

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 11, 2023 9:00 A.M.

NOTICE: Public May Attend this Meeting In-Person.

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

- Videoconference Link: <https://us02web.zoom.us/j/81687325849>
- Meeting ID: 816 8732 5849
- 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, 2022.
- B. Approval of the minutes of the Regular Meeting held on December 14, 2022.
- C. Annual Review of Policy #3015 – Investment Policy.

6. New Business

- A. Discussion/action to consider submitting a support letter to the California Department of Water Resources for the Urban Drought 2022 Tuolumne-Stanislaus Regional Turf Replacement Project.
- B. Discussion/action to reallocate Proposition 68 Per Capita Grant funds.
- C. Discussion/action to adopt Resolution #23-01 – Approval of Fiscal Year 2022-23 Mid-Year Budget Adjustment.

- 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. Closed Session

- A. Conference with Real Property Negotiator (Government Code Section 54956.8)
Agency Negotiator: Tom Trott
Under Negotiations: Instructions to negotiator on price and payment terms.
Real Property: Ridge Road, Twain Harte, CA 95383 / APN: 048-720-03
Negotiating Parties: Todd McNeal
- B. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(1 case)

9. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

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

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

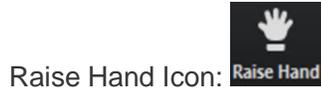
FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

SUBMITTING PUBLIC COMMENT

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

- **Before the Meeting:**

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



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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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



Board Meeting Agenda Item Summary

January 11, 2023

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, 2022		
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, 2022.

SUMMARY:

This item presents the following Fiscal Year 2022-23 financial statements for all District Funds through December 31, 2022:

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

As a general summary of the financial statements:

- Operating expenditures for all funds are at or near the target of 50% expended with the below exceptions.
 1. The park fund is slightly higher than 50% of budget due to a large insurance deductible payment.
 2. The sewer fund is slightly lower than 50% of budget due to not receiving a large invoice from TUD for purchased water.
 3. The fire fund is slightly higher than 50% of budget because of unanticipated Strike Team assignments. The budget will be adjusted in the mid-year budget revision process.
- Capital expenditures for all funds are below target levels, primarily because larger capital projects will be constructed in summer 2023, expending most of the budget at the end of the year. Some projects are anticipated to span this fiscal year and next fiscal year.
- Bank balances are healthy and as expected. All accounts have been reconciled.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

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

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 OPERATING EXPENDITURE SUMMARY
As of December 31, 2022**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	108,797	65,310	43,487	60.03%
Water	1,426,225	665,373	760,852	46.65%
Sewer	917,905	364,970	552,935	39.76%
Fire	1,097,021	626,673	470,348	57.12%
Admin	762,749	373,006	389,743	48.90%
TOTAL	\$ 4,312,697	\$ 2,095,332	\$ 2,217,365	48.59%

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
22/23 CAPITAL EXPENDITURE SUMMARY
As of December 31, 2022**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 50%)
Park	1,417,400	94,461	1,322,939	6.66%
Water	2,157,400	22,368	2,135,032	1.04%
Sewer	300,300	-	300,300	0.00%
Fire	540,500	105,110	435,390	19.45%
Admin		-	-	
TOTAL	\$ 4,415,600	\$ 221,939	\$ 4,193,661	5.03%

Reflects Budget Rev #3 - Approved 12/14/22

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of December 31, 2022

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,274,787	358,802	(355,466)	1,278,123
U.S. Bank - D Grunsky #1**	75,799	2	(41,052)	34,749
U.S. Bank - D Grunsky #2**	77,922		(36,739)	41,183
LAIF	2,990,347			2,990,347
TOTAL	\$ 4,418,855	\$ 358,804	\$ (433,257)	\$ 4,344,402

**Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments



Board Meeting Agenda Item Summary

January 11, 2023

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 14, 2022		
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 14, 2022.

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 14, 2022, 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 14, 2022

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
December 14, 2022

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

DIRECTORS:

Director Sipperley, President
Director Mannix
Director deGroot
Director Bohlman
Director Knudson

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 12 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

PRESENTATIONS:

- A. Oath of office for Directors Eileen Mannix and Charlotte Bohlman.
- B. Presentation of the District of Distinction Award by the Special District Leadership Foundation.
- C. Presentation of annual Fire Division employee recognition awards.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through November 30, 2022
- B. Approval of the minutes of the Regular Meeting held on November 9, 2022.
- C. Submittal of Fiscal Year 2021-2022 Employee Reimbursement Disclosure Report per Government Code Section 53065.5.

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

SECOND: Director deGroot

AYES: Mannix, Sipperley, deGroot, Bohlman. Knudson

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #22-35 Approving a Fiscal Year 2022-23 Park Fund Budget Adjustment For Insurance Deductible Costs.

MOTION: Director Mannix made a motion to adopt Resolution #22-35 Approving a Fiscal Year 2022-23 Park Fund Budget Adjustment For Insurance Deductible Costs.

SECOND: Director Bohlman

AYES: deGroot, Mannix, Bohlman, Knudson

NOES: None

ABSTAIN: Sipperley

B. Approval of 2023 Board and Committee Calendar.

MOTION: Director deGroot made a motion to approve the 2023 Board and Committee Calendar.

SECOND: Director Bohlman

AYES: deGroot, Mannix, Sipperley, Bohlman, Knudson

NOES: None

ABSTAIN: None

C. Appointment of Board President and Vice President for the 2023 calendar year.

MOTION: Director deGroot made a motion to appoint Director Mannix as the Board President and Director Bohlman as the Vice President for the 2023 calendar year.

SECOND: Director Mannix

AYES: deGroot, Sipperley, Bohlman, Knudson

NOES: None

ABSTAIN: Mannix

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

REPORTS:

President and Board Member Reports

- *President Sipperley summarized the WAC IRWM meeting he attended.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez.*

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

- *A verbal summary of the written report was provided.*

General Manager Report Provided by General Manager Trott

- *A verbal summary of the written report was provided.*

CLOSED SESSION: The Board of Directors convened into closed session at 10:35 a.m.

- A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)

President Sipperley reconvened the meeting into regular session at 10:52 a.m. with no reportable action.

ADJOURNMENT:

The meeting was adjourned at 10:52 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President



Board Meeting Agenda Item Summary

January 11, 2023

ITEM #:	05C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Annual Review of Policy #3015 – Investment Policy		
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 #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 review performed a review of the Policy and recommends that no changes be made at this time. Should the District decide to implement an investment program in the future, this Policy will need to be reviewed again prior to implementation of the program.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Policy #3015 – Investment Policy

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
LAST AMENDED: January 12, 2022

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 ^D	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 ^D	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 ^D	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

FROM CA LOCAL AGENCY INVESTMENT 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.



Board Meeting Agenda Item Summary

January 11, 2023

ITEM #:	06A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to consider submitting a support letter to the California Department of Water Resources for the Urban Drought 2022 Tuolumne-Stanislaus Regional Turf Replacement Project.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the submittal of the attached letter to the California Department of Water Resources (DWR), to express support for the Tuolumne-Stanislaus Regional Turf Replacement Project.

SUMMARY:

The Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWM) submitted a joint Urban Community Drought Relief Funding Program grant proposal to DWR in in December 2022, to request funding for the Tuolumne-Stanislaus Regional Turf Replacement project (Project).

The Project includes the replacement of inefficient turf and irrigation at five parks, seven sports fields and other public areas across our region. One of the fields and parks included in the proposal is the District's Eproson Park and Baseball Field. Eproson Park and Baseball Field have had chronic water-use efficiency issues and is the District's largest water user. Overall, inclusive of water savings at Eproson Park, the Project would provide over 16 acre-feet of savings per year. This is enough savings to provide water for approximately 75-100 homes in Twain Harte.

DWR's funding of this Project would improve water supply reliability during drought and ensure the human right to water is met in Twain Harte and our greater region. By submitting a letter of support for the Project, the Board would be improving the Project's chances of receiving funding.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Draft Letter of Support for the Tuolumne-Stanislaus Regional Turf Replacement Project



Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383

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

www.twainhartecsd.com

Directors: Eileen Mannix ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Kathryn deGroot ▪ Richard Knudson

January 11, 2023

ATTN: Linda Woolridge
Division of Regional Assistance, Financial Assistance Branch
715 P Street, 6th Floor, Mailbox 15
Sacramento, CA 94236-0001

SUBJECT: Support for Funding the Tuolumne-Stanislaus Regional Turf Replacement Project

Dear Ms. Woolridge:

Twain Harte Community Services District (District) would like to express its support for the Urban Drought 2022 Tuolumne-Stanislaus Regional Turf Replacement Project (Project) grant proposal, which was submitted in December 2022 for funding through the Urban Community Drought Relief Grant Program.

The objective of the Project is to provide drought relief, water use efficiency, and improve water supply reliability to communities in the T-Stan IRWM Region. This will be accomplished by replacing antiquated turf and irrigation systems that are found in public parks and sports fields throughout the region. Included with the improvements would be informational signage that provides education on climate appropriate plants and landscapes along with information on how to implement plantings and water conservation at residences.

Our District is supplied with raw water from Tuolumne Utilities District, an urban water supplier. We then treat and distribute the water to residences, businesses and parks. Our largest water user is Eproson Park in Twain Harte, primarily due to its inefficient turf and irrigation. This Project would not only replace existing inefficient turf in Eproson Park, it would also replace inefficient turf in four other parks and additional public spaces. The inefficient turf will be replaced with professionally designed landscaping that includes area-appropriate, low water needs plants and materials, saving approximately 1.41 AFY of water that can instead be dedicated to providing for the human right to water during drought.

The Project will also improve the irrigation systems of 7 public sports fields resulting in an impressive 14.81 AFY saved per year. Simply installing irrigation timers that halt watering when rain is forecasted will save 1.76 AFY per year. Newer systems also include soil sensors so watering is reduced when weather is cooler rendering lower evapotranspiration.

The implementation of this Project will greatly benefit our community and help ensure the human right to water is met. We strongly urge the Department of Water Resources to fund the Tuolumne-Stanislaus Regional Turf Replacement Project.

Sincerely,

EILEEN MANNIX
Board President, Twain Harte Community Services District



Board Meeting Agenda Item Summary

January 11, 2023

ITEM #:	06B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to reallocate Proposition 68 Per Capita Grant funds.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve reallocation of Proposition 68 Per Capita Grant funds to the Pickleball/Tennis Court Expansion and Restoration Project (Project) and authorize the General Manager to modify grant applications and agreements accordingly.

SUMMARY:

In March 2022, the District entered into a funding agreement with the California Department of Parks and Recreation (State Parks) through the Per Capita Grant Program. The funding agreement provides \$177,952 for capital improvements for the District’s park facilities. The agreement requires a minimum 20% match of \$44,488 from the District. To maximize the grant funding the District will need to undertake projects with a minimum cost of \$222,440.

The District originally informed State Parks that its Per Capita Grant funds would be utilized to complete the Twain Harte Meadows Park Project (Meadows Park). Several months later, the District was awarded a Rural Recreation and Tourism Grant from State Parks that fully funds Meadows Park and frees up the Per Capita Grant to be utilized on other park projects.

The District’s Park Committee reviewed several project options, including Pickleball Court expansion, Community Center remodeling, Baseball Field LED light upgrades, and Skate Park upgrades (see attached summary). The Park Committee recommends that the grant funds be utilized to expand the pickleball courts and resurface the tennis courts with a sport court surface. The sport court surface eliminates existing play surface issues and the need to resurface the courts for at least 15 years.

FINANCIAL IMPACT:

The estimated Project cost is \$275,000. \$177,952 is covered by the Per Capita Grant, leaving \$97,048 to be covered by the District. The District’s budget includes the minimum match of \$44,488, but will require an additional \$52,560 to fund the Project. The District believes it can utilize \$30,000 from the Twain Harte Tennis Courts Fund at the Sonora Area Foundation (Tennis Fund) and can fundraise to cover a portion of the remaining \$22,650. If approved, the Mid-Year Budget Adjustment will include \$207,552 in revenue from the Per Capita Grant and Tennis Fund and \$275,000 in capital expenses for the Project.

The Project is anticipated to save more than \$100,000 in resurfacing costs over the next 15 years.

ATTACHMENTS:

- Per Capita Project Reallocation Summary

Prop 68 Per Capita Grant Reallocation Summary

Project Completion Date: December 31, 2023

Grant Amount: \$177,952

Minimum Match Required: \$44,488

Minimum Total Project Cost: \$222,240

GRANT RE-ALLOCATION IDEAS

Pickleball Court Expansion: \$127,000

- This includes Sport Court surface, which does not need to be re-coated and is easily repaired
- To redo the tennis courts with sport court material, it would be \$143,000

Community Center Remodel: \$15,000-\$90,000

- \$60,000 for ADA bathrooms, storage area, kitchen remodel, new flooring in add-on area
- \$15,000 for parking area and drainage repairs
- \$14,000 for flooring in main area to match kitchen/bath area

Baseball Field LED Lights: \$25,000

Skate Park Upgrades: \$5,000-\$83,000

- \$5,000 for shade and seating
- \$13,000 to expand by concreting gravel area
- \$65,000 to cap and level slab and get new obstacles

Total = \$175,000 - \$325,000

RECOMMENDED PROJECTS

Pickleball Court Expansion: \$127,000 (\$104,000 grant / \$26,000 match)

Tennis Court Resurface: \$143,000 (\$73,952 grant / \$69,048 match)

Total = \$273,000 (\$177,952 grant / \$65,048 CSD match / \$30,000 SAF Tennis fund)

- \$23,000 more than proposed budget

Other Recommendations:

- Complete \$5,000 skate park shade and seating out of normal park budget.
- Complete \$25,000 Ballfield LED lights out of normal park budget (already in CIP plan)
- Complete \$15,000 parking lot and drainage fix at Community Center out of park budget









Board Meeting Agenda Item Summary

January 11, 2023

ITEM #:	06C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #23-01 – Approval of Fiscal Year 2022-23 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 #23-01 – Approval of Fiscal Year 2022-23 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 sheets. The following describes some of the general impacts requiring adjustments:

Revenue

- Increase in property taxes (Water, Fire, Park)
- Increase in sale of assets due to property and equipment sale (Water, Sewer)
- Increase in interest revenue
- Increase in grant revenue due to Rural Recreation and Tourism Grant (Park)
- Decrease in service charges due to drought conservation (Water)
- Increase in Strike Team revenue (Fire)

Operating Expenses

- Increase in fuel costs due to high gas prices (All Funds)
- Increase in Property/Liability Insurance costs (All Funds)
- Increase in utility costs due to a 23.8% price increase (All Funds)
- Increase in credit card processing bill pay costs due to more use (Water, Sewer)
- Increased maintenance and repair costs due to excessive leaks and storms (Water, Sewer)

Capital Expenses

- Water: added a \$25,000 project to replace a failed PLC at the Water Treatment Plant.
- Water: added a \$10,000 project to install radio communications for the Black Oak system after AT&T suspended services.
- Water: Postponed the \$350,000 Cedar Pine Pressure Zone Upgrades due to reprioritization.
- Water/Sewer: Added a \$20,000 equipment trailer to better serv operation needs and eliminate two separate trailers.
- Sewer/Fire: Cancelled the \$124,000 Equipment Structure Project after coming up with a better and cheaper solution.

- Fire: Added a \$68,000 Chief Vehicle to replace the existing vehicle to improve safety and capability during storm/fire events. Project eliminates the need for a \$200,000 Type 6 Engine.

Budget adjustments in each Fund have been reviewed by their respective Board Committee and each Committee recommends Board approval of the FY 2022-23 Mid-Year Budget Adjustment.

