE COUNTY ASSOCIATION OF REALTORS PRESENTS

**HEAT STREET
SHOWDOWN**

CLASSIC CAR SHOW
CHILI COOK-OFF
CORNHOLE TOURNAMENT
MUSIC
BEER AND WINE
FOOD TRUCKS
SILENT AUCTION

SUNDAY
SEPTEMBER 13, 2026
9AM- 3PM
WEST SIDE MEMORIAL PARK

All Proceeds Support Youth Sports Foundation of Tuolumne Co.
18625 Main St.
Twain Harte, CA 95329

Contact Danielle Rodgers
209.743.4226

The Twain Harte Area Chamber of Commerce Presents

2026 Summer Concert Series

8/29 **ROCKWORKS**
9/5 **CALIFORNIA CREEDENCE**

Eproson Park 6:00p-8:00p
Please no blankets on the lawn

SPONSORS: TUOLUMNE COUNTY, BLACK OAK CASINO RESORT, JANAMARIE, AdventistHealth Sonoma, TWAIN HARTE CHAMBER OF COMMERCE

TWAIN HARTE à la Carte! 2026

Great food & wine
Auctions, beer, live music and more!
Raising funds for community projects

Saturday, September 12
4:00 - 6:00 PM
Eproson Park, Twain Harte, CA

\$50 per person
Info/tix Karen: 510-673-1538
alacartetickets@gmail.com

SPAGHETTI DINNER

SATURDAY, SEPTEMBER 5TH, 2026
4 P.M. - 7 P.M.

AT THE MI WUK SUGAR PINE FIRE STATION
24247 HIGHWAY 108, MI WUK VILLAGE

ADMISSION: \$13, \$6

LOCATION: Sugar Pine
24247 H-108, Sugar Pine

EVENT TYPE: Fundraisers

SPONSORED BY: the Mi Wuk/Sugar Pine Fire Protection District Auxiliary (MWSFPDA)

MEAL INCLUDES:
• Spaghetti • Beverages
• Salad • Ice Cream
• Garlic Bread
• \$6.00 for children 12 and under.
• \$13.00 for adults and children over 12.

Please note that only Service Animals are allowed in food facilities.

2nd Annual Music Festival

Music! Food! Kid Zone! Crafters!

Nancy's Hope
Thrift Store Clothes Vouchers Scholarships Food Pantry

Benefiting Programs for the Underprivileged in our Community, including:
GSAC, The Lambert Center, Compassion Outreach, Heart to Hand, Mommy & Me, Dress 4 Success, Fresh Start, The Princess Project

The Lack Family
Clan Dyken
Dominich Restivo

Joe Craven
Jimbo Scott
Tim McCaffrey

WESTSIDE PAVILION
Saturday 9-26-26 11-6
ALCOHOL-FREE Adults - \$30, Kids 16 and Under - FREE

STRAWBERRY CHILI COOK-OFF

SATURDAY, SEPTEMBER 26
11 AM - 2 PM
STRAWBERRY GENERAL STORE

REGISTRATION: \$10
OPEN TO INDIVIDUALS & RESTAURANTS

FIRST PLACE
\$25 + BRAGGING RIGHTS

PEOPLE'S CHOICE AWARD
GIFT CERTIFICATE + BRAGGING RIGHTS

AND DON'T FORGET...

9/12-9/13: Acorn Festival
@ Mi Wu St. Tuolumne

9/20: Portuguese Festa
@ Kennedy Meadows

MORE TO DO!

Visit Tuolumne County: Events
Chamber of Commerce: Events

Volunteer Opportunities



VOLUNTEERS NEEDED

JOIN OUR TEAM!



**PREPARED TOGETHER
STRONGER TOGETHER**

Interested in volunteering? Contact us!
twainhartecert@gmail.com

About This Publication

Thank you for reading the THA-CERT Monthly Update. Our goal is to keep our community informed about preparedness, safety, training, and volunteer opportunities.

Have an idea for a future article? We'd love to hear from you at twainhartecert@gmail.com.

Newsletter Staff

PIO: Mary Schreiner

Editor: Casey Headrick

Proofreader: Lise Lemonnier

Before You Go...



Stay safe, stay prepared, and keep smiling.

