

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
22912 Vantage Pointe Drive, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE January 14, 2026 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/84027384769>
- Meeting ID: 840 2738 4769
- 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

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

5. Consent Agenda

A. Presentation and approval of financial statements through December 31, 2025.

B. Approval of the minutes of the Regular Meeting held on December 10, 2025.

6. New Business

A. Discussion/action to approve a letter of intent to participate in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan.

B. Discussion/action to adopt Resolution #26-01 - Approval of Fiscal Year 2025-26 Mid-Year Budget Adjustment.

C. Discussion/action to adopt proposed revisions to Policy #3015 – Investment Policy.

D. Annual review of Policy #4010 – General Duties of the Board of Directors.

- E. Annual review of Policy #4030 – Code of Ethics and Conduct.
- F. Discussion/action regarding semi-annual review of the District’s Strategic Plan.

7. Reports

- A. President and Board member reports.
- B. Fire Chief’s report.
- C. Water/Sewer Operations Manager’s report.
- D. General Manager’s report.

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



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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	05A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through December 31, 2025.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through December 31, 2025.

SUMMARY:

This item presents Fiscal Year (FY) 2025-26 financial statements for all District Funds through December 31, 2025. As a general summary of the financial statements:

- Operating expenses for Water Fund are above the target of 50% expended. This is typical for the first half of the fiscal year. The target percentage assumes an equal amount of spending each month throughout the year, but it is not a true reflection of the timing of costs incurred. The District makes several large upfront payments at the beginning of the year that make overall costs look higher than the target percentage. The Water Fund is anticipated to more closely come into line with the target percentage in the next couple months.
- Sewer Fund expenses are at 36% of the target percentage. If the Sewer Fund’s largest expense (a quarterly wastewater treatment invoice from Tuolumne Utilities District) was billed monthly, the Sewer Fund would be right on track for December at 50% of budget.
- Fire Fund operating expenses are above target due to elevated wildfire activity and participation in mutual aid (strike team) assignments. As of December 31, the District incurred over \$180,587 in strike team labor costs. These expenditures are fully reimbursable and generate additional revenue for administrative and equipment costs. Without strike team activity, Fire Fund expenditures would be approximately 50% of budget.
- Fire Fund capital expenditure exceeds the total budget by nearly 14%. This is primarily due to the Office/Fire Training Parking Lot Stormwater Improvements Project. The Project is a multi-year project with an estimated portion of its overall budget included in last fiscal year’s budget. Less of the overall Project budget was expended last year than expected and will be rolled over into this fiscal year’s budget via the Mid-Year Budget Adjustment. Once the rollover is approved in the budget adjustment, Fire Fund Capital expenditures will be approximately 90% of budget.
- Bank balances are healthy and in line with expectations. December included several large payments associated with construction projects, but also included grant and property tax revenues.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
25/26 OPERATING EXPENDITURE SUMMARY
As of December 31, 2025**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	98,295	41,188	57,107	41.90%
Water	1,192,322	670,469	521,853	56.23%
Sewer	1,135,272	407,338	727,934	35.88%
Fire	1,416,304	882,920	533,384	62.34%
Admin	869,890	433,040	436,850	49.78%
TOTAL	\$ 4,712,083	\$ 2,434,954	\$ 2,277,129	51.67%

Reflects Budget Adjustment #2 -Approved 11-12-25

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
25/26 CAPITAL EXPENDITURE SUMMARY
As of December 31, 2025**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	224,200	178,198	46,002	79.48%
Water	972,200	189,677	782,523	19.51%
Sewer	519,800	26,226	493,574	5.05%
Fire	296,000	336,218	(40,218)	113.59%
Admin		-	-	
TOTAL	\$ 2,012,200	\$ 730,320	\$ 1,281,880	36.29%

Reflects Budget Adjustment #2 -Approved 11-12-25

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of December 31, 2025

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star - Operating	621,514	442,267	(435,364)	200,000	828,417
US Bank - Operating	97,088	1,745	(13)		98,820
Five Star - Money Market	2,287,299	7,467		(200,000)	2,094,766
CA CLASS - Investment	1,259,760	4,148			1,263,907
LAIF - Investment	902,854				902,854
TOTAL	\$ 5,168,515	\$ 455,627	\$ (435,377)	\$ -	\$ 5,188,765



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	05B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting held on December 10, 2025.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on December 10, 2025.

SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on December 10, 2025, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Minutes of the Regular Meeting held on December 10, 2025.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 10, 2025

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

DIRECTORS:

President Mannix
Director Sipperley
Director Bohlman
Director Mitchell
Director Dearborn

STAFF:

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

AUDIENCE: *3 attendees*

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

PRESENTATIONS:

- A. Presentation of annual CERT Community Excellence award.

Chief Gamez and CERT's Carol Hallet jointly presented the annual CERT Community Excellence Award to General Manager Trott, highlighting his leadership and contributions to the community.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through November 30, 2025.
B. Approval of the minutes of the Regular Meeting held on November 12, 2025.
C. Submittal of Fiscal Year 2024-2025 Board and Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

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 #25-25 – Approving the Sewer System Management Plan (SSMP) Update for the Twain Harte Community Services District Sewer Collection System (WDID 5SS010772).

MOTION: Director Dearborn made a motion to adopt Resolution #25-25 – Approving the Sewer System Management Plan (SSMP) Update for the Twain Harte Community Services District Sewer Collection System (WDID 5SS010772).

SECOND: Director Mitchell

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

- B. Discussion/action to adopt Resolution #25-26 – Adoption of the 2024 Updated Multi-Jurisdictional Local Hazard Mitigation Plan.

MOTION: Director Sipperley made a motion to adopt Resolution #25-26 – Adoption of the 2024 Updated Multi-Jurisdictional Local Hazard Mitigation Plan.

SECOND: Director Bohlman

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

- C. Discussion/action to approve the 2026 Board and Committee Calendar.

MOTION: Director Bohlman made a motion to approve the 2026 Board and Committee Calendar.

SECOND: Director Sipperley

AYES: Sipperley, Mannix, Bohlman, Mitchell, Dearborn

NOES: None

ABSTAIN: None

ABSENT: None

- D. Discussion/action to appoint a Board President and Vice President for the 2026 calendar year.

MOTION: Director Mannix made a motion to appoint Mary Dearborn as Board President for the 2026 calendar year.

SECOND: Director Sipperley

AYES: Sipperley, Mannix, Bohlman, Mitchell

NOES: None

ABSTAIN: Dearborn

ABSENT: None

MOTION: Director Mitchell made a motion to appoint Charlotte Bohlman as Board Vice President for the 2026 calendar year.

SECOND: Director Sipperley

AYES: Sipperley, Mannix, Mitchell, Dearborn

NOES: None

ABSTAIN: Bohlman

ABSENT: None

- E. Annual Board self-evaluation of performance and identification of improvement opportunities.

The Board reviewed the effectiveness survey and expressed confidence in their performance and collectively identified outreach ideas to explore in the coming year, including hosting at least one annual 6:00 p.m. Board meeting, using billing inserts and the homeowners' newsletter, and evaluating the cost feasibility of an electronic information board.

REPORTS:

President and Board Member Reports

- *Director Bohlman reported attending the Mountain Counties Water Resources meeting, where topics included deregulation, staffing reductions, disadvantaged communities, and anticipated increases in state involvement.*

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 John Buckingham.*

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 10:01 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Eileen Mannix, President



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to approve a letter of intent to participate in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Discussion/action to approve a letter of intent to participate in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan.

SUMMARY:

Tuolumne County is applying for grant funding to support the update of the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), which is required under the Disaster Mitigation Act of 2000 to maintain eligibility for Hazard Mitigation Grant Program (HMGP) funding and must be updated every five years. The next update is due in 2029. Grant funding would support the extensive work required to review hazards and vulnerabilities, assess risks, and update mitigation strategies, including the development or update of Local Hazard Mitigation Plans (LHMPs) for participating jurisdictions.

The District has historically participated in this multi-jurisdictional planning effort, including adoption of its LHMP as an annex to the County MJHMP. Continued participation ensures the District remains eligible for future HMGP funding, is included in the next countywide planning cycle, and supports long-term community resilience and disaster preparedness.

As part of the Tuolumne County grant application, FEMA requires a Letter of Intent (LOI) to participate from each jurisdiction included in the planning effort. The LOI confirms the District's intent to participate in the MJHMP update, which must be approved by the Board.

FINANCIAL IMPACT:

Submitting a Letter of Intent confirms the District's participation in the County's Multi-Jurisdictional Hazard Mitigation Plan process and supports continued eligibility for future hazard mitigation grant funding opportunities.

ATTACHMENTS:

- Letter of Intent to Participate in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan



Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383

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

www.twainhartecsd.com

Directors: Mary Dearborn ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Eileen Mannix ▪ Dennis Mitchell

January 14, 2026

Tuolumne County Office of Emergency Services
2 South Green Street
Sonora, CA 95370

SUBJECT: LETTER OF INTENT TO PARTICIPATE IN THE TUOLUMNE COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Dear Tuolumne County Office of Emergency Services:

Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR Part 201.6 specifically identify criteria that allow for multi-jurisdictional hazard mitigation plans, as many issues are better resolved by evaluating hazards more comprehensively through coordination at a county, regional, or watershed level. The Twain Harte Community Services District (District) is submitting this Letter of Intent to confirm that it has agreed to participate in the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan and provide such cooperation as is necessary and in a timely manner to the Tuolumne County Office of Emergency Services to complete the plan in conformance with FEMA requirements.

The District understands that it must actively engage in the planning process, including but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan; and
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdictions' governing body (each jurisdiction must officially adopt the plan)

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan update; I, Mary Dearborn, Board President, commit Twain Harte Community Services District to the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan on this 14th day of January 2026.

Please contact Tom Trott, General Manager, at 209-586-3172 or ttrott@twainhartecsd.com with questions.

Sincerely,

MARY DEARBORN
Board President, Twain Harte Community Services District



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #26-01 – Approval of Fiscal Year 2025-26 Mid-Year Budget Adjustment.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt Resolution #26-01 – Approval of Fiscal Year 2025-26 Mid-Year Budget Adjustment.

SUMMARY:

The attached Mid-Year Budget Adjustment is the result of the annual mid-year staff and Board review of the budget. Adjustments are made to account for unanticipated changes in revenues, expenses, and priorities, enabling staff to carry out District goals for the remainder of the fiscal year.

Detailed adjustments and associated descriptions are provided in the attached Mid-Year Budget. The following describes some of the general impacts requiring adjustments:

Revenue: Overall Increase of 10.3%

- Decrease in Water Service Charges – 4.5 million gallons less water used this year over last year
- Increase in Grants & Donations (Water, Fire, Park) – new grants and rollover from last year
- Increase in Other Revenue (Water, Sewer Park) – higher interest than anticipated
- Increase in Other Revenue (Fire) – significant strike team assignments

Operating Expenses: Overall Increase of 4.5%

- Increase in Water/Sewer Equip, Auto, Maint & Repairs due to a major, unanticipated repair of the District’s vacuum trailer and increased costs to repair excessive leaks.
- Increase in Fire Salaries and Benefits due to costs related to strike team assignments.
- Increase in Fire Equip, Auto, Maint & Repairs due to several unanticipated engine repairs, live fire training facility repairs, structural PPE replacement, and high fuel use.
- Increased Park Materials & Supplies due to the addition of tennis screens and parking lot speed bump sensors and for unanticipated light replacement due to vandalism.

Capital Expenses: Overall Increase of 2.9%

- Water: Manzanita Ct. Waterline, Roundhouse Roof Replacement and several other projects are under budget. The Truck-Mounted Crane was determined to no longer be needed. A Black Oak Pump/Motor Rehabilitation project was added to address unanticipated failure of the pumps.
- Sewer: Roundhouse Roof Replacement and several other projects are under budget. The Truck-Mounted Crane was determined to no longer be needed. The SCADA Upgrade project rolled over budget not used last fiscal year.

- Fire: Rolled over project budget for the Training/Admin Parking Lot from last year and completed the Infrared UAV under budget.

Budget adjustments in each Fund have been reviewed by their respective Board Committee and each Committee recommends Board approval of the FY 2025-26 Mid-Year Budget Adjustment.

FINANCIAL IMPACT:

The revenue and expense adjustments proposed in the FY 2025-26 mid-year budget adjustment result in the following impacts to Capital Reserve Accounts for every fund:

- Water Fund: Transfer \$1,226 more from reserves than originally budgeted, primarily due to a major unanticipated repair of the District's vacuum trailer and costs to repair excessive leaks.
- Sewer Fund: Transfer \$9,609 more from reserves than originally budgeted, primarily due to a major unanticipated repair of the District's vacuum trailer.
- Fire Fund: Transfer \$284,629 more to reserves than originally budgeted, primarily due to significant strike team and additional grant revenues.
- Park Fund: Transfer \$17,152 more from reserves than originally budgeted, primarily due to additional grant revenue.