FINANCIAL IMPACT:

Although there are many unanticipated increases in expenses, unanticipated revenue increases (both one-time and ongoing) and expense cuts/savings offset expense increases to result in an overall reduction in transfers/withdrawals from Capital Reserve Accounts for every fund:

- Water Fund: \$253,318 less
- Sewer Fund: \$56,225 less
- Fire Fund: \$77,584 less
- Park Fund: \$26,776 less

ATTACHMENTS:

- Resolution #23-01: FY 2022-23 Mid-Year Budget Adjustment

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 23-01**

APPROVAL OF FISCAL YEAR 2022-23 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Twain Harte Community Services District (District) Board of Directors (Board) approved the Fiscal Year 2022-2023 (FY 22-23) Budget at a public hearing on June 08, 2022, for provision of District Water, Sewer, Fire and Park and Recreation services for the fiscal year ending June 30, 2023; 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 22-23 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 22-23 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 22-23 Mid-Year Budget Adjustment, adjusting total revenue from \$7,398,893 to \$8,893,835 and total expenditures from \$8,728,293 to \$9,809,292, 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 11, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kim Silva, Board Secretary

Twain Harte Community Services District
2022/2023 MID-YEAR BUDGET ADJUSTMENT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,483,420	\$ 1,470,863	-1%	\$ 1,138,433	\$ 1,137,942	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,608,805
Fees	18,180	18,180	0%	14,820	14,820	0%	-	-	0%	5,000	7,100	42%	-	-	0%	40,100
Taxes & Assessments	37,153	39,292	6%	-	-	0%	1,243,536	1,278,501	3%	144,607	146,699	1%	-	-	0%	1,464,491
Grants & Donations	1,595,000	1,555,650	-2%	-	-	0%	280,368	286,726	2%	1,395,475	2,711,065	94%	-	1,200	1200%	4,554,641
Other Revenue	13,700	47,800	249%	2,100	7,100	238%	25,500	168,898	562%	600	1,000	67%	1,000	1,000	0%	225,798
Total Program Revenue	\$ 3,147,454	\$ 3,131,785	0%	\$ 1,155,353	\$ 1,159,862	0%	\$ 1,549,404	\$ 1,734,125	12%	\$ 1,545,682	\$ 2,865,864	85%	\$ 1,000	\$ 2,200	120%	\$ 8,893,835
Admin Revenue Allocation	470	1,034	120%	250	550	120%	180	396	120%	100	220	120%	(1,000)	(2,200)	120%	-
GRAND TOTAL REVENUE	\$ 3,147,924	\$ 3,132,819	0%	\$ 1,155,603	\$ 1,160,412	0%	\$ 1,549,584	\$ 1,734,521	12%	\$ 1,545,782	\$ 2,866,084	85%	\$ -	\$ -	0%	\$ 8,893,835
Operating Expenses																
Salaries	\$ 324,111	\$ 331,618	2%	\$ 182,254	\$ 183,109	0%	\$ 571,785	\$ 624,733	9%	\$ 5,214	\$ 5,214	0%	\$ 421,272	\$ 429,933	2%	\$ 1,574,607
Benefits	177,649	179,157	1%	98,474	98,967	1%	279,134	288,214	3%	2,998	3,022	1%	216,677	218,196	1%	787,556
Equip, Auto, Maint, & Repairs	138,400	183,470	33%	68,600	69,900	2%	108,700	102,900	-5%	42,386	41,930	-1%	16,200	15,800	-2%	414,000
Materials & Supplies	46,500	43,300	-7%	5,900	5,900	0%	10,200	10,000	-2%	1,500	1,500	0%	4,250	4,250	0%	64,950
Outside Services	348,550	305,550	-12%	17,950	30,550	70%	27,750	27,950	1%	4,500	4,500	0%	26,400	27,900	6%	396,450
Other (Utilities, Prop/Liab Ins, TUD)	202,400	225,000	11%	527,750	535,400	1%	99,450	108,500	9%	52,200	53,100	2%	77,950	73,250	-6%	995,250
Debt Service	188,614	188,614	0%	16,976	16,976	0%	-	-	0%	-	-	0%	-	-	0%	205,590
Total Program Expenses	\$ 1,426,223	\$ 1,456,708	2%	\$ 917,903	\$ 940,802	2%	\$ 1,097,020	\$ 1,162,297	6%	\$ 108,798	\$ 109,266	0%	\$ 762,749	\$ 769,329	1%	\$ 4,438,402
Administrative Cost Allocation	358,492	361,585	1%	190,687	192,332	1%	137,295	138,479	1%	76,275	76,933	1%	(762,749)	(769,329)	1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,784,715	\$ 1,818,293	2%	\$ 1,108,590	\$ 1,133,134	2%	\$ 1,234,315	\$ 1,300,776	5%	\$ 185,073	\$ 186,199	1%	\$ -	\$ -	0%	\$ 4,438,402
TOTAL OPERATING BALANCE	\$ 1,363,208	\$ 1,314,526		\$ 47,013	\$ 27,278		\$ 315,270	\$ 433,744		\$ 1,360,709	\$ 2,679,885		\$ -	\$ -		
Capital Expenses																
Capital Outlay	2,157,400	1,855,400	-14%	300,300	224,300	-25%	540,500	581,390	8%	1,417,400	2,709,800	91%	-	-	0%	5,370,890
Administrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 2,157,400	\$ 1,855,400	-14%	\$ 300,300	\$ 224,300	-25%	\$ 540,500	\$ 581,390	8%	\$ 1,417,400	\$ 2,709,800	91%	\$ -	\$ -		\$ 5,370,890
GRAND TOTAL EXPENSES	\$ 3,942,115	\$ 3,673,693	-7%	\$ 1,408,890	\$ 1,357,434	-4%	\$ 1,774,815	\$ 1,882,166	6%	\$ 1,602,473	\$ 2,895,999	81%	\$ -	\$ -	0%	\$ 9,809,292
Transfer To/(From) Reserve	\$ (794,192)	\$ (540,874)		\$ (253,287)	\$ (197,022)		\$ (225,230)	\$ (147,646)		\$ (56,691)	\$ (29,915)		\$ -	\$ -		\$ (915,457)

Twain Harte Community Services District
2022-2023 MID YEAR BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 278,579	\$ 278,579	-	0%	
Standby Pay	18,785	18,785	-	0%	
Overtime	15,000	22,507	7,507	50%	Abnormal number of leaks
Sick Leave/Vacation Pay	6,300	6,300	-	0%	
Intern Stipend	780	780	-	0%	
Uniform Allowance	3,438	3,438	-	0%	
Cell Phone Stipend	1,229	1,229	-	0%	
TOTAL SALARIES	\$ 324,111	\$ 331,618	\$ 7,507	2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 71,437	\$ 72,930	1,493	2%	Rate increase higher than anticipated
HRA Reimbursement	25,775	25,775	-	0%	
CALPERS Retirement	41,550	41,240	(310)	-1%	
FICA	20,095	20,560	465	2%	
Medicare	4,700	4,808	109	2%	
Workers Comp	12,946	13,000	54	0%	
Unemployment Ins/ETT	1,147	844	(304)	-26%	
TOTAL BENEFITS	\$ 177,649	\$ 179,157	\$ 1,507	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,950	\$ 7,950	-	0%	
Facilities Maintenance & Repair					
Source of Supply	10,500	10,500	-	0%	
Pumping	6,150	4,120	(2,030)	-33%	Postponed projects to balance emergency costs
Water Treatment	26,500	22,500	(4,000)	-15%	Postponed projects to balance emergency costs
Transmission & Distribution	37,500	87,500	50,000	133%	Increased water line repairs and pavement patching price
General & Administrative	1,300	1,300	-	0%	
Vehicle Maintenance & Repair	7,500	7,500	-	0%	
Janitorial Cleaning Fees	1,900	1,900	-	0%	
Fuel	19,600	22,200	2,600	13%	Increased Gas Prices
Equipment Under \$5,000	17,500	16,000	(1,500)	-9%	
Personal Protective Equipment	2,000	2,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 138,400	\$ 183,470	\$ 45,070	33%	

Twain Harte Community Services District
2022-2023 MID YEAR BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,200	-	0%	
Postage	4,900	4,900	-	0%	
Food Supplies	400	400	-	0%	
Chemical Supplies	39,700	36,500	(3,200)	-8%	Less supplies needed than anticipated
Janitorial Supplies	300	300	-	0%	
TOTAL MATERIALS & SUPPLIES	\$ 46,500	\$ 43,300	\$ (3,200)	-7%	
Outside Services - 55XXX					
Legal Fees	4,000	9,000	5,000	125%	Proposition 218 assistance/review
IT Services	1,700	1,700	-	0%	
Engineering Services	339,000	291,000	(48,000)	-14%	Less grant expenses than anticipated
Medical Exams	550	550	-	0%	
Other Professional Services	3,300	3,300	-	0%	
TOTAL OUTSIDE SERVICES	\$ 348,550	\$ 305,550	\$ (43,000)	-12%	
Other - 56XXX					
Utilities	\$ 43,400	\$ 45,700	2,300	5%	
Phone/Communications	6,500	6,500	-	0%	
Computer Licenses & Maintenance	27,750	25,800	(1,950)	-7%	
Property/Liability Insurance	32,600	38,500	5,900	18%	Premium increase higher than anticipated
Property Tax	450	500	50	11%	
Memberships/Publications/Subscriptions	12,000	11,800	(200)	-2%	
Licenses & Certifications	1,400	1,400	-	0%	
Training, Conferences & Travel	10,100	9,100	(1,000)	-10%	
Uncollectable accounts	500	500	-	0%	
Advertising & Public Education	1,400	1,400	-	0%	
Laboratory Fees	20,300	20,300	-	0%	
Regulatory Fees	9,900	18,000	8,100	82%	Loss of disadvantaged community classification
Purchased Water	30,000	35,000	5,000	17%	Decreased well usage
Bank & Credit Card Fees	6,100	10,500	4,400	72%	Increased usage and fees
TOTAL OTHER	\$ 202,400	\$ 225,000	\$ 22,600	11%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 24,889	\$ 24,889	0	0%	
Principal on Long Term Debt	163,725	163,725	0	0%	
TOTAL DEBT SERVICE	\$ 188,614	\$ 188,614	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,426,223	\$ 1,456,708	\$ 30,484	2%	
Admin Transfer Out	\$ 358,492	\$ 361,585	\$ 3,093		
GRAND TOTAL WITH ADMIN	\$ 1,784,715	\$ 1,818,293	\$ 33,577	2%	

Twain Harte Community Services District
2022-2023 MID YEAR BUDGET

WATER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000	15,000	-	0%	
WTP Backwash PLC Replacement		25,000	25,000	25000%	Existing PLC died and must be replaced
SCADA Upgrade	300,000	300,000	-	0%	
Blak Oak System Radio		10,000	10,000	10000%	Existing AT&T service no longer provided
Equipment Trailer		13,000	13,000	13000%	More versatile trailer to replace two trailers
Cedar Pines Pressure Zone Upgrades	350,000	0	(350,000)	-100%	Moving project to next fiscal year
Truck #3 Replacement	32,400	32,400	-	0%	
WTP Motor Control Center Upgrade	185,000	185,000	-	0%	
MG Tank #2 Rehabilitation & Recoat	1,275,000	1,275,000	-	0%	
TOTAL CAPITAL OUTLAY	\$ 2,157,400	\$ 1,855,400	\$ (302,000)	-14%	
GRAND TOTAL WITH CAPITAL	\$ 3,942,115	\$ 3,673,693	\$ (268,423)	-7%	

Twain Harte Community Services District
2022-2023 MID YEAR BUDGET
SEWER - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Service Charges					
Sewer Service Charge	1,138,433	1,137,942	(491)	0%	
TOTAL SERVICE CHARGES	\$ 1,138,433	\$ 1,137,942	\$ (491)	0%	
Fees					
Late Fee	\$ 7,000	\$ 7,000	\$ -	0%	
Door Notice Fee	2,700	2,700	-	0%	
Hookup Fees	2,000	2,000	-	0%	
Reconnection Fees	1,800	1,800	-	0%	
Inspection Fees	200	200	-	0%	
Property Transfer Fee	1,000	1,000	-	0%	
Returned Check Fee	120	120	-	0%	
TOTAL FEES	\$ 14,820	\$ 14,820	\$ -	0%	
Grants & Donations					
Grant Revenue-Sewer Planning Grant			\$ -	0%	
Grant Revenue-Misc			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ -	\$ -	\$ -	0%	
Other Revenue					
Interest Revenue	2,100	5,000	2,900	138%	Rates higher than expected
Sale of Assets		2,100	2,100	2100%	Sale of excavator trailer
Other	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 2,100	\$ 7,100	\$ 5,000	238%	
GRAND TOTAL REVENUE	\$ 1,155,353	\$ 1,159,862	\$ 4,509	0%	
Admin Transfer Out	\$ 250	\$ 550	\$ 300		
GRAND TOTAL WITH ADMIN	\$ 1,155,603	\$ 1,160,412	\$ 4,809		

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 150,054	\$ 150,054	0	0%	
Standby Pay	18,785	18,785	0	0%	
Overtime	6,600	7,455	855	13%	
Sick Leave/Vacation Pay	3,500	3,500	0	0%	
Intern Stipend	780	780	0	0%	
Uniform Allowance	1,863	1,863	0	0%	
Cell Phone Stipend	672	672	0	0%	
TOTAL SALARIES	\$ 182,254	\$ 183,109	\$ 855	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 38,670	\$ 39,478	808	2%	Rate increase higher than anticipated
HRA Reimbursement	13,958	13,958	0	0%	
CALPERS Retirement	22,252	22,087	(165)	-1%	
FICA	11,300	11,353	53	0%	
Medicare	2,643	2,655	12	0%	
Workers Comp	8,921	8,900	(21)	0%	
Unemployment Ins/ETT	731	537	(193)	-26%	
TOTAL BENEFITS	\$ 98,474	\$ 98,967	\$ 494	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,000	\$ 8,000	0	0%	
Facilities Maintenance & Repair					
Lift Station	6,900	6,900	0	0%	
Collections	23,200	23,200	0	0%	
General & Administrative	800	800	0	0%	
Vehicle Maintenance & Repair	5,600	5,600	0	0%	
Janitorial/Cleaning Fees	1,100	1,100	0	0%	
Fuel	10,800	12,100	1,300	12%	Increased Gas Prices
Equipment Under \$5,000	10,600	10,600	0	0%	
Personal Protective Equipment	1,600	1,600	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 68,600	\$ 69,900	\$ 1,300	2%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 800	\$ -	0%	
Postage	4,400	4,400	0	0%	
Food Supplies	300	300	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 5,900	\$ 5,900	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 4,000	\$ 2,500	167%	Sewer ordinance assistance
IT Services	1,200	1,200	0	0%	
Engineering Services	12,000	22,000	10,000	83%	Sewer standard updates
Medical Exams	350	350	0	0%	
Other Professional Services	2,900	3,000	100	3%	
TOTAL OUTSIDE SERVICES	\$ 17,950	\$ 30,550	\$ 12,600	70%	
Other - 56XXX					
Utilities	\$ 5,900	\$ 6,800	\$ 900	15%	
Phone/Communications	2,500	3,400	900	36%	
Computer Licenses & Maintenance	17,050	16,600	(450)	-3%	
Property/Liability Insurance	23,600	26,200	2,600	11%	Premium increase higher than anticipated
Property Tax			0	0%	
Dues & Memberships	5,400	5,400	0	0%	
Licenses & Certifications	1,100	1,100	0	0%	
Training, Conferences & Travel	8,000	8,000	0	0%	
Uncollectable accounts	500	500	0	0%	
Advertising & Public Education	1,400	1,400	0	0%	
Regulatory Fees	500	400	(100)	-20%	
Sewer Service Charge	456,200	456,200	0	0%	
Bank & Credit Card Fees	5,600	9,400	3,800	68%	Increased usage and fees
TOTAL OTHER	\$ 527,750	\$ 535,400	\$ 7,650	1%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

SEWER - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 1,282	\$ 1,282	\$ -	0%	
Principal on Long Term Debt	15,694	15,694	0	0%	
TOTAL DEBT SERVICE	\$ 16,976	\$ 16,976	\$ -	0%	
GRAND TOTAL EXPENSES					
	\$ 917,903	\$ 940,802	\$ 22,899	2%	
Admin Transfer Out	\$ 190,687	\$ 192,332	\$ 1,645	1%	
GRAND TOTAL WITH ADMIN	\$ 1,108,590	\$ 1,133,134	\$ 24,544	2%	
Capital Outlay - 57XXX					
SCADA Upgrade	\$ 100,000	\$ 100,000	\$ -	0%	
Equipment Trailer		\$ 7,000	\$ 7,000	7000%	
Sewer Main Re-Lining/Replacement	75,000	75,000	0	0%	
Vantage Pointe Equipment Cover	83,000	0	(83,000)	-100%	Project Cancelled/Not Needed
Truck #3 Replacement	17,300	17,300	0	0%	
I&I Manhole Repair/Replacement	25,000	25,000	0	0%	
TOTAL CAPITAL OUTLAY*	\$ 300,300	\$ 224,300	\$ (76,000)	-25%	
GRAND TOTAL WITH CAPITAL					
	\$ 1,408,890	\$ 1,357,434	\$ (51,456)	-4%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 574,727	\$ 606,975	\$ 32,248	6%	YTD actuals trending higher than original budget
Property Assessments	668,809	671,526	2,717	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,243,536	\$ 1,278,501	\$ 34,965	3%	