Community Meetings

THCSD Board Meeting

Wednesday, August 12th, 2026 9:00 am

22912 Vantage Point, TH, THCSD Mtg Room

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

THA-CERT & Fire Board Meeting

Thursday, August 13th, 2026 9:30 am

22912 Vantage Point, TH, THCSD Mtg Room.

Community Safety

TWAIN HARTE AREA



THA-CERT SMOKE ALARM PROGRAM

What/who are Twain Harte Area CERT (THA-CERT)? We are a dedicated team of community-based volunteers who are trained to support our community.

This team provides the following services to senior, disabled, and residents in Tuolumne County:

- Free Smoke Alarms/Detectors
- Free Installation
- Free Battery Replacement



If you need a smoke detector installed, need a new battery, or need a ten-year-old smoke detector replaced, we can help for free.

If you are interested, please contact us by sending an email to twainhartecert@gmail.com, or call Mike at 209-770-2674.

**Only Working
Smoke Alarms
Save Lives**



<https://www.twainhartecsd.com/smoke-detector-installation>



FIREWISE USA®
Residents reducing wildfire risks

**Join or start a
FIREWISE
neighborhood**

Contact: Karen Caldwell
tcfirewise@gmail.com

Join the weekly
Twain Harte
Neighborhood
Radio Watch

Sun: 9:00 AM
FRS/GMRS: Ch. 18

To learn more, contact:
Lee Smith at 209-988-8832



**NEIGHBORHOOD
RADIO WATCH**
WE LOOK OUT FOR EACH OTHER™



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	08C	ITEM TYPE:	☒ Discussion ☐ Action ☐ Both
SUBJECT:	Operations Manager's report.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ 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

