

# 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 November 13, 2024 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/84201668406>
- Meeting ID: 842 0166 8406
- 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. Presentations

A. Presentation of Annual Employee Safety Awards.

### 6. Consent Agenda

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

B. Approval of the minutes of the Regular Meeting held on October 9, 2024.

C. Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2023-24.

D. Annual review and submittal of annual report for Policy #1015 – Identity Theft Prevention Program.

E. Annual review of Policy #2082 – Internet, Email and Social Media Use.

## 7. New Business

- A. Discussion/action to adopt Resolution #24-29 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir Dam.

## 8. Reports

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

## 9. Adjourn

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### **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](#)

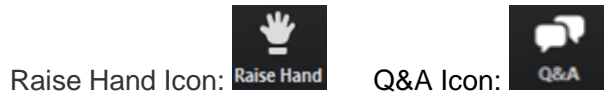
### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSO Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
  - Computer/Tablet/Smartphone: Click the "Raise Hand" icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a



comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



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

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

### **MEETING ETIQUETTE**

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

### **ACCESSIBILITY**

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

### **WRITTEN MEETING MATERIALS**

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



# Board Meeting Agenda Item Summary

November 13, 2024

<b>ITEM #:</b>	05A	<b>ITEM TYPE:</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
<b>SUBJECT:</b>	Presentation of Annual Employee Safety Awards		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Present annual safety awards to employees who have a proven safety record over the past year.

## SUMMARY:

The District strongly encourages safe practices within the workplace and realizes benefits when employees remain free of injuries. Healthy, injury-free employees are happier and more capable of providing reliable and efficient services. The District also realizes lower workers' compensation insurance costs when employees remain injury free. For this reason, the District incentivizes employee safety.

Each November, the District presents safety awards to employees who have remained injury-free and engaged in safe work practices over the past year. The District's Employee Safety Award program requirements are detailed in District Policy #2140 – Employee Safety Award.

## FINANCIAL IMPACT:

Employee safety awards for this year total \$1,150, which is included in the Fiscal Year 2024-25 Budget.

## ATTACHMENTS:

- Safety Awards

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

MELINDA BOYER

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

RICK DIAZ

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

ERNIE DIXON

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

NEIL GAMEZ

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

LAUREN GERBER

*In recognition of one full year without a reportable on-the-job injury*



Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*LEWIS GIAMBRUNO*

*In recognition of one full year without a reportable on-the-job injury*



Tom Trott  
General Manager  
November 6, 2024



Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MICK GRIMES*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MIGUEL HERNANDEZ*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*JASON KARNEY*

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

ERIC KILE

*In recognition of one full year without a reportable on-the-job injury*



Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

NEFTALI OROZCO

*In recognition of one full year without a reportable on-the-job injury*



Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

KIMBERLY SILVA

*In recognition of one full year without a reportable on-the-job injury*



---

Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# *SAFETY AWARD*

*is hereby granted to:*

*MARK SLATER*

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024

Twain Harte Community Services District

# SAFETY AWARD

*is hereby granted to:*

*TOM TROTT*

*In recognition of one full year without a reportable on-the-job injury*



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Tom Trott  
General Manager  
November 6, 2024





# Board Meeting Agenda Item Summary

November 13, 2024

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

**RECOMMENDED ACTION:**

Receive and approve the financial statements through October 31, 2024.

**SUMMARY:**

This item presents Fiscal Year (FY) 2024-25 financial statements for all District Funds through October 31, 2024. As a general summary of the financial statements:

- Operating expenses for all Funds except the Sewer Fund are above the target of 33% expended. This is typical for the first portion of the fiscal year. The target percentage assumes an equal amount of spending each month throughout the year. It serves as a good checkpoint of how budget is being managed, but it is not a true reflection of the timing of costs incurred. At the beginning of the year, the District makes several, large upfront payments that cover the entire fiscal year. For example, the following one-time fiscal year costs were already incurred in full:
  - Annual Property/Liability and Workers’ Compensation Insurance Premiums
  - CalPERS Unfunded Liability Payment
  - Water Meter Replacement and Sewer Vacuum Trailer Annual Loan Payments
  - Water Treatment Chemical Bulk Purchase
- Sewer Fund operating expenses would be higher if the Sewer Fund’s largest expense (a quarterly wastewater treatment invoice from Tuolumne Utilities District) was included. If that bill was provided monthly, Sewer Fund expenses would be 36% of budget.
- Fire Fund operating expenses are much higher than target due to high wildfire activity and participation in mutual aid assignments (strike team). As of October 31<sup>st</sup>, strike team labor expenses total \$282,000, which will be reimbursed with additional revenue for administration and equipment. The Fire Fund would be 41% of budget without strike team expenses.
- Bank balances are healthy and in line with expectations. The month of October included several large reimbursements for strike team assignments and a water planning grant. Large deposits are expected in the coming months due to strike team and park grant project reimbursements.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

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

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

<b>Account</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Transfers</b>	<b>Current Balance</b>
Five Star - Operating	595,359	1,043,891	(485,123)	(500,000)	654,127
US Bank - Operating	1,931	18,585	(60)		20,456
Five Star - Money Market	302,014	2,494		500,000	804,508
CA CLASS - Investment	1,196,483	5,071			1,201,554
LAIF - Investment	843,451	20,312			863,763
<b>TOTAL</b>	<b>\$ 2,939,237</b>	<b>\$ 1,090,353</b>	<b>\$ (485,183)</b>	<b>\$ -</b>	<b>\$ 3,544,407</b>



# Board Meeting Agenda Item Summary

November 13, 2024

<b>ITEM #:</b>	06B	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Approval of the Minutes of the Regular Meeting Held on October 9, 2024.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on October 9, 2024.