Grants & Donations					
Grant Revenue	280,368	286,726	\$ 6,358	2%	
Grant Revenue - CERT			-	0%	
Donation Revenue - CERT			-	0%	
TOTAL GRANTS & DONATIONS	\$ 280,368	\$ 286,726	\$ 6,358	2%	

Other Revenue					
Strike Team		\$ 140,398	\$ 140,398	140398%	Unanticipated Strike Team events
Training Revenue	16,000	16,000	-	0%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	2,000	5,000	3,000	150%	Rates higher than expected
Sale of Assets			-	0%	
TOTAL OTHER REVENUE	\$ 25,500	\$ 168,898	\$ 143,398	562%	

GRAND TOTAL REVENUE	\$ 1,549,404	\$ 1,734,125	\$ 184,721	12%	
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Admin Transfer Out	\$ 180	\$ 396	\$ 216		
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GRAND TOTAL WITH ADMIN	\$ 1,549,584	\$ 1,734,521	\$ 184,937	12%	
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Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 397,740	\$ 397,740	0	0%	
Workers Comp Reimb Wages		\$ (57,966)	(57,966)	-57966%	
Standby Pay	500	500	0	0%	
Overtime	34,000	66,000	32,000	94%	Due to coverage related to work comp absence
Holiday Overtime	18,770	20,606	1,836	10%	
FLSA Overtime	40,556	40,556	0	0%	
Sick Leave/Vacation Pay/ATO	8,800	8,800	0	0%	
Temp/Relief Pay	8,000	49,000	41,000	513%	Due to coverage related to work comp absence
Intern Stipend	54,000	34,357	(19,643)	-36%	Shortage of interns
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay	0	37,546	37,546	37546%	Unanticipated strike team incidents
Striketeam Intern Pay	0	18,175	18,175	18175%	Unanticipated strike team incidents
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,000	4,000	0	0%	
Cell Phone Stipend	420	420	0	0%	
TOTAL SALARIES	\$ 571,785	\$ 624,733	\$ 52,948	9%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 60,348	\$ 61,600	1,252	2%	Rate increase higher than anticipated
HRA Reimbursement	23,875	23,875	0	0%	
CALPERS Retirement	100,526	99,787	(739)	-1%	
FICA	35,451	42,327	6,877	19%	Due to strike team and work comp
Medicare	8,291	9,899	1,608	19%	Due to strike team and work comp
Workers Comp	48,978	49,500	522	1%	
Unemployment Ins/ETT	1,666	1,225	(441)	-26%	
TOTAL BENEFITS	\$ 279,134	\$ 288,214	\$ 9,080	3%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,500	\$ 7,500	0	0%	
Facilities Maintenance & Repair	7,500	7,500	0	0%	
Vehicle Maintenance & Repair	23,700	23,700	0	0%	
Fuel	19,000	26,000	7,000	37%	Increased Gas Prices
Equipment Under \$5,000	31,000	12,200	(18,800)	-61%	Due to less grant funded expenses
Personal Protective Equipment	20,000	26,000	6,000	30%	Increase in grant funded expenses
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 108,700	\$ 102,900	\$ (5,800)	-5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	600	500	(100)	-17%	
Food Supplies	600	500	(100)	-17%	
Janitorial Supplies	3,500	3,500	0	0%	
Medical Supplies	3,000	3,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 10,200	\$ 10,000	\$ (200)	-2%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	2,500	2,500	0	0%	
Engineering Services	8,750	8,750	0	0%	
Medical Exams	2,500	2,000	(500)	-20%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	8,500	9,200	700	8%	
TOTAL OUTSIDE SERVICES	\$ 27,750	\$ 27,950	\$ 200	1%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Other - 56XXX					
Utilities	\$ 11,500	\$ 12,900	1,400	12%	Electricity rate increase
Phone/Communications	6,050	6,900	850	14%	
Software Licenses & Maintenance	7,400	7,700	300	4%	
Property/Liability Insurance	30,500	37,000	6,500	21%	Premium increase higher than anticipated
Dues & Memberships	4,300	4,300	0	0%	
Licenses & Certifications	1,500	1,500	0	0%	
Training, Conferences & Travel	36,500	36,500	0	0%	
Advertising & Public Education-CERT			0	0%	
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 99,450	\$ 108,500	\$ 9,050	9%	

GRAND TOTAL EXPENSES	\$ 1,097,020	\$ 1,162,297	\$ 65,278	6%	
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Admin Transfer Out \$ 137,295 \$ 138,479 \$ 1,184 1%

GRAND TOTAL WITH ADMIN	\$ 1,234,315	\$ 1,300,776	\$ 66,462		
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Capital Outlay - 57XXX					
Fuel/SCBA Fill Station Generator	\$ 1,500	\$ 18,890	17,390	1159%	Rollover from last FY
Emergency Alert Notification Siren		7,500	7,500	7500%	Rollover from last FY
New Chief Coverage Vehicle		68,000	68,000	68000%	New Project to Replace Chief Vehicle w/Truck
Training/Admin Parking Lot	331,000	331,000	0	0%	
Vantage Pt. Equipment Structure	41,000	0	(41,000)	-100%	Project Cancelled/Not Needed
Backwall Excavation & Sealing	45,000	46,000	1,000	2%	
New Station Roof	40,000	40,000	0	0%	
Engine 721 Upgrades	27,000	15,000	(12,000)	-44%	Less than anticipated
Engine 722 Replacement (OES)	55,000	55,000	0	0%	
TOTAL CAPITAL OUTLAY	\$ 540,500	\$ 581,390	\$ 40,890	8%	

GRAND TOTAL WITH CAPITAL	\$ 1,774,815	\$ 1,882,166	\$ 107,352		
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Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Fees					
Facility/Ground Usage Fees	5,000	7,100	2,100	42%	Increased facility usage
TOTAL FEES	\$ 5,000	\$ 7,100	\$ 2,100	42%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 29,831	\$ 31,535	\$ 1,704	6%	YTD Actuals trending higher than original budget
Property Assessments	114,776	115,164	388	0%	
TOTAL TAXES & ASSESSMENTS	\$ 144,607	\$ 146,699	\$ 2,092	1%	
Grants & Donations					
Grant Revenue	1,377,475	2,692,565	\$ 1,315,090	95%	Added Rural Rec & Tourism Grant
Donation Revenue	18,000	18,500	500	3%	
TOTAL GRANTS & DONATIONS	\$ 1,395,475	\$ 2,711,065	\$ 1,315,590	94%	
Other Revenue					
Sale of Assets			\$ -	0%	
Interest Revenue	600	1,000	400	67%	Rates higher than expected
TOTAL OTHER REVENUE	\$ 600	\$ 1,000	\$ 400	67%	
GRAND TOTAL REVENUE	\$ 1,545,682	\$ 2,865,864	\$ 1,320,182	85%	
Admin Transfer Out	\$ 100	\$ 220	\$ 120		
GRAND TOTAL WITH ADMIN	\$ 1,545,782	\$ 2,866,084	\$ 1,320,302		

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 4,390	\$ 4,390	\$ -	0%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	500	-	0%	
Uniform Allowance	54	54	-	0%	
Cell Phone Stipend	19	19	-	0%	
TOTAL SALARIES	\$ 5,214	\$ 5,214	\$ -	0%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 1,123	\$ 1,146	\$ 23	2%	Rate increase higher than anticipated
HRA Reimbursement	405	405	0	0%	
CALPERS Retirement	657	652	(5)	-1%	
FICA	323	323	0	0%	
Medicare	76	76	0	0%	
Workers Comp	400	410	10	2%	
Unemployment Ins/ETT	14	10	(4)	-29%	
TOTAL BENEFITS	\$ 2,998	\$ 3,022	\$ 24	1%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	4,000	3,500	(500)	-13%	
Tennis Courts	2,000	2,000	-	0%	
Park	6,700	6,700	-	0%	
Community Center	2,300	2,300	-	0%	
Landscaping Services	10,280	10,280	-	0%	
Janitorial/Cleaning Services	15,606	15,650	44	0%	
Equipment Under \$5,000	1,000	1,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 42,386	\$ 41,930	\$ (456)	-1%	

Twain Harte Community Services District
2022-2023 MID YEAR BUDGET
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	

Materials & Supplies - 54XXX					
Janitorial Supplies	\$	1,500	\$	1,500	\$ - 0%
TOTAL MATERIALS & SUPPLIES	\$	1,500	\$	1,500	\$ - 0%

Outside Services - 55XXX					
Engineering Services	\$	4,500	\$	4,500	\$ - 0%
TOTAL OUTSIDE SERVICES	\$	4,500	\$	4,500	\$ - 0%

Other - 56XXX					
Utilities					
Baseball Field		9,000		9,000	- 0%
Park		8,200		8,200	- 0%
Community Center		3,600		3,700	100 3%
Property/Liability Insurance		28,400		29,200	800 3% Premium increase higher than anticipated
Advertising & Public Education		3,000		3,000	- 0%
TOTAL OTHER	\$	52,200	\$	53,100	\$ 900 2%

GRAND TOTAL EXPENSES	\$	108,798	\$	109,266	\$ 468 0%
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Admin Transfer Out \$ 76,275 \$ 76,933 \$ 658

GRAND TOTAL WITH ADMIN	\$	185,073	\$	186,199	\$ 1,126 1%
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Capital Outlay - 57XXX					
TH Meadows Park	\$	1,417,400	\$	2,434,800	\$ 1,017,400 72% Added Rural Rec & Tourism Grant
Tennis/Pickleball Court Expansion			\$	275,000	\$ 275,000 275000% New Grant Project, Grant not needed for TH Meadows
TOTAL CAPITAL OUTLAY	\$	1,417,400	\$	2,709,800	\$ 1,292,400 91%

GRAND TOTAL WITH CAPITAL	\$	1,602,473	\$	2,895,999	\$ 1,293,526 81%
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Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Other Revenue					
Grant Revenue		\$ 1,200	\$ 1,200	1200%	SDLF Grant
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 2,200	\$ 1,200	120%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 2,200	\$ 1,200	120%	

Twain Harte Community Services District

2022-2023 MID YEAR BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 403,467	\$ 412,128	8,661	2%	Addition of a part-time administrative assistant
Overtime			0	0%	
Uniform Allowance	45	45	0	0%	
Sick Leave/Vacation Pay	8,880	8,880	0	0%	
Director Stipends	8,880	8,880	0	0%	
TOTAL SALARIES	\$ 421,272	\$ 429,933	\$ 8,661	2%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 71,737	\$ 73,228	\$ 1,491	2%	Rate increase higher than anticipated
HRA Reimbursement	26,238	26,238	0	0%	
Retirement	80,760	80,129	(631)	-1%	
FICA	26,780	27,328	548	2%	
Medicare	6,365	6,493	128	2%	
Workers Comp	3,294	3,500	206	6%	
Unemployment Ins/ETT	1,504	1,281	(223)	-15%	
TOTAL BENEFITS	\$ 216,677	\$ 218,196	\$ 1,519	1%	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,800	\$ 1,800	\$ -	0%	
Facilities Maintenance & Repair	6,000	5,000	(1,000)	-17%	
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	2,600	2,200	(400)	-15%	
Equipment Under \$5,000	1,500	2,500	1,000	67%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 16,200	\$ 15,800	\$ (400)	-2%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	\$ -	0%	
Postage	1,500	1,500	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 4,250	\$ 4,250	\$ -	0%	

**Twain Harte Community Services District
2022-2023 MID YEAR BUDGET
ADMIN - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	22/23 Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,900	\$ 10,900	\$ -	0%	
Legal Fees	6,700	7,700	1,000	15%	
IT Services	6,400	7,100	700	11%	
Medical Exams		200	200	200%	
Other Professional Services	\$ 2,400	\$ 2,000	(400)	-17%	
TOTAL OUTSIDE SERVICES	\$ 26,400	\$ 27,900	\$ 1,500	6%	
Other - 56XXX					
Utilities	\$ 8,000	\$ 8,000	\$ -	0%	
Phone/Communications	7,200	5,300	(1,900)	-26%	Switched cell phone configuration
Software Licenses & Maintenance	16,700	16,700	0	0%	
Property/Liability Insurance	10,200	12,300	2,100	21%	Premium increase higher than anticipated
Dues & Memberships	4,800	3,700	(1,100)	-23%	LAFCO membership lower than anticipated
Licenses & Certifications	750	750	0	0%	
Training, Conferences & Travel	24,300	22,100	(2,200)	-9%	Traveling to less conferences
Advertising & Public Education	1,000	1,000	0	0%	
Bank/Investment Fees	5,000	3,400	(1,600)	-32%	Anticipated savings from changing banks
TOTAL OTHER	\$ 77,950	\$ 73,250	\$ (4,700)	-6%	
GRAND TOTAL EXPENSES	\$ 762,749	\$ 769,329	\$ 6,580	1%	
Admin Transfer Out	\$ (762,749)	\$ (769,329)	\$ 6,580		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			



Board Meeting Agenda Item Summary

January 11, 2023

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
Policy and Procedure Manual

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.

4010.40 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 11, 2023

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 Ethic 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 11, 2023

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:

In 2021, as a result of an annual Board self-evaluation, the Board determined that the Strategic Plan should be reviewed semi-annually, 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 five strategic goals still the top five 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:

- 2019 Strategic Plan

Twain Harte Community Services District



STRATEGIC PLAN

Adopted:
November 13, 2019

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Plan Revisions

Date	Description of Change
7/12/22	Remove Goal 1.15 to fix or replace old park bathrooms - table for next Strategic Plan update. Instead place focus on adding new bathrooms in Twain Harte Meadows Park.
7/12/22	After discovering options for offering ALS medical services is cost-prohibitive, change Goal 2.16 from ALS to EMT II.
7/12/22	Modify Goal 3.3 to explore options for improving the Community Center instead of simply improving the Community Center. This allows for a greater focus on developing Twain Harte Meadows Park.
7/12/22	Modify Goal 4.1 to develop and hold regular community outreach meetings, instead of an annual open house or community event.



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 2019 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 1,583 customers made up of 1,485 residential customers, 87 commercial customers and 11 public entities. It is governed by an elected

five-member Board of Directors and is operated by a twelve member staff. The District's annual revenue is approximately \$4 million, comprised of water/sewer rates and charges, property taxes and special assessments.

The District's 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 29 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 19 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

Customer Service & Relationships

Professional, Proactive & Innovative Leadership

A Safe & Positive Work Environment

Integrity & Transparency

Fiscal Responsibility

Reliability & Sustainability

Asset & Resource Management

Community Engagement

Collaborative Relationships

Continual Improvement

3.0 Goals & Objectives

Building on its mission, vision and values, the District identified five strategic focus areas:

1. Infrastructure Optimization
2. Emergency Preparedness
3. Expanded Park Facilities
4. Community Engagement
5. Organizational Sustainability

1. INFRASTRUCTURE OPTIMIZATION	
GOAL	
<i>Prioritize and replace deteriorated infrastructure and enhance existing infrastructure to improve system and operational efficiency.</i>	
OBJECTIVES	
<input type="checkbox"/> 1.1	Conduct a hydraulic assessment of the water system to analyze fire flow, water loss and potential for operational efficiencies.
<input type="checkbox"/> 1.2	Utilize water system hydraulic assessment to prioritize and complete capital projects.
<input type="checkbox"/> 1.3	Identify sources of water loss and prioritize projects to reduce water loss below 10%.
<input type="checkbox"/> 1.4	Complete Well 3
<input type="checkbox"/> 1.5	Replace water lines in Sherwood Forest
<input type="checkbox"/> 1.6	Conduct a sewer system condition assessment with CCTV to identify degradation and sources of inflow and infiltration (I&I).
<input type="checkbox"/> 1.7	Conduct a sewer system hydraulic assessment.
<input type="checkbox"/> 1.8	Utilize sewer system condition and hydraulic assessments to prioritize and complete capital projects.
<input type="checkbox"/> 1.9	Improve accuracy of asset information in water and sewer GIS database.
<input type="checkbox"/> 1.10	Upgrade SCADA system to monitor and control all critical water and sewer facilities.
<input type="checkbox"/> 1.11	Develop and implement a water/sewer maintenance program for valve turning, sewer cleaning, and manhole inspection to attain an annual goal of 25% of the system.
<input type="checkbox"/> 1.12	Develop and implement a plan for regular hydrant testing.
<input type="checkbox"/> 1.13	Enhance work order system for better tracking and querying of maintenance, breaks and repairs.