AUGUST

2026

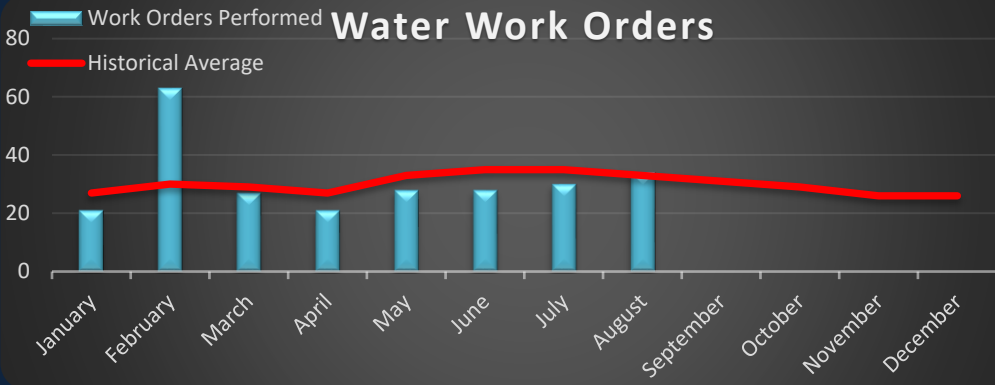


WATER, SEWER & PARKS STATISTICS

Sewer Work Orders

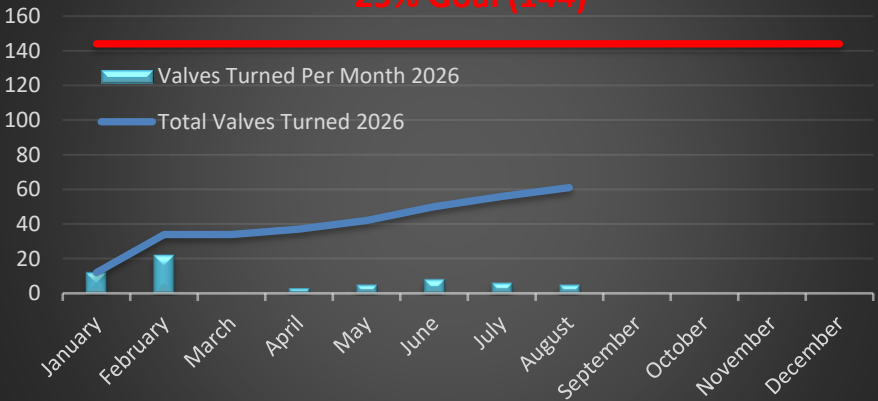


Water Work Orders



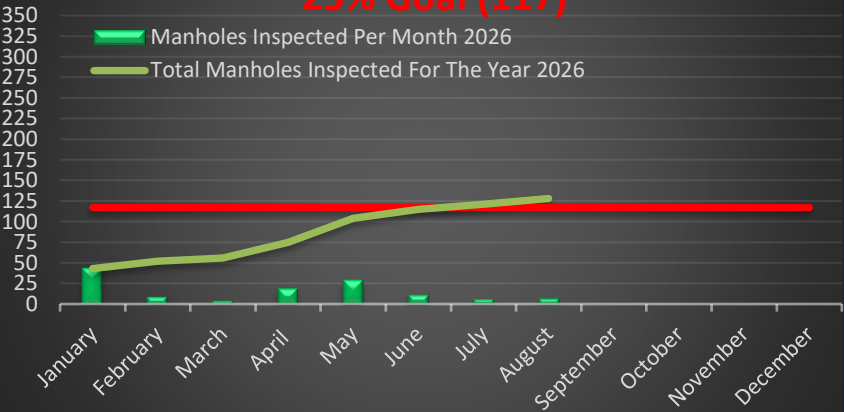
Valve Exercising

25% Goal (144)



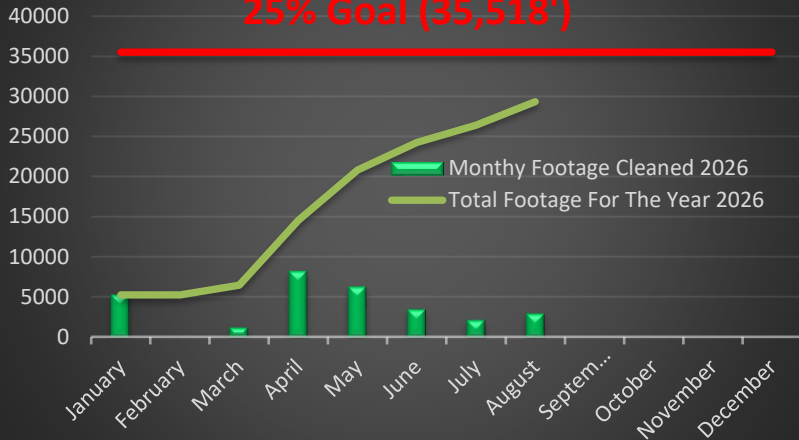
Manhole Inspections

25% Goal (117)