## SUMMARY:

The California Government Code and District Policy #5060 (Minutes of Board Meetings) requires the District to keep a record of all its actions. As such, the District's Board Secretary prepared draft minutes for the Board's Regular Meeting held on October 9, 2024, in the format required by Policy #5060. The Board's responsibility is to review and approve the draft meeting minutes.

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Minutes of the Regular Meeting held on October 9, 2024

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting**  
**October 9, 2024**

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

**DIRECTORS:**

President Sipperley  
Director Mannix  
Director Bohlman  
Director Dearborn

**STAFF:**

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

**AUDIENCE:** 10 Attendees

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

*Ed Proctor introduced himself to the board as a candidate running for one of the District Board seats in the upcoming election.*

*Operations Manager Lewis Giambruno provided recognition for Operator I Robert Smith for acquiring his Water Treatment Operator Grade T2 and Water Distribution Operator Grade D2 licensing while continuing to go above and beyond at work.*

**CONSENT AGENDA:**

- A. Presentation and approval of financial statements through September 30, 2024.
- B. Approval of the minutes of the Regular Meeting held on September 11, 2024.

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

***SECOND: Director Mannix***

***AYES: Sipperley, Mannix, Bohlman, Dearborn***

***NOES: None***

***ABSTAIN: None***

***ABSENT: Knudson***

**NEW BUSINESS:**

- A. Presentation and discussion of year-end financial report for Fiscal Year 2023-24.

***GM Trott provided a presentation on the closing of the fiscal year 2023/24. He spoke to each fund and where we ended up, stating that every fund was better than anticipated and as a result we are able to put back money into reserves.***

- B. Discussion/action to adopt Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves.

**MOTION: Director Mannix made a motion to adopt Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves.**

**SECOND: Director Bohlman**

**AYES: Sipperley, Mannix, Bohlman, Dearborn**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson**

- C. Discussion/action to approve an agreement between the County of Tuolumne on Behalf of the Sheriff's Office Jail Industry Authority Program with Twain Harte Community Services District for Inmate Work Crew.

**MOTION: Director Dearborn made a motion to approve an agreement between the County of Tuolumne on Behalf of the Sheriff's Office Jail Industry Authority Program with Twain Harte Community Services District for Inmate Work Crew.**

**SECOND: Director Bohlman**

**AYES: Sipperley, Mannix, Bohlman, Dearborn**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Knudson**

**REPORTS:**

**President and Board Member Reports**

- No report.

**Fire Chief Report by Chief Gamez**

- A verbal summary of the written report was provided.
- CERT - Carol Hallet provided a verbal summary of the written report that was provided.

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

- A verbal summary of the written report was provided.

**General Manager Report Provided by General Manager Trott**

- A verbal summary of the written report was provided.

**ADJOURNMENT:**

The meeting was adjourned at 10:14 a.m.

Respectfully submitted,

APPROVED:

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Kimberly Silva, Board Secretary

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Gary Sipperley, President





# Board Meeting Agenda Item Summary

November 13, 2024

<b>ITEM #:</b>	06C	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Accept and File the Annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2023-24.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Accept and file the annual Government Code Section 66013 Capacity Charges Report for Fiscal Year 2023-24.

**SUMMARY:**

California Government Code 66013 requires the District to complete a publicly available annual report detailing capacity charges that were collected in the previous fiscal year (FY). The report lists the amount of fees that were collected, the capital projects or portions of capital projects to which they were applied, and the projects budgeted for the upcoming fiscal year.

The attached Capacity Charges Report shows that no capacity fees were collected in FY 2023-24.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Capacity Charges Report for Fiscal Year 2023-24.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**CAPACITY CHARGES REPORT**  
**FOR FISCAL YEAR ENDING JUNE 30, 2024**

**Purpose**

California Government Code 66013 stipulates that connection fees or capacity charges shall not exceed the estimated reasonable cost for which the fee or charge is imposed when a local agency imposes fees for water connections or sewer connections or imposes capacity charges. In addition, the government code goes on to further stipulate that when capacity charges are imposed, the local agency must complete a publicly available report detailing the amount of capacity charges collected during the fiscal year, each public improvement on which the charges were expended and additional information as detailed in the attached Government Code.

**Capacity Charges Defined**

California Government Code 66013 defines capacity charges as a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities.

**Charges Collected During FY 2023/2024**

Twain Harte Community Services District collects two capacity related charges at the time of new connection. They are called Connection Fees and Impact Charges. A detailed description of the charges can be found in the District Schedule of Charges adopted 4/12/2016. No connection fees or impact charges were collected in FY 23/24.