<input type="checkbox"/> 1.14	Explore options to expand fire station living facilities.
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2. EMERGENCY PREPAREDNESS	
GOAL	
<i>Prepare staff, community and infrastructure for wildfire and other events that threaten our community and services.</i>	
OBJECTIVES	
<input type="checkbox"/> 2.1	Add generators at critical facilities.
<input type="checkbox"/> 2.2	Harden all critical facilities and establish 100 feet of defensible space.
<input type="checkbox"/> 2.3	Evaluate cyber security and make any necessary improvements.
<input type="checkbox"/> 2.4	Install compatible radio systems in all vehicles to improve inter-department emergency communications.
<input type="checkbox"/> 2.5	Collaborate with cooperative agencies to perform vegetation management along major roads.
<input type="checkbox"/> 2.6	Explore and implement new ways to encourage/assist with local fuels management.
<input type="checkbox"/> 2.7	Work with community to promote and establish Fire Wise Communities.
<input type="checkbox"/> 2.8	Improve the emergency alert horn system.
<input type="checkbox"/> 2.9	Develop multiple methods of direct communications with customers.
<input type="checkbox"/> 2.10	Work with CERT to continue and expand community emergency trainings.
<input type="checkbox"/> 2.11	Identify potential high risk emergency incidents, develop response procedures and perform inter-department tabletop training exercises.
<input type="checkbox"/> 2.12	Conduct a public outreach campaign to encourage installation of 2-way cleanouts and reduce common sources of sewer system blockages.
<input type="checkbox"/> 2.13	Improve and expand fire training facility and equipment.
<input type="checkbox"/> 2.14	Promote and conduct trainings with local cooperator agencies.
<input type="checkbox"/> 2.15	Establish a communitywide AED program, including install of AEDs.
<input type="checkbox"/> 2.16	Explore options to expand emergency medical services to include EMT II certified staff.
<input type="checkbox"/> 2.17	Obtain funding for a firefighter rehab vehicle.
<input type="checkbox"/> 2.18	Procure water and sewer emergency response trailers.
<input type="checkbox"/> 2.19	Procure and install a WiFi cradle point to enable District internet access during power outages and other emergencies.

3. EXPANDED PARK FACILITIES	
GOAL	
<i>Build Twain Harte Meadows Park and identify recreational opportunities to improve quality of life in Twain Harte.</i>	
OBJECTIVES	
<input type="checkbox"/> 3.1	Obtain funding for Twain Harte Meadows Park.
<input type="checkbox"/> 3.2	Complete construction of Twain Harte Meadows Park.
<input type="checkbox"/> 3.3	Explore options to improve the Community Center bathrooms, kitchen, parking lot and internet capabilities.
<input type="checkbox"/> 3.4	Explore developing recreational programs to promote community health and relationships.
<input type="checkbox"/> 3.5	Recruit local partners to offer community recreation programs.
<input type="checkbox"/> 3.6	Advertise park rental opportunities and improve ease of rental process.
<input type="checkbox"/> 3.7	Develop an easy method for collecting continual resident input on park facilities.

4. COMMUNITY ENGAGEMENT	
GOAL	
<i>Promote community engagement through active education, promotion of District activities and sensitivity to community needs.</i>	
OBJECTIVES	
<input type="checkbox"/> 4.1	Develop and hold regular community outreach events.
<input type="checkbox"/> 4.2	Participate in local parades and community events.
<input type="checkbox"/> 4.3	Conduct four community tours and/or educational programs each year.
<input type="checkbox"/> 4.4	Develop video outreach program to educate public about projects, staff and other District activities.
<input type="checkbox"/> 4.5	Increase social media, website articles and mailers to educate customers and promote District activities and respond to community questions.
<input type="checkbox"/> 4.6	Improve outreach to local students.
<input type="checkbox"/> 4.7	Expand website to include ordinances, key policies and FAQ's.
<input type="checkbox"/> 4.8	Implement paperless billing and conduct outreach on billing and payment options.
<input type="checkbox"/> 4.9	Conduct regular outreach to identify community needs and explore options to meet said needs.

<input type="checkbox"/> 4.10	Obtain a District of Distinction certificate from Special District Leadership Foundation.
<input type="checkbox"/> 4.11	Conduct an outreach campaign in Sherwood Forest to educate regarding water quality and septic systems and explore the potential of converting septic systems to sewer.

5. ORGANIZATIONAL SUSTAINABILITY	
GOAL	
<i>Establish organizational structures, staffing models, and procedures that support long term District health.</i>	
OBJECTIVES	
<input type="checkbox"/> 5.1	Conduct an evaluation of organizational needs, staffing model and outsourced services for improved efficiency and sustainability. Implement any necessary changes.
<input type="checkbox"/> 5.2	Improve management depth and redundancy through recruitment and training.
<input type="checkbox"/> 5.3	Explore options to create a full-time engineer position on each fire shift.
<input type="checkbox"/> 5.4	Hire water/sewer/park summer staffing to assist with annual maintenance activities.
<input type="checkbox"/> 5.5	Establish an improved District-wide health and safety program.
<input type="checkbox"/> 5.6	Conduct District-wide staff meeting and trainings to improve inter-department coordination and efficiency.
<input type="checkbox"/> 5.7	Develop operating procedures for administrative functions.
<input type="checkbox"/> 5.8	Organize Standard Operating Procedures (SOP) for all departments into a single manual.
<input type="checkbox"/> 5.9	Identify gaps in SOPs and develop procedures to address gaps.
<input type="checkbox"/> 5.10	Develop a central paper filing and records management system.
<input type="checkbox"/> 5.11	Convert electronic filing system to closely match paper filing system.
<input type="checkbox"/> 5.12	Store all divisions' electronic files on the central server.
<input type="checkbox"/> 5.13	Review all policies and update.
<input type="checkbox"/> 5.14	Review and update all ordinances.
<input type="checkbox"/> 5.15	Codify and digitize all ordinances.
<input type="checkbox"/> 5.16	Review and update Water and Sewer Standards and Specifications.

<input type="checkbox"/> 5.17	Develop/adopt CEQA guidelines to streamline capital projects.
<input type="checkbox"/> 5.18	Develop a central, easily accessible source for common employee documents and information.
<input type="checkbox"/> 5.19	Improve remote server access for employees.
<input type="checkbox"/> 5.20	Explore cooperation with other agencies to provide more efficient or quality services.
<input type="checkbox"/> 5.21	Perform a water and sewer rate study in 2021 and implement any recommended rate changes.
<input type="checkbox"/> 5.22	Obtain special district representation on Tuolumne County Local Agency Formation Commission (LAFCO).
<input type="checkbox"/> 5.23	Evaluate new technology and applications to improve efficiency.

4.0 Plan Review, Revisions & Reporting

The District will review this Plan at least once annually 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.

APPENDIX A: Progress Reports

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

1. INFRASTRUCTURE OPTIMIZATION	
GOAL	
<i>Prioritize and replace deteriorated infrastructure and enhance existing infrastructure to improve system and operational efficiency.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 1.1	Conduct a hydraulic assessment of the water system to analyze fire flow, water loss and potential for operational efficiencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed water system mapping revisions to ensure accurate hydraulic assessment. Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed system hydraulic modeling, identified fire flow deficiencies and developed a feasible way to eliminate the deteriorating Laurel Pump Station and Cedar Pines Tank while improving operations. Completed a condition assessment of the Water Treatment Plant and identified deficiencies and prioritize capital projects.
<input checked="" type="checkbox"/> 1.2	Utilize water system hydraulic assessment to prioritize and complete capital projects.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant to improve the hydraulic model, perform a condition assessment on the entire water system, and develop/prioritize capital projects that address the critical issues. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Refined hydraulic assessment on the entire water system and identified/prioritized capital projects that address the critical issues. Initiated design of the highest priority project.
<input checked="" type="checkbox"/> 1.3	Identify sources of water loss and prioritize projects to reduce water loss below 10%.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified and repaired a major ongoing leak, reducing water loss by approximately 5-10%. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant to identify locations and causes of water

	<p>loss and develop/prioritize capital projects to reduce water loss.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Performed a water audit, water loss analysis and leak detection survey and identified large majority of water loss is due to excessive water line breaks due to deteriorating lines and high pressures. • Performed a risk assessment of all water facilities to prioritize capital replacement projects that will significantly reduce water line breaks and water loss.
<input checked="" type="checkbox"/> 1.4	Complete Well 3
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed Well 3 and put into service.
<input checked="" type="checkbox"/> 1.5	Replace water lines in Sherwood Forest
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Obtained a \$499,000 grant that will assess the condition of Sherwood Forest water lines (along with the rest of the system) and initiate design of replacement if it is found to be a significant priority. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Initiated grant-funded design for a complete replacement and upgrade of Sherwood Forest water lines. Design will be used to apply for a construction grant in FY 22-23.
<input checked="" type="checkbox"/> 1.6	Conduct a sewer system condition assessment with CCTV to identify degradation and sources of inflow and infiltration (I&I).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Performed CCTV sewer system condition assessment on approximately 25% of sewer system and identified several locations of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed CCTV sewer system condition assessment, including report identifying degradation and sources of I&I.
<input checked="" type="checkbox"/> 1.7	Conduct a sewer system hydraulic assessment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed sewer system mapping revisions to ensure accurate hydraulic assessment. • Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed sewer system hydraulic assessment, identifying sewer lines that have limited capacity.
<input checked="" type="checkbox"/> 1.8	Utilize sewer system condition and hydraulic assessments to prioritize and complete capital projects.

	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified a major source of I&I on the Dogwood Sewer Main due to damage and degradation. Replaced 350' of line and two manholes to eliminate source of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed a draft report identifying and prioritizing sewer capital projects based on condition and hydraulic assessments. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Identified, prioritized, and estimated sewer capital projects based on sewer system condition and hydraulic assessments. Completed environmental documentation and applied for a construction grant to replace about 2.2 miles of sewer line that ranked as the highest risk lines.
☒ 1.9	Improve accuracy of asset information in water and sewer GIS database.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Updated water system GIS mapping with accurate meter locations. Revised water and sewer system mapping to match as-built conditions.
☑ 1.10	Upgrade SCADA system to monitor and control all critical water and sewer facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified SCADA system upgrade needs and evaluated upgrade technology options. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed preliminary design of the SCADA system.
☒ 1.11	Develop and implement a water/sewer maintenance program for valve turning, sewer cleaning, and manhole inspection to attain an annual goal of 25% of the system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and initiated maintenance plan for valve turning, sewer cleaning and manhole inspection to be tracked in GIS system. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Implemented maintenance plan to achieve more than 25% of the system for valve turning and manhole inspection. Sewer cleaning plan was implemented, but less than 25% was completed due to COVID. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> 62% of Sewer Lines Cleaned 38% of Manholes Inspected 30% of Valves Turned

<input checked="" type="checkbox"/> 1.12	Develop and implement a plan for regular hydrant testing.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Developed a plan for regular hydrant testing, but delayed implementation due to drought conditions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Began limited hydrant testing due to drought conditions – tested 9% of hydrants.
<input checked="" type="checkbox"/> 1.13	Enhance work order system for better tracking and querying of maintenance, breaks and repairs.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Enhanced GIS to track critical maintenance activities and waterline breaks/repairs. Streamlined work orders to move away from fax and quickly identify multiple operators to ensure quick response and better tracking.
<input checked="" type="checkbox"/> 1.14	Explore options to expand fire station living facilities.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Evaluated several options, but none feasible at this time due to funding constraints. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Evaluated several options and grants, including multi-purpose buildings that also provided indoor park facilities, but none feasible at this time due to funding constraints.
<input type="checkbox"/> 1.15	Fix or replace old park bathroom building.

2. EMERGENCY PREPAREDNESS	
GOAL	
<i>Prepare staff, community and infrastructure for wildfire and other events that threaten our community and services.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 2.1	Add generators at critical facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Installed standby generators at Redwing Sewer Lift Station and Mark Twain Sewer Lift Station. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Installed standby generators at Well #1 and Well #3 via a grant. Replaced failing generator at the Fire Station with a \$15,000 grant. Obtained a \$60,000 grant to install generators at the Community

	Center and SCBA Fill Station/Fuel Station. <u>FY 21-22</u> <ul style="list-style-type: none"> Installed standby generators at the Community Center and SCBA Filling Station/Fuel Station.
<input checked="" type="checkbox"/> 2.2	Harden all critical facilities and establish 100 feet of defensible space.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Applied for a CalFire grant to perform comprehensive clearing around all critical facilities and procure mastication equipment to maintain clearance around facilities and other locations in the District. <u>FY 21-22</u> <ul style="list-style-type: none"> Utilized CalFire vegetation crews to create 100 feet of defensible space around Well 3 and the District offices.
<input checked="" type="checkbox"/> 2.3	Evaluate cyber security and make any necessary improvements.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Held an all-staff cyber security training with a cyber security expert. Entered into agreement with an IT professional to perform regular monitoring of District's computer network. <u>FY 21-22</u> <ul style="list-style-type: none"> Attended cyber security training. Evaluated state cyber security programs.
<input checked="" type="checkbox"/> 2.4	Install compatible radio systems in all vehicles to improve inter-department emergency communications.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Procured radios to provide for inter-department communications. <u>FY 21-22</u> <ul style="list-style-type: none"> Conducted inter-departmental radio programming and use training to improve communications.
<input checked="" type="checkbox"/> 2.5	Collaborate with cooperative agencies to perform vegetation management along major roads.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Collaborated with Tuolumne County to perform vegetation management along Twain Harte Drive.
<input checked="" type="checkbox"/> 2.6	Explore and implement new ways to encourage/assist with local fuels management.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Explored establishment of a Volunteer-in-Prevention program that empowers local volunteers to perform defensible space inspections. <u>FY 21-22</u> <ul style="list-style-type: none"> Collaborated with CalFire vegetation crews to remove overgrown vegetation in critical areas in the District along sewer line easements.

	<ul style="list-style-type: none"> • Collaborated with local volunteers and CalFire to work toward establishing a Volunteer-in-Prevention program for inspection of improved parcels. • Promoted and assisted the formation of Fire Wise Communities to encourage neighborhoods to work together to remove fuels.
<input checked="" type="checkbox"/> 2.7	Work with community to promote and establish Fire Wise Communities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Worked with several small neighborhoods through the process to become Fire Wise Communities. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Assisted two neighborhoods in becoming Fire Wise Communities. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Assisted three neighborhoods in becoming Fire Wise Communities. • Worked with CERT to conduct a community-wide Fire Wise Community informational training and promotion.
<input checked="" type="checkbox"/> 2.8	Improve the emergency alert horn system.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Applied for a grant to procure a new alert horn after unsuccessful long term repair of the existing horn. New horn will be compatible with other fire departments across the County. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Installed new state-of-the-art emergency alert siren that can be used in coordination with the Sheriff and other local agencies.
<input checked="" type="checkbox"/> 2.9	Develop multiple methods of direct communications with customers.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Conducted an emergency contact outreach to build our customer email database for critical communications.
<input checked="" type="checkbox"/> 2.10	Work with CERT to continue and expand community emergency trainings.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Worked with CERT to continue community emergency trainings. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • CERT provided a few community emergency trainings, but were limited due to COVID-19 restrictions. • CERT provided outreach regarding COVID-19 safety and vaccinations and assisted the County to run the vaccination clinic. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • CERT provided several community emergency trainings, including grant-funded trainings with subject matter experts.

