

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Water & Sewer Committee Meeting

Chair: *Kathryn deGroot*

Co-Chair: *Richard Knudson*

THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 1, 2022 8:00 a.m.

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

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

- Videoconference Link: <https://us02web.zoom.us/j/86284509592>
- Meeting ID: 862 8450 9592
- Telephone: (669) 900-6833

REVISED:

- Teleconference Location: 19060 Lizzie Ln, Twain Harte CA 95383

AGENDA

- 1. Discuss any noteworthy general operations items.**
- 2. Review/discuss final draft of the Fiscal Year 2022-23 Water Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 3. Review/discuss final draft of the Fiscal Year 2022-23 Sewer Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 4. Discuss state requirements for prevention of wasteful water uses during drought.**
- 5. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

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

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

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

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

SUBMITTING PUBLIC COMMENT

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

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



Raise Hand Icon:  Raise Hand



Q&A Icon:  Q&A

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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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

Twain Harte Community Services District
2022/2023 ANNUAL BUDGET

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

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Service Charges					
Water Service Charge	\$ 1,487,008	\$ 1,483,420	\$ (3,588)	0%	Due to reduced consumption
TOTAL SERVICE CHARGES	\$ 1,487,008	\$ 1,483,420	\$ (3,588)	0%	
Fees					
Late Fee	\$ 10,000	\$ 10,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	3,500	3,500	-	0%	
Reconnection Fees	900	900	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	80	80	-	0%	
TOTAL FEES	\$ 18,180	\$ 18,180	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 37,000	\$ 37,153	\$ 153	0%	
Davis Grunsky Assessment	77,813		(77,813)	-100%	22.23 Loan Pmt will be from restricted reserve
TOTAL TAXES & ASSESSMENTS	\$ 114,813	\$ 37,153	\$ (77,660)	-68%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,500,371	\$ 1,595,000	\$ 94,629	6%	More Planning grant to be completed
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,500,371	\$ 1,595,000	\$ 94,629	6%	
Other Revenue					
Miscellaneous Revenue	\$ -	\$ 11,000	\$ 11,000	11000%	TUD Water Purchase
Interest Revenue	4,500	2,700	(1,800)	-40%	Lower than expected earnings
Lease Revenue			-	0%	
Sale of Assets	2,925	-	(2,925)	-100%	
TOTAL OTHER REVENUE	\$ 7,425	\$ 13,700	\$ 6,275	85%	
GRAND TOTAL REVENUE	\$ 3,127,797	\$ 3,147,454	\$ 19,656	1%	
Admin Transfer Out	\$ 11,749	\$ 470	\$ (11,279)		
GRAND TOTAL WITH ADMIN	\$ 3,139,546	\$ 3,147,924	\$ 8,377	0%	

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 273,427	\$ 278,579	5,152	2%	Due to union negotiated increase
Standby Pay	17,605	18,785	1,180	7%	Due to union negotiated increase
Overtime	23,000	15,000	(8,000)	-35%	Anticipating less overtime in 22.23
Sick Leave/Vacation Pay	7,161	6,300	(861)	-12%	
Intern Stipend	1,560	780	(780)	-50%	
Uniform Allowance	4,462	3,438	(1,024)	-23%	Due to positions being filled twice in 21.22
Cell Phone Stipend	1,076	1,229	153	14%	
TOTAL SALARIES	\$ 328,291	\$ 324,111	\$ (4,180)	-1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 70,615	\$ 71,437	822	1%	
HRA Reimbursement	30,514	25,775	(4,739)	-16%	Due to positions being filled twice in 21.22
CALPERS Retirement	42,092	41,550	(542)	-1%	
FICA	20,354	20,095	(259)	-1%	
Medicare	4,760	4,700	(61)	-1%	
Workers Comp	7,150	12,946	5,796	81%	Premium increase
Unemployment Ins/ETT	1,452	1,147	(305)	-21%	
TOTAL BENEFITS	\$ 176,937	\$ 177,649	\$ 712	0%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,000	\$ 7,950	1,950	33%	Generator servicing
Facilities Maintenance & Repair					
Source of Supply	14,500	10,500	(4,000)	-28%	21.22 included storm damage expenses
Pumping	5,900	6,150	250	4%	
Water Treatment	25,400	26,500	1,100	4%	
Transmission & Distribution	35,500	37,500	2,000	6%	
General & Administrative	1,500	1,300	(200)	-13%	
Vehicle Maintenance & Repair	10,000	7,500	(2,500)	-25%	One time repairs/maintenance in 21.22
Janitorial Cleaning Fees	1,900	1,900	-	0%	
Fuel	18,000	19,600	1,600	9%	
Equipment Under \$5,000	28,700	17,500	(11,200)	-39%	One purchases in 21.22
Personal Protective Equipment	2,300	2,000	(300)	-13%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 149,700	\$ 138,400	\$ (11,300)	-8%	