**Activity for FY 2023/2024**

	BEGINNING BALANCE	23/24 COLLECTED	INTEREST	SPENT	ENDING BALANCE
<b>Water</b>					
Connection Charges	\$ -	\$ -	\$ -		\$ -
Impact Charges		-	-		-
<b>Sewer</b>					
Connection Charges	\$ -	\$ -	\$ -		\$ -
Impact Charges		-	-		-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**Connection/Impact Charge Expenses for FY 2023/2024**

<b>Capital Project Expenses</b>	<b>23/24 Expense</b>	<b>% Funded by Impact Charges</b>	<b>% Funded by Other Revenue</b>	<b>Total Impact Charges Expended</b>	<b>Total Other Revenue Expended</b>
<b>Water</b>					
MG Tank #2 Rehabilitation & Recoat	\$ 942,936	0.00%	100.00%	\$ -	\$ 942,936
Refurbish Treatment Filters	21,634	0.00%	100.00%	\$ -	\$ 21,634
Motor Control Center	876	0.00%	100.00%	\$ -	\$ 876
Turbidimeter Replacement	39,603	0.00%	100.00%	\$ -	\$ 39,603
Transfer 2008 Chevy from Fire	2,925	0.00%	100.00%	\$ -	\$ 2,925
Truck #4 Plow	6,117	0.00%	100.00%	\$ -	\$ 6,117
<b>Sewer</b>					
Push Camera	\$ 15,414	0.00%	100.00%	\$ -	\$ 15,414
Truck #4 Plow	3,294	0.00%	100.00%	\$ -	\$ 3,294
Transfer 2008 Chevy from Fire	1,575	0.00%	100.00%	\$ -	\$ 1,575
	<b>\$ 1,034,374</b>			<b>\$ -</b>	<b>\$ 1,034,374</b>

**Budgeted Impact/Connection Charge Expenses for Next Reporting Period (FY 24/25)**

<b>Description</b>	<b>Water</b>	<b>Sewer</b>
FH Improvements	\$ 15,000	
SCADA Upgrade	370,000	95,000
Cedar Pines Pressure Zone Upgrades	100,000	
Manzanita Ct Waterline Upgrade	160,000	
WTP Motor Control Center Upgrade	153,000	
Lift Station Backup Pump		28,000
TH Pipeline Replacement Project		20,000
Sewer Main Re-Lining/Replacement		250,000
<b>TOTAL CONNECTION/IMPACT CHARGE EXP</b>	<b>\$ 798,000</b>	<b>\$ 393,000</b>

**Inter-fund Transfer or Loans**

During fiscal year 23/24, there were no inter-fund transfers or loans from connection/impact charge funds.



# Board Meeting Agenda Item Summary

November 13, 2024

<b>ITEM #:</b>	06D	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Annual Review and Submittal of Annual Report for Policy #1015 – Identity Theft Prevention Program.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Accept review of Policy #1015 (Identity Theft Prevention Program) and make no changes. Accept the General Manager’s annual Identity Theft Prevention Program report.

**SUMMARY:**

Policy #1015 (Identity Theft Prevention Program) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and continues to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, and provide measures to respond to such events.

Policy #1015 also requires the General Manager to submit an annual report detailing the effectiveness of the policies and procedures, the oversight and effectiveness of any third-party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and any recommendations for changes to the program.

The Board’s Finance/Policy Committee reviewed Policy #1015 and the General Manager’s annual report and recommends that the report be accepted and no Policy changes be made at this time.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Policy #1015 – Identity Theft Prevention Program
- Annual Report – Identity Theft Prevention Program (Policy #1015)



## Twain Harte Community Services District MEMORANDUM

**DATE:** November 1, 2024

**TO:** Board of Directors

**FROM:** Tom Trott, General Manager

**SUBJECT: Annual Report – Identity Theft Prevention Program (Policy #1015)**

Twain Harte Community Services District staff successfully implemented the Identity Theft Prevention Program (Policy #1015) over the last year of business. The following report summarizes Policy activities over the past year.

### **Actions:**

- Detection. Employees looked for red flags identified in the Policy when opening new accounts, receiving requests to access account information, and in daily business activities with other staff, vendors and customers.
- Response. When red flags were detected, employees responded according to the Policy by asking for additional information. This prevented fraud in all cases related to customer or vendor interactions. It also helped identify fraudulent emails from cyber thieves who attempted to coerce District staff to provide unauthorized information or access. The fraud was quickly identified and District staff prevented the cyber theft.
- Personal Information Security Procedures. All procedures were followed.
- Training. Appropriate staff reviewed Policy 1015 and were trained on its contents and procedures to prevent fraud. Additionally, all staff received cyber security training provided by the District's information technology (IT) consultant.

### **Incidents:**

ZERO incidents occurred in the last year related to District staff, customers and vendors.

### **Recommendations:**

The guidelines of this policy proved effective in preventing fraud; therefore, no substantive Policy changes are recommended.

# **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

## **Policy and Procedure Manual**

**POLICY TITLE:** Identity Theft Prevention Program  
**POLICY NUMBER:** 1015  
**ADOPTED:** June 11, 2009  
**LAST REVIEWED:** 11/8/2023  
**LAST AMENDED:** November 9, 2022

### **1015.10 PURPOSE**

This program is intended to identify red flags that will alert District employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, and provide measures to respond to such events.