ATTACHMENTS:

- Resolution #26-01: FY 2025-26 Mid-Year Budget Adjustment

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 26-01**

APPROVAL OF FISCAL YEAR 2025-26 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2025-2026 (FY 25-26) Budget at a public hearing on June 11, 2025, for provision of District Water, Sewer, Fire, and Park and Recreation services for the fiscal year ending June 30, 2026; and

WHEREAS, District staff performs an annual mid-year review of the adopted budget, which includes review of actual expenditures and revenue, projection of future expenditures and revenue, identification of unanticipated additional projects and operational needs, and a recommendation to the Board to approve any necessary corresponding budget adjustments; and

WHEREAS, the attached FY 25-26 Mid-Year Budget Adjustment proposes an adjustment of various expense and revenue line items identified during this fiscal year's mid-year review process; and

WHEREAS, each of the Board's Committees reviewed and commented on the draft FY 25-26 Mid-Year Budget Adjustment revisions at their regular January meetings.

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

1. The attached FY 25-26 Mid-Year Budget Adjustment, adjusting total revenue from \$5,469,620 to \$6,032,496 and total expenditures from \$6,724,284 to \$6,996,214 be adopted; and
2. Staff be authorized to make expenditures within said adjusted budget pursuant to law and current Board Policy.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on January 14, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mary Dearborn, Board President

Kimberly Silva, Board Secretary

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Proposed	% Diff	Approved	Proposed	% Diff	Approved	Proposed	% Diff	Approved	Proposed	% Diff	Approved	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,691,600	\$ 1,670,400	-1%	\$ 1,447,000	\$ 1,447,000	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 3,117,400
Fees	21,100	20,600	-2%	16,100	16,100	0%	-	-	0%	13,000	13,500	4%	-	-	0%	50,200
Taxes & Assessments	44,300	43,700	-1%	-	-	0%	1,414,000	1,419,100	0%	162,400	162,500	0%	-	-	0%	1,625,300
Grants & Donations	130,000	130,500	0%	-	-	0%	148,520	375,338	153%	93,700	101,000	8%	-	-	0%	606,838
Other Revenue	75,500	106,000	40%	40,000	48,000	20%	166,400	463,058	178%	5,000	14,700	194%	1,000	1,000	0%	632,758
Total Program Revenue	\$ 1,962,500	\$ 1,971,200	0%	\$ 1,503,100	\$ 1,511,100	1%	\$ 1,728,920	\$ 2,257,496	31%	\$ 274,100	\$ 291,700	6%	\$ 1,000	\$ 1,000	0%	\$ 6,032,496
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,962,970	\$ 1,971,670	0%	\$ 1,503,350	\$ 1,511,350	1%	\$ 1,729,100	\$ 2,257,676	31%	\$ 274,200	\$ 291,800	6%	\$ -	\$ -	0%	\$ 6,032,496
Operating Expenses																
Salaries	\$ 372,815	\$ 373,978	0%	\$ 200,251	\$ 198,336	-1%	\$ 689,845	\$ 856,167	24%	\$ 18,362	\$ 17,793	-3%	\$ 453,476	\$ 444,893	-2%	\$ 1,891,167
Benefits	227,018	228,328	1%	122,322	122,746	0%	397,227	407,843	3%	14,333	14,472	1%	264,214	259,474	-2%	1,032,863
Equip, Auto, Maint, & Repairs	139,900	184,850	32%	72,100	88,150	22%	143,332	161,600	13%	23,200	25,200	9%	13,200	13,900	5%	473,700
Materials & Supplies	50,200	50,400	0%	6,500	6,700	3%	13,200	11,900	-10%	1,900	2,500	32%	4,200	3,800	-10%	75,300
Outside Services	31,900	30,700	-4%	26,600	25,500	-4%	26,300	24,400	-7%	4,700	4,700	0%	42,300	43,000	2%	128,300
Other (Utilities, Prop/Liab Ins, TUD)	260,100	251,500	-3%	707,500	713,300	1%	146,400	121,300	-17%	35,800	34,900	-3%	92,500	93,600	1%	1,214,600
Debt Service	110,390	110,390	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	110,390
Total Program Expenses	\$ 1,192,322	\$ 1,230,146	3%	\$ 1,135,272	\$ 1,154,731	2%	\$ 1,416,305	\$ 1,583,210	12%	\$ 98,295	\$ 99,565	1%	\$ 869,890	\$ 858,667	-1%	\$ 4,926,320
Administrative Cost Allocation	408,848	403,574	-1%	217,472	214,667	-1%	156,580	154,560	-1%	86,989	85,867	-1%	(869,890)	(858,667)	-1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,601,170	\$ 1,633,720	2%	\$ 1,352,744	\$ 1,369,398	1%	\$ 1,572,885	\$ 1,737,770	10%	\$ 185,284	\$ 185,432	0%	\$ -	\$ -	0%	\$ 4,926,321
TOTAL OPERATING BALANCE	\$ 361,800	\$ 337,950		\$ 150,606	\$ 141,952		\$ 156,215	\$ 519,906		\$ 88,916	\$ 106,368		\$ -	\$ -		
Capital Expenses																
Capital Outlay	972,200	949,576	-2%	519,800	520,755	0%	296,000	375,062	27%	224,200	224,500	0%	-	-	0%	2,069,893
Total Capital Expenses	\$ 972,200	\$ 949,576	-2%	\$ 519,800	\$ 520,755	0%	\$ 296,000	\$ 375,062	27%	\$ 224,200	\$ 224,500	0%	\$ -	\$ -		\$ 2,069,893
GRAND TOTAL EXPENSES	\$ 2,573,370	\$ 2,583,296	0%	\$ 1,872,544	\$ 1,890,153	1%	\$ 1,868,885	\$ 2,112,832	13%	\$ 409,484	\$ 409,932	0%	\$ -	\$ -	0%	\$ 6,996,214
Transfer To/(From) Reserve	\$ (610,400)	\$ (611,626)		\$ (369,194)	\$ (378,803)		\$ (139,785)	\$ 144,844		\$ (135,284)	\$ (118,132)		\$ -	\$ -		\$ (963,718)

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
WATER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Service Charges					
Water Service Charge	\$ 1,691,600	\$ 1,670,400	\$ (21,200)	-1%	4.5 million gallons less water use than last FY
TOTAL SERVICE CHARGES	\$ 1,691,600	\$ 1,670,400	\$ (21,200)	-1%	
Fees					
Late Fee	\$ 11,000	\$ 11,000	\$ -	0%	
Door Notice Fee	3,500	2,900	(600)	-17%	
Hookup Fees	3,500	3,500	-	0%	
Reconnection Fees	2,000	2,200	200	10%	
Property Transfer Fee	1,000	900	(100)	-10%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 21,100	\$ 20,600	\$ (500)	-2%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 44,300	\$ 43,700	\$ (600)	-1%	
TOTAL TAXES & ASSESSMENTS	\$ 44,300	\$ 43,700	\$ (600)	-1%	
Grants & Donations					
Grant Revenue - Misc	\$ 130,000	\$ 130,500	\$ 500	0%	
TOTAL GRANTS & DONATIONS	\$ 130,000	\$ 130,500	\$ 500	0%	
Other Revenue					
Miscellaneous Revenue	\$ 15,500	\$ 26,000	\$ 10,500	68%	Provided extra treated water to TUD
Interest Revenue	60,000	80,000	20,000	33%	Trending higher
Lease Revenue	-	-	-	0%	
Sale of Assets	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 75,500	\$ 106,000	\$ 30,500	40%	
GRAND TOTAL REVENUE	\$ 1,962,500	\$ 1,971,200	\$ 8,700	0%	
Admin Transfer Out	\$ 470	\$ 470	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,962,970	\$ 1,971,670	\$ 8,700	0%	

**Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 327,126	\$ 326,219	(906)	0%	
Standby Pay	11,005	10,075	(930)	-8%	
Overtime	23,000	26,000	3,000	13%	Trending Higher due to excessive leaks
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	0	0	-	0%	
Uniform Allowance	4,095	4,095	-	0%	
Cell Phone Stipend	1,289	1,289	-	0%	
TOTAL SALARIES	\$ 372,815	\$ 373,978	\$ 1,164	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 94,819	\$ 98,794	3,975	4%	Insurance rate increases
HRA Reimbursement	27,921	27,921	-	0%	
CALPERS Retirement	56,893	56,208	(685)	-1%	
FICA	23,115	23,187	72	0%	
Medicare	5,406	5,423	17	0%	
Workers Comp	18,000	15,931	(2,069)	-11%	Less than anticipated
Unemployment Ins/ETT	865	865	-	0%	
TOTAL BENEFITS	\$ 227,018	\$ 228,328	\$ 1,310	1%	

**Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,600	\$ 40,050	32,450	427%	Blower Failure on Vacuum Trailer
Facilities Maintenance & Repair					
Source of Supply	9,000	7,000	(2,000)	-22%	Less dam repairs than anticipated
Pumping	4,100	4,100	-	0%	
Water Treatment	22,800	18,000	(4,800)	-21%	Sludge Tank pumping less than anticipated
Transmission & Distribution	42,900	63,000	20,100	47%	More patch paving for more leaks
General & Administrative	2,000	2,000	-	0%	
Vehicle Maintenance & Repair	9,600	12,000	2,400	25%	Truck repairs trending higher
Janitorial Cleaning Fees	0	0	-	0%	
Fuel	23,000	20,000	(3,000)	-13%	Fuel use trending lower
Equipment Under \$5,000			-	0%	
Source of Supply	0	0	-	0%	
Pumping	0	0	-	0%	
Water Treatment	8,100	8,100	-	0%	
Transmission & Distribution	6,300	6,300	-	0%	
General & Administrative	2,700	2,500	(200)	-7%	
Personal Protective Equipment	1,800	1,800	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 139,900	\$ 184,850	\$ 44,950	32%	
Materials & Supplies - 54XXX					
Office Supplies - General	\$ 1,000	\$ 1,000	-	0%	
Office Supplies - Billing	\$ 200	\$ 200	-	0%	
Postage - General	300	300	-	0%	
Postage - Billing	5,400	5,500	100	2%	
Food Supplies	400	500	100	25%	
Chemical Supplies	42,500	42,500	-	0%	
Janitorial Supplies	400	400	-	0%	
TOTAL MATERIALS & SUPPLIES	\$ 50,200	\$ 50,400	\$ 200	0%	

**Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Outside Services - 55XXX					
Legal Fees	2,000	2,000	-	0%	
IT Services	2,600	2,600	-	0%	
Engineering Services	20,000	20,000	-	0%	
Medical Exams	500	500	-	0%	
Other Professional Services	6,800	5,600	(1,200)	-18%	Check processing trending lower
TOTAL OUTSIDE SERVICES	\$ 31,900	\$ 30,700	\$ (1,200)	-4%	
Other - 56XXX					
Utilities			-	0%	
Source of Supply	\$ -	\$ -	-	0%	
Pumping	\$ 20,500	\$ 17,400	(3,100)	-15%	Trending lower/Some wells offline
Water Treatment	\$ 16,000	\$ 16,000	-	0%	
Transmission & Distribution	\$ -	\$ -	-	0%	
General & Administrative	\$ 4,400	\$ 4,300	(100)	-2%	
Phone/Communications	8,400	7,900	(500)	-6%	
Computer Licenses & Maintenance	20,200	21,300	1,100	5%	Billing software increases
Property/Liability Insurance	47,500	43,700	(3,800)	-8%	Lower than anticipated
Property Tax	500	500	0	0%	
Memberships/Publications/Subscriptio	12,400	12,200	(200)	-2%	
Licenses & Certifications	1,400	1,400	-	0%	
Training, Conferences & Travel	5,400	5,400	-	0%	
Uncollectable accounts	500	500	-	0%	
Advertising & Public Education	2,400	2,400	-	0%	
Laboratory Fees	25,600	25,600	-	0%	
Regulatory Fees	24,400	21,500	(2,900)	-12%	Lower than anticipated
Purchased Water	59,000	57,000	(2,000)	-3%	Trending lower
Bank & Credit Card Fees	11,500	12,700	1,200	10%	Increase in credit card payments
Claims	-	1,700	1,700	1700%	Unanticipated claims
TOTAL OTHER	\$ 260,100	\$ 251,500	\$ (8,600)	-3%	

**Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
WATER - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 12,688	\$ 12,688	0	0%	
Principal on Long Term Debt	97,702	97,702	0	0%	
TOTAL DEBT SERVICE	\$ 110,390	\$ 110,390	\$ -	0%	
GRAND TOTAL EXPENSES					
	\$ 1,192,322	\$ 1,230,146	\$ 37,824	3%	
Admin Transfer Out	\$ 408,848	\$ 403,574	\$ (5,274)		
GRAND TOTAL WITH ADMIN					
	\$ 1,601,170	\$ 1,633,720	\$ 32,550	2%	
Capital Outlay - 57XXX					
FH/Service Line Replacement	25,000	25,000	-	0%	
SCADA Upgrade	425,000	425,000	-	0%	
Cedar Pines Pressure Zone Upgrades	200,000	200,000	-	0%	
Manzanita Ct Waterline Upgrade	125,000	90,000	(35,000)	-28%	Bids lower than anticipated
Roundhouse Roof Replace	19,500	17,290	(2,210)	-11%	Work Completed under budget
Tower Safety Lights	12,000	11,969	(31)	0%	
Truck Mounted Crane	5,200	0	(5,200)	-100%	No longer needed
Water Fill Station	160,500	160,317	(183)	0%	
Black Oak Pump/Motor Rehab		20,000	20,000	20000%	Pumps are failing
TOTAL CAPITAL OUTLAY	\$ 972,200	\$ 949,576	\$ (22,624)	-2%	
GRAND TOTAL WITH CAPITAL					
	\$ 2,573,370	\$ 2,583,296	\$ 9,926	0%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Service Charges					
Sewer Service Charge	1,447,000	1,447,000	-	0%	
TOTAL SERVICE CHARGES	\$ 1,447,000	\$ 1,447,000	\$ -	0%	
Fees					
Late Fee	\$ 7,500	\$ 8,200	\$ 700	9%	
Door Notice Fee	3,500	2,700	(800)	-23%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	2,000	2,200	200	10%	
Inspection Fees			-	0%	
Property Transfer Fee	1,000	900	(100)	-10%	
Returned Check Fee	100	100	-	0%	
TOTAL FEES	\$ 16,100	\$ 16,100	\$ -	0%	
Grants & Donations					
Grant Revenue	-	-	\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ -	\$ -	\$ -	0%	
Other Revenue					
Interest Revenue	40,000	48,000	8,000	20%	Trending higher
Sale of Assets	-	-	-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 40,000	\$ 48,000	\$ 8,000	20%	
GRAND TOTAL REVENUE	\$ 1,503,100	\$ 1,511,100	\$ 8,000	1%	
Admin Transfer Out	\$ 250	\$ 250	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,503,350	\$ 1,511,350	\$ 8,000		

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 176,347	\$ 175,862	(485)	0%	
Standby Pay	11,005	10,075	(930)	-8%	
Overtime	7,000	6,500	(500)	-7%	
Sick Leave/Vacation Pay	3,000	3,000	0	0%	
Intern Stipend	0	0	0	0%	
Uniform Allowance	2,205	2,205	0	0%	
Cell Phone Stipend	694	694	0	0%	
TOTAL SALARIES	\$ 200,251	\$ 198,336	\$ (1,915)	-1%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 51,077	\$ 53,219	2,141	4%	Insurance rate increases
HRA Reimbursement	14,181	14,181	0	0%	
CALPERS Retirement	30,697	30,328	(370)	-1%	
FICA	12,416	12,297	(119)	-1%	
Medicare	2,904	2,876	(28)	-1%	
Workers Comp	10,500	9,298	(1,202)	-11%	Less than anticipated
Unemployment Ins/ETT	547	547	0	0%	
TOTAL BENEFITS	\$ 122,322	\$ 122,746	\$ 424	0%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,800	\$ 26,250	17,450	198%	Blower failure on vacuum trailer
Facilities Maintenance & Repair					
General & Administrative	1,000	1,000	0	0%	
Lift Stations	12,000	12,000	0	0%	
Collections	19,200	16,700	(2,500)	-13%	Less line repairs than anticipated
Vehicle Maintenance & Repair	6,000	7,000	1,000	17%	More repairs than anticipated
Janitorial/Cleaning Fees	0	0	0	0%	
Fuel	11,900	12,000	100	1%	
Equipment Under \$5,000	11,800	11,800	0	0%	
Personal Protective Equipment	1,400	1,400	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 72,100	\$ 88,150	\$ 16,050	22%	
Materials & Supplies - 54XXX					
Office Supplies - General	\$ 700	\$ 700	\$ -	0%	
Office Supplies - Billing	\$ 200	\$ 200	\$ -	0%	
Postage - General	100	100	\$ -	0%	
Postage - Billing	4,800	5,000	\$ 200	4%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 6,500	\$ 6,700	\$ 200	3%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 1,500	\$ -	0%	
IT Services	1,700	1,700	(0)	0%	
Engineering Services	17,000	17,000	0	0%	
Medical Exams	400	400	0	0%	
Other Professional Services	6,000	4,900	(1,100)	-18%	Check processing less than anticipated
TOTAL OUTSIDE SERVICES	\$ 26,600	\$ 25,500	\$ (1,100)	-4%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Other - 56XXX					
Utilities			\$ -	0%	
General & Administrative	\$ 2,700	\$ 2,700	\$ -	0%	
Lift Stations	\$ 7,000	\$ 6,100	\$ (900)	-13%	
Phone/Communications	4,500	4,400	(100)	-2%	
Computer Licenses & Maintenance	18,500	19,400	900	5%	
Property/Liability Insurance	30,400	30,100	(300)	-1%	
Property Tax	0	0	0	0%	
Dues & Memberships	6,400	6,700	300	5%	
Licenses & Certifications	1,100	1,100	0	0%	
Training, Conferences & Travel	3,500	3,500	0	0%	
Uncollectable accounts	500	500	0	0%	
Advertising & Public Education	2,000	2,000	0	0%	
Regulatory Fees	900	4,800	3,900	433%	Permitting fee increases
Sewer Service Charge	619,000	619,000	0	0%	
Bank & Credit Card Fees	11,000	12,200	1,200	11%	Credit card use higher than anticipated
Claims	0	800	800	800%	
TOTAL OTHER	\$ 707,500	\$ 713,300	\$ 5,800	1%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
Principal on Long Term Debt	0	0	0	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,135,272	\$ 1,154,731	\$ 19,459	2%	
Admin Transfer Out	\$ 217,472	\$ 214,667	\$ (2,805)	-1%	
GRAND TOTAL WITH ADMIN	\$ 1,352,744	\$ 1,369,398	\$ 16,654	1%	
Capital Outlay - 57XXX					
Sewer Main Re-Lining/Replacement			0	0%	
SCADA Upgrade	\$ 115,000	\$ 120,000	\$ 5,000	4%	Includes Rollover from last FY
Cresta Dr/Tuolumne Dr Sewer Reline	\$ 325,000	\$ 325,000	\$ -	0%	
Roundhouse Roof Replace	10,500	9,310	(1,190)	-11%	Project completed under budget
Tower Safety Lights	6,500	6,445	(55)	-1%	
Truck Mounted Crane	2,800	0	(2,800)	-100%	No longer needed
Black Oak Dr Replacement	\$ 60,000	\$ 60,000	\$ -	0%	
TOTAL CAPITAL OUTLAY*	\$ 519,800	\$ 520,755	\$ 955	0%	
GRAND TOTAL WITH CAPITAL	\$ 1,872,544	\$ 1,890,153	\$ 17,609	1%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 689,900	\$ 695,100	\$ 5,200	1%	Trending Higher
Property Assessments	724,100	724,000	(100)	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,414,000	\$ 1,419,100	\$ 5,100	0%	
Grants & Donations					
Grant Revenue	148,520	375,338	\$ 226,818	153%	Additional grant & Grant Rollover
Donation Revenue		-	-	0%	
TOTAL GRANTS & DONATIONS	\$ 148,520	\$ 375,338	\$ 226,818	153%	
Other Revenue					
Strike Team	\$ 80,000	\$ 385,658	\$ 305,658	382%	Current Actuals
Training Revenue	37,000	17,000	(20,000)	-54%	Less Reimbursable training anticipated
Miscellaneous Revenue	14,400	25,400	11,000	76%	Added revenue for teaching Fire 1
Interest Revenue	35,000	35,000	-	0%	
Sale of Assets	-		-	0%	
Insurance Proceeds	-		-	0%	
TOTAL OTHER REVENUE	\$ 166,400	\$ 463,058	\$ 296,658	178%	
GRAND TOTAL REVENUE	\$ 1,728,920	\$ 2,257,496	\$ 528,576	31%	
Admin Transfer Out	\$ 180	\$ 180	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,729,100	\$ 2,257,676	\$ 528,576	31%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 468,847	\$ 471,415	2,568	1%	Employee changes
Standby Pay	500	500	0	0%	
Overtime	30,000	27,000	(3,000)	-10%	Trending Lower
Holiday Overtime	26,307	26,307	0	0%	
FLSA Overtime	46,677	46,677	0	0%	
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	7,500	7,500	0	0%	
Intern Stipend	90,000	89,000	(1,000)	-1%	Projected actuals
Reserve Stipends	3,000	3,000	0	0%	
Striketeam Pay	0	91,957	91,957	91957%	Actuals - Strike Team assignments not budgeted
Striketeam Intern Pay	0	75,797	75,797	75797%	Actuals - Strike Team assignments not budgeted
Response Incentive Pay	1,000	1,000	0	0%	
Uniform Allowance	6,000	6,000	0	0%	
Cell Phone Stipend	14	14	0	0%	
TOTAL SALARIES	\$ 689,845	\$ 856,167	\$ 166,322	24%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 114,309	\$ 119,110	4,800	4%	Insurance rate increases
HRA Reimbursement	34,718	34,718	0	0%	
CALPERS Retirement	141,072	140,126	(946)	-1%	
FICA	42,770	53,082	10,312	24%	Strike team assignments included
Medicare	10,003	12,414	2,412	24%	Strike team assignments included
Workers Comp	53,300	47,338	(5,962)	-11%	Actuals less than anticipated
Unemployment Ins/ETT	1,055	1,055	0	0%	
TOTAL BENEFITS	\$ 397,227	\$ 407,843	\$ 10,616	3%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,600	\$ 8,600	0	0%	
Facilities Maintenance & Repair	7,500	8,600	1,100	15%	Unanticipated training prop repairs
Vehicle Maintenance & Repair	35,000	44,000	9,000	26%	Unanticipated air horn and CV axle repairs
Fuel	24,000	27,000	3,000	13%	Trending Higher
Equipment Under \$5,000	11,300	14,400	3,100	27%	VES Training Prop more than anticipated
Personal Protective Equipment	56,932	59,000	2,068	4%	Added grant-funded PPE
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 143,332	\$ 161,600	\$ 18,268	13%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,000	(500)	-20%	
Postage	500	400	(100)	-20%	
Food Supplies	500	500	0	0%	
Janitorial Supplies	3,600	3,900	300	8%	
Medical Supplies	6,100	5,100	(1,000)	-16%	Less than anticipated
TOTAL MATERIALS & SUPPLIES	\$ 13,200	\$ 11,900	\$ (1,300)	-10%	
Outside Services - 55XXX					
Legal Fees	\$ 4,500	\$ 4,500	\$ -	0%	
IT Services	2,700	3,000	300	11%	
Engineering Services	9,100	9,100	0	0%	
Medical Exams	3,000	1,800	(1,200)	-40%	More interns last year
Background Checks	1,500	1,000	(500)	-33%	
Other Professional Services	5,500	5,000	(500)	-9%	
TOTAL OUTSIDE SERVICES	\$ 26,300	\$ 24,400	\$ (1,900)	-7%	

Twain Harte Community Services District

2025-2026 Mid-Year Budget Adjustment

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Other - 56XXX					
Utilities	\$ 16,800	\$ 16,100	(700)	-4%	
Phone/Communications	9,700	8,900	(800)	-8%	
Software Licenses & Maintenance	10,500	9,900	(600)	-6%	
Property/Liability Insurance	45,000	45,000	0	0%	
Dues & Memberships	3,900	4,200	300	8%	
Licenses & Certifications	2,300	2,500	200	9%	
Training, Conferences & Travel	19,500	15,000	(4,500)	-23%	Some trainings cancelled
Training - Reimbursable	37,000	17,000	(20,000)	-54%	Less trainings scheduled than anticipated
Advertising & Public Education	1,700	1,700	0	0%	
Claims	-	1,000	1,000	1000%	Vehicle accident insurance claim
TOTAL OTHER	\$ 146,400	\$ 121,300	\$ (25,100)	-17%	
Debt Service - 58XXX					
Interest on Long Term Debt	-	-	-	0%	
Principal on Long Term Debt	-	-	-	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,416,305	\$ 1,583,210	\$ 166,905	12%	
Admin Transfer Out	\$ 156,580	\$ 154,560	\$ (2,020)	-1%	
GRAND TOTAL WITH ADMIN	\$ 1,572,885	\$ 1,737,770	\$ 164,885		
Capital Outlay - 57XXX					
Community Center Improvements	4,000	4,000	0	0%	Not needed
Training/Admin Parking Lot	277,000	359,000	82,000	30%	Rollover from last FY
Infrared UAV	15,000	12,062	(2,938)	-20%	Project Completed under budget
TOTAL CAPITAL OUTLAY	\$ 296,000	\$ 375,062	\$ 79,062	27%	
GRAND TOTAL WITH CAPITAL	\$ 1,868,885	\$ 2,112,832	\$ 243,947		

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees					
Community Center	5,000	5,000	-	0%	
Baseball	2,000	1,500	(500)	-25%	
Park	5,500	6,500	1,000	18%	Trending higher
Tennis/Pickleball	500	500	-	0%	
TOTAL FEES	\$ 13,000	\$ 13,500	\$ 500	4%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 35,700	\$ 35,800	\$ 100	0%	
Property Assessments	126,700	126,700	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 162,400	\$ 162,500	\$ 100	0%	
Grants & Donations					
Grant Revenue	75,200	83,000	\$ 7,800	10%	Rollover unused grant from last FY
Donation Revenue	18,500	18,000	(500)	-3%	
TOTAL GRANTS & DONATIONS	\$ 93,700	\$ 101,000	\$ 7,300	8%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Lease Revenue	-	1,200	\$ 1,200	1200%	New Snack Shack Lease
Interest Revenue	5,000	13,500	8,500	170%	Trending Higher
TOTAL OTHER REVENUE	\$ 5,000	\$ 14,700	\$ 9,700	194%	
GRAND TOTAL REVENUE	\$ 274,100	\$ 291,700	\$ 17,600	6%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 274,200	\$ 291,800	\$ 17,600		