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	4,800	4,900	100	2%	
Food Supplies	400	400	-	0%	
Chemical Supplies	39,000	39,700	700	2%	
Janitorial Supplies	400	300	(100)	-25%	
TOTAL MATERIALS & SUPPLIES	\$ 45,800	\$ 46,500	\$ 700	2%	
Outside Services - 55XXX					
Legal Fees	4,000	4,000	-	0%	
IT Services	1,900	1,700	(200)	-11%	
Engineering Services	244,000	339,000	95,000	39%	Estimated remaining planning grant
Medical Exams	800	550	(250)	-31%	
Other Professional Services	3,700	3,300	(400)	-11%	
TOTAL OUTSIDE SERVICES	\$ 254,400	\$ 348,550	\$ 94,150	37%	
Other - 56XXX					
Utilities	\$ 42,100	\$ 43,400	1,300	3%	
Phone/Communications	6,400	6,500	100	2%	
Computer Licenses & Maintenance	11,800	27,750	15,950	135%	Need to upgrade meter reading and billing software
Property/Liability Insurance	32,000	32,600	600	2%	
Property Tax	450	450	-	0%	
Memberships/Publications/Subscriptions	11,234	12,000	766	7%	
Licenses & Certifications	1,100	1,400	300	27%	
Training, Conferences & Travel	5,100	10,100	5,000	98%	State mandated Class A driver's license training
Uncollectable accounts	1,500	500	(1,000)	-67%	
Advertising & Public Education	2,800	1,400	(1,400)	-50%	Reduction in paperless billing incentives
Laboratory Fees	19,300	20,300	1,000	5%	
Regulatory Fees	9,400	9,900	500	5%	
Purchased Water	20,000	30,000	10,000	50%	Proposed rate increase + 21/22 Accounting Error
Bank & Credit Card Fees	5,900	6,100	200	3%	
TOTAL OTHER	\$ 169,084	\$ 202,400	\$ 33,316	20%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 30,171	\$ 24,889	(5,282)	-18%	
Principal on Long Term Debt	158,598	163,725	5,126	3%	
TOTAL DEBT SERVICE	\$ 188,769	\$ 188,614	\$ (156)	0%	
GRAND TOTAL EXPENSES	\$ 1,312,981	\$ 1,426,223	\$ 113,242	9%	
Admin Transfer Out	\$ 305,448	\$ 358,492	\$ 53,044		
GRAND TOTAL WITH ADMIN	\$ 1,618,429	\$ 1,784,715	\$ 166,286	10%	

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000	15,000	-	0%	
Admin Office Roof Replacement	23,500		(23,500)	-100%	
SCADA Upgrade	285,000	300,000	15,000	5%	Rollover into new FY + Increases
Vantage Pt. Equipment Structure			-	0%	
Cedar Pines Pressure Zone Upgrades	0	350,000	350,000	350000%	
Truck #1 Replacement	5,850		(5,850)	-100%	
Truck #3 Replacement	39,000	32,400	(6,600)	-17%	Rollover into New FY
Snow Plow	4,200		(4,200)	-100%	
WTP Motor Control Center Upgrade	60,000	100,000	40,000	67%	Rollover into new FY + Increases
MG Tank #2 Rehabilitation & Recoat	1,275,000	1,275,000	-	0%	Rollover into New FY
TOTAL CAPITAL OUTLAY	\$ 1,707,550	\$ 2,072,400	\$ 364,850	21%	
GRAND TOTAL WITH CAPITAL	\$ 3,325,979	\$ 3,857,115	\$ 531,136	16%	