### **1015.20 RISK ASSESSMENT**

This policy is based on an internal risk assessment conducted by the District to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information, the District identified red flags that were appropriate to prevent identity theft for the following types of activities:

- ❑ New accounts opened in person for new construction
- ❑ New accounts opened via mail (copy of Grant Deed required)
- ❑ Account information accessed in person
- ❑ Account information accessed via telephone (person)

### **1015.30 DETECTION (RED FLAGS)**

At a minimum, the following red flags will be used to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- ❑ Identification documents appear to be altered.
- ❑ Photo and physical description do not match appearance of applicant.
- ❑ Other information is inconsistent with information provided by applicant.
- ❑ Other information provided by applicant is inconsistent with information on file.
- ❑ Application appears altered or destroyed and reassembled.

- ❑ Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased).
- ❑ Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application).
- ❑ Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager).
- ❑ SS#, address, or telephone # is the same as that of another customer.
- ❑ Customer fails to provide all information requested.
- ❑ Personal information provided is inconsistent with information on file for a customer.
- ❑ Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet.
- ❑ Identity theft is reported or discovered.

#### **1015.40 RESPONSE TO POTENTIAL FRAUD**

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to senior management.

1. Ask applicant for additional documentation
2. Notify internal manager: Any District employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers' identity must notify Finance Officer or General Manager.
3. Notify law enforcement: The District will notify Sheriff's Department at Sonora, CA of any attempted or actual identity theft.
4. Do not open the account.
5. Close the account.
6. Do not attempt to collect against the account but notify authorities.

#### **1015.50 PERSONAL INFORMATION SECURITY PROCEDURES**

The District shall implement the following security procedures:

1. Paper documents, files and electronic media containing secure information will be stored in locked file cabinets.
2. Only specially identified employees with a legitimate need will have keys to the office and cabinets.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.

5. Employees store files when leaving their work areas.
6. Employees lock file cabinets when leaving their work areas.
7. Visitors who must enter areas where sensitive files are kept must be escorted by a District employee.
8. No visitor will be given any entry codes or allowed unescorted access to the office.
9. Access to sensitive information will be controlled using "strong" passwords. Employees will choose passwords with a mix of letters, numbers, and characters.
10. Passwords will not be shared or posted near workstations.
11. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
12. Sensitive information that is sent to third parties over public networks will be encrypted.
13. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
14. When sensitive data is received or transmitted, secure connections will be used.
15. Computer passwords will be required.
16. Usernames and passwords will be different.
17. The computer network will have a firewall where your network connects to the Internet.
18. Check references or do background checks before hiring employees who will have access to sensitive data.
19. New employees sign an agreement to follow the District's confidentiality and security standards for handling sensitive data.
20. Access to customer's personal identity information is limited to employees with a "need to know."
21. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
22. Implement a regular schedule of employee training.
23. Employees will be alert to attempts at phone phishing.
24. Employees are required to notify the General Manager immediately if there is a potential security breach.
25. Employees who violate security policy are subjected to discipline up to, and including, dismissal.

26. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
27. Paper records will be shredded before being placed into the trash.
28. Paper shredders will be available in the office.
29. Any data storage media will be disposed of by shredding, punching holes in, or incineration.

#### **1015.60 IDENTITY THEFT PREVENTION PROGRAM REVIEW AND APPROVAL**

Annually, at each November board meeting, the General Manager will prepare and submit a report to the governing body that includes matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident and recommendations for substantial changes to the program, if any.

Appropriate employees will be trained on the contents and procedures of this policy.



# Board Meeting Agenda Item Summary

November 13, 2024

<b>ITEM #:</b>	06E	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Annual Review of Policy #2082 – Internet, Email and Social Media Use.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

**RECOMMENDED ACTION:**

Accept the annual review of Policy #2082 (Internet, Email and Social Media Use) and make no changes.

**SUMMARY:**

Policy #2082 (Internet, Email and Social Media Use) requires the Board to perform an annual review of the Policy to ensure it is up-to-date and continues to ensure that all District employees use internet, email and social media resources in an ethical, legal and appropriate manner. At the same time as the Board’s review or any time after the Board revises this policy, all District employees shall re-read the policy and acknowledge their review in writing.

The Board’s Finance/Policy Committee reviewed Policy #2082 and recommends that no changes be made at this time.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- Policy #2082 – Internet, Email and Social Media Use



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

**POLICY TITLE:** Internet, Email and Social Media Use  
**POLICY NUMBER:** 2082  
**ADOPTED:** May 14, 2009  
**AMENDED:** 3/8/2012, 1/10/2013, 9/8/2016, 11/12/2020  
**LAST REVIEWED:** 11/8/2023  
**LAST AMENDED:** November 9, 2022

**2082.10 PURPOSE**

The District believes that employee access to and use of internet, email, social media and other electronic communications resources benefits the District. This policy is established to ensure that all District employees use internet, email and social media resources in an ethical, legal and appropriate manner. This policy defines acceptable and unacceptable use of internet, email and social media resources. It also establishes actions the District may take for inappropriate use of such resources, since misuse has the potential to harm the District's reputation and success.