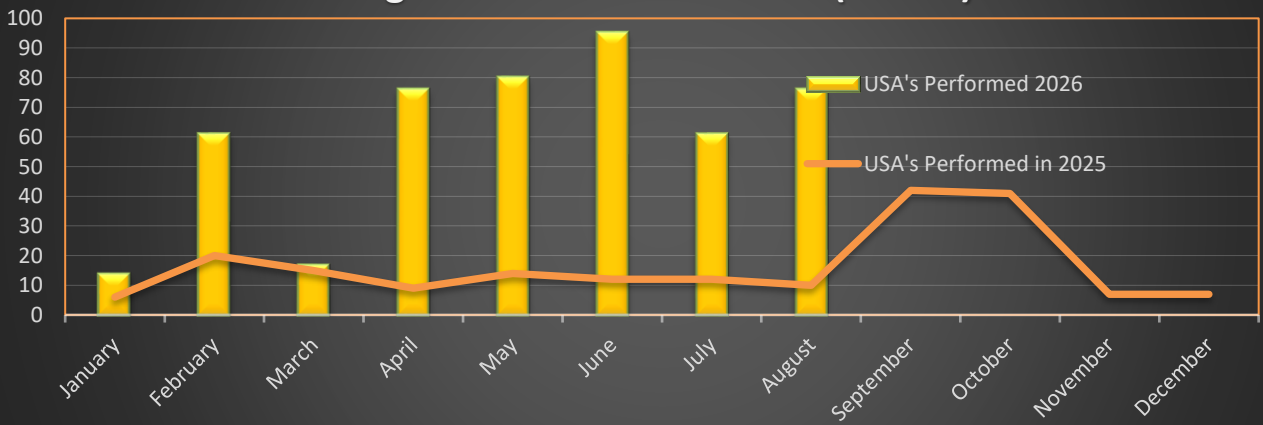


Sewer Cleaning

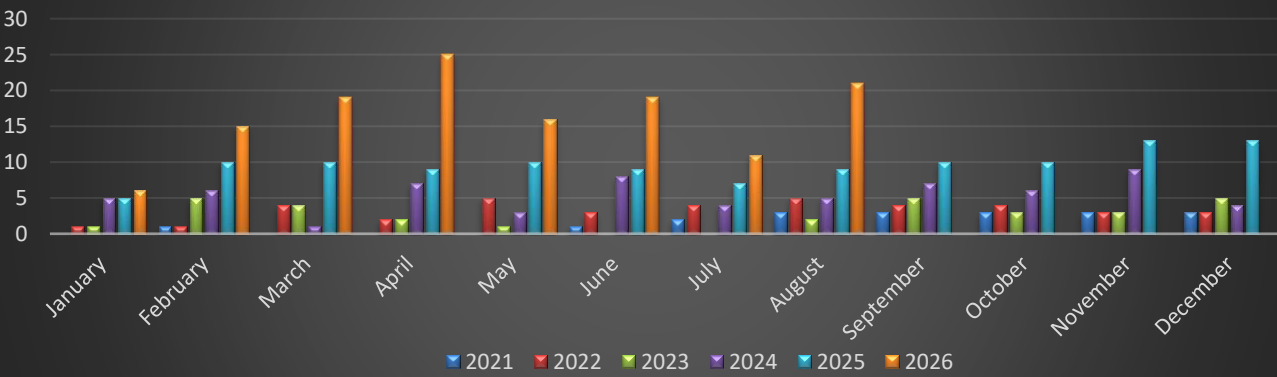
25% Goal (35,518')



Underground Service Alerts (USA's)



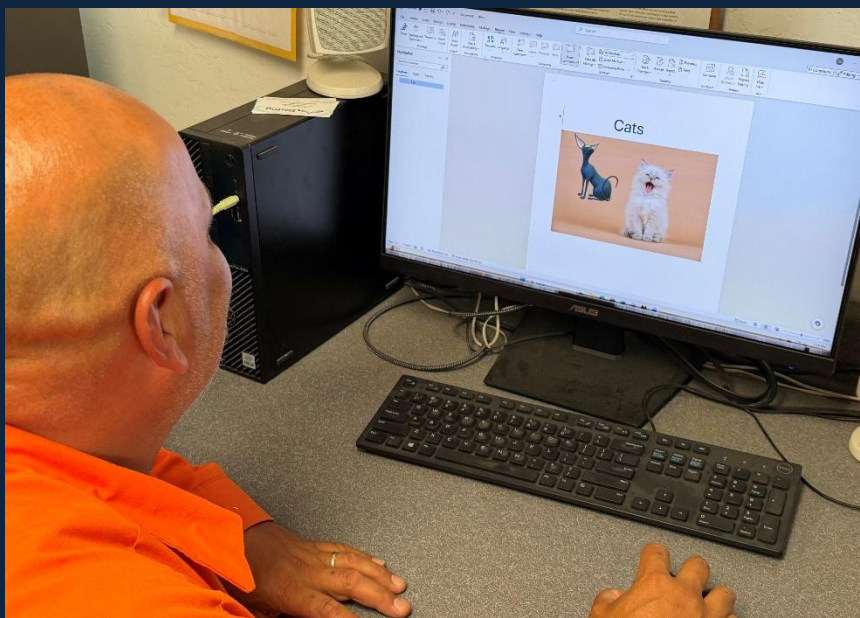
Community Center Rentals



ITEMS OF NOTE







Items of Note Pictures Explanation

Page 1

Top and Bottom Left: Two service lines were replaced on Ponderosa Drive after a service line break occurred and both were determined to be in poor condition. THA CERT was able to perform traffic control on an incredibly short notice.

Top Center: Another service line broke on Mono Dr on the same day as the Ponderosa repair/line replacement.

Bottom Center: Manzanita water line replacement with hydrant is complete.

Top and Bottom Right: The water plant had its filter inspected. Core samples were made of the anthracite and sand filter media to inspect for general condition, mudballs and media stratification failure. The topwash components were also inspected.

Page 2

Top Left: Mark Twain Lift Station had one of its pumps removed and inspected. A failed check valve was found and a replacement has been ordered.

Bottom Left: The sewer line at Twain Harte school was cleaned prior to its first day back.

Right: Joaquin Gully sewer line was cleaned. THA CERT was incredibly helpful again with traffic control.

Page 3

Left: A few leaks were repaired at the ballfield.

Top Center: A large Sugar Pine fell across the driveway at the water plant. THFD was very helpful with getting it cleared.

Bottom Center: Several Crew members are taking Microsoft Word and Excel courses.