5-YEAR CAPITAL OUTLAY PLAN

Water Fund - FY 22/23

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	TOTAL
Well #3 - Sherwood Forest ³	\$ 335,700	\$ 3,568							\$ 339,268
Truck #1 Replace (35% Sewer) ³		\$ 5,839							\$ 5,839
Snow Plow (50/50 Sewer) ³		\$ 4,129							\$ 4,129
Admin Office Roof Replacement ^{3,5}		\$ 21,780							\$ 21,780
Truck #3 Replace (35% Sewer) ³		\$ 6,518	\$ 32,400						\$ 38,918
WTP Motor Control Center Upgrade ⁴		\$ 49,000	\$ 100,000						\$ 149,000
FH Improvements		\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 150,000
SCADA Upgrade ⁴		\$ -	\$ 300,000						\$ 300,000
Million Gallon Tank #2 Rehab/Recoat ^{4,6}		\$ -	\$ 1,275,000						\$ 1,275,000
Cedar Pines Pressure Zone Upgrades			\$ 350,000						\$ 350,000
Manzanita Ct Waterline Upgrade				\$ 160,000					\$ 160,000
Golf Club Dr. Line Extension				\$ 75,000					\$ 75,000
Cedar Drive Main Extension				\$ 35,000					\$ 35,000
Truck #4 Replace (35% Sewer)				\$ 37,700					\$ 37,700
Emergency Response Trailer (50% S)				\$ 5,000					\$ 5,000
Sherwood Forest Water System Upgrade ⁷				\$ 400,000	\$ 3,000,000				\$ 3,400,000
Rehab/Recoat Black Oak Tanks					\$ 200,000				\$ 200,000
Rebed Treatment Filters					\$ 85,000				\$ 85,000
Shadybrook Dredging/Bypass						\$ 50,000	\$ 300,000		\$ 350,000
High Pressure Pipe/Lateral Replacement						\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 1,400,000
Recoat Sherwood Tank								\$ 75,000	\$ 75,000
Vehicle/Equipment Replacement								\$ 68,330	\$ 68,330
TOTAL CAPITAL OUTLAY	\$ 335,700	\$ 90,834	\$ 2,072,400	\$ 727,700	\$ 3,300,000	\$ 265,000	\$ 515,000	\$ 1,218,330	\$ 8,524,964

NOTES:

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Water fund portion of shared \$50,000 project
- 6 Project costs 100% covered by DWR grant
- 7 Project anticipated to be 100% grant funded

FY 22-23 Water Fund Capital Reserves Analysis

FY 21-22 Starting Capital Reserve	\$ 1,287,875
FY 21-22 Anticipated Operational Surplus	\$ 246,117
FY 21-22 Anticipated Capital Outlay	\$ (90,834)
FY 22-23 Operating Surplus (Est. 5/25)	\$ 1,360,858
Grunsky Funding from Restricted Reserves	\$ 77,800
FY 22-23 Capital Outlay	\$ (2,072,400)
Capital Reserve Balance	\$ 809,416

Twain Harte Community Services District
2022/2023 ANNUAL BUDGET

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

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Service Charges					
Sewer Service Charge	1,139,135	1,138,433	(702)	0%	
TOTAL SERVICE CHARGES	\$ 1,139,135	\$ 1,138,433	\$ (702)	0%	
Fees					
Late Fee	\$ 7,000	\$ 7,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	1,800	1,800	-	0%	
Inspection Fees	200	200	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	120	120	-	0%	
TOTAL FEES	\$ 14,820	\$ 14,820	\$ -	0%	
Grants & Donations					
Grant Revenue-Sewer Planning Grant	197,650		\$ (197,650)	-100%	Grant fully received and expended in 21.22
Grant Revenue-Misc	3,121		\$ (3,121.00)	-100%	Grant fully received and expended in 21.22
TOTAL GRANTS & DONATIONS	\$ 200,771	\$ -	\$ (200,771)	-100%	
Other Revenue					
Interest Revenue	3,500	2,100	(1,400)	-40%	Lower than expected earnings
Sale of Assets	1,575		(1,575)	-100%	
Other	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 5,075	\$ 2,100	\$ (2,975)	-59%	
GRAND TOTAL REVENUE	\$ 1,359,801	\$ 1,155,353	\$ (204,448)	-15%	
Admin Transfer Out	\$ 6,250	\$ 250	\$ (6,000)		
GRAND TOTAL WITH ADMIN	\$ 1,366,051	\$ 1,155,603	\$ (210,448)		

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 147,541	\$ 150,054	2,513	2%	Due to union negotiated increase
Standby Pay	17,605	18,785	1,180	7%	Due to union negotiated increase
Overtime	6,600	6,600	0	0%	
Sick Leave/Vacation Pay	3,971	3,500	(471)	-12%	
Intern Stipend	1,560	780	(780)	-50%	
Uniform Allowance	2,371	1,863	(508)	-21%	
Cell Phone Stipend	588	672	84	14%	
TOTAL SALARIES	\$ 180,236	\$ 182,254	\$ 2,018	1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 38,223	\$ 38,670	447	1%	
HRA Reimbursement	16,549	13,958	(2,592)	-16%	Due to positions being filled twice in 21.22
CALPERS Retirement	22,616	22,252	(364)	-2%	
FICA	11,175	11,300	125	1%	
Medicare	2,613	2,643	29	1%	
Workers Comp	5,400	8,921	3,521	65%	Premium increase
Unemployment Ins/ETT	897	731	(167)	-19%	
TOTAL BENEFITS	\$ 97,474	\$ 98,474	\$ 1,000	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,100	\$ 8,000	900	13%	
Facilities Maintenance & Repair					
Lift Station	7,900	6,900	(1,000)	-13%	
Collections	31,900	23,200	(8,700)	-27%	21.22 included spill response expenses
General & Administrative	900	800	(100)	-11%	
Vehicle Maintenance & Repair	7,600	5,600	(2,000)	-26%	
Janitorial/Cleaning Fees	1,100	1,100	0	0%	
Fuel	8,700	10,800	2,100	24%	One time repairs/maintenance in 21.22
Equipment Under \$5,000	9,100	10,600	1,500	16%	One time purchases in 21.22
Personal Protective Equipment	2,000	1,600	(400)	-20%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 76,300	\$ 68,600	\$ (7,700)	-10%	