**2082.20 ACKNOWLEDGEMENT AND REVIEW**

**2082.21 Acknowledgment.** All employees must read and adhere to the guidelines and requirements established herein. Employees shall verify that they have read the policy by signing a form that will be placed in their personnel file.

**2082.22 Review.** The District Board shall review this policy annually. At the same time as the Board's review or any time after the Board revises this policy, all District employees shall re-read the policy and acknowledge their review in writing.

**2082.30 DEFINITIONS**

**2082.31 Email.** All forms of electronic information sent over the internet, including but not limited to electronic mail and instant chat messages.

**2082.32 Post.** Content an individual shares on a social media site or the act of publishing content on a site.

**2082.33 Profile.** Information that a user provides about himself or herself on a social networking site.

**2082.34 Social Media.** A category of internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not

limited to, social networking sites: Facebook, Instagram, Twitter, YouTube and other sites. (There are thousands of these types of sites and this is only a short list.)

**2082.35 Social Networks.** Platforms where users can create profiles and share information with others using a range of technologies.

**2082.36 Speech.** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

#### **2082.40 NO RIGHT TO PRIVACY**

**2082.41** Employees do not have any right to privacy in District internet, email and social media use. This includes, but is not limited to internet sites visited, downloads and email messages produced, sent or received through the District's email system or the District's servers and network.

**2082.42** The District maintains administrative controls to email and internet and may reset passwords to access accounts at any time. Employees must disclose passwords to systems, software and sites not directly controlled by the District.

**2082.43** Employees access to and use of the internet, email and other electronic communications (including all associated content) will be monitored frequently to promote the administration of the District, its business and policies.

**2082.44** The District retains backup copies of all documents, including email messages produced, sent, received, and deleted through the District's email system, in accordance with the District's Records Retention Policy.

**2082.45** It is advisable for all employees of the District to remind customers/clients/contractors that email and/or documents sent to the District are not confidential.

#### **2082.50 APPROPRIATE USE GUIDELINES**

District employees and Board members shall adhere to the following guidelines of appropriate use of District internet, email and social media resources:

1. Correspondence with customers (and others) through the District's email system may be considered part of the District's public records and should be treated as such.
2. When employees communicate using email or other features of the internet, the employee must be extremely mindful of the image being portrayed of the District.
3. Email and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters and other paper-based documents. Employees shall not transmit information in an email that should not be written in a letter, memorandum or document available to the public.

4. Be aware of the content placed within an email. Email, once transmitted, can be printed, forwarded and disclosed by the receiving party without the consent of the sender.
5. Employees shall take all necessary steps to prevent unauthorized disclosure of confidential or privileged information.
6. Employees are to be continually aware of phishing scams and other methods hackers use to compromise security and shall consider such scams before downloading or opening files and other items on their computers to prevent the introduction of computer viruses.
7. Emails that employees need to retrieve from their personal internet accounts must be retrieved via that user's personal internet account.
8. Employees will only access the internet using the approved internet browser. Any other browser being used on a workstation will be promptly removed.
9. Employees will only download information and/or publications for official business purposes.
10. Employees will respect all copyright and license agreements regarding software or publication that they access or download from the internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

#### **2082.60 INAPPROPRIATE USE RESTRICTIONS**

District employees and Board members shall not engage in any of the following restrictions related to use of District internet, email and social media resources:

1. Accessing internet sites that contain pornography, exploit children or that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
2. Participating in any profane, defamatory, harassing, illegal, discriminatory or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. Policy #2002 Discrimination, Policy #2170 Sexual Harassment, Policy #2215 Harassment).
3. Using speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any protected class of individuals.
4. Using speech involving themselves or other District personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
5. Transmitting offensive messages of any kind.

6. Posting, downloading or viewing inappropriate pictures or images.
7. Using email or the internet to distribute copyrighted materials.
8. Using email, internet or social media for inappropriate or unauthorized advertising and promotion of the District or others.
9. Using email, internet or social media for personal commercial activity.
10. Using another employee's username/account without express permission of the user or systems administrator.
11. Receiving and/or downloading executable files and programs without express permission of the systems administrator. This includes, but is not limited to, software programs and software upgrades. This does not include email and/or documents received via email and the internet. All downloaded files must be scanned for viruses.
12. Exploiting security weaknesses of the District's computer systems and network and/or other networks or computers outside the District.
13. Using internet, email and/or social media in a manner that interferes with the timely and efficient performance of job duties. Access to these resources is not a benefit of employment with the District.

## **2082.70 PERSONAL USE OF SOCIAL MEDIA**

**2082.71 Purpose and Philosophy.** Social media provides a valuable means of assisting the District and its personnel in gathering community information and other related organizational and community objectives. This section identifies possible uses of social media that may be deemed necessary by Board members and administrative/supervisory personnel.

**2082.72 Employee and Board Responsibility.** The proper functioning of any public agency relies upon the public's confidence and trust in the individuals and the agency to provide effective service and protection. Any matter, which brings the integrity of District personnel or Board members into question has the corresponding effect of reducing public confidence and trust, impeding the ability to work and serve the public. While employees and Board members have the right to use personal/social networking web pages or sites, as members of the District, they are encouraged to remember their position of public responsibility, trust, and transparency when using personal social media. Employees and Board members shall maintain a level of professionalism in both on and off-duty conduct. Employees and Board members shall not engage in conduct that contradicts or impedes the mission of the District.