☑ 2.11	Identify potential high risk emergency incidents, develop response procedures and perform inter-department tabletop training exercises.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Collaborated internally and with external groups to identify high risk emergency incidents and developed response plan outlines.
☒ 2.12	Conduct a public outreach campaign to encourage installation of 2-way cleanouts and reduce common sources of sewer system blockages.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created and sent educational bill inserts to all customers. • Performed social media outreach.
☑ 2.13	Improve and expand fire training facility and equipment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Improved interior and venting of burn prop for safety and realism. • Added a safer fire behavior prop. • Procured grant-funded, thermal-imaging UAV that assists with capture and review of training exercises.
☒ 2.14	Promote and conduct trainings with local cooperator agencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Held multiple simulated event training exercises with local cooperator agencies, state agencies and Columbia College. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Provided training for Columbia College Fire Academy and limited (due to COVID-19) trainings with cooperator agencies. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Provided training for Columbia College Fire Academy. • Conducted several multi-agency trainings to improve cooperative response to fire and other emergencies.
☑ 2.15	Establish a communitywide AED program, including install of AEDs.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Installed one AED in the District board room. • Identified key locations for AED's throughout the community. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Created a plan to partner with local businesses to strategically place AED's throughout the community and train business employees to use AED's and perform CPR. • Applied for a grant to procure AED's and implement the AED plan. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Obtained grant to procure and install AED's in five strategically located businesses throughout Twain Harte. All equipment has been ordered and is awaiting delivery.

<input checked="" type="checkbox"/> 2.16	Explore options to expand services to include ALS.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Explored options to offer ALS services and found high start-up costs are financially infeasible without tax increases. ALS services also requires costly/lengthy negotiations with the County who currently provides ALS services. • Obtained Advanced Scope EMT status, allowing staff to expand the scope of medical response services to the community. • Worked with Sierra College and County to implement a pilot training program that would allow the District to train and perform EMT-Pre-Paramedic services, further expanding the scope of emergency response medical services the District could provide.
<input checked="" type="checkbox"/> 2.17	Obtain funding for a firefighter rehab vehicle.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Obtained grants through CERT and procured a used firefighter rehab vehicle.
<input type="checkbox"/> 2.18	Procure water and sewer emergency response trailers.
<input checked="" type="checkbox"/> 2.19	Procure and install a WiFi cradle point to enable District internet access during power outages and other emergencies.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Installed back-up wireless internet service at District offices, Water Treatment Plant and Fire House to ensure continuous internet access.

3. EXPANDED PARK FACILITIES	
GOAL	
<i>Build Twain Harte Meadows Park and identify recreational opportunities to improve quality of life in Twain Harte.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 3.1	Obtain funding for Twain Harte Meadows Park.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Applied for two funding grants. Obtained grants and donations to complete the first phase – Bocce Courts Improvements. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Obtained a grant to construct approximately 60% of Meadows Park. • Applied for a grant that will fund the remainder of Meadows Park. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Managed funding agreement for grant to construct approximately

	<p>60% of Meadows Park.</p> <ul style="list-style-type: none"> • Obtained grant to construct most of the Outdoor Pavilion. • Applied for a grant that will fund the remainder of Meadows Park.
<input checked="" type="checkbox"/> 3.2	Complete construction of Twain Harte Meadows Park.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed construction of Phase 1 of Meadows Park – Bocce Court Improvements. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Completed 60% level design for Meadows Park.
<input checked="" type="checkbox"/> 3.3	Improve Community Center by remodeling bathrooms and kitchen, paving or repairing parking lot and adding internet capabilities.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Worked with Rotary to replace windows, add insulation, improve electrical, add drywall and paint the main meeting room. • Added sound panels to the main meeting room to reduce noise.
<input type="checkbox"/> 3.4	Explore developing recreational programs to promote community health and relationships.
<input type="checkbox"/> 3.5	Recruit local partners to offer community recreation programs.
<input checked="" type="checkbox"/> 3.6	Advertise park rental opportunities and improve ease of rental process.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Created a plan to advertise park facilities via Facebook and bill inserts. • Developed a community calendar that will help customers see facility rental availability on the District website. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Promoted several park facilities on Facebook and in a bill insert. • Created an option to pay for reservations online and developed a plan to further ease facility rental through the District website.
<input checked="" type="checkbox"/> 3.7	Develop an easy method for collecting continual resident input on park facilities.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Developed a plan to install a QR sign that enables people at the park to provide park input directly from their phone. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created a park feedback survey on the District’s website and designed/procured signs with QR codes to enable park users to easily link to the survey and provide feedback.

4. COMMUNITY ENGAGEMENT

GOAL

Promote community engagement through active education, promotion of District activities and sensitivity to community needs.

OBJECTIVES

☑ 4.1	Develop and hold annual open house or community event.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Initiated monthly community engagement events at District facilities and other places around town, inviting residents to learn more about the District, ask questions, and express concerns.
☑ 4.2	Participate in local parades and community events.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Participated in 2019 4th of July and Christmas parades. • Initiated an annual 4th of July community event. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Participated in 2021 Christmas parade and hosted photos with Santa in the Park. • Presented District updates at the annual Twain Harte Homeowners meeting.
☑ 4.3	Conduct four community tours and/or educational programs each year.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Conducted four fire prevention/education programs with local schools, including one tour of the Fire Station. • Led one Water Treatment Plant tour for Twain Harte Elementary.
☑ 4.4	Develop video outreach program to educate public about projects, staff and other District activities.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Initiated video outreach program through Facebook and website, including educational videos on fire prevention and leak detection.
☒ 4.5	Increase social media, website articles and mailers to educate customers and promote District activities and respond to community questions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Developed and began implementation of social media outreach plan, greatly improving social media presence. • Posted multiple educational and promotional web articles. • Created and sent out multiple educational billing inserts. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Continued to establish strong, effective social media presence that

	<p>now consistently reaches thousands of social media users.</p> <ul style="list-style-type: none"> • Implemented plan to consistently provide billing inserts, bill messaging and web articles to inform and engage customers. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Continued to establish strong, effective social media presence that consistently reaches thousands of social media users. • Created and provided consistent billing inserts, bill messaging and web articles to inform and engage customers.
<input checked="" type="checkbox"/> 4.6	<p>Improve outreach to local students.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Conducted a Twain Harte Meadows Park design workshop with 6-8th grade students at Twain Harte Elementary. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Conducted first annual Water Treatment Plant tour for Twain Harte Elementary students. • Performed four fire prevention trainings for local students.
<input checked="" type="checkbox"/> 4.7	<p>Expand website to include ordinances, key policies and FAQ's.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Added FAQ's and key policies to website.
<input checked="" type="checkbox"/> 4.8	<p>Implement paperless billing and conduct outreach on billing and payment options.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Researched billing system requirements and prepared system to implement paperless billing in summer 2021. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Implemented paperless billing and conducted outreach to customers, including a promotional drawing/reward for those who signed up. Currently 1/8th of customers have signed up for paperless billing.
<input checked="" type="checkbox"/> 4.9	<p>Conduct regular outreach to identify community needs and explore options to meet said needs.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Conducted a survey regarding fire staffing needs to gauge community interest in participating in the County Fire Tax proposal. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created an online survey and signs for all park facilities that enables customers to easily express feedback, ideas and concerns.
<input type="checkbox"/> 4.10	<p>Obtain a District of Distinction certificate from Special District Leadership Foundation.</p>
<input checked="" type="checkbox"/> 4.11	<p>Conduct an outreach campaign in Sherwood Forest to educate regarding water quality and septic systems and explore the potential of</p>

	converting septic systems to sewer.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Conducted a grant-funded survey of the Sherwood Forest neighborhood and completed a 30% design of a sewer system. Discussed ideas with some residents during survey work.

5. ORGANIZATIONAL SUSTAINABILITY	
GOAL	
<i>Establish organizational structures, staffing models, and procedures that support long term District health.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 5.1	<p>Conduct an evaluation of organizational needs, staffing model and outsourced services for improved efficiency and sustainability. Implement any necessary changes.</p> <p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Evaluated organization for efficiency and sustainability. Hired a part-time administrative position to fill gaps and improve effectiveness. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Evaluated and restructured the Operations Division staffing model to add an additional staff member at minimal additional cost, providing greater effectiveness and sustainability while meeting staffing needs. Explored staffing model options in the Fire Division to improve depth and effectiveness. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Restructured administration staffing to enable the District to more efficiently meet needs of special projects that would require expensive consulting contracts.
<input checked="" type="checkbox"/> 5.2	<p>Improve management depth and redundancy through recruitment and training.</p> <p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed recruitment plan and key job description revisions for effective filling of vacant Fire Chief and Operations Manager positions. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Recruited and filled vacant Fire Chief and Operations Manager positions and implemented training plan and expectations to maximize skills and effectiveness. Added Assistant General Manager duties to the Operations Manager

	<p>position to provide overlap, depth and greater sustainability.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Recruited and filled vacant Operator 3 position with an operator with extensive utility management experience.
<input checked="" type="checkbox"/> 5.3	<p>Explore options to create a full-time engineer position on each fire shift.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Explored multiple options to add full-time engineer positions with limited funding resources. Developed a plan to adjust staffing model to hire seasonal, full-time engineers for five months per year to assist during fire season. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Initiated a SAFER grant application to provide for full-time engineers and firefighters for 3-5 years. Rearranged staffing to enable annual hiring of three seasonal full-time engineers for five months.
<input checked="" type="checkbox"/> 5.4	<p>Hire water/sewer/park summer staffing to assist with annual maintenance activities.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Hired two seasonal interns to conduct annual valve turning and inspection activities. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Restructured Operations Division to add an additional permanent full-time operator to eliminate the need for temporary summer staffing.
<input checked="" type="checkbox"/> 5.5	<p>Establish an improved District-wide health and safety program.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Explored wellness program options and successfully tested a temporary wellness plan with employee feedback. Developed a plan to implement an ongoing wellness program. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Developed and implemented an ongoing wellness program to promote overall health of District employees.
<input checked="" type="checkbox"/> 5.6	<p>Conduct District-wide staff meeting and trainings to improve inter-department coordination and efficiency.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Conducted one all-staff training and coordination meeting, but was limited due to COVID-19 restrictions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Conducted regular inter-departmental coordination meetings to improve coordination and efficiency between departments.

<input checked="" type="checkbox"/> 5.7	Develop operating procedures for administrative functions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified key administrative functions requiring operating procedures and initiated development of operating procedures. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed operating procedures for critical administrative functions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Refined operating procedures for critical administrative functions and identified other administrative functions needing written procedures.
<input type="checkbox"/> 5.8	Organize Standard Operating Procedures (SOP) for all departments into a single manual.
<input checked="" type="checkbox"/> 5.9	Identify gaps in SOPs and develop procedures to address gaps.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified gaps in water/sewer SOP's and began to develop procedures to fill some of the gaps. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Identified gaps in Fire and Administrative procedures and initiated development of procedures. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Identified gaps in Water/Sewer procedures and developed procedures to address gaps.
<input checked="" type="checkbox"/> 5.10	Develop a central paper filing and records management system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed inventory of all District files. Initiated development of a thorough records retention policy that enables simple ongoing file management. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed and adopted an updated and manageable Records Retention Policy. Initiated development of a simple filing structure system. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Developed a draft file structure. Initiated implementation of the Records Retention Policy with existing historical files.
<input type="checkbox"/> 5.11	Convert electronic filing system to closely match paper filing system.
<input type="checkbox"/> 5.12	Store all divisions' electronic files on the central server.
<input checked="" type="checkbox"/> 5.13	Review all policies and update.
	<u>FY 19-20</u>

	<ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Section 1000 of the District’s Policy Manual. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Section 3000 of the District’s Policy Manual. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Sections 4000 and 5000 of the District’s Policy Manual.
<input checked="" type="checkbox"/> 5.14	Review and update all ordinances.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Performed thorough review of Water Ordinance and initiated development of an amended Water Ordinance.
<input type="checkbox"/> 5.15	Codify and digitize all ordinances.
<input type="checkbox"/> 5.16	Review and update Water and Sewer Standards and Specifications.
<input checked="" type="checkbox"/> 5.17	Develop/adopt CEQA guidelines to streamline capital projects.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and adopted District CEQA Guidelines.
<input checked="" type="checkbox"/> 5.18	Develop a central, easily accessible source for common employee documents and information.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Initiated development of Intranet for easy access to documents/forms. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed development of Intranet for employees. Implemented a cloud-based system for all employees to improve communication, shared documents and access to electronic files.
<input checked="" type="checkbox"/> 5.19	Improve remote server access for employees.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Installed hardware and software to improve speed and accessibility for Operations and Fire employees to remotely access the server.
<input checked="" type="checkbox"/> 5.20	Explore cooperation with other agencies to provide more efficient or quality services.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Discussed formation of a Countywide fire internship program to improve efficiencies and standardize Countywide training. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Engaged with County and other fire districts in formation of JPA for a countywide fire tax to improve fire efficiencies. Collaborated with Columbia College and other fire districts in an

	<p>attempt to develop a countywide intern program.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Entered into agreement with Columbia College to participate in a Countywide internship program. • Explored serving as a pilot program for Sierra College to provide interns and upgrade District medical services to Pre-Paramedic EMT. • Implemented a “Move Up and Cover” procedure with CalFire to ensure command coverage of District at all times. • Collaborated and supported TUD’s efforts to acquire PG&E water supply infrastructure and water rights. • Entered into agreement with RC Health Services to become the only EMT skills training facility in the region.
<input checked="" type="checkbox"/> 5.21	Perform a water and sewer rate study in 2021 and implement any recommended rate changes.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Performed 5-year revenue and expense projections for the Water - and Sewer Funds and identified that rate increases would not be necessary until FY 22-23.
<input checked="" type="checkbox"/> 5.22	Obtain special district representation on Tuolumne County Local Agency Formation Commission (LAFCO).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Collaborated with County LAFCO and other special districts to obtain special district representation on County LAFCO
<input checked="" type="checkbox"/> 5.23	Evaluate new technology and applications to improve efficiency.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Evaluated several forms of technology to monitor and control critical water and sewer system components remotely. • Initiated development of an intranet site to improve communications between employees, reduce errors and improve admin efficiencies. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Implemented a cloud-based email, software and communication system to provide greater connection between staff and easy access to information from anywhere. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Identified several cloud-based software options that will improve operational flexibility and efficiency and eliminate the need for a central server, which requires ongoing maintenance and replacement every 5 years. • Explored and identified an internet-based phone system that will improve connectivity, ease of use for customers, and flexibility.



Board Meeting Agenda Item Summary

January 11, 2023

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 11, 2023

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 2022 Operations Report Fire Division



STAFFING

Full-Time Captains-2

Seasonal Engineers-2

Relief Captains-3

Reserve Firefighters-1

Intern Firefighters-4



New Firefighters



Congratulations to the four new members of the Twain Harte Fire family. (left to right) Dale Stance, Aaron Cook, Vincent Lee, and Jessie McNeal. These young men completed the Columbia College Fire Academy on December 26th.



FLEET/FACILITIES



Nothing to report



December Responses-37

2022 Incident Responses-392



December 2nd, E-723 responded to a vehicle accident on Highway 108 at South Sunshine road. Unfortunately, the driver sustained major injuries and was declared deceased at the scene.



December 3rd, E-723, C-720 responded to a Residential Structure Fire at Coffill road and Highway 108.