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 900	\$ 800	\$ (100)	-11%	
Postage	4,300	4,400	100	2%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 5,900	\$ 5,900	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,300	1,200	(100)	-8%	
Engineering Services	12,000	12,000	0	0%	
Medical Exams	400	350	(50)	-13%	
Other Professional Services	200,700	2,900	(197,800)	-99%	Sewer System Planning Grant completed in 21.22
TOTAL OUTSIDE SERVICES	\$ 215,900	\$ 17,950	\$ (197,950)	-92%	
Other - 56XXX					
Utilities	\$ 5,900	\$ 5,900	\$ -	0%	
Phone/Communications	3,000	2,500	(500)	-17%	
Computer Licenses & Maintenance	10,400	17,050	6,650	64%	Billing software upgrade
Property/Liability Insurance	19,200	23,600	4,400	23%	Rate increase and new equipment
Property Tax			0	0%	
Dues & Memberships	5,800	5,400	(400)	-7%	
Licenses & Certifications	2,000	1,100	(900)	-45%	
Training, Conferences & Travel	3,800	8,000	4,200	111%	Class A License Training
Uncollectable accounts	1,500	500	(1,000)	-67%	
Advertising & Public Education	2,800	1,400	(1,400)	-50%	Reduction in paperless billing incentives
Regulatory Fees	500	500	0	0%	
Sewer Service Charge	456,200	456,200	0	0%	
Bank & Credit Card Fees	5,000	5,600	600	12%	
TOTAL OTHER	\$ 516,100	\$ 527,750	\$ 11,650	2%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 1,853	\$ 1,282	\$ (571)	-31%	
Principal on Long Term Debt	15,141	15,694	553	4%	
TOTAL DEBT SERVICE	\$ 16,994	\$ 16,976	\$ (18)	0%	
GRAND TOTAL EXPENSES	\$ 1,108,903	\$ 917,903	\$ (191,000)	-17%	
Admin Transfer Out	\$ 162,473	\$ 190,687	\$ 28,214	17%	
GRAND TOTAL WITH ADMIN	\$ 1,271,376	\$ 1,108,590	\$ (162,786)	-13%	

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	21/22 Approved	22/23 Requested	\$	%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 85,000	\$ 100,000	\$ 15,000	18%	Rollover into new FY + Increases
Vantage Pt. Equip Structure	\$ 77,000		\$ (77,000)	-100%	
Admin Office Roof Replacement	12,500		(12,500)	-100%	
Sewer Main Re-Lining/Replacement	0	75,000	75,000	75000%	
TH School Sewer Re-Alignment	15,850		(15,850)	-100%	
Vantage Pointe Equipment Cover	0	83,000	83,000	83000%	
Manhole Smart Covers	11,400		(11,400)	-100%	
Snow Plow	4,200		(4,200)	-100%	
Truck #1 Replacement	3,150		(3,150)	-100%	
Truck #3 Replacement	21,000	17,300	(3,700)	-18%	Rollover into new FY
Sewer Jetter Replacement	174,000		(174,000)	-100%	
I&I Manhole Repair/Replacement	20,000	25,000	5,000	25%	Rollover into new FY
Mono Sewer Line Replacement	30,000		(30,000)	-100%	
TOTAL CAPITAL OUTLAY*	\$ 454,100	\$ 300,300	\$ (153,800)	-34%	
GRAND TOTAL WITH CAPITAL	\$ 1,725,476	\$ 1,408,890	\$ (316,586)	-18%	