Twain Harte Community Services District
 2025-2026 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 17,718	\$ 17,149	\$ (569)	-3%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	250	250	-	0%	
Uniform Allowance	-	-	-	0%	
Cell Phone Stipend	144	144	-	0%	
TOTAL SALARIES	\$ 18,362	\$ 17,793	\$ (569)	-3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 8,472	\$ 8,827	\$ 355	4%	
HRA Reimbursement	2,248	2,248	\$ -	0%	
CALPERS Retirement	1,754	1,702	\$ (52)	-3%	
FICA	1,138	1,103	\$ (35)	-3%	
Medicare	266	258	\$ (8)	-3%	
Workers Comp	400	280	\$ (120)	-30%	
Unemployment Ins/ETT	54	54	\$ -	0%	
TOTAL BENEFITS	\$ 14,333	\$ 14,472	\$ 139	1%	

Twain Harte Community Services District
 2025-2026 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Community Center	1,400	1,400	-	0%	
Baseball Field	4,200	4,200	-	0%	
Park	10,100	10,600	500	5%	
Tennis Courts	2,900	900	(2,000)	-69%	Tennis Improvement Project decreased maint.
Landscaping Services	-	-	-	0%	
Janitorial/Cleaning Services	-	-	-	0%	
Equipment Under \$5,000			-	0%	
Community Center	500	500	-	0%	
Baseball Field	1,000	1,000	-	0%	
Park	1,000	3,000	2,000	200%	Speed bump striping / vandalized light replacement
Tennis Courts	1,600	3,100	1,500	94%	Need to replace/add fence screens
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 23,200	\$ 25,200	\$ 2,000	9%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,900	\$ 2,500	\$ 600	32%	
TOTAL MATERIALS & SUPPLIES	\$ 1,900	\$ 2,500	\$ 600	32%	
Outside Services - 55XXX					
Engineering Services	\$ 4,700	\$ 4,700	\$ -	0%	
TOTAL OUTSIDE SERVICES	\$ 4,700	\$ 4,700	\$ -	0%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Other - 56XXX					
Utilities					
Community Center	2,500	2,400	(100)	-4%	
Baseball Field	8,500	8,500	-	0%	
Park	11,900	12,000	100	1%	
Phone/Communications	700	800	100	14%	
Computer Licenses & Maintenance	-	-	-	0%	
Property/Liability Insurance	5,700	4,700	(1,000)	-18%	Less than anticipated
Advertising & Public Education	6,500	6,500	-	0%	
TOTAL OTHER	\$ 35,800	\$ 34,900	\$ (900)	-3%	
GRAND TOTAL EXPENSES	\$ 98,295	\$ 99,565	\$ 1,270	1%	
Admin Transfer Out	\$ 86,989	\$ 85,867	\$ (1,122)		
GRAND TOTAL WITH ADMIN	\$ 185,284	\$ 185,432	\$ 148	0%	
Capital Outlay - 57XXX					
Tennis/Pickleball Court Expansion	\$ 120,000	\$ 120,000	\$ -	0%	
Bocce Court Restoration			\$ -	0%	
Community Center Improvements	\$ 4,000	\$ 4,000	\$ -	0%	Not Needed
TH Meadows Park	\$ 75,200	\$ 75,200	\$ -	0%	Rollover from last FY
Skate Park Improvements	\$ 15,000	\$ 15,000	\$ -	0%	
Snack Shack Roof Replacement	\$ 10,000	\$ 10,300	\$ 300	3%	
TOTAL CAPITAL OUTLAY	\$ 224,200	\$ 224,500	\$ 300	0%	
GRAND TOTAL WITH CAPITAL	\$ 409,484	\$ 409,932	\$ 448	0%	

Twain Harte Community Services District
 2025-2026 Mid-Year Budget Adjustment
ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 434,336	\$ 425,754	(8,582)	-2%	Employee changes different than budgeted
Uniform Allowance	0	0	0	0%	
Sick Leave/Vacation Pay	10,000	10,000	0	0%	
Director Stipends	8,880	8,880	0	0%	
Cell Phone Stipend	259	259	0	0%	
TOTAL SALARIES	\$ 453,476	\$ 444,893	\$ (8,582)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 115,941	\$ 105,387	\$ (10,555)	-9%	Employee changes different than budgeted
HRA Reimbursement	31,778	28,153	(3,625)	-11%	Employee changes different than budgeted
Retirement	77,520	87,845	10,325	13%	Employee changes different than budgeted
FICA	26,359	25,827	(532)	-2%	
Medicare	7,050	6,939	(112)	-2%	
Workers Comp	4,700	4,124	(576)	-12%	
Unemployment Ins/ETT	865	1,200	335	39%	
TOTAL BENEFITS	\$ 264,214	\$ 259,474	\$ (4,739)	-2%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 800	\$ (700)	-47%	
Facilities Maintenance & Repair	4,000	4,100	100	3%	
Janitorial/Cleaning Services	700	700	0	0%	
Fuel	1,800	1,600	(200)	-11%	
Equipment Under \$5,000	5,200	6,700	1,500	29%	New Scanners needed for digitizing files
TOTAL EQUIP, AUTO, MAINT & REPAIR	\$ 13,200	\$ 13,900	\$ 700	5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,400	\$ 2,400	\$ -	0%	
Postage	1,400	1,000	(400)	-29%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 4,200	\$ 3,800	\$ (400)	-10%	

Twain Harte Community Services District
2025-2026 Mid-Year Budget Adjustment

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	25/26 Proposed	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 29,000	\$ 31,500	\$ 2,500	9%	More accounting consulting due to late hire of accountant
Legal Fees	6,000	4,500	(1,500)	-25%	Trending lower
IT Services	4,000	3,500	(500)	-13%	
Medical Exams	0	300	300	300%	
Other Professional Services	\$ 3,300	\$ 3,200	(100)	-3%	
TOTAL OUTSIDE SERVICES	\$ 42,300	\$ 43,000	\$ 700	2%	
Other - 56XXX					
Utilities	\$ 8,900	\$ 8,600	\$ (300)	-3%	
Phone/Communications	4,800	4,400	(400)	-8%	
Software Licenses & Maintenance	24,000	26,400	2,400	10%	Added software for asset management/digitized records
Property/Liability Insurance	16,000	15,800	(200)	-1%	
Dues & Memberships	7,700	7,900	200	3%	
Licenses & Certifications	700	1,000	300	43%	
Training, Conferences & Travel	27,900	27,500	(400)	-1%	
Advertising & Public Education	1,500	1,500	0	0%	
Bank/Investment Fees	1,000	500	(500)	-50%	
TOTAL OTHER	\$ 92,500	\$ 93,600	\$ 1,100	1%	
GRAND TOTAL EXPENSES	\$ 869,890	\$ 858,667	\$ (11,222)	-1%	
Admin Transfer Out	\$ (869,890)	\$ (858,667)	\$ (11,222)		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt proposed revisions to Policy #3015 – Investment Policy		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Adopt proposed revisions to Policy #3015 – Investment Policy

SUMMARY:

Section 3015.100 of District Policy #3015 (Investment Policy) requires the Board to conduct an annual review of the Investment Policy, unless an investment program pursuant to the policy is not currently in place. The District currently does not have an investment program in place and, therefore, is not required to review the Policy.

Nevertheless, the Board’s Finance/Policy Committee reviewed the Policy and recommends a minor update. The proposed change is as follows:

- Update Figure 1 in Attachment A, “Allowable Investment Instruments per State Government Code,” to reflect the most current version of the California Local Agency Investment Guidelines.

No other changes to the Policy are proposed at this time.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #3015 – Investment Policy – REDLINE VERSION
- Policy #3015 – Investment Policy – CLEAN VERSION

TWAIN HARTE COMMUNITY SERVICES DISTRICT Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15, 11/13/19, 1/12/22
LAST AMENDED: ~~January 12, 2022~~ January 14, 2026

3015.10 INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

3015.20 AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g., percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

3015.30 SCOPE

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

3015.40 OBJECTIVES

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance, the three principles are:

1. **Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.
3. **Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

3015.51 Prudence - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

3015.52 Conflicts of Interest - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

3015.60 SAFEKEEPING

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

3015.70 DIVERSIFICATION

Investments will be diversified to avoid losses that may be associated with any one investment.

3015.80 REPORTING REQUIREMENTS

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented.

The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

II. INVESTMENT CONSULTANT RESPONSIBILITIES

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)^A APPLICABLE TO ALL LOCAL AGENCIES^B

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^E	None	53601(g)
Commercial Paper—Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(c)
Commercial Paper— Pooled Funds ^I	270 days or less	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^J	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^K	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^K	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M	53601(j)
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^O	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^P	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^Q	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^T	N/A	None	None	16340
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2025)^a APPLICABLE TO ALL LOCAL AGENCIES^b

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations– CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper–Non-Pooled Funds ^f (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper–Non-Pooled Funds ^f (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper–Pooled Funds ^f	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ⁱ	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^j	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^h	53601(j)
Medium-Term Notes ^o	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20% ^p	Multiple ^{q, r}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^s	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities ^t	5 years or less ^t	20%	"AA" rating category or its equivalent or better ^t	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^j	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^v	N/A	None	None	16340
Supranational Obligations ^w	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

FROM CA LOCAL AGENCY INVESTEMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

- ^A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- ^B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- ^G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- ^H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- ^I Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- ^J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^K Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- ^L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ^N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- ^O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- ^S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

TABLE OF NOTES FOR FIGURE 1

- ^A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- ^B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^E No more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^F Applies to local agencies, other than counties or a city and county, with less than \$100 million of investment assets under management. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- ^G Local agencies, other than counties or a city and county, may purchase no more than 10% of the outstanding commercial paper and medium-term notes of any single issuer.
- ^H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization.
- ^I Applies to counties or a city and county, and the City of Los Angeles that have \$100 million or more of investment assets under management.
- ^J Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- ^K No more than 30% of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^L Effective January 1, 2020, no more than 50% of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30%. Investments made pursuant to 53635.8 remain subject to a maximum of 30% of the portfolio.
- ^M Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^N Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ^O "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- ^P No more than 10% invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^Q A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^R A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^S Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- ^T Security types authorized under Section 53601(o) that are issued or guaranteed by an issuer identified in subdivisions (b) or (f), are not subject to the limitations placed on privately issued securities authorized in Section 53601(o)(2)(A)(B).
- ^U A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^V Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^W Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15, 11/13/19, 1/12/22
LAST AMENDED: January 14, 2026

3015.10 INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

3015.20 AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g., percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

3015.30 SCOPE

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

3015.40 OBJECTIVES

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance, the three principles are:

1. **Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.
3. **Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

3015.51 Prudence - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

3015.52 Conflicts of Interest - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

3015.60 SAFEKEEPING

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

3015.70 DIVERSIFICATION

Investments will be diversified to avoid losses that may be associated with any one investment.

3015.80 REPORTING REQUIREMENTS

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented.

The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

II. INVESTMENT CONSULTANT RESPONSIBILITIES

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2025)^a APPLICABLE TO ALL LOCAL AGENCIES^b

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations– CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper–Non-Pooled Funds ^f (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper–Non-Pooled Funds ^f (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper–Pooled Funds ^f	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ⁱ	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^j	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^h	53601(j)
Medium-Term Notes ^o	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20% ^p	Multiple ^{q, r}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^s	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities ^t	5 years or less ^t	20%	"AA" rating category or its equivalent or better ^t	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^j	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^v	N/A	None	None	16340
Supranational Obligations ^w	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

FROM CA LOCAL AGENCY INVESTEMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

- ^A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- ^B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^E No more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^F Applies to local agencies, other than counties or a city and county, with less than \$100 million of investment assets under management. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- ^G Local agencies, other than counties or a city and county, may purchase no more than 10% of the outstanding commercial paper and medium-term notes of any single issuer.
- ^H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization.
- ^I Applies to counties or a city and county, and the City of Los Angeles that have \$100 million or more of investment assets under management.
- ^J Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- ^K No more than 30% of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^L Effective January 1, 2020, no more than 50% of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30%. Investments made pursuant to 53635.8 remain subject to a maximum of 30% of the portfolio.
- ^M Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^N Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ^O "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- ^P No more than 10% invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^Q A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^R A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^S Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- ^T Security types authorized under Section 53601(o) that are issued or guaranteed by an issuer identified in subdivisions (b) or (f), are not subject to the limitations placed on privately issued securities authorized in Section 53601(o)(2)(A)(B).
- ^U A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^V Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^W Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06D	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #4010 – General Duties of the Board of Directors		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept the annual review of Policy #4010 – General Duties of the Board of Directors.