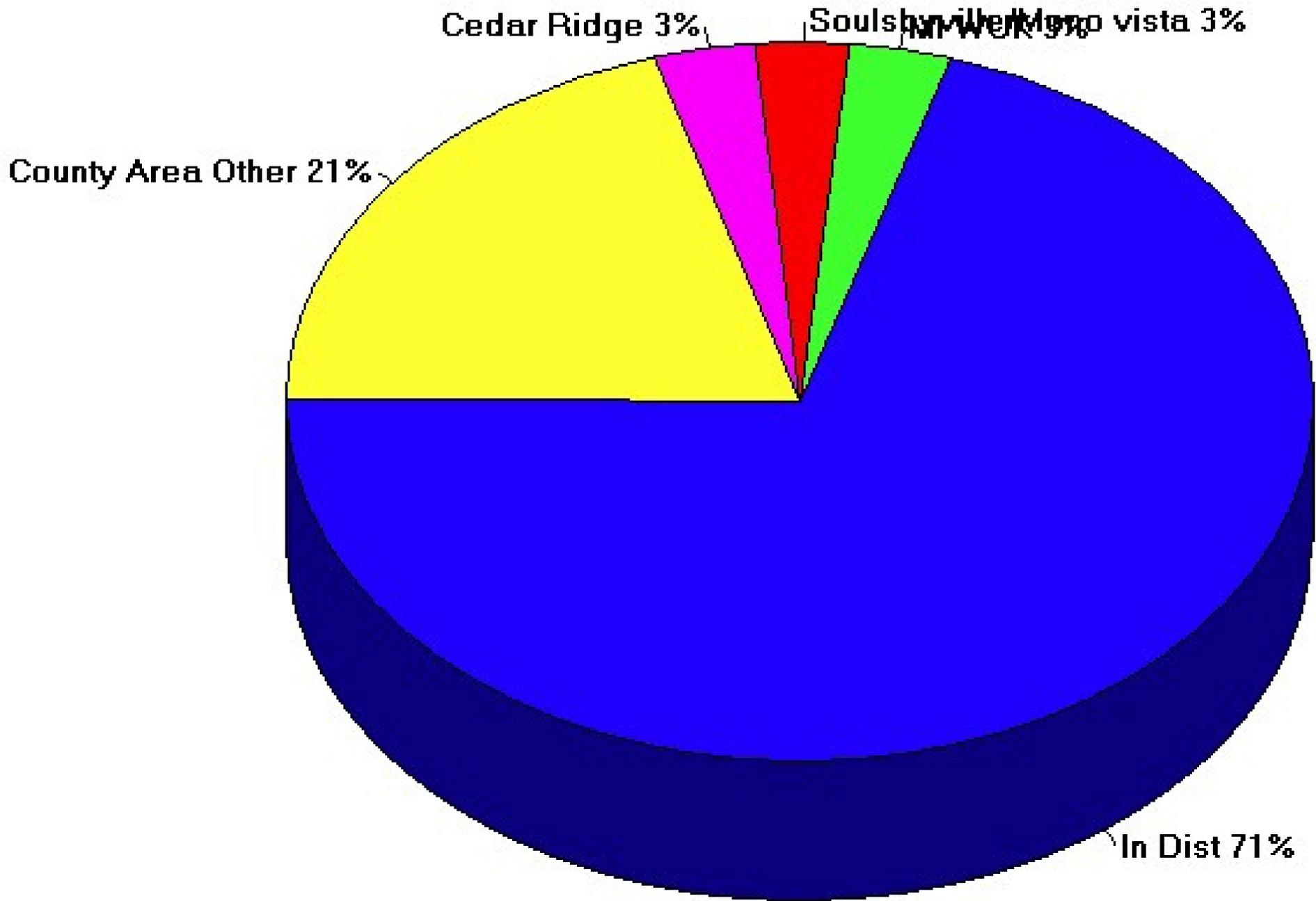


Training for December-175

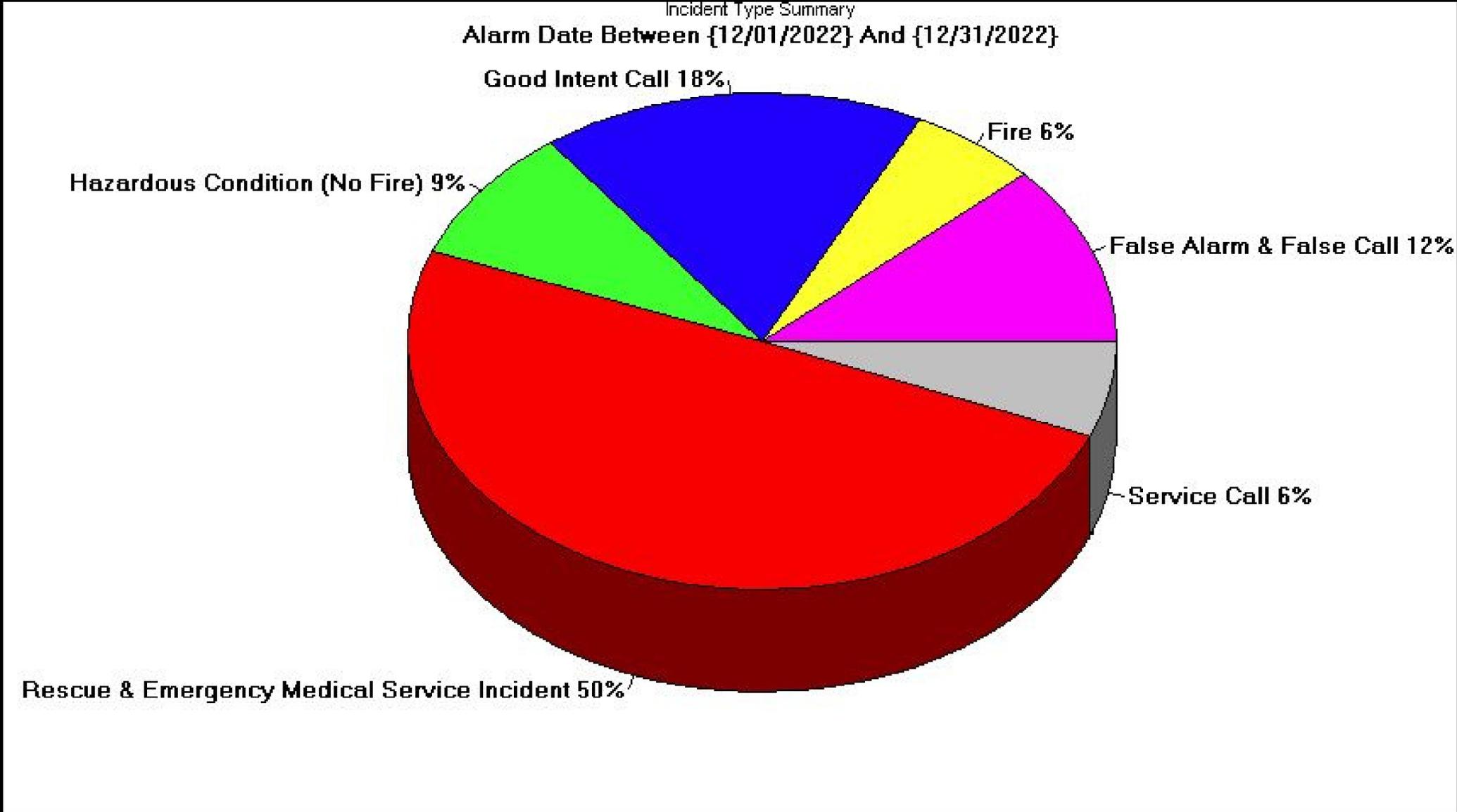


December incidents by district

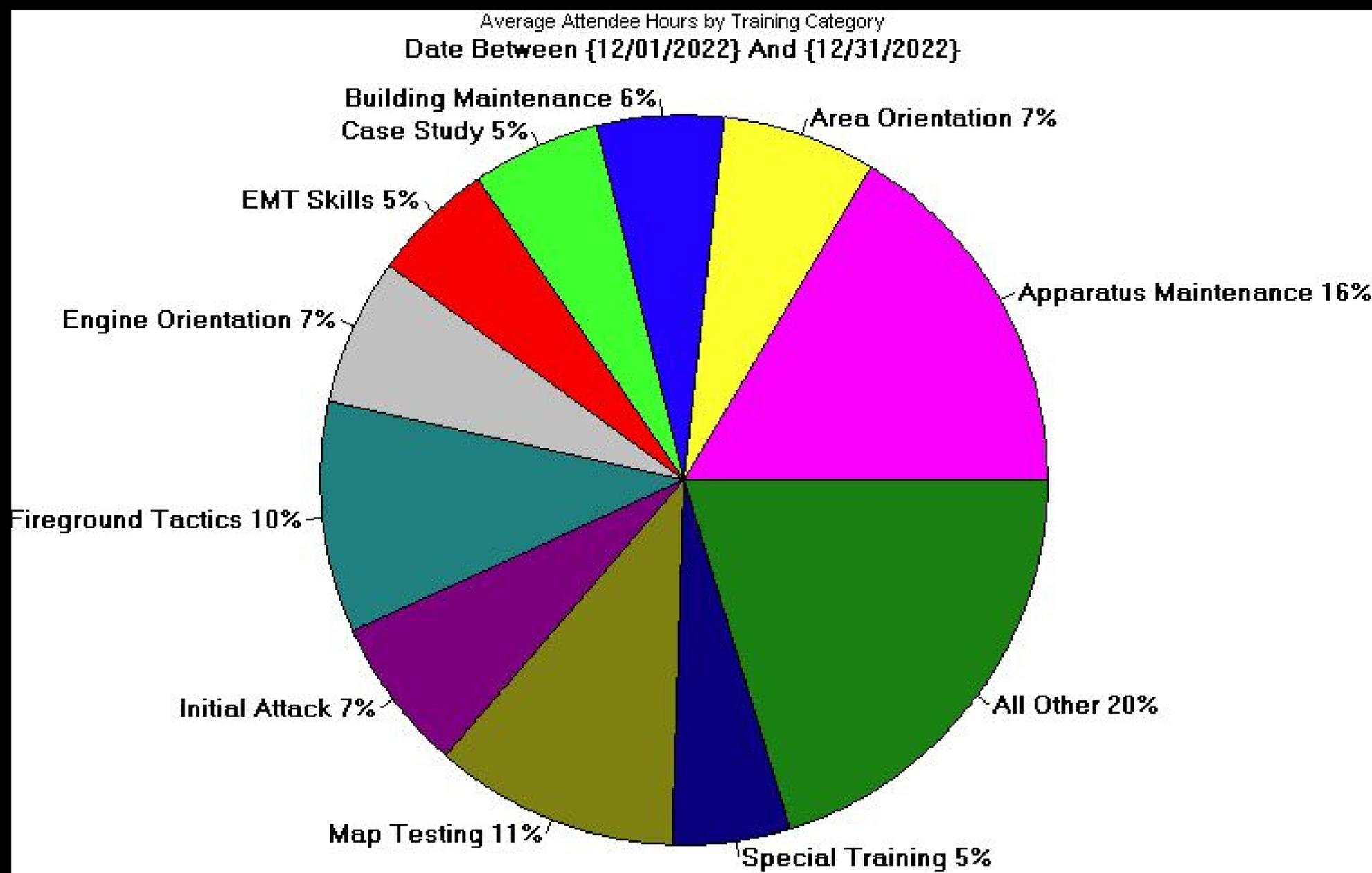
Incidents by District
Alarm Date Between {12/01/2022} And {12/31/2022}



December incidents by type



December training by type

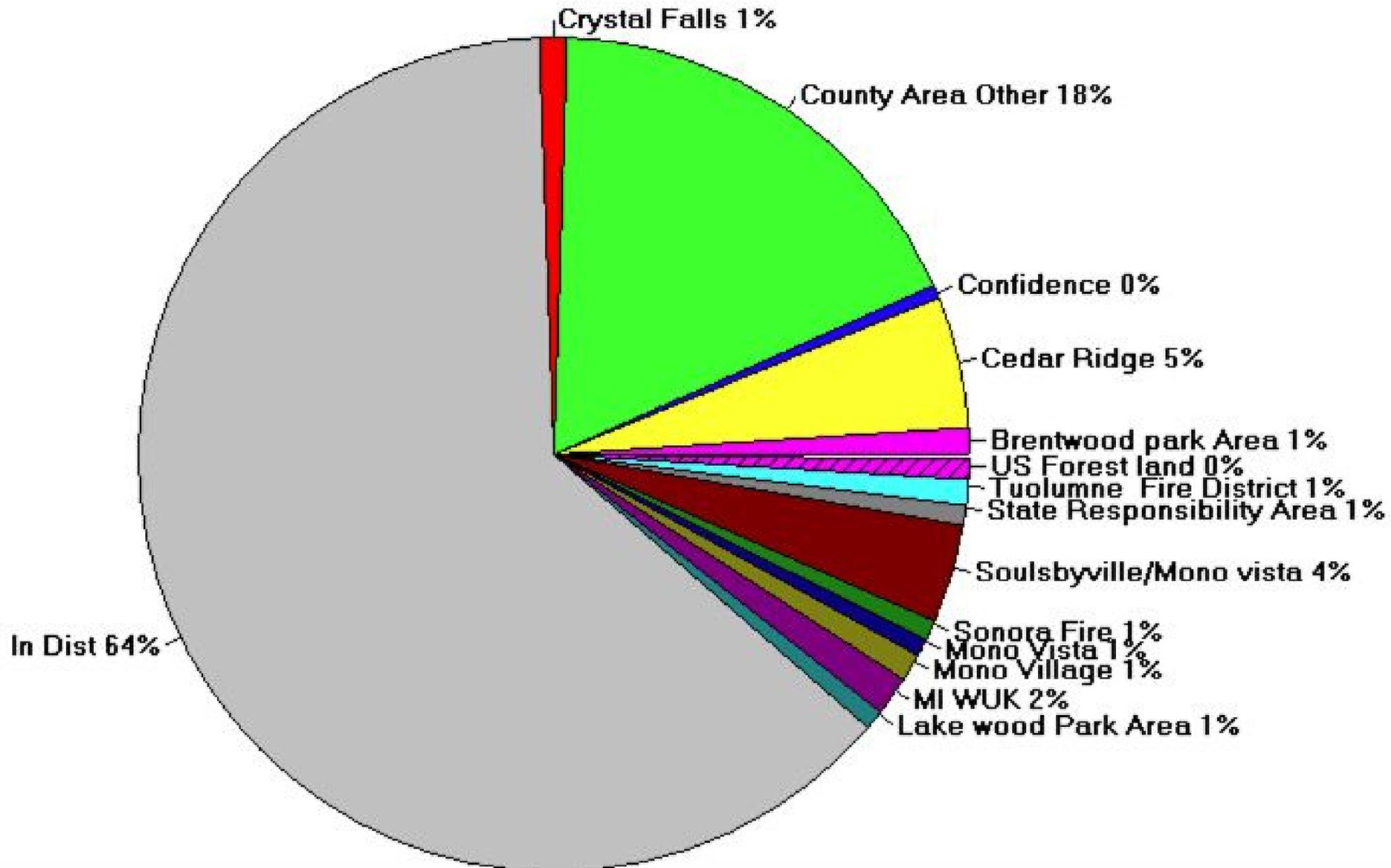


2022 Incident Responses



2022 incidents by districts

Incidents by District
Alarm Date Between {01/01/2022} And {12/31/2022}



2022 incidents by type

Alarm Date Between {01/01/2022} And {12/31/2022}

Good Intent Call 22%

Hazardous Condition (No Fire) 4%

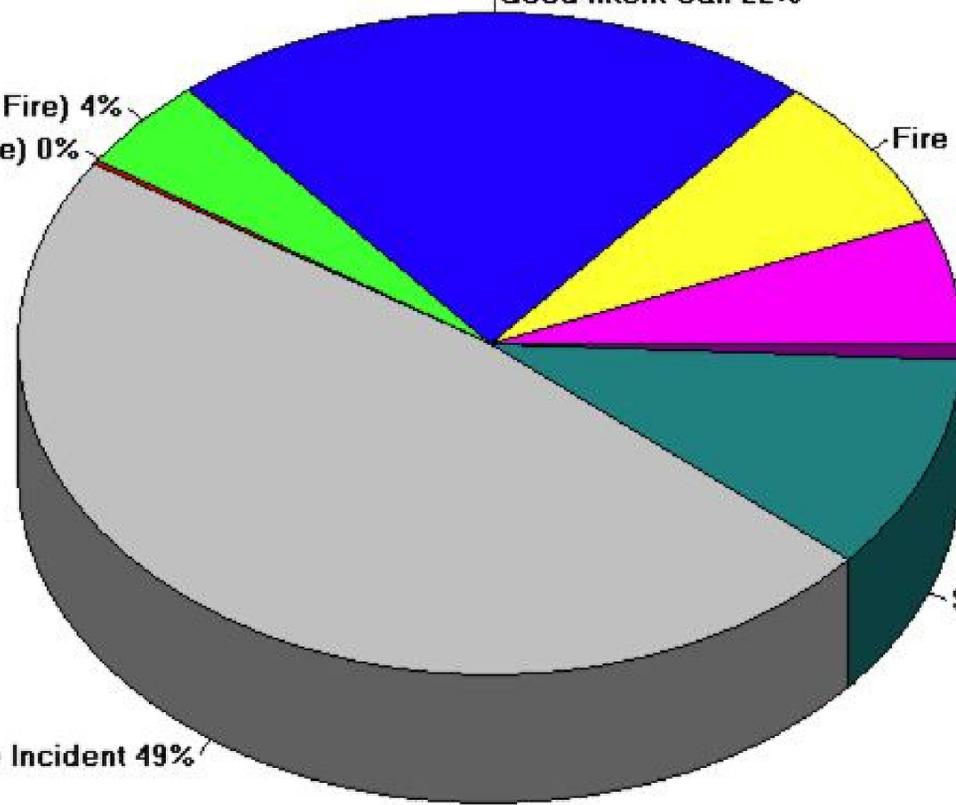
Fire 8%

Overpressure Rupture, Explosion, Overheat(no fire) 0%

False Alarm & False Call 6%

Special Incident Type 0%

Service Call 10%



Rescue & Emergency Medical Service Incident 49%





MONTHLY UPDATE

December 2022

Mary Schreiner, PIO & Editor
twainhartecert@gmail.com

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NOTES FROM THE PROGRAM MANAGER



It is the last month of the year which is a great time to look back and remember the good, the bad and forget about the ugly. I am an optimist and tend to look just at the good but then I am blessed enough to have lots of good in my life.