5-YEAR CAPITAL OUTLAY PLAN

Sewer Fund - FY 22/23

	Previously Expended	Projected FY 21-22	Requested FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Out Years 6 to 10	TOTAL
Mono Sewer Line Replacement ³		\$ 26,500							\$ 26,500
Manhole Smart Covers ³		\$ 11,388							\$ 11,388
TH School Sewer Re-alignment ³		\$ 15,850							\$ 15,850
Truck #1 Replace (65% W) ³		\$ 3,145							\$ 3,145
Snow Plow (50/50 split w/water) ³		\$ 4,129							\$ 4,129
New Sewer Jetter ³		\$ 172,097							\$ 172,097
Admin Office Roof Replacement ^{3,5}		\$ 11,585							\$ 11,585
Truck #3 Replace (65% W) ⁴		\$ 3,638	\$ 17,300						\$ 20,938
I&I Manhole Repair/Replacement ⁴		\$ 12,500	\$ 25,000						\$ 37,500
SCADA Upgrade ⁴		\$ -	\$ 100,000						\$ 100,000
Vantage Pointe Equipment Cover ^{4,6}		\$ -	\$ 83,000						\$ 83,000
Sewer Main Re-Lining/Replacement		\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000	\$ 750,000
Emergency Response Trailer				\$ 5,000					\$ 5,000
Truck #4 Replace (65% W)				\$ 20,300					\$ 20,300
Sequoia Dr - 6" Replacement				\$ 60,000					\$ 60,000
TH Pipeline Replacement Project ⁷				\$ 490,000	\$ 4,000,000				\$ 4,490,000
East Ave/Cedar Pines - 8" Replacement						\$ 70,000	\$ 330,000		\$ 400,000
Cresta/Oakview - 6" Replacement							\$ 80,000	\$ 500,000	\$ 580,000
Little Fuller/Virgina - 6" Replacement								\$ 80,000	\$ 80,000
Big Pine - 6" Replacement								\$ 40,000	\$ 40,000
Sherwood Forest Sewer ⁸								\$ 3,575,000	\$ 3,575,000
Vehicle/Equipment Replace								\$ 44,870	\$ 44,870
TOTAL CAPITAL OUTLAY	\$ -	\$ 260,832	\$ 300,300	\$ 650,300	\$ 4,075,000	\$ 145,000	\$ 485,000	\$ 4,614,870	\$ 10,531,302

NOTES:

- 1 Vehicle/Equipment replacement items match the THCS D Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Sewer fund portion of shared \$50,000 project
- 6 Sewer fund portion of shared \$124,000 project
- 7 This project is anticipated to be 100% SWRCB grant funded
- 8 This project is a new sewer system that will require a special assessment and property owner vote

FY 22-23 Sewer Fund Capital Reserves Analysis

FY 21-22 Starting Capital Reserve	\$ 1,012,633
FY 21-22 Anticipated Operational Surplus	\$ 94,675
FY 21-22 Anticipated Capital Outlay	\$ (260,832)
FY 22-23 Operating Surplus (Est. 5/25)	\$ 45,763
<u>FY 22-23 Capital Outlay</u>	<u>\$ (300,300)</u>
Capital Reserve Balance	\$ 591,939

Assumes no additional operational savings

PROPOSED EMERGENCY REGULATION TEXT

Version: May 13, 2022

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 3.5. Urban Water Use Efficiency and Conservation

Article 2. Prevention of Drought Wasteful Water Uses

§ 996. Urban Drought Response Actions

(a) As used in this section:

(1) “Commercial, industrial and institutional” refers to commercial water users, industrial water users, and institutional water users as respectively defined in Water Code, section 10608.12, subdivisions (e), (i), and (j), and includes homeowners’ associations, common interest developments, community service organizations, and other similar entities but does not include the residences of these entities’ members or separate interests.

(2) “Common interest development” has the same meaning as in section 4100 of the Civil Code.

(3) “Community service organization or similar entity” has the same meaning as in section 4110 of the Civil Code.

(4) “Homeowners’ association” means an “association” as defined in section 4080 of the Civil Code.

(5) “Non-functional turf” means turf that is solely ornamental and not regularly used for human recreational purposes or for civic or community events. Non-functional turf does not include sports fields and turf that is regularly used for human recreational purposes or for civic or community events.

(6) “Separate interest” has the same meaning as in section 4185 of the Civil Code.

(7) “Turf” has the same meaning as in section 491.

(8) “Urban water supplier” has the same meaning as Water Code section 10617.

(9) “Water shortage contingency plan” means the plan required by Water Code section 10632.