**2082.73 Personal Use Cautions.** Employees and Board members are cautioned to take into account the following when using social media for personal use:

1. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the District, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the District.
2. Employees are cautioned that their speech either on or off duty that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
3. Employees should assume that their speech and related activity on social media sites will reflect upon their position within the District and should be mindful that their speech becomes part of the worldwide web.
4. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the District at any time without prior notice.
5. Employees should not display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
6. Employees should not post any material that brings discredit to or may adversely affect the efficiency or integrity of the District.
7. Employees should not complain about their jobs, supervisors, or co-workers in a public forum. These comments reflect poorly on you, the organization and the persons that you criticize. Negative and derogatory comments may also lead to claims of defamation and slander.

**2082.74 Personal Use Prohibitions.** Employees and Board members are prohibited from the following types of personal use of social media:

1. Using of the Twain Harte Community Services District name, logos, or employee status on personal social media to imply directly, or indirectly, that your personal opinions or posts are an official position or opinion of the District.
2. Divulging information gained by reason of their authority as a District employee or making any statements, speeches, appearances, and endorsements, or publishing materials that could reasonably be considered to represent the views or positions of the District without express authorization.
3. Linking work activities to personal social media postings.
4. Posting inappropriate status updates that discuss your department, other staff members, or that may implicate unprofessional conduct.
5. Post photographs/images, video, audio files and/or any other information related to any emergency response activity conducted by this District.

6. Post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the General Manager or designee.
7. Using social media while engaged in District work activities, except when such use is directly related to performance of District work activities. Access to social media sites on a personal device should only occur during breaks or absolute down time (firefighters only) as you would use a personal cell phone when on duty. It is inappropriate to post statuses or to view social networking profiles while engaged in District work activity.

### **2082.80 VIOLATIONS**

Failure to adhere to the guidelines and requirements of this policy may lead to disciplinary action, up to and including, immediate termination. Any employee becoming aware of or having knowledge of a posting or of any social media site or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action. Violation of this social media policy may result in suspension or termination.



# Board Meeting Agenda Item Summary

September 11, 2024

<b>ITEM #:</b>	07A	<b>ITEM TYPE:</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
<b>SUBJECT:</b>	Discussion/action to adopt Resolution #24-29 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir Dam.		
<b>RELATION TO STRATEGIC PLAN:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

## RECOMMENDED ACTION:

Adopt Resolution #24-27 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir.

## SUMMARY:

In August, District Operations staff discovered a leak in lower Shadybrook Reservoir dam. The source of the leak appeared to be a network of gopher burrow holes in the earthen dam. Because leaks in earthen dams can quickly evolve and cause catastrophic dam failure, the damage was quickly identified as posing a potential threat to public health and safety, putting life and property at risk. Staff lowered reservoir water levels to ensure safety, but can only keep levels low in the absence of large winter rainstorms.

Due to the severity of the situation, the General Manager declared a public emergency and directed repair work to be completed as soon as possible. District Ordinance #26-01 delegates authority to the General Manager to declare an emergency and to authorize emergency repair work without bidding per Public Contract Code Section 22035. Policy #3040 (Purchasing and Expense Authorization) also authorizes the General Manager to waive bidding procedures and exceed approved budgets (within available reserve funding) in the event of an emergency. If emergency work exceeds the approved budget by more than \$5,000, Policy #3040 requires Board approval at their next regular meeting.

On September 11, 2024, the Board adopted Resolution #24-27, approving a \$10,000 budget adjustment to perform emergency dam repair work. Work was completed and water levels raised, but higher water levels revealed that the repair work only blocked one of multiple hidden leak sources across the face of the dam. Water levels were quickly lowered to protect dam integrity and public health and safety.

In order to stop the leaks and mitigate the emergency before winter storms hit, the entire face of the dam must be repaired/reinforced at a cost of \$53,000 more than the Fiscal Year (FY) 2024-25 Water Fund Budget. Emergency work has been authorized per District Policy #3040 and bidding procedures were still followed. However, a FY 2024-25 Water Fund Budget Adjustment is required to use Capital Reserves for the repair work.

Repair work is underway and will be completed this month. Repairs will restore protection of public health and safety by blocking leaks and protecting the dam from failure when water levels rise to normal levels.

## FINANCIAL IMPACT:

Approval of the recommended action will result in a withdrawal of \$53,000 from the Water Fund Capital Reserve Fund, bringing the estimated Reserve Fund balance at the end of FY 24-25 to \$970,481.