SUMMARY:

Section 4010.40 of District Policy #4010 (General Duties of the Board of Directors) requires the Board to perform an annual review of the Policy for refresher training and self-evaluation. The Board's Finance/Policy Committee reviewed the Policy and recommends that no changes be made at this time.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #4010 – General Duties of the Board of Directors

TWAIN HARTE COMMUNITY SERVICES DISTRICT
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POLICY TITLE: General Duties of the Board of Directors
POLICY NUMBER: 4010
ADOPTED: September 17, 1996
AMENDED: April 14, 2011
LAST AMENDED: September 15, 2021

4010.10 PURPOSE

The Board of Directors serves as the governing body for the District. This policy sets forth some of the general duties required of the Board of Directors in carrying out governance of the District.

4010.20 CORPORATE DUTIES

As a corporate governing body, the Board of Directors are responsible to:

1. Establish the District's mission, vision and strategic objectives.
2. Formulate, adopt and review policies and ordinances that govern the operations of the District.
3. Conduct District business for the public benefit in an ethical and transparent manner, abiding by the requirements of the Ralph M. Brown Act, conflict of interest laws, and ethics laws.
4. Appoint a General Manager to implement the District's policies, carry out the District's mission and accomplish strategic objectives.
5. Review and adopt an annual budget that is fiscally responsible and provides sufficient resources to accomplish the District's mission.
6. Monitor the District's financial condition and plan for long term financial sustainability.

4010.30 INDIVIDUAL DUTIES

Individual Directors are responsible to:

1. Exercise independent judgment on behalf of the interests of the entire District,

including residents, property owners, and the public as a whole.

2. Engage with the community to best understand needs and assist in building positive community relations.
3. Represent the District at public and agency meetings and gatherings.
4. Keep the General Manager informed of community reaction to the District's services.
5. Attend regular, special and emergency meetings of the Board of Directors and any assigned committee meetings of the Board of Directors.
6. Prepare themselves to effectively discuss agenda items at meetings of the Board of Directors and to seek any needed information from the General Manager.
7. Study methods of improving District services and attend training classes to build knowledge and improve performance as a Director.

4030.40 ANNUAL REVIEW

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06E	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #4030 – Code of Ethics and Conduct		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Accept the annual review of Policy #4030 – Code of Ethics and Conduct.

SUMMARY:

Section 4030.30 of District Policy #4030 (Code of Ethics and Conduct) requires the Board to perform an annual review of the Policy for refresher training and self-evaluation. The Board's Finance/Policy Committee reviewed the Policy and recommends that no changes be made at this time.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #4030 – Code of Ethics and Conduct

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics and Conduct
POLICY NUMBER: 4030
ADOPTED: September 17, 1996
AMENDED: 3/10/2011, 3/12/2015
LAST AMENDED: September 15, 2021

4030.10 PURPOSE

The Board of Directors of the Twain Harte Community Services District is committed to providing excellence in legislative leadership to its constituents. This policy sets forth requirements for the Board of Directors to ensure that their service to the public and staff is conducted in a professional, reliable, responsible, and transparent manner.

4030.20 PRACTICES AND VALUES

The Board of Directors shall be committed to the following practices and values:

1. At all times, conduct yourself with courtesy and respect toward other Directors, staff, agencies and members of the public.
2. Always consider the District's mission, vision, and values when evaluating and making decisions.
3. Act with independent judgment for the good of the District as a whole.
4. Focus on policy creation rather than policy implementation.
5. Maintain an open mind, looking to learn from others. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions.
6. In meetings, be present and listen attentively to the public, staff and other Directors.
7. Always provide opportunity for all members of the public to take part in District decision-making.
8. Respect and follow the rules and procedure set forth in the Board Meeting Conduct Policy.

9. Once the Board of Directors makes a collective action, commit to supporting the decision even if you voted against it.
10. Understand that it takes a quorum to act on behalf of the District - no Director can act on behalf of the District by himself or herself.
11. Seek the knowledge, skills and information needed to improve decision-making:
 - A. Refer requests for information items to the appropriate department head or General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge.
 - B. Refer requests for clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming directly to the General Manager.
 - C. Request attendance of applicable training courses by contacting the Board President and General Manager.
12. Report concerns and other important information to staff in a timely manner.
 - A. Report concerns related to safety or hazards directly to the General Manager or appropriate department head. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - B. Report community concerns to the General Manager or appropriate department head.
13. Respect the chain of command.
 - A. Direct all concerns regarding District operations and staff to the General Manager.
 - B. When presented with inquiries from District staff, direct such inquiries to the General Manager.
14. Respond to constituent requests in a courteous, professional, positive and timely manner; routing questions through the appropriate channels and to the responsible management personnel.

4030.30 ANNUAL REVIEW

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	06F	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action regarding semi-annual review of the District's Strategic Plan.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None. Board may propose changes to the Strategic Plan based on review/discussion.

SUMMARY:

The Board has set a standard practice to review the District's Strategic Plan on a semi-annual basis, at a minimum. The purpose of these reviews is to maintain familiarity with the plan's strategic goals and objectives, determine whether the strategic goals and objectives continue to capture the District's top priorities, and assess progress.

A progress report is provided in July of each year, capturing the progress made during the previous fiscal year. There is no report provided with this review. Instead, Board members are to review the Strategic Plan to maintain familiarity and discuss the following questions:

1. Are the six strategic goals still the top six priorities for the District?
2. Are the objectives for each goal still relevant?
3. Should any objectives be added to the strategic goals or modified based on new events, circumstances or knowledge?
4. Are there goals or objectives that should be given greater priority?

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- 2025 Strategic Plan

Twain Harte Community Services District



STRATEGIC PLAN

Adopted:
June 11, 2025

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Plan Revisions

Date	Description of Change



1.0 Introduction

Purpose

This Strategic Plan (Plan) exists to empower the Twain Harte Community Services District (District) to accomplish its mission by providing vision and specific objectives for the next five years.

The Plan was formed in 2025 by the District’s Board of Directors and staff with the understanding that it is a living document that will be reviewed regularly and revised as needed to better serve the District and the Twain Harte community. The Plan was purposefully fashioned as a succinct, workable document so that it can be easily used to:

- Measure District success
- Generate focused work plans
- Adopt comprehensive, goal-oriented budgets
- Communicate District values and direction to the community

History

The Twain Harte Community Services District was formed on August 1, 1996, to provide water, sewer, park and recreation, fire protection, and hydroelectric services to the Twain Harte community. Its formation resulted in the consolidation of three districts whose service to the community dates as far back as 1935 – Twain Harte Fire Protection District, Tuolumne County Water District No. 1 and Twain Harte Recreation and Park District.



Services

The District currently provides services to 1,587 customers made up of 1,493 residential customers and 94 commercial/agency customers. It is governed by an elected five-member Board of Directors and is operated by a 16-member staff with assistance from approximately 10 volunteers. The District’s annual revenue is approximately \$5 million,

comprised of water/sewer rates and charges, property taxes and special assessments. District services are generally described as follows:

- **Water:** The District provides treated water to all of its customers. Raw water stored in Lyons Reservoir is transported to the District via an open ditch system and is purchased from the Tuolumne Utilities District. The water is treated at the District's



water treatment plant (one million gallons per day capacity), pumped through two pump stations, distributed through approximately 25 miles of pipeline and stored in six storage tanks (totaling 2.5 million gallons of storage). The District also owns and operates three groundwater wells to provide water supply reliability and Shadybrook Reservoir, which serves as an emergency water supply source.

- **Sewer:** The District owns and operates a wastewater collection system consisting of approximately 21 miles of sewer mains. All wastewater collected by the District is conveyed to Tuolumne Utilities District for treatment. The Sherwood Forest subdivision is the only area within the District that utilizes individual septic systems to treat wastewater.



- **Fire Protection:** The District provides fire protection and rescue services to the District and the greater Twain Harte area through mutual aid contracts with nearby cooperating fire agencies. With full-time staffing, three engines and a centrally located fire station, the District is able to provide emergency response in less than five minutes.



- **Park and Recreation:** The District operates and maintains several facilities to serve the communities' recreation needs – tennis courts, baseball field, bocce courts, skateboard park, playground, outdoor stage, walking trail and Community Center building.



- **Hydroelectric:** The District owns a 27-kilowatt hydroelectric generator located at Shadybrook Reservoir. The generator is not currently used due to lack of water.

2.0 Mission, Vision, Values



Mission

To provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner.

Vision

To lead the way in providing services that protect and enhance our community's quality of life.



Values

We value and strive for excellence in:

Quality of Life

Continual Improvement

Collaborative Relationships

Fiscal Responsibility

Integrity & Transparency

Reliability & Sustainability

Asset & Resource Management

A Safe & Positive Work Environment



Customer Service & Relationships

Community Education & Involvement

Professional, Proactive & Innovative Leadership

3.0 Goals & Objectives

The District identified six strategic focus areas to accomplish its vision:

1. Infrastructure Improvement
2. Fire Safety
3. Recreational Growth
4. Partnerships & Expanded Services
5. Community Involvement
6. Revenue & Resource Enhancement

1. INFRASTRUCTURE IMPROVEMENT	
GOAL	
<i>Complete projects that replace or upgrade aging infrastructure and improve operational efficiency.</i>	
OBJECTIVES	
<input type="checkbox"/> 1.1	Complete a water system pressure zone upgrade project to improve low pressures, water quality and system efficiency.
<input type="checkbox"/> 1.2	Upgrade and expand SCADA system to improve monitoring and control of water and sewer system.
<input type="checkbox"/> 1.3	Replace or reline 1 mile of sewer line that is either prioritized in the District’s sewer system assessment or has frequent operational issues.
<input type="checkbox"/> 1.4	Replace all remaining galvanized iron pipe in the water system.
<input type="checkbox"/> 1.5	Relocate/upgrade degraded waterlines and meters in Sherwood Forest that do not serve customers from a public street.
<input type="checkbox"/> 1.6	Replace 3 to 5 water service lines per year that have either have a leak history, are located in a high risk area, or are inadequate materials.
<input type="checkbox"/> 1.7	Replace 1 to 2 substandard wharf head fire hydrants per year.
<input type="checkbox"/> 1.8	Develop/expand a proactive leak monitoring and detection program.
<input type="checkbox"/> 1.9	Improve GIS water and sewer system mapping accuracy with GPS, ground surveys and as-built drawing review.
<input type="checkbox"/> 1.10	Utilize and expand GIS system capabilities to improve maintenance tracking and operational efficiency.

2. FIRE SAFETY	
GOAL	
<i>Augment Fire Division staffing levels, strengthen community education and promote District-wide vegetation management to enhance fire safety.</i>	
OBJECTIVES	
<input type="checkbox"/> 2.1	Establish a staffing model with two trained, full-time employees on each shift.
<input type="checkbox"/> 2.2	Partner with the Highway 108 Fire Safe Council, agencies, local businesses and community members to promote and/or undertake vegetation management projects along roadways and on high risk properties in and surrounding the District.
<input type="checkbox"/> 2.3	Improve and expand the District’s live fire training facilities.
<input type="checkbox"/> 2.4	Promote and host at least two regional fire trainings each year.
<input type="checkbox"/> 2.5	Work with the Twain Harte Area CERT to hold at least two community fire and safety educational trainings each year.
<input type="checkbox"/> 2.6	Actively encourage and assist with the formation of Firewise Communities in the District.
<input type="checkbox"/> 2.7	Establish a Fire Explorer program.
<input type="checkbox"/> 2.8	Conduct one tabletop fire training exercise each year with both water and fire personnel.

3. RECREATIONAL GROWTH

GOAL

Develop recreation programs and establish new or expanded park facilities to improve quality of life.

OBJECTIVES

<input type="checkbox"/> 3.1	Upgrade the existing wooden playground structure to include new play opportunities.
<input type="checkbox"/> 3.2	Explore options to install turf on the baseball field infield to improve safety and expand use options to all ages and softball.
<input type="checkbox"/> 3.3	Work with Tuolumne County to evaluate the possibility of the District offering improved aquatic recreation services to the community.
<input type="checkbox"/> 3.4	<p>Identify and recruit businesses and community partners to offer recreation services at District facilities.</p> <p>IDEAS:</p> <ul style="list-style-type: none"> • Tennis lessons/camps • Yoga/dance/martial arts (indoor or outdoor) • Baseball training camps • Art lessons
<input type="checkbox"/> 3.5	<p>Identify and implement any community recreation programs that can be conducted by District staff.</p> <p>IDEAS:</p> <ul style="list-style-type: none"> • Tennis/pickleball/bocce community play times • Tournaments – bocce/pickleball/softball/tennis • League play – bocce/pickleball/tennis/softball • Art in the park • Movies in the pavilion/community center
<input type="checkbox"/> 3.6	Research options for youth indoor recreation.
<input type="checkbox"/> 3.7	Install umbrellas at Meadows Park picnic areas to promote gathering while shade trees continue to grow.
<input type="checkbox"/> 3.8	Add movie playing capabilities to Community Center.
<input type="checkbox"/> 3.9	Install permanent decorative lighting on Eproson Park and Twain Harte Meadows Park buildings.
<input type="checkbox"/> 3.10	Explore options to improve the community garden.

4. PARTNERSHIPS & EXPANDED SERVICES

GOAL

Explore and cultivate partnerships with agencies, community groups and businesses to improve and expand services.