- (b) Each urban water supplier shall submit to the Department of Water Resources a preliminary annual water supply and demand assessment consistent with section 10632.1 of the Water Code no later than June 1, 2022, and submit a final annual water supply and demand assessment to the Department of Water Resources no later than the deadline set by section 10632.1 of the Water Code.
- (c) (1) Each urban water supplier that has submitted a water shortage contingency plan to the Department of Water Resources shall implement by June 10, 2022, at a minimum, the demand reduction actions identified in the supplier's water shortage contingency plan adopted under Water Code 10632 for a shortage level of ten to twenty percent (Level 2).
- (2) Notwithstanding subdivision (1), urban water suppliers shall not be required to implement new residential connection moratoria pursuant to this section.
- (d) Each urban water supplier that has not submitted a water shortage contingency plan to the Department of Water Resources shall, by June 10, 2022, and continuing until the supplier has implemented the demand reduction actions identified in the supplier's water shortage contingency plan adopted under Water Code 10632 for a shortage level of ten to twenty percent (Level 2), implement at a minimum the following actions:
- (1) Initiate a public information and outreach campaign for water conservation and promptly and effectively reach the supplier's customers, using efforts such as email, paper mail, bill inserts, customer app notifications, news articles, websites, community events, radio and television, billboards, and social media.
- (2) Implement and enforce a rule or ordinance limiting landscape irrigation to no more than two days per week and prohibiting landscape irrigation between the hours of 10:00 a.m. and 6:00 p.m.
- (3) Implement and enforce a rule or ordinance banning, at a minimum, the water uses prohibited by section 995. Adoption of a rule or ordinance is not required if the supplier has authority to enforce, as infractions, the prohibitions in section 995 and takes enforcement against violations.
- (e) (1) To prevent the unreasonable use of water and to promote water conservation, the use of potable water is prohibited for the irrigation of non-functional turf at commercial, industrial, and institutional sites.
- (2) Notwithstanding subdivision (e)(1), the use of water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial non-turf plantings or to the extent necessary to address an immediate health and safety need.

- (f) The taking of any action prohibited in subdivision (e) is an infraction punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.
- (g) A decision or order issued under this section by the Board, or an officer or employee of the Board, is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 4080, 4100, 4110, and 4185, Civil Code; Section 8627.7, Government Code; Sections 102, 104, 105, 275, 350, 491, 1122, 10608.12, 10617, 10632, and 10632.1, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463; *Stanford Vina Ranch Irrigation Co. v. State of California* (2020) 50 Cal.App.5th 976.

TWIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 14-04

DECLARATION OF A WATER SHORTAGE EMERGENCY, ADOPTION OF CHANGES TO
ARTICLE 7 OF ORDINANCE NO. 22, AND IMPLEMENTATION OF PHASE III WATER
CONSERVATION MEASURES

WHEREAS, the State of California is in one of the worst droughts on record; and

WHEREAS, the water supply reservoirs that provide water to Twain Harte Community Services District (THCSD) are critically low and are not sufficient to meet normal consumption; and

WHEREAS, below average rainfall is forecasted for the next three months; and

WHEREAS, Governor Edmund G. Brown, Jr., on January 17, 2014, proclaimed a State of Emergency and directed local water agencies to take all necessary actions to prepare for drought conditions; and

WHEREAS, California Water Code Section 71640 states that a district shall have the power to restrict the use of district water during any emergency caused by drought or other threatened or existing water shortage, and to prohibit specific non-essential uses of water during such periods; and

WHEREAS, Article 7 of District Ordinance No. 22, "Conservation Measures", defines non-essential water use and specifies conservation measures to prohibit such uses during emergency conditions; and

WHEREAS, the Tuolumne Utilities District (TUD) Board of Directors adopted and implemented specific water restrictions on February 13, 2014, that THCSD, as a resale customer of TUD, is also required to implement and enforce; and

WHEREAS, it is now necessary to amend Article 7 of District Ordinance No. 22, "Conservation Measures", to include additional water restrictions/conservation measures that align with TUD water restrictions and that address extreme drought conditions.

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

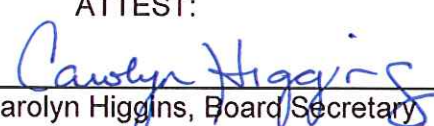
1. A water shortage emergency exists in THCSD's service area; and
2. Article 7 of District Ordinance No. 22, "Conservation Measures", be replaced in its entirety with the attached four-phase emergency conservation measures; and
3. All Phase III conservation measures in amended Article 7 of District Ordinance No. 22 be implemented immediately with a system reduction goal of 50% until such time that the Board of Directors finds that emergency conditions no longer exist; and
4. That this action does not affect the environment and is therefore exempt from CEQA pursuant to Public Resources Code section 21080(b)(4) and also constitutes an emergency and is therefore exempt from CEQA pursuant to the CEQA Guidelines section 15269.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Special Meeting of said Board held on February 25, 2014 by the following vote:

AYES: Sipperley, Johnson, Knudson, Jordan
NOES:
ABSENT: Maxwell
ABSTAIN:



Gary Sipperley, Board President

ATTEST:


Carolyn Higgins, Board Secretary

ARTICLE 7. CONSERVATION MEASURES

7.1 General

It is the District's Policy to take reasonable and prudent measures to conserve water and energy in the operations and development of the District. The District in its operation shall:

1. Develop pricing structures to encourage conservation of water and energy.
2. Promote through public relations a public consciousness of the need to conserve.
3. Assist customers to optimize efficient use of water.
4. Maintain facilities to conserve water.
5. Design facilities with conservation of water and energy in mind.
6. Construct facilities to conserve or retrieve water and energy.
7. Seek to halt all illegal use of water.