## ATTACHMENTS:

- Resolution #24-29 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir Dam.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 24-29**

**APPROVING A FISCAL YEAR 2024-25 WATER FUND BUDGET ADJUSTMENT  
FOR EMERGENCY REPAIR OF SHADYBROOK RESERVOIR DAM**

---

**WHEREAS**, in August 2024, Twain Harte Community Services District (District) Operations Division staff discovered a leak in the lower Shadybrook Reservoir dam, which posed an immediate risk to public health and safety due to dam failure and the inability to provide critical water supply during water shortages; and

**WHEREAS**, to mitigate threat to public health and safety, the General Manager declared a public emergency and authorized repair work to be performed as soon as possible, in accordance with District Ordinance #26-01, Public Contract Code Section 22035, and District Policy #3040 (Purchasing and Expense Authorization); and

**WHEREAS**, District Policy #3040 authorizes the General Manager to waive bidding procedures and exceed approved budgets for emergency work; and

**WHEREAS**, per Policy #3040, on September 11, 2024, the Board adopted Resolution #24-27, which approved a budget adjustment for \$10,000 to repair the dam and stop the leak; and

**WHEREAS**, the District performed emergency repair work, but found that the repair did not completely mitigate the leak and emergency due to multiple unknown leak sources across the face of the dam; and

**WHEREAS**, District staff have lowered the reservoir level because the dam leak continues to pose a threat to public health and safety if water levels rise; and

**WHEREAS**, in order to mitigate the emergency and completely stop the leak, the District must repair and reinforce the entire face of the lower Shadybrook Reservoir dam, at a cost of \$53,000 more than previous repairs and the current Fiscal Year (FY) 2024-25 Water Fund Budget; and

**WHEREAS**, Policy #3040 requires the General Manager to seek a Board-approved budget adjustment at the next regular Board meeting when emergency work expenses exceed approved budgets by more than \$5,000; and

**WHEREAS**, emergency work has been authorized and a FY 2024-25 Water Fund Budget adjustment is needed to cover unbudgeted emergency repair expenses.

**NOW, THEREFORE, BE IT RESOLVED**, by the District Board of Directors that the Fiscal Year 2024-25 Water Fund Budget be adjusted as follows:

1. Increase the Expense line item, "Facilities Maintenance and Repair – Source of Supply," by \$53,000, from \$16,000 to \$69,000; and



2. Increase the Transfer from Capital Reserves by \$53,000, from \$625,520 to \$678,520.

**PASSED AND ADOPTED**, by the Board of Directors of Twain Harte Community Services District on November 13, 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

---

Gary Sipperley, Board President

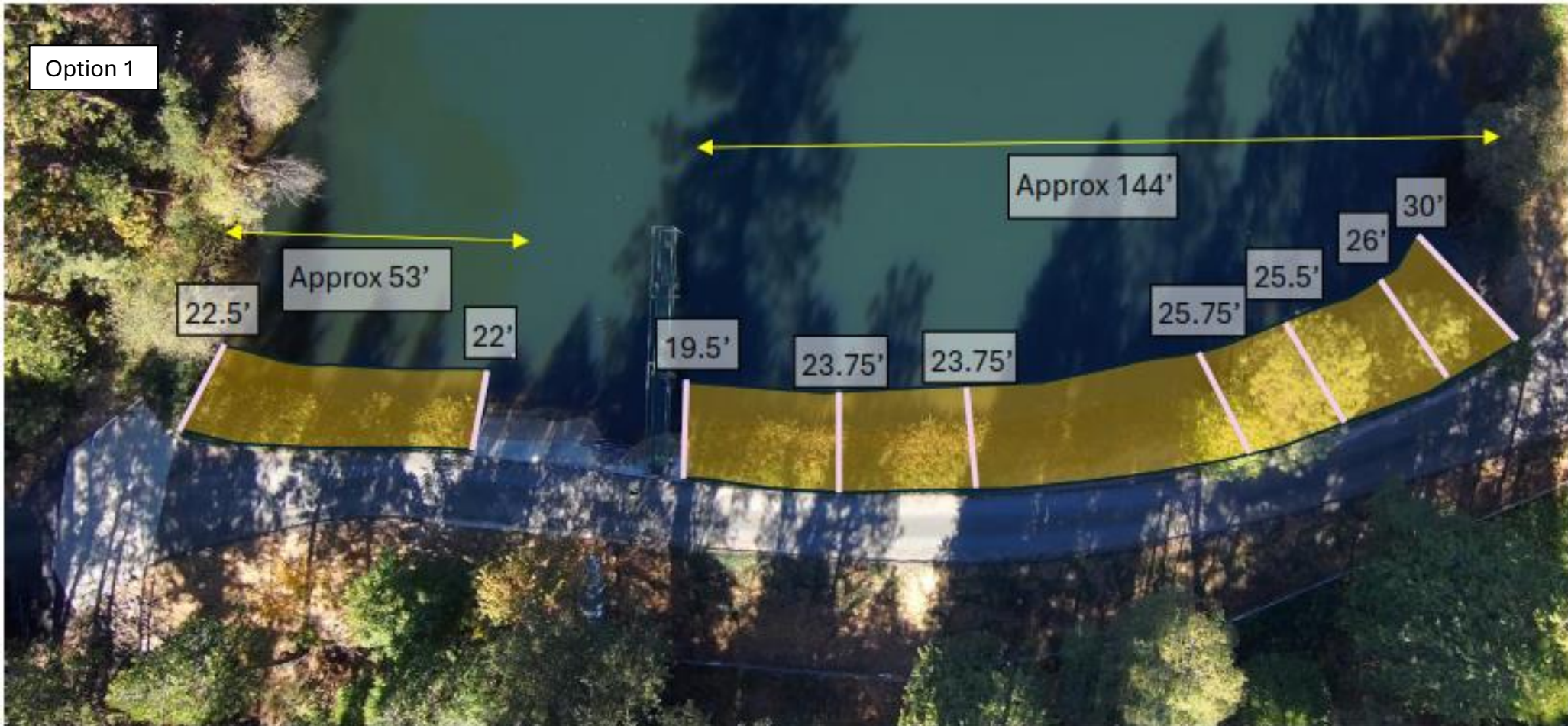
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Kimberly Silva, Board Secretary