OBJECTIVES

<input type="checkbox"/> 4.1	Partner with the local Little League to improve the baseball field.
<input type="checkbox"/> 4.2	Explore partnerships with Summerville High School and local Boy Scout troops to complete senior projects and Eagle Scout projects that improve the community.
<input type="checkbox"/> 4.3	Evaluate partnerships with nearby fire agencies to improve services and staffing.
<input type="checkbox"/> 4.4	Explore resource-sharing partnerships with other agencies to improve services, efficiency or revenue.
<input type="checkbox"/> 4.5	Partner with community groups and businesses to evaluate installation of downtown lighting and activation of the District’s latent power to provide ongoing lighting services.
<input type="checkbox"/> 4.6	Explore partnerships with Tuolumne County to improve and stabilize library services in Twain Harte.
<input type="checkbox"/> 4.7	Reach out to local schools, Columbia College and volunteers to explore use of park facilities for tutoring youth or offering educational programs.
<input type="checkbox"/> 4.8	Partner with Tuolumne County and community members to help improve road conditions in the District. IDEAS: <ul style="list-style-type: none"> • Educate about County Service Areas • Contract County crews to perform water/sewer road repairs
<input type="checkbox"/> 4.9	Pursue partnerships with active/retired contractors to create a youth mentoring program through construction of community projects.
<input type="checkbox"/> 4.10	Explore partnerships and grants to improve walking and/or biking trails in the community.
<input type="checkbox"/> 4.11	Collaborate with community partners to seek options to improve parking for park facility events in the downtown area.

5. COMMUNITY INVOLVEMENT

GOAL

Develop and implement communication and outreach strategies that encourage active community participation.

OBJECTIVES

<input type="checkbox"/> 5.1	Involve the community in the design of the new playground upgrade.
<input type="checkbox"/> 5.2	Hold an art competition to select an artist to paint the skate park.
<input type="checkbox"/> 5.3	<p>Develop a list of community projects (one-time and ongoing) that can be undertaken with community volunteers.</p> <p>IDEAS:</p> <ul style="list-style-type: none"> • Community weeding day at TH Meadows (w/live music) • Annual trail cleanup • Play structure build • Skate Park improvements
<input type="checkbox"/> 5.4	Expand social media communication and outreach by utilizing two social media platforms in addition to Facebook.
<input type="checkbox"/> 5.5	Participate in at least one parade each year.
<input type="checkbox"/> 5.6	Set up a booth at two community events per year to educate and gather community input.
<input type="checkbox"/> 5.7	<p>Sponsor or co-sponsor one community event per year.</p> <p>IDEAS:</p> <ul style="list-style-type: none"> • Bocce invitational tournament
<input type="checkbox"/> 5.8	Set up a booth in park facilities during peak use at least twice per year to educate and gather community input.
<input type="checkbox"/> 5.9	Promote local businesses through competitions for compliance, education or other District related activity.
<input type="checkbox"/> 5.10	Develop outreach methods that effectively reach people where they are instead of asking them to attend District events.

6. REVENUE & RESOURCE ENHANCEMENT

GOAL

Establish and strengthen new and existing revenue streams and resources to improve services with minimal customer impact.

OBJECTIVES

<input type="checkbox"/> 6.1	Apply for grants to accomplish strategic objectives and other District projects and activities.
<input type="checkbox"/> 6.2	Explore endowment and other funds at Sonora Area Foundation that would enable private investors to fund community projects and/or ongoing maintenance of public facilities.
<input type="checkbox"/> 6.3	Hold fundraiser events/programs to enable the District to construct park projects, conduct recreation programs or provide new services.
<input type="checkbox"/> 6.4	Pursue opportunities for businesses to lease out the snack shack on a regular basis.
<input type="checkbox"/> 6.5	Promote District fire training facilities for rental by outside agencies.
<input type="checkbox"/> 6.6	Recruit events to be held at District park facilities. IDEAS: <ul style="list-style-type: none"> • Weddings • Tournaments – baseball, bocce, pickleball, tennis • Movies in the park • Concerts • Food truck/Live music events
<input type="checkbox"/> 6.7	Develop add-on rental item options for park facility rentals to enhance customer experience and improve revenue. IDEAS: <ul style="list-style-type: none"> • Coffee for Community Center Events • Cornhole Toss
<input type="checkbox"/> 6.8	Develop fees for staff to perform private sewer lateral inspection and private leak detection for homeowners and plumbers.
<input type="checkbox"/> 6.9	Construct pre-fabricated, pre-approved sewer cleanouts to sell to customers and plumbers.
<input type="checkbox"/> 6.10	Evaluate the cost/benefit of procuring fire equipment and seasonal resources to deploy on mutual aid wildfire assignments.

<input type="checkbox"/> 6.11	Evaluate the cost/benefit of procuring a water truck capable of assisting with water/sewer operations and wildfire assignments.
<input type="checkbox"/> 6.12	Explore the use of solar to produce revenue or strengthen existing revenue streams by decreasing ongoing costs.
<input type="checkbox"/> 6.13	Promote customer registration and use of online water/sewer billing accounts, with a goal of 50% of customers registered.

4.0 Plan Review, Revisions & Reporting

The District will review this Plan on a semi-annual basis to ensure that the Plan continues to be accurate and best serve the needs of the District. Plan revisions may be made at any time. All revisions must be approved by the Board of Directors. A record of revisions will be kept on the Table of Contents page.

At the end of each fiscal year, the General Manager will prepare a brief report for the Board of Directors summarizing the progress that has been made toward attaining the District’s goals and objectives. Reports will be included in the Appendix of this Plan.

APPENDIX A: Progress Reports

A brief description of the District's annual accomplishments is listed below each objective.



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	07A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	President and Board member reports.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	07B	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Fire Chief's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

December 2025

Operations Report

Fire Division



MERRY CHRISTMAS

HAPPY NEW YEAR



December Staffing

Full-Time Captains-2

Full Time Engineer-3

Intern Operator-1

Reserve Firefighters-2

Intern Firefighters-6



Facilities



Big thanks to Captain Mark Slater for his hard work and dedication in installing the permanent lighting at Station One. Anyone who knows Captain Slater knows his love for Christmas—this project was truly a perfect fit. We appreciate the time and effort he put into making Station One shine year-round.



December Training Hours-115



December Incidents



On December 21, at approximately 7:00 a.m. Engine 721 responded to a reported residential structure fire in the Longeway Road area of Tuolumne County. Upon arrival, E-721 personnel found an active fire involving a residential structure and immediately assisted with fire suppression operations. Crews worked alongside responding agencies to contain and extinguish the fire, helping to prevent further damage to the surrounding area.



Annual Awards



Engineer Jacory Payton



Engineer Kaleb Trine

The Twain Harte Fire Department is proud to announce that Engineer Jacory Payton has been selected as the 2025 recipient of the Paul Waite Memorial Award. This award is presented annually to an individual who exemplifies exceptional dedication, professionalism, and service to the department and community. Engineer Payton was selected in recognition of his consistent leadership, strong work ethic, and unwavering commitment to the values and traditions of the Twain Harte Fire Department.

Additionally, Engineer Kaleb Trine has been named the 2025 Firefighter of the Year. This honor is awarded to a member who demonstrates outstanding performance, teamwork, and service excellence throughout the year. Engineer Trine was chosen for his operational excellence, positive attitude, and willingness to go above and beyond in support of both his fellow firefighters and the community we serve.

Both recipients represent the highest standards of service, integrity, and professionalism, and their contributions continue to impact the Twain Harte Fire Department and the community positively.



December 2025 Incidents by Type- 51



EMS Incidents-35



Fires-1



Public Service Assist-6



Emergency Standby-4



False Alarms-5

Incident Response by Districts

November 2025



Twain Harte District 44%



Tuolumne County Fire 55%



Mi-Wuk Sugar Pine FPD 1-%

418

WINKER

M

400

MONTHLY UPDATE

January 2026

PIO: Mary Schreiner
Editor: Casey Headrick
Proofreader: Lise Lemonnier

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

TWAIN HARTE AREA



SERVING OUR COMMUNITY



Write it on your heart
that every day
is the best day in the year.
-Ralph Waldo Emerson-

THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD General Manager



GM REPORT

December 10, 2025



ADMIN ACTIVITIES

- Mid-Year Budget Preparation
- TH Meadows Christmas Tree/Pavilion Lighting
- Sewer System Management Plan Update
- Project Management: Pickleball/Office/Ballfield
- Stormwater Grant Administration
- DWR Grant Administration- Fill Station/SCADA

MEETINGS OF INTEREST

- 11/13 DWR Water Fill Station Tour
- 11/14 Annual Audit Visit
- 11/19 IRWM Tour of TH Stormwater Project
- 11/19 DWR Million Gallon Tank & Valve Tour
- 11/21 MCWRA Fall Water Forum

CAPITAL PROJECTS

Eproson Park Ballfield & Turf Improvements

\$50,000

Grant-funded regrading/resurfacing of the ballfield has begun. Work will also include replacing the outdoor stage grass with resilient, drought tolerant turf and filling the storm drain sink holes. Work is anticipated to be complete this month.

Pickleball Court Improvements

Budget: \$120,000

The concrete overlay, stairs, surface and edging have been completed. Pathway improvements are in process and the courts are anticipated to be re-opened this month.

Manzanita Court Waterline Replacement

Budget: \$125,000

A contract has been awarded to replace 300' of degraded iron waterline. Construction is anticipated to be complete this winter.

Cresta Sewer Replacement

Budget: \$325,000

A contract has been awarded to replace 955' of high-risk sewer line. Construction has begun and should be complete this winter.

SCADA System Improvements

Budget: \$645,000

A preliminary radio survey revealed that system communications will require further study prior to design. Once completed, an RFP will be issued for project design for a system that provides remote monitoring and control of the District's water treatment plant, pump stations, tanks and lift stations.

PLANNING PROJECTS

Sewer System Management Plan Update

Staff completed the District SSMP update, which establishes practices to prevent sewer overflows.

5-Year Sewer System Improvements

While pursuing grants to compete the \$4.5M TH Sewerline Project, which replaces 2.2 miles of the District's highest risk sewer lines, staff is planning smaller, cost-effective project phases to replace and reline high-risk lines starting this year.

FUNDING OPPORTUNITIES

PG&E WILDFIRE PREVENTION GRANT - \$50K
Facility Fuels Reduction / UNSUCCESSFUL

VFC GRANT - \$38K
Structural PPE / AWARDED

WILDFIRE PREVENTION GRANT - \$950K
TH Cedar Pines Fuel Break / AWARD: Winter 2026

MULTIBENEFIT DROUGHT GRANT - \$135K
SCADA Project / AWARDED

IRWM PROP 1 DAC GRANT - \$125K
Water Fill Station / AWARDED

PROP 1 STORMWATER GRANT - \$340K
Fire Training & Admin Parking Lot / AWARDED

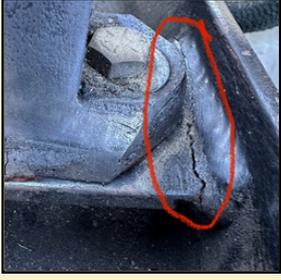
To learn more details, join us at our monthly THCSD board meetings.

TWAIN HARTE FIRE DEPARTMENT REPORT

by Neil Gamez, THFD Fire Chief



FLEET



Captain Slater and Engineer McNeal identified a crack in the cab-lift bracket on E-721.



Captain Slater and Engineer McNeal identified a broken air line on WT-721. It has been replaced.



Captain Slater and Engineer McNeal replaced the old and broken instrument gauges on E-721.



Staffing

Full-Time Captains: 2
 Full-Time Engineers: 2
 Intern Operator: 1
 Reserve Firefighters: 2
 Intern Firefighters: 6
 Nov. Training Hours: 165

Nov. Responses: 43

EMS Incidents: 21
 Fires: 4
 Public Service Assists: 11
 Emergency Standby: 5
 False Alarms: 2

Incident Responses

Twain Harte: 45%
 Tuolumne County Fire: 55%



THCSD WATER & SEWER REPORT

by Lewis Giambruno, THCSD Operations Manager



Operators Rick Diaz & Jason Karney installed a new sewer liftstation pump and a larger diameter conduit.



The T-Stan IRWMA (Tuolumne-Stanislaus Integrated Regional Water Management Authority) toured Meadows Park & Vantage Pointe Office Driveway project. They were also presented with County Storm Water Grant information about recent storm drain and Twain Harte School work.



Cleaned sections of the sewer collection system at the pre-holiday jetting locations.



Utility Worker Garrett Collum Leak repaired at Meadows Park



Operator Rick Diaz reinforcing the post office meter box lid.



Zukal Electric donated time to install power to the Christmas tree for lighting.

Not Pictured

- Large generators underwent their annual preventative maintenance
- The State of California DWR performed grant inspections for the coating of Million Gallon tank #2 and the SWTP influent valve
- Crews patrolled sewer benches during the storm events as well as runoff diversions at various locations, storm drain clearing at our facilities, & Twain Harte Meadows
- Grey water drain maintenance
- The sewer main wye was replaced on Blackhawk by a contractor replacing a lateral line
- PG&E cut power to parts of downtown without notification, impacting our parking lot lighting timers, and led to lights turning off and on at the wrong times. This has been corrected
- CCCs performed additional fire clearance work
- A minor Category 4 SSO occurred on Tamarack Dr. on Thanksgiving



New pressure pump installed at the Sherwood Forest pump house.