7.2 Phased Water Conservation Programs

The District shall have the power to restrict use of District water during any shortage or other emergency, upon the making of any findings or the taking of any other actions that may be authorized or required by law, including Sections 350-359 and 71640-71644 of the Water Code.

7.2.1 Phase I – Ongoing Water Conservation

The District will implement the following conservation measures on an ongoing basis:

1. Education programs.
2. Promotion of water-saving landscaping.
3. Community education programs.
4. Requirement of low-flow fixtures in new developments.
5. Meter and/or flow control for all customer accounts and plant production activities.
6. Maintain tiered water rates for treated water.
7. Prohibit wasteful use of water.
8. Review for accuracy water measuring and/or metering devices.

7.2.2 Phase II – Voluntary Conservation Measures

If the District Board of Directors determines that there is a potential threat of an emergency or water shortage based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne Utilities District calls for Phase II conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a threat of emergency or shortage exists; and
2. Identifies a water reduction goal; and
3. Implements Phase II conservation measures immediately.

Phase II conservation measures include:

1. Increase public awareness.
2. Prohibit fire hydrant flow testing.
3. Restaurants shall serve water only upon customer request.
4. Voluntary customer water usage reduction:
Notify water customers of low water year, request reduction from previous year's usage, and provide information on conservation methods.
5. Contact high water users:
Contact highest water users to encourage use of water conservation methods.

7.2.3 Phase III – Mandatory Water Conservation Measures

If the District Board of Directors determines that an emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or if Tuolumne Utilities District calls for Phase III conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
2. Identifies a water reduction goal; and
3. Implements Phase III conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase III conservation measures include (in addition to Phase II measures):

1. Water reduction goal:
Establish a Phase III water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase III conservation measures, the District's water reduction goal must match or exceed the water reduction goal

identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.

The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.

2. Landscape watering restrictions:
 - a. Watering of lawns, gardens and other outdoor vegetation by use of irrigation systems, hoses, faucets or other outlets connected to the public water supply is prohibited, unless specified otherwise below.
 - b. Individual garden plants or trees may be irrigated only by the use of buckets, containers or properly maintained irrigation drip systems.
 - c. Watering lawns is allowed whenever the reduction goal is 40% or less.
 - d. Landscape watering allowed under this section may only be undertaken at the following times:
 - i. Properties with addresses ending in an even number may irrigate only on Thursday and Sunday.
 - ii. Properties with addresses ending in an odd number may irrigate only on Wednesday and Saturday.
 - iii. Irrigation may only occur between 7:00 p.m. and 9:00 a.m.
 - e. Irrigation which results in water running onto driveways, gutters, streets, adjoining property, and/or any other water runoff is prohibited.
3. Washing of cars, boats, trailers, equipment or other vehicles by hose or by use of water directly from faucets or outlets connected to the public water supply is prohibited. Washing such vehicles may occur at District-approved commercial washing facilities that utilize water recycling capabilities.
4. Washing of sidewalks, walkways, driveways, patios, parking lots, graveled areas, tennis courts or other hard-surfaced areas, including commercial establishments, by hose or by use of water from faucets or other outlets connected to the public water supply is prohibited.
5. New construction service applications shall be granted upon condition that water shall be used only for interior purposes and landscaping that does not require watering. Any landscaping requiring the use of water shall be delayed until repeal of Phase III restrictions.
6. Use of water in decorative fountains, pools, recreational ponds and the like shall be limited to the minimum necessary to preserve aquatic life if present.
7. Use of water for dust control, earth compaction, and other outdoor construction activities is prohibited.
8. Filling of new or existing swimming pools, spas and recreation ponds is prohibited.
9. Fire hydrants shall be used only for emergency purposes.

10. Leak Restrictions:
 - a. Allowing any plumbing system leak to remain un-repaired, without reasonable cause, for seven calendar days following written notification by the District is prohibited.
 - b. Failure to repair leaks as specified is subject to the following special enforcement:
 - i. Water service will be shut off until such time that leak(s) are repaired.
 - ii. Reinstatement of water service will be subject to the fees listed on the District's most current rate schedule.