# Shadybrook Dam Emergency Repair/Reinforcement

Option 1



 = 26'

Option 2

19.5'

23.75'

Approx 35'

 = 26'









# Board Meeting Agenda Item Summary

November 9, 2024

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

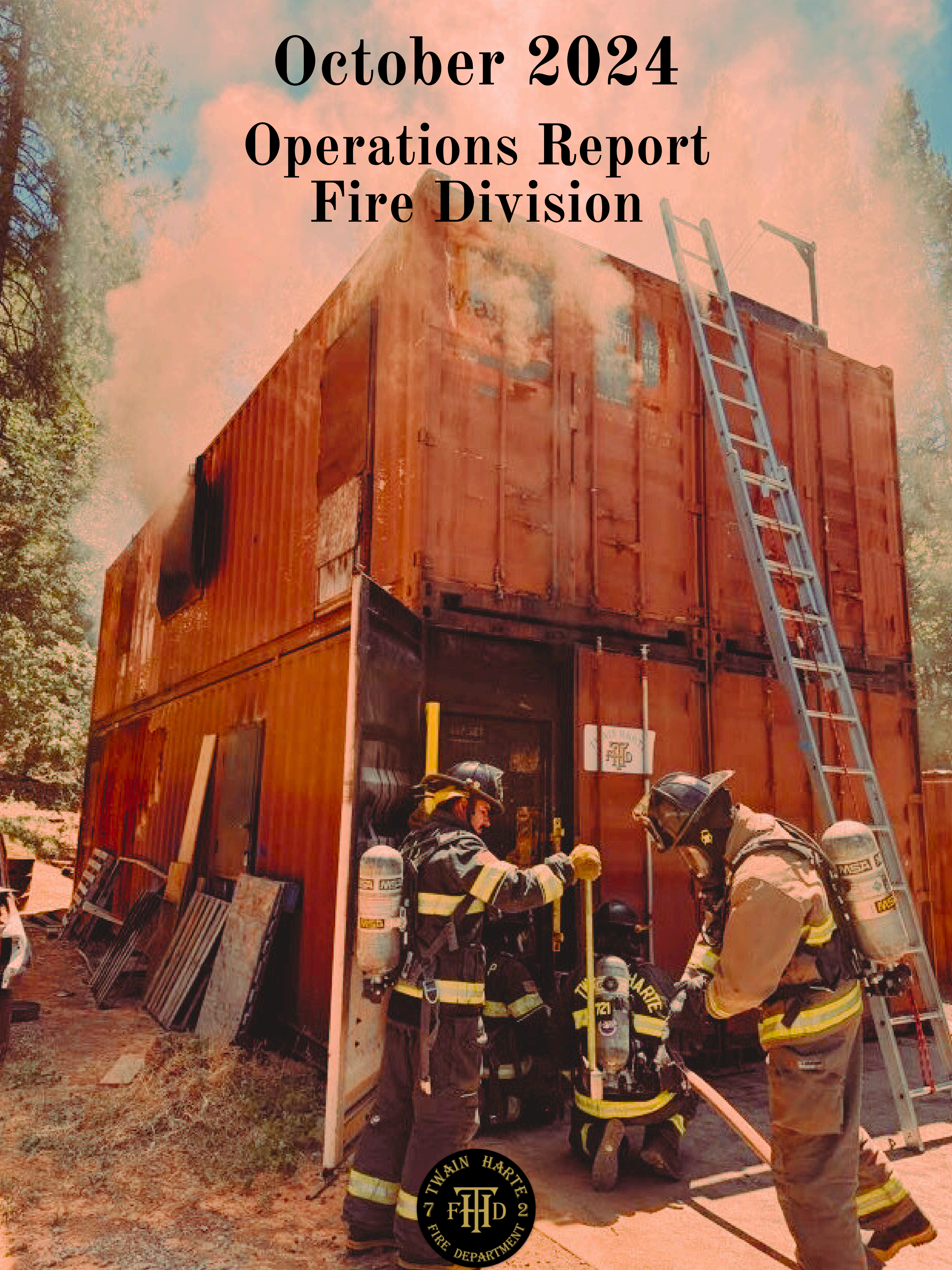
## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

# October 2024 Operations Report Fire Division



# October Staffing

Full-Time Captains-3

Intern Operator-1

Relief Captains-5

Reserve Firefighters-5

Intern Firefighters-6





# Congratulations



We are excited to announce that Reserve Operator Landon Bryant has accepted a full-time position with the Contra Costa County Fire Department. We couldn't be prouder of Landon's achievement and wish him all the best as he embarks on this new chapter in his career.





# October Training Hours-215





# Fire Prevention



**A-shift participated in a fire prevention demonstration for Twain Harte Elementary School. In total, 45 kids learned fire prevention measures to keep them and their families safe during this upcoming holiday season.**





# Fleet