TOM TROTT, COMMUNITY EXCELLENCE AWARD

by Carol Hallett, THA-CERT Past Program Manager



This year's Community Excellence Award goes to someone who has quietly (and sometimes not-so-quietly) reshaped Twain Harte for the better: our very own General Manager of the Twain Harte Community Services District, Tom Trott.

Fire Chief Neal Gamez and past THA-CERT Program Manager Carol Hallett joined together to present Tom with the 2025 Excellence Award at the December THCS Board Meeting, praising him not just for what he's built, but for how he leads. The attendees erupted in applause the moment his name was called.

For over ten years, Tom has guided THCS with steady hands and relentless energy. He oversees a dedicated Board of Directors, an incredible office staff, the entire Twain Harte Fire Department, and our Water & Sewer operations.

On top of keeping the day-to-day running smoothly, Tom has personally secured and managed millions of dollars in grant funding that most small districts can only dream about. He doesn't just write the applications; he shepherds every project from concept to ribbon cutting. Because of Tom, we now enjoy:



- Twain Harte Meadows Park
- Bocce Ball Courts
- Upgrades to the Baseball Field
- Improved Fire Training Parking Lot & Water Fill Station
- Watershed project, which included a sidewalk in town & the school playground upgrades
- Upgraded pickleball and tennis courts
- Major wildfire fuel-reduction projects

...plus dozens of other improvements most of us use every day without realizing one person fought for every dollar.

Chief Gamez put it simply: "Tom doesn't just write the grants – he lives them. He's out there with the crews, checking plans, solving problems, and making sure the job gets done right. Our community is safer, prettier, and stronger because of him."

When Tom accepted the award, he deflected the praise exactly the way everyone expected: "I'm just fortunate to work with an incredible board, staff, and volunteers who trust me to go chase the money and then let me see it through. The real reward is watching kids play in the park we built or knowing our firefighters have the tools they need."

That's Tom Trott: the man who turns paperwork into parks, funding applications into fire safety, and long meetings into lasting legacies.

So next time you're walking through Twain Harte Meadows Park, smashing a pickle ball, or sleeping a little sounder knowing wildfire fuels are being cleared – tip your hat to Tom. Our 2025 Community Excellence Award recipient has earned every cheer we can give him.

Congratulations, Tom, from all of us who live, work, and play here because of the foundation you strengthen every single day: thank you. Twain Harte is lucky to have you at the helm.

CALL TO ACTION: FUNDRAISER COOKBOOK

by Carolee White, Training Officer



Happy Holidays to all! I hope you all had a lovely Christmas and are looking forward to a happy, prosperous, and productive new year.

Did you cook or bake any of your family's favorite recipes for the holiday or discover a new favorite? Are you willing to share those recipes with the world?

As you know by now, the THA-CERT is putting together a fundraiser cookbook with the intent to have it ready to sell this summer. In the last newsletter, I explained that we are still in need of over 40 more recipes to make this happen. I asked if you would please submit your favorite recipes to be included in our cookbook.

I also asked if anyone would be interested in helping me put the book together. So far, I have not received a single response.

So, here I am, asking again for you to share at least one recipe to be included in the cookbook.

A few more entrees would be fine, but we really need more in the other categories. Perhaps we could get some more soups and salads to make that a category . . . ?



Please send your recipes (please make sure they are legible) to me at – CPW.VolunteerWork@gmail.com. Include your name and any notes you may have about the recipe. If you have a good picture of the finished product, that would be awesome, but not required.

And if you could help me check all of the recipes, catalog them, and put together the cookbook, I would be grateful.

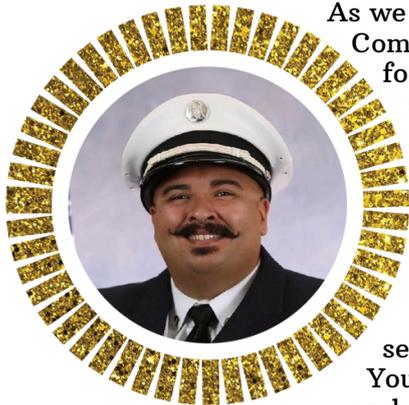
We currently have

- Entree/Casserole – 16
- Dessert – 6
- Appetizer / Side Dish - 4
- Baked Goods – 4
- Misc (soup, lunch, salad, marinade, beverage) – 7



LOOKING BACK AT 2025 AND AHEAD TO 2026

Thoughts from the Team



As we move into 2026, I want to recognize the outstanding work of the Twain Harte Community Emergency Response Team throughout 2025 and share what we are focusing on in the year ahead. Throughout 2025, CERT members remained committed to training, preparedness, and community involvement. Volunteers participated in regular training sessions, refresher courses, and coordinated drills focused on disaster medical response, light search and rescue, communications, and incident organization. These efforts are essential to maintaining readiness and ensuring CERT members are prepared to assist when emergencies occur. In addition to training, CERT played an essential role in supporting community events and public safety outreach. Members helped promote emergency preparedness, assisted with local activities, and served as an essential link between the Fire Department and the community.

Your professionalism and dedication continue to strengthen public trust and reinforce the value of CERT in Twain Harte. As we look forward to 2026, our goal is to build on the solid foundation established over the past year. CERT will continue to focus on hands-on training, increased participation in exercises with the Fire Department and partner agencies, and improving coordination and communication. We will also work to expand preparedness education and ensure CERT remains ready to support the community during wildfires, severe weather, and other emergencies. CERT is a vital part of our emergency response system, and the time you dedicate to training and service directly impacts the safety and resilience of Twain Harte. I am proud of the work accomplished in 2025 and confident that, together, we will continue to strengthen our community in 2026. Thank you to every CERT volunteer for your commitment and service. Your willingness to step up when it matters most makes a difference.

2025 was a successful year for THA CERT. We had a few deployments, many fundraisers and some wonderful trainings. Our members participated as often as they could thanks to our well-oiled machine. We also had some changes. Carol Hallett stepped down as the Program Manager, and I was duly appointed President of our team. I look forward to 2026. THA CERT will continue in its mission to help our community become better prepared and more firewise. We will also continue to help our fire department as well as we can. I look forward to our team's continued growth. A very Happy Holiday Season to you.



Wow, what a whirlwind of a year! We did so much, and everyone helped in so many ways. I want to thank all of you who participated in our many events, pouring out your efforts for the good of our community. Next year, I hope we have as much fun. I know our doings may seem like hard work, but to me, that is fun. I want to wish you all a very Happy New Year.

As I reflect on 2025, I realize how grateful I am for the amazing friends I made through volunteering for various organizations. Being an active Board member of THA-CERT is one of my favorites. Although I'm leaving the Board at the end of 2025, I'm looking forward to staying connected with all the friends I have made there, and I will continue to volunteer at various events in 2026.





Healthy Chicken Stir-Fry

INGREDIENTS:

SAUCE:

- 1/2 Cup water
- 1/3 Cup chicken broth
- 1/4 Cup ketchup
- 1/4 Cup soy sauce
- 1/2 Cup honey
- 2 cloves of garlic - *crushed*
- 1 Tablespoon rice vinegar
- 2 teaspoons Siracha sauce
- 2 teaspoons sesame oil
- 1 teaspoon ginger root - *grated*
- 1/4 teaspoon red pepper flakes

FRY:

- 2 Tablespoons oil
- 4 boneless chicken breasts -
cut into 1-inch cubes

THICKENER:

- 3 Tablespoons water
- 2 Tablespoons cornstarch

 3-6 servings

 5 min prep
15 min cook time

 Level: Easy

DIRECTIONS

1. Make the sauce. Combine all “sauce” ingredients into a bowl, stir well, and set aside.
2. Heat frying oil in a pan over medium-high heat. Add cubed chicken and stir-fry for 2-3 minutes, until pieces turn white in color.
3. In a separate, small bowl, slowly whisk together water and cornstarch. Add the mixture to the sauce. Stir well until combined.
4. Add liquid to the pan with the chicken. Stir for 3-5 minutes, or until thickened, and chicken pieces are fully cooked.

NOTE:

- Add veggies if desired.
- Serve over rice or noodles.

Recipe shared by: Carolee White

DID YOU HEAR...

by Casey Headrick, THCC Past President



EMBRACE THE LOCAL

The Twain Harte Area Chamber of Commerce is reaching outward to Soulsbyville and Strawberry to expand our community and truly *Embrace the Local*. That means welcoming not only brick-and-mortar businesses, but also makers, creatives, and work-from-home entrepreneurs who sell their products online and at pop-up events. As we grow, we're excited to announce our new 2026 Board and invite everyone to join us for our first meeting of the year on **Thursday, January 15th, at 10am at the Community Center.**

SMALL BUSINESS SHOWCASE

Our annual **Small Business Showcase** at the **Twain Harte Golf Course** will be on **Tuesday, February 10th, from 5:30p-7:00p.** It's an enjoyable way to discover longtime Twain Harte favorites and businesses new to the area. If your business would like to host a table, please email us. The event is free to the public.

GET THE DAILY FROM THE STRAWBERRY GENERAL STORE

Tune in to **The Bob and Gina Show**, the down-to-earth podcast hosted by **Strawberry General Store** owners Bob and Gina, where they share road and weather updates, fishing spots, local happenings, and plenty of mountain-life charm that remind you why living here is worth it. Their banter and insights feel like listening to your neighbors chat over coffee. The store itself offers essentials, treats, and mountain vibes right off Hwy 108. Catch the podcast on their [Facebook page](#).

Strawberry General Store Hours:
Mon-Thur: 9:00a-5:00p | Fri & Sat: 9:00a-6:00p
Sun: 9:00a-4:00p

HAPPY ANNIVERSARY, SHADOW RIDGE VACATION RENTALS!

Diane Kurgan, owner of Shadow Ridge Vacation Rentals, is celebrating her 30th year in business serving the Twain Harte community. After starting with the company in her 20s and learning every aspect of the operation, she took ownership when the original owner retired and grew the business from a single cabin into an established vacation rental company, averaging 30 year-round cabins within Twain Harte. Still fully hands-on, Diane manages the business locally and personally cares for many of the cabins, guiding the company through major challenges including wildfires, lake closures, and the pandemic, while continuing to support the local economy. Read more of Diane's story in our [Chamber Newsletter](#).



Do you know of something happening in the Twain Harte Area that should be featured? Email me at: info@twainhartecc.com

CHRISTMAS PARADE

by Bob Schreiner, Training Officer



Our THA-CERT truck has a new look! We had "cone holders" attached to the front of the truck. While it may not seem like a huge change, it frees up a lot of space in the cab so that there is room now for passengers.



We were able to show off the truck at the annual Twain Harte Winter Wonderland Parade on December 5th. A small, but dedicated, group of volunteers decorated the truck and the antique fire truck with lights and festive decorations before we drove over to the Twain Harte Village Shopping Center to sign in and find our assigned place in the parade.

I drove the truck with my wife, Mary, and our puppy, Kenna, as passengers. Kenna was a big hit with the spectators along the parade route. The antique fire truck was driven by Mike Mandell, with Matt Kain as passenger.

It was a fun evening and cold enough to feel like Christmas was truly on the way.

Thank you to our volunteers Carolee White, Lee Smith, Matt Kain, Mike Mandell, and Mary Schreiner, who helped decorate both vehicles and take down the decorations at the end of the evening.



SAFETY TIP

by John Buckingham, Safety Officer



SAD Awareness Month

Seasonal affective disorder (SAD) is a type of depression that's related to changes in seasons — SAD begins and ends at about the same times every year. If you're like most people with SAD, your symptoms start in the fall and continue into the winter months, zapping your energy and making you feel moody. These symptoms often resolve during the spring and summer months. Less often, SAD causes depression in the spring or early summer and resolves during the fall or winter months.

Treatment for SAD may include light therapy (phototherapy), psychotherapy, and medications.

Don't brush off that yearly feeling as simply a case of the "winter blues" or a seasonal funk that you have to tough out on your own. Take steps to maintain a steady mood and motivation throughout the year.



[Learn about the symptoms and prevention techniques HERE.](#)

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief

The total THA-CERT volunteer hours:

DECEMBER

Administration =	126
Training =	0
Deployment =	0
Total hours =	126



WHAT'S HAPPENING NEXT?

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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

Upcoming Events



TWAIN HARTE

SMALL BUSINESS SHOWCASE

Tuesday, February 10th 2026
5:30p - 7:00p
Twain Harte Golf Course

- Meet Local Business Owners
- Discover Small Business Resources
- Showcase Your Business Products and Services

Free booth for Twain Harte Chamber business members
\$25 booth fee for non-members
Free admission to the public

Email us at info@twainhartecc.com to reserve your space

Presented by The Twain Harte Area Chamber of Commerce



New Year, New Chamber...

...and a new place and time to gather

Starting this year, our monthly board meetings are moving to a new time and location, and you're invited to be part of what's next.

We'll be rolling up our sleeves to tackle Chamber business, but we'll also be creating space for conversation, ideas, and collaboration among our members and neighbors.