11. Excessive Water Use:
 - a. Excessive water use, without reasonable cause, is prohibited.
 - b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20 to 25%	90%
30 to 35%	85%
40 to 45%	80%
50%	75%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 80% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
 - i. First Violation. Payment of a \$50 penalty.
 - ii. Second Violation. Payment of a \$100 penalty and customer's service will be restricted by a flow restriction device for 30 days.
 - iii. Third Violation. Payment of a \$500 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
 - iv. Continued Violation. Payment of a \$500 penalty and continued water service restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

7.2.4 Phase IV – Mandatory Water Conservation Measures for Extreme Emergency

If the District Board of Directors determines that an extreme emergency or water shortage exists based on forecasted precipitation, snowpack and reservoir levels, or an emergency event, or if Tuolumne Utilities District calls for Phase IV conservation measures, the District Board of Directors shall adopt a resolution that:

1. Declares a state of emergency for the District service area until such time that the Board of Directors determines that conditions no longer merit Phase III conservation measures; and
2. Identifies a water reduction goal; and
3. Implements Phase IV conservation measures immediately.

The meeting to consider the resolution must be a public hearing, providing customers the opportunity to be heard regarding the declaration of water shortage emergency conditions.

Phase IV conservation measures include (in addition to Phase III measures):

1. Water reduction goal:
Establish a Phase IV water reduction goal based on severity of the emergency, for approval by the District Board of Directors. If Tuolumne Utilities District has declared Phase IV conservation measures, the District's water reduction goal must match or exceed the water reduction goal identified by Tuolumne Utilities District. The water reduction goal may be updated as conditions change.
The water reduction goal is defined as a percent reduction of the prior year's water usage. The water reduction goal may not exceed 50%.
2. Immediately notify appropriate media outlets, and post local road signage notifying the public of the current water use restrictions.
3. Landscape/outdoor watering by hose or by use of water directly from faucets or outlets connected to the public water supply shall be strictly prohibited.
4. New construction services shall not be started until after the repeal of Phase IV restrictions.
5. Excessive Water Use:
 - a. Excessive water use, without reasonable cause, is prohibited.
 - b. Excessive water use is defined as monthly water use that exceeds a certain percentage of the prior year's usage for the same month. This percentage varies based on the reduction goal and is determined by the following chart:

Reduction Goal	Excessive Use Percentage
20%	90%
25%	85%
30%	80%
35%	75%
40%	70%
45%	65%
50%	60%

Example: If the reduction goal is 40%, excessive water use is monthly use that exceeds 70% of last year's monthly use.

- c. Monthly water use less than 3,000 gallons will not be considered excessive.
- d. Commercial and industrial customers may contact the District to discuss the individual water needs required to maintain their business.
- e. Excessive water use is subject to the following special enforcement:
 - i. First Violation. Payment of a \$50 penalty and customer's service will be restricted by a flow restriction device for 30 days.
 - ii. Second Violation. Payment of a \$100 penalty and customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or shortage.
 - iii. Third Violation. Payment of a \$500 penalty and continued water service restriction. District may pursue misdemeanor charges pursuant to Water Code 71644, resulting in 30 days in jail, or a \$600 fine, or both.

7.3 Enforcement

In addition to any and all lawful remedies, violations of this section shall result in the following penalties, unless special enforcement measures are otherwise specified:

1. First Violation:
Customer will receive a written warning from the District that a further violation will result in water restrictions and penalties.
2. Second Violation:
Customer's water service will be restricted by a flow restriction device for 30 days. The device will be removed upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.
3. Third Violation:
Customer's water service will be restricted by a flow restriction device until the Board of Directors repeals the state of emergency or threat of emergency or

shortage and upon payment of the reconnection fee established in the District's Schedule of Rates and Charges.

7.4 Variances

Variances may be granted from any of the above regulations by the General Manager upon application in writing stating the detailed circumstances meriting special consideration. Appeals of decisions by the General Manager may be taken to the Board of Directors.

7.5 Low Water Use Plumbing Fixtures Required

All applicants for new water service connections for new construction shall be required to furnish proof of installation in residential, commercial and/or industrial buildings, ultra-low flow toilets with a maximum tank size or flush capacity of 1.6 gallons and shower heads with a maximum flow capacity of 3 gallons per minute.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Special Meeting of said Board held on February 25, 2014 by the following vote:

AYES: *Sipperley, Johnson, Knudson, Jordan*

NOES:

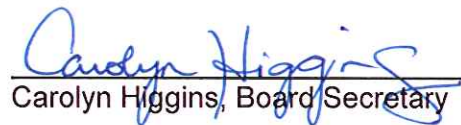
ABSENT: *Maxwell*

ABSTAIN:



Gary Sipperley, Board President

ATTEST:



Carolyn Higgins, Board Secretary