When I look back at 2022 first and foremost I wonder how did it become 2022? Where did the time go? Someone asked me the other day if I remembered the "70's". Even though that was a lifetime ago, yes I do! My grandson one day asked me if I was born in the 1900's...again the answer is yes but that was not pioneer days, although it was all in the same century.

Let me get back on track. I look at the Twain Harte Area CERT volunteers and realize no matter what century it is the work they do for the community will long be remembered. I am so proud to be a part of this wonderful group of people. For me to be the Program Manager for this group fills my heart with joy and love.

This month I have asked the staff to share their feelings about 2022. I know that you will enjoy reading their comments. You will also get to know them a bit better which will give you some insight into why my job is so rewarding.

*Merry Christmas
and
Happy New Year*

We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on safety and health.



If you have a suggestion for future articles, please contact twainhartecert@gmail.com for consideration of the topic by the board.

DECORATING CAN BE FUN!

by Mike Mandell, Team Leader

They asked me to drive the Firefighter Rehab Vehicle through the parade and somehow that turned into "you are also in charge of decorating it". I don't really mind because we always have creative people to join and put on the lights.



This year it was Carol & Dave Hallett, Margaret Lawrence, Maria Benech, and I. We have a lot of Christmas lights and each year it is a new idea of how to hang them (mainly because we cannot remember what we did last year). Our theme this year was "less is more".



Carol got busy directing traffic while trying to tell us what to do. We pretty much ignored her and *hung the lights by the gutter with care in hopes they will stay...is that a Christmas song?*

It was cold out but that did not slow us down from putting lights up, down and all around the vehicle. Maria was a great help and once she realized she had full rein to do whatever she wanted, there was not stopping her.

Margaret, who is tall and has long arms, was able to hang the lights easily from the gutters. We plugged it all into the jackery that was loaned to us by Lise Lemonnier. The finishing touch was a wreath that Carol and I hung on the grill.

As you can see from the pictures, Mother Nature was our friend. Even though we got snow on Thursday night, it was crystal clear on Friday for the parade.

It was hard to tell if we got enough lights on the vehicle in the day light. We will just have to wait and see what happens when the parade begins.



PARADING AROUND TWAIN HARTE

by Margaret Lawrence, Traffic Control Unit Leader



*It was a cold and blustery day & night;
All of Santa's elves were in sight.
To all the children's delight;
The parade was on time tonight.*



The lighting of the downtown tree was the kick off of the parade. The new lights glowed brightly.

There were lots of boy scouts helping out the Christmas Parade Committee. It is great to see our youth participating in our small town traditions.



It's always great to have law enforcement joining in the parade.

In the middle of the parade there was a fire emergency call. Both CalFire and Twain Harte Fire had to leave the parade route. Carol Hallett ran up the street making a path for the emergency vehicles. She can run pretty fast!



Every year the school bus is one of the favorites in the parade.



THA-CERT was the number one participant in the Parade; it was exciting to see it come around the corner with all the colorful lights.

The marching band was simply amazing. The drummer boy was in all his glory and seemed to love playing the drums for us.



It was fun to see the Dodge Power Wagon in the parade....driven by Captain Grant with his children along side him. There was also a 1961 Power Wagon from Columbia that was beautifully restored as well.



The scouts were everywhere, helping with barricades, and walking along the Santa sleigh. It was an amazing night.

2022 RETROSPECTIVE



Editor's note: We asked our staff members to look back on 2022 and give us their thoughts.

2022 was about figuring out who I want to be in this post-pandemic environment and for me that means spreading more kindness and compassion in a world that is full of chaos.

I love being part of CERT, a group that cares and gives back to the community on a regular basis. I find when you give you often get so much more back, new friends & community.

I'm excited about my new role as Traffic and Crowd Control Leader, but even more exciting that the Parade is now over-LOL!



Margaret Lawrence, Traffic Control Unit Leader



2022 was a challenging year for me. I was diagnosed with a rare chronic illness in March and finding the strength to participate in our CERT activities has been difficult at times. The care and support I received from my fellow CERT members reminded me of why I love being active with this organization. When I was ill, team members swooped in and made sure the newsletter got out without my having to worry about a thing, and did such a great job of it that I threatened to let them take it over indefinitely.



That's the kind of energy you find with everything we do. There are always people ready to jump in and make sure that what needs doing gets done.

I'm looking forward to our Basic CERT Training Academy, which will be our first big activity in 2023, and the first in-person Basic training since the pandemic began. And I look forward to a year full of great CERT activities.

Mary Schreiner, Public Information Officer



2022 RETROSPECTIVE, cont'd

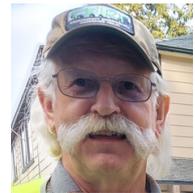
I'm proud to be a member of CERT, helping our community to be safe, healthy, and prepared for any emergency! It's a great team of volunteers who work together seamlessly with a positive attitude!!



John Buckingham, Safety Officer



Goodbye, 2022! We did a lot of good things, one of them being the merger of THA-CERT with the Fire Association. We did projects that benefited the community and I'm looking forward to keeping that going in 2023. I'm looking forward to all of the great things CERT will be doing.



Mike Mandell, Team Leader



It was great to feel like a team again in 2022, we got back to having live meetings and training sessions and got to interact with our fellow CERT members, not just work, work, work all the time. It's great helping the community but it's nice to be able to meet with our members outside of deployments, too.



I'm looking forward to new projects next year.

Bob Schreiner, Logistics Officer

2022 RETROSPECTIVE, cont'd

Looking back at 2022, it seems the biggest take-away for me is that small changes can improve your world and that a great team makes all the difference.



Our UAS Unit was successfully deployed to incidents and participated in a couple large trainings. The successes and failures have been used as learning opportunities and the lessons learned have been incorporated into our standard operating procedures. We also had the opportunity to participate in a number of public outreach events, which provided opportunities to foster relationships with our amazing community. And on top of that, we utilized available grant monies to upgrade our equipment making us more response-ready.

Our team provided solid service to our community and accomplished so much this year. Nothing truly significant in the world is accomplished alone and I am grateful to have had such amazing people by my side.

Michelle Wagner, UAS Unit Leader



Newly Outfitted UAS Command Vehicle

2022 RETROSPECTIVE, cont'd

Hello CERT friends!

We have had a busy year. I would like personally to thank all of you who raised your hand to volunteer every time I asked for your help.



In 2022, we started having our regular monthly training meetings. It was nice to see everyone again. We did a light search-and-rescue training, a memorable first aid training, and other wonderful trainings. We were also very busy with Firefighter Rehab by helping with the Columbia College live burns. This is an event that really helps the fire academy, and it is a great opportunity for us to do training for ourselves.

For the 4th of July, Memorial Day, and Veteran's Day, we put up over 40 flags all around Twain Harte. A small crew of us walked around town with our ladders and flags putting them up to honor our country.

Our fun activities included two fund raisers. At the Twain Harte Open Air markets, we sold beer, wine, margaritas, and goodies from the Twain Harte Fire Department. A first for us this year was the Fire Department Pancake Breakfast. For being green to this event, I am proud of the great volunteers who made it happen. The community came out to support it, enjoy each other's company, and meet with our Chief and firefighters.

Next year, we will be doing all of these things and more. January 27, 28, and 29th will be our basic training. We are getting ready for a busy weekend. We plan on training in first aid and in radio communications. Keep your eyes open for dates and times for other trainings -- it's always the last Saturday of each month.

Our THA-CERT is a wonderful group. We try to help our community. Sometimes it's something small, sometimes it's something difficult, but we give it our best and walk away fulfilled.

Happy New Year!

Lise Lemonnier, Planning Section Chief

I haven't had too much experience with CERT other than posting the books and some meetings. I did work the TH Christmas parade. Went mostly well. Probably the best part for me was the "de-briefing" after. It's a small thing, but the last couple places I worked, we didn't review. As soon as we could place blame, we were done. It wasn't "how can we do better?" It was "who messed up?"



The fact that we support each other to learn and improve is so cool from my experience.

Bob Wagner, Finance Section Chief



TRAINING

Are you ready to help yourself, your family and your neighborhood when a disaster happens?

With the cooperation of the Twain Harte Fire Department we offer an opportunity for you to attend a Community Emergency Response Team (CERT) basic training academy. This is a 20-hour training course that will include both classroom instruction and hands-on training.

Training Includes:

- Personal Preparedness
- Organizing Resources
- Fire Safety & Utility Controls
- Basic Medical Operations
- Light Search and Rescue
- Basic Damage Assessment

When?

January 27, 2023
1630-2030 (4:30-8:30 pm)

January 28, 2023
0900-1700 (9 am-5 pm)

January 29, 2023
0900-1700 (9 am-5 pm)

You must attend the entire 20-hour training class to be certified.

Where?

22912 Vantage Point Dr
Twain Harte, CA
(THCSD Office)

Register:

twainhartecert@gmail.com

This training will prepare you for emergencies here in Tuolumne County or where ever you travel.

IT'S NICE TO BE RECOGNIZED

by Mary Schreiner, Public Information Officer

It's always nice to have your hard work appreciated and recognized. Recently, awards were given to our sponsoring agency, THCS, THA-CERT, and THA-CERT Program Manager, Carol Hallett.

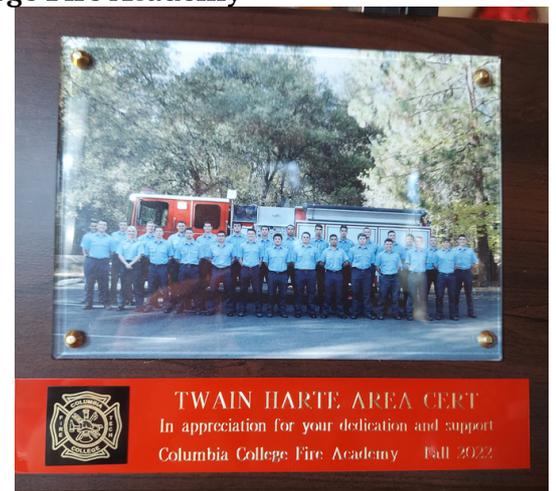
Twain Harte Community Services District Receives District of Distinction Award



Twain Harte Community Services District is proud to have been awarded the "District of Distinction - Gold" accreditation by the Special District Leadership Foundation (SDLF) for its sound fiscal management, transparency, and responsible operations. SDLF is dedicated to recognizing excellence in special districts that emulate understanding and respect for what it means to govern. Receiving the District of Distinction award is a prestigious honor held by only 2% of special districts in the state.

Twain Harte Area CERT Receives Award From Columbia College Fire Academy

During the commencement ceremony for the 2022 graduating class from Columbia College's Fire Academy, THA-CERT received a commendation from the Fire Academy for their contributions to the students during the Live Burn Exercises held in October 2022. THA-CERT provided Firefighter Rehabilitation and Tank Fill assistance to the students and instructors during the exercises.



And last, but certainly not least,

Carol Hallett Presented With The First Annual Community Excellence Award



Twain Harte Fire Chief, Neil Gamez, created this award to recognize individuals who went above and beyond with their dedication and service to the community. This award was presented to Carol at the December THCS Board meeting.

I can't think of an individual who gives more of themselves to the community. Carol is always looking for ways to help the Twain Harte area and its people.

Congratulations to all on receiving the recognition you most certainly deserve!

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief



THA-CERT volunteer hours for December are:

Administration =	165
Training =	0
Deployment =	32
Total December hours=	197



Total THA-CERT volunteer hours for 2022:

Administration =	2924.5
Training =	829
Deployment =	762
Total 2022 hours=	4386.5



Events

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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



Meetings

Twain Harte CSD Board Meeting

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

Wednesday, 11 January 2023, 9:00 am

CERT & Fire Association Board Meeting

Thursday, 12 January 2023, 9:30 am

Training



Basic CERT Training Twain Harte Area

January 27, 28 & 29, 2023

22912 Vantage Pointe Drive,
Twain Harte

Sign up by contacting THA-CERT at:

twainhartecert@gmail.com





Board Meeting Agenda Item Summary

January 11, 2023

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

What's New

- CSDA Tuolumne County Chapter Creation and bylaws approval (details discussed at 11/14/22 Board Meeting).



Water/Sewer/Park Division

For December 2022

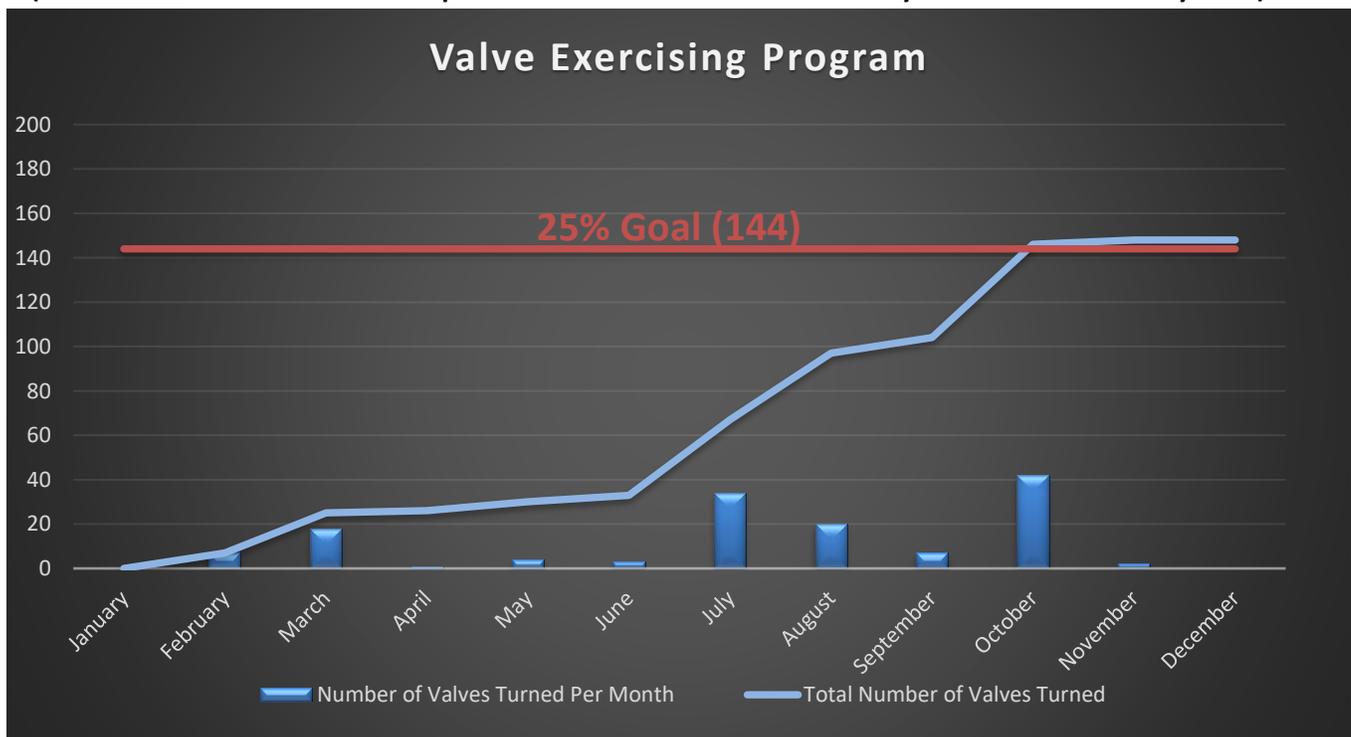
Board Meeting 1/11/23

Numbers within December's report are as of 12/27/22 and reflects shorter month due to holidays and storm activity.