You don't have to be a member to attend – if you care about our local businesses and communities, you're welcome at the table.

Join us as we step into a new chapter with a new leadership team, an updated mission, and a renewed commitment to helping our communities thrive.

RSVP today!

When: **Third Thursdays**
10:00am to 11:00am

Where: **Twain Harte Community Center**
18775 Manzanita Dr, Twain Harte, CA 95383

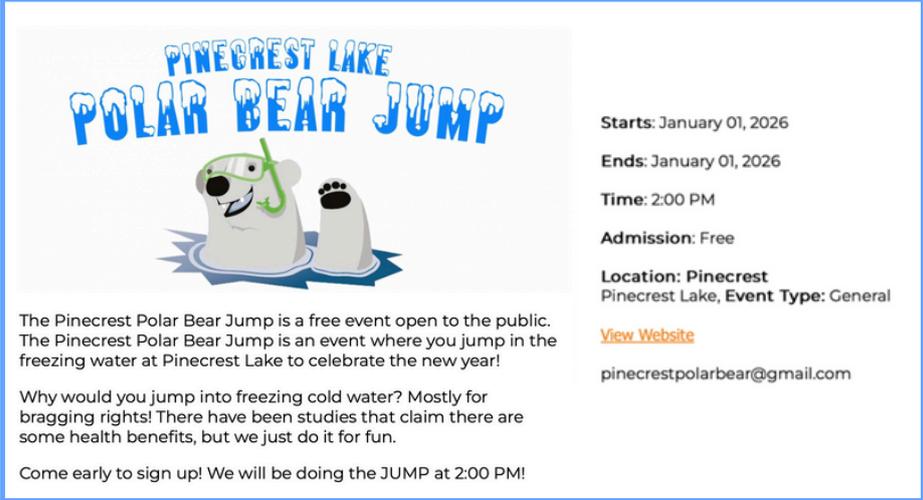
Our next meeting is January 15, 2026 – join us and see what we've got planned for the New Year!



NATIONAL PARKS FREE ADMISSION DAY

National Parks Fee-Free Day
Monday, Jan 19, 2026
All Day

Yosemite National Park



PINECREST LAKE POLAR BEAR JUMP

Starts: January 01, 2026
Ends: January 01, 2026
Time: 2:00 PM
Admission: Free
Location: Pinecrest Lake, Event Type: General

[View Website](#)

pinecrestpolarbear@gmail.com

The Pinecrest Polar Bear Jump is a free event open to the public. The Pinecrest Polar Bear Jump is an event where you jump in the freezing water at Pinecrest Lake to celebrate the new year!

Why would you jump into freezing cold water? Mostly for bragging rights! There have been studies that claim there are some health benefits, but we just do it for fun.

Come early to sign up! We will be doing the JUMP at 2:00 PM!



TWAIN HARTE AREA CERT
COMMUNITY EMERGENCY RESPONSE TEAM
SERVING OUR COMMUNITY

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

Free

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.



Join or start a FIREWISE neighborhood

Contact: Karen Caldwell
tcfirewise@gmail.com

FIREWISE USA
Residents reducing wildfire risks



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™

MEETINGS

THCS D Board Meeting

Wednesday, January 14, 2026 9:00 am
22912 Vantage Point, TH, THCS D Mtg Room
<https://www.twainhartecsd.com/board-meetings>

THA-CERT & Fire Board Meeting

Thursday, January 8, 2026 9:30 am
22912 Vantage Point, TH, THCS D Mtg Room.





Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	07C	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Operations Manager's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operations Manager Report

TWAIN HARTE CSD OPERATIONS REPORT

WATER/SEWER/PARK
DIVISION

DECEMBER

2025



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)

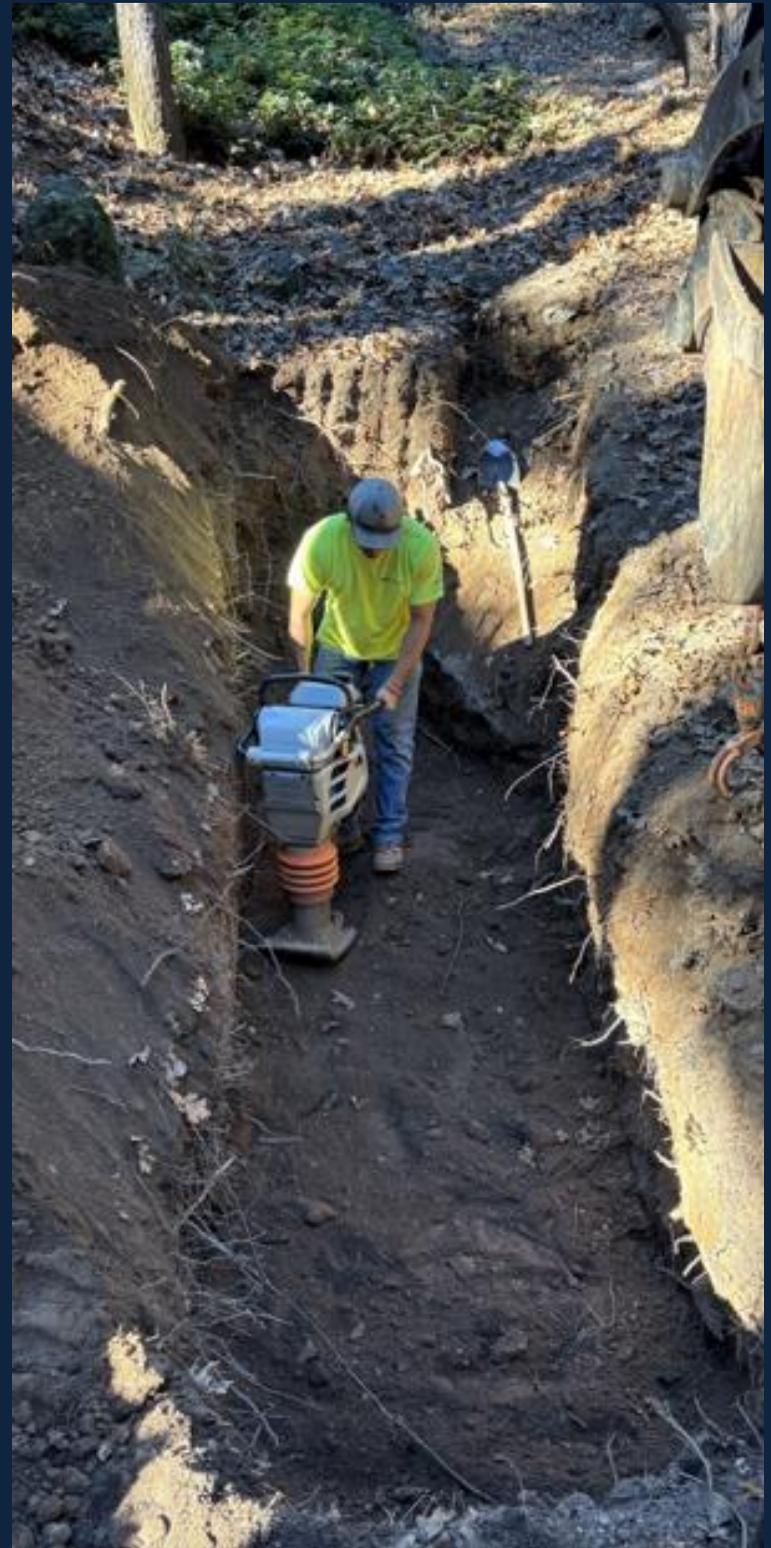


Community Center Rentals



ITEMS OF NOTE







Items of Note Pictures Explanation

Page 1

We repaired 4 service lines (replacing one completely) and one main line break. Two repairs located on Sierra occurred on the same day and required an immediate emergency repair.

Page 2

Top Left: Jason Karney and Rick Diaz performing hot-spot jetting at problem locations.

Bottom Left: Crew reviewed proper rodding techniques for service lateral blockages and sewer mains.

Center and Right: 4 offsets were repaired as part of our sewer rehabilitation capital improvement project.

Page 3

Top Left: New grant funded drought resistant turf installed by Watershed Progressive.

Bottom Left: Sinkhole repairs were made by the County via Peterson Excavation.

Top Right: New Christmas lights on Christmas Tree and Twain Harte Meadows Pavilion.

Bottom Right: Infield grading and leveling performed by our partnership with WSLI and Peterson Excavation.

Not Pictured:

- THCSO WSP crews responded to issues related to the heavy storms experienced during the Christmas break.
- The Hydro-Excavator (PipeHunter) is down for repairs.
- Snackshack work continued.
- Pickleball Courts work continued with a pause to finish the stairs section with proper railing due to storms.

Year: 2025

Month	SWTP Treatment Plant				Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Decrease in Demand (%)	Rain (inches)	Snow (inches)
	Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)						
Jan	5,747,000	0	0	0	454,760	5,747,000	8,304,262	30.79%	1.43	1.5
Feb	3,824,576	495,580	339,355	37,497	406,004	4,697,008	5,836,362	19.52%	7.87	0
Mar	4,021,035	527,223	973,592	0	428,767	5,521,850	5,776,198	4.40%	5.13	13.25
Apr	5,603,093	0	528,383	75,886	425,743	6,207,362	6,737,931	7.87%	0.81	3
May	7,164,780	0	124,387	0	501,427	7,289,167	9,624,851	24.27%	0.11	0
Jun	8,712,302	0	33,092	0	574,212	8,745,394	11,912,958	26.59%	0	0
Jul	10,074,844	0	0	0	610,884	10,074,844	14,740,484	31.65%	0	0
Aug	10,050,318	0	0	0	757,991	10,050,318	14,605,710	31.19%	0.03	0
Sep	8,917,351	0	0	0	609,094	8,917,351	10,891,827	18.13%	0.33	0
Oct	7,409,999	0	808,087	145,559	549,511	8,363,645	9,867,000	15.24%	2.35	0
Nov	5,638,027	0	0	0	510,676	5,638,027	6,638,895	15.08%	6.67	0
Dec	4,356,072	0	698,813	500,977	455,136	5,555,862	7,410,084	25.02%	8.04	0
Total	81,519,397	1,022,803	3,505,709	759,919	6,284,205	86,807,828	112,346,562	22.73%	32.77	17.75

10 Year Rain/Snow Average from 2016-2025: Rain: 40.31", Snow: 51.47"



Board Meeting Agenda Item Summary

January 14, 2026

ITEM #:	07D	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	General Manager's report.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- General Manager's Report

GM REPORT

January 14, 2026



ADMIN ACTIVITIES

- Mid-Year Budget Preparation
- FY 2024-25 Audit Coordination
- Grand Jury Public Records Requests
- SCADA Radio Survey and Design
- Project Management: Pickleball/Ballfield/Stage
- Stormwater Grant Administration

CAPITAL PROJECTS

Eproson Park Ballfield & Turf Improvements

\$50,000

Grant-funded regrading/resurfacing of the ballfield has begun and is anticipated to be complete this month. Replacement of the outdoor stage grass with resilient, drought tolerant turf and filling the storm drain sink holes is now complete.

Pickleball Court Improvements

Budget: \$120,000

The concrete overlay, stairs, surface and edging have been completed. Pathway improvements and stair railing are in process and the courts are anticipated to be re-opened this month.

Manzanita Court Waterline Replacement

Budget: \$125,000

A contract has been awarded to replace 300' of degraded iron waterline. Construction is anticipated to be complete this winter.

Cresta Sewer Replacement

Budget: \$325,000

A contract has been awarded to replace 955' of high-risk sewer line. Construction has begun and should be complete this winter.

SCADA System Improvements

Budget: \$645,000

A preliminary radio survey revealed that system communications require further analysis prior to design. Once completed, an RFP will be issued for project design for a system that provides remote monitoring and control of the District's water treatment plant, pump stations, tanks and lift stations.

MEETINGS OF INTEREST

- 12/11** REV 2.0 EV Charging Grant
- 12/15** AB 339 Union Notice Law Training
- 12/16** CalPERS Prefunding Training
- 1/2** Mick Grimes Retirement
- 1/6** County BOS – FY 26/27 Fire Funding

PLANNING PROJECTS

5-Year Sewer System Improvements

While pursuing grants to compete the \$4.5M TH Sewerline Project, which replaces 2.2 miles of the District's highest risk sewer lines, staff is planning smaller, cost-effective project phases to replace and reline high-risk lines. The Cresta Sewer Replacement Project is the first phase of the plan.

FUNDING OPPORTUNITIES

HUD CDBG Grant - \$500K

SCADA System / AWARD: Winter 2026

REV 2.0 GRANT - \$150K

Park EV Charging Stations / AWARD: Winter 2026

VFC GRANT - \$38K

Structural PPE / AWARDED

WILDFIRE PREVENTION GRANT - \$950K

TH Cedar Pines Fuel Break / AWARD: Winter 2026

MULTIBENEFIT DROUGHT GRANT - \$135K

SCADA Project / AWARDED

IRWM PROP 1 DAC GRANT - \$125K

Water Fill Station / AWARDED

PROP 1 STORMWATER GRANT - \$340K

Fire Training & Admin Parking Lot / AWARDED