Right: The recently renovated storage building had it's back center closet cleaned and readied for storage by the Twain Harte Homeowners.

Not Pictured:

- Hydrant upgrade on Golf Club is complete
- A water service was repaired for Century 21
- The pickleball courts border and some of the tiles were repaired.

Year: 2026

Month	SWTP	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)
	Treatment Plant (Gal)									
Jan	3,435,857	0	1,232,872	834,477	490,587	5,503,206	8,304,262	33.73%	4.82	0
Feb	6,074,887	307,455	856,258	463,933	408,506	7,702,533	5,836,362	-31.97%	2.98	42
Mar	6,663,824	167,604	274,638	140,324	474,297	7,246,390	5,776,198	-25.45%	0.71	0
Apr	5,905,086	0	49,268	248,937	525,435	6,203,291	6,737,931	7.93%	5.45	0
May	6,871,476	0	220,237	106,842	510,556	7,198,555	9,624,851	25.21%	0.77	0
Jun	7,985,705	0	0	0	590,158	7,985,705	11,912,958	32.97%	0	0
Jul	9,545,011	0	0	0	775,258	9,545,011	14,740,484	35.25%	0.02	0
Aug	8,528,954	0	182,549	213,493	700,989	8,924,996	14,605,710	38.89%	0.08	0
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	55,010,800	475,059	2,815,822	2,008,006	4,475,786	60,309,687	77,538,756	22.22%	14.83	42



Board Meeting Agenda Item Summary

September 9, 2026

ITEM #:	08D	ITEM TYPE:	☒ Discussion ☐ Action ☐ Both
SUBJECT:	General Manager's report.		
RELATION TO STRATEGIC PLAN:	☒ N/A ☐ 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

September 9, 2026



ADMIN ACTIVITIES

- Closing of Fiscal Year 2025-26 Books
- Fixed Assets Tracking Program Installation
- GIS Mapping System Implementation
- Exploration of AI Efficiency Opportunities
- Christmas Tree Warranty Coordination
- CSDA Annual Conference Training

CAPITAL PROJECTS

Eproson Park Solar Light Replacement

Budget: \$93,500

Solar lights have been selected for a grant-funded project to replace streetlights in Eproson Park with solar streetlights. Electrical contractor solicitation is underway. The District is also exploring if grant funding can be utilized to expand the project to the downtown area. The project is anticipated to be complete by spring 2027.

Cresta Sewer Replacement/Relining

Budget: \$325,000

Replacement of 955' of high-risk sewer line between Cresta Drive and Oak View Drive is complete. The remaining 1,550' of sewer line has been repaired and is anticipated to be relined in spring 2027.

Cedar Pines Pressure Zone Upgrades

Budget: \$700,000

A request for proposals is in development for a design consultant to design a project that improves pressure zones, eliminates an aging tank and pump station, and replaces deteriorated, undersized water lines.

SCADA System Improvements

Budget: \$645,000

Grant funding has been awarded for a project to install a water and sewer supervisory control and data acquisition system (SCADA) that provides remote monitoring and control of the District's water treatment plant, pump stations, tanks and sewer lift stations. Once the grant funding agreement is completed (projected this summer), an RFP will be issued for project design.

MEETINGS OF INTEREST

- 8/13 County Development Collaboration
- 8/25-27 CSDA Annual Conference
- 9/1 DWR Tribal Consultation Training
- 9/7 Meadows Christmas Tree Selection
- 9/8 Fire Services Efficiency Collaboration

PLANNING PROJECTS

Activation of Latent Powers

Based on citizen request and strategic plan goals, staff is exploring activation of its powers to provide lighting services to downtown Twain Harte. This requires LAFCO approval and a study showing the District can sustainably provide services long-term. Staff/LAFCO have initiated discussions to begin this process with anticipated completion in FY 26/27. If approval is this calendar year, there is a possibility that grants may be used to procure solar lights.

FUNDING OPPORTUNITIES

Sonora Area Foundation - \$36K

EV Fire Response / AWARDED

California Fire Foundation - \$15K

Wildland Hose / AWARDED

FEMA Public Assistance - \$90K

Storm Response / AWARD: Fall 2026

FY 26-27 VFC GRANT - \$38K

Radios / AWARD: Fall 2026

Energy Efficiency Grant - \$94K

Eproson Park Solar Lights / AWARDED

HUD CDBG Grant - \$525K

SCADA System / AWARDED