Highlights

Water

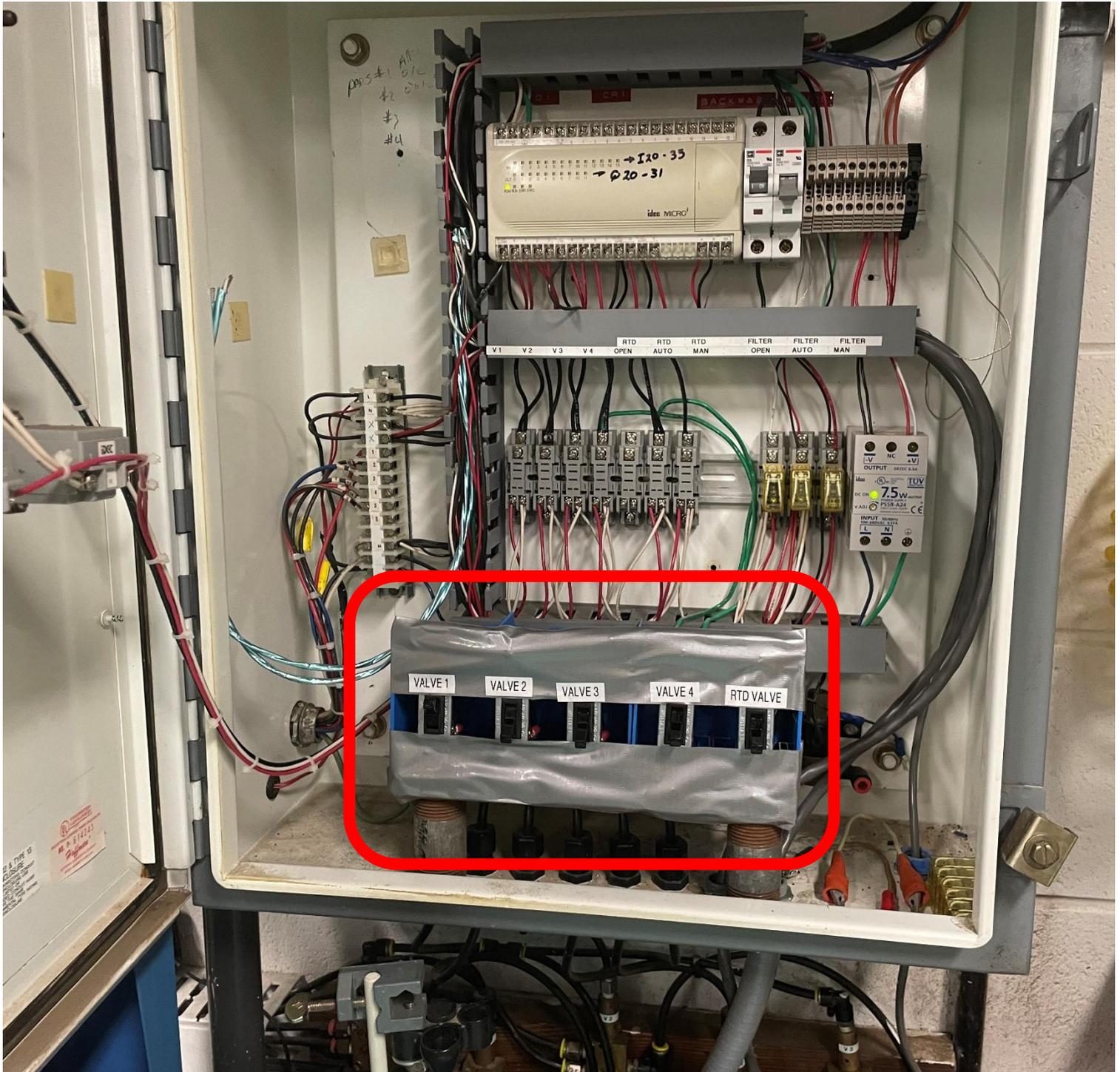
- Number of customer service calls were slightly above average for this time of year (20-30) for a total of 31.
- 5 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 148 or 25.7%.
(Context: 169 were inspected and maintained by this time last year).



- 1 leak repair was made in December. Pictured is a water main repair in Sherwood Forest. This was one of our deeper repairs at 7-8' deep. The hole was made safe by cutting the hole back far enough to not need shoring. The perspective of the photo is misleading to the eye.

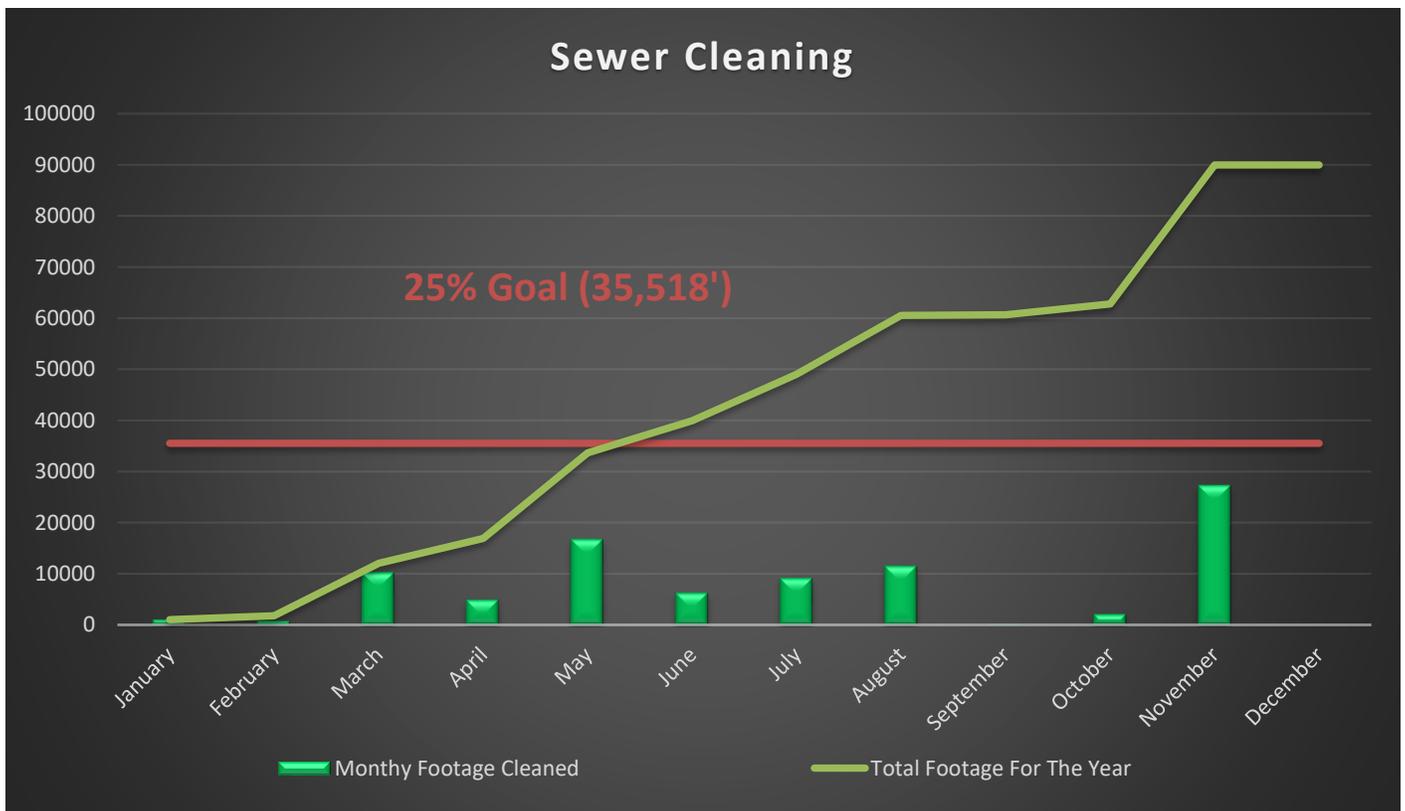


- The failed PLC has been temporarily bypassed with an ingenious switching system developed and installed by Operator II Steve Wise. This will buy us time to make sure we get the PLC repaired in an efficient way.

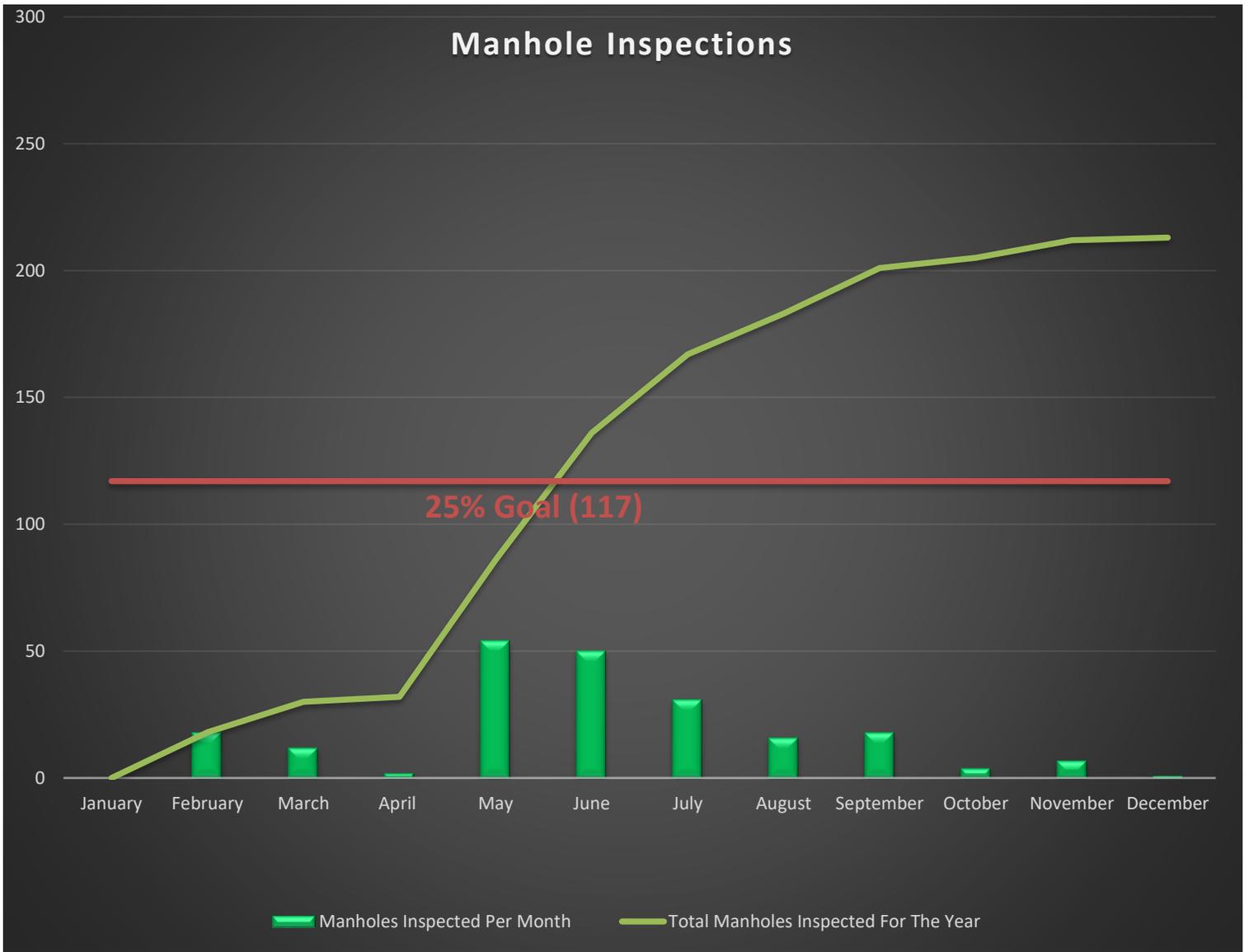




- Number of customer service calls were average for this time of year (0-5) for a total of 2.



- Sewer main footage cleaned out of 142,072': 89,965' or 63.3%. The higher-than-normal numbers include pre-holiday flushing. (Context: 52,611' were cleaned by this time last year with an annual goal of 25% cleaned).



- Manholes inspected and maintained out of 468: 213 or 45.5%. (Context: 122 were cleaned by this time last year with an annual goal of 25%).

Parks and Recreation

- Gold Rush Charter School students from Mr. Lynch's class performed some volunteer service in the Caldor Creek area behind the old bathrooms by removing brush. Mr. Lynch feels confident this kind of volunteer service will be a regular thing with his students and will be beneficial in teaching community involvement.

Before:



After:





Vehicles and Equipment

Nothing to report at this time.

Year: 2022

Month	Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0
Feb	2,020,580	980,732	1,821,746	0	157,417	4,823,058	5,836,362	17.36%	0	2
Mar	2,634,940	1,059,070	2,080,661	0	172,648	5,774,671	5,776,198	0.03%	1.39	4
Apr	2,354,273	996,645	2,046,546	0	155,127	5,397,464	6,737,931	19.89%	2.22	0.5
May	4,375,366	1,006,241	2,125,140	0	210,770	7,506,747	9,624,851	22.01%	0.08	0
Jun	6,039,675	935,880	2,066,959	0	286,358	9,042,514	11,912,958	24.10%	0.016	0
Jul	8,086,915	989,609	2,135,014	0	433,644	11,211,538	14,740,484	23.94%	0.01	0
Aug	8,431,585	596,078	1,594,637	0	415,689	10,622,300	14,605,710	27.27%	0.1	0
Sep	9,022,957	0	0	0	542,552	9,022,957	10,891,827	17.16%	2.33	0
Oct	7,621,280	788,707	1,525,748	64,341	399,604	10,000,076	9,867,000	-1.35%	0.26	0
Nov	5,640,925	177,852	342,506	67,355	0	6,228,638	6,638,895	6.18%	3.61	1.25
*Dec	5,619,168	0	326,312	0	486,145	5,945,480	7,410,084	19.77%	13.56	2
Total	64,463,243	8,684,829	18,057,160	335,874	3,503,565	91,541,106	112,346,562	18.52%	23.73	9.75

*As of 12/27/22



Board Meeting Agenda Item Summary

January 11, 2023

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 11, 2023



ADMIN ACTIVITIES

- Mid-Year Budget Adjustment
- TH Meadows Park Design & Funding Agreement
- Storm Emergency Coordination
- Per Capita Grant Projects Scoping/Estimating
- Million Gallon Tank #2 Design Review/Coordination
- Cloud Meter Reading Software Transition
- Records Retention, Reorganization and Purging

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$185,000

A contract has been awarded to True Blue Automation to replace the MCC at the water treatment plant and a Notice to Proceed has been issued. Due to long lead times, work is anticipated to take place in November 2023 during low water demand months.

Twain Harte Meadows Park

Budget: \$2,600,000

A grant-funded project to build a new, community-designed park next to Eproson Park. Draft final design is complete. Coordination in process to add scope to the current design due to the addition of the State Parks grant. Construction anticipated in summer 2023.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

90% design is complete for the grant-funded project to replace tank roof, reinforce support structure and recoat interior and exterior of the tank. Construction is anticipated in summer 2023.

Fire Station Backwall Excavation & Sealing

Budget: \$55,000

The main construction work has been completed. An addition of a concrete swale to provide improved drainage is underway.

SCADA Upgrade Project

Budget: \$300,000 Water / \$100,000 Sewer

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in winter 2022-23.

MEETINGS OF INTEREST

- 12/15 County Water Agency Meeting
- 12/15 County/CalFire Contract Meeting
- 1/6 OES Emergency Storm Coordination
- 1/10 TUD Board Meeting – Rate Study
- 1/12 Twain Harte Download

PLANNING PROJECTS

Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model, water loss analysis and risk assessment and identification/prioritization of capital projects is complete. Design of Sherwood Forest water lines replacement is underway.

FUNDING OPPORTUNITIES

MULTI-BENEFIT DROUGHT GRANT - \$650K

Turf Replacement / Award: February 2023

MULTI-BENEFIT DROUGHT GRANT - \$950K

Shadybrook Silt Removal / Award: February 2023

MULTI-BENEFIT DROUGHT GRANT - \$1.7M

Water Line Replacement / Award: February 2023

STATE REVOLVING FUND - \$4.5M

TH Pipeline Project / Award: Spring 2023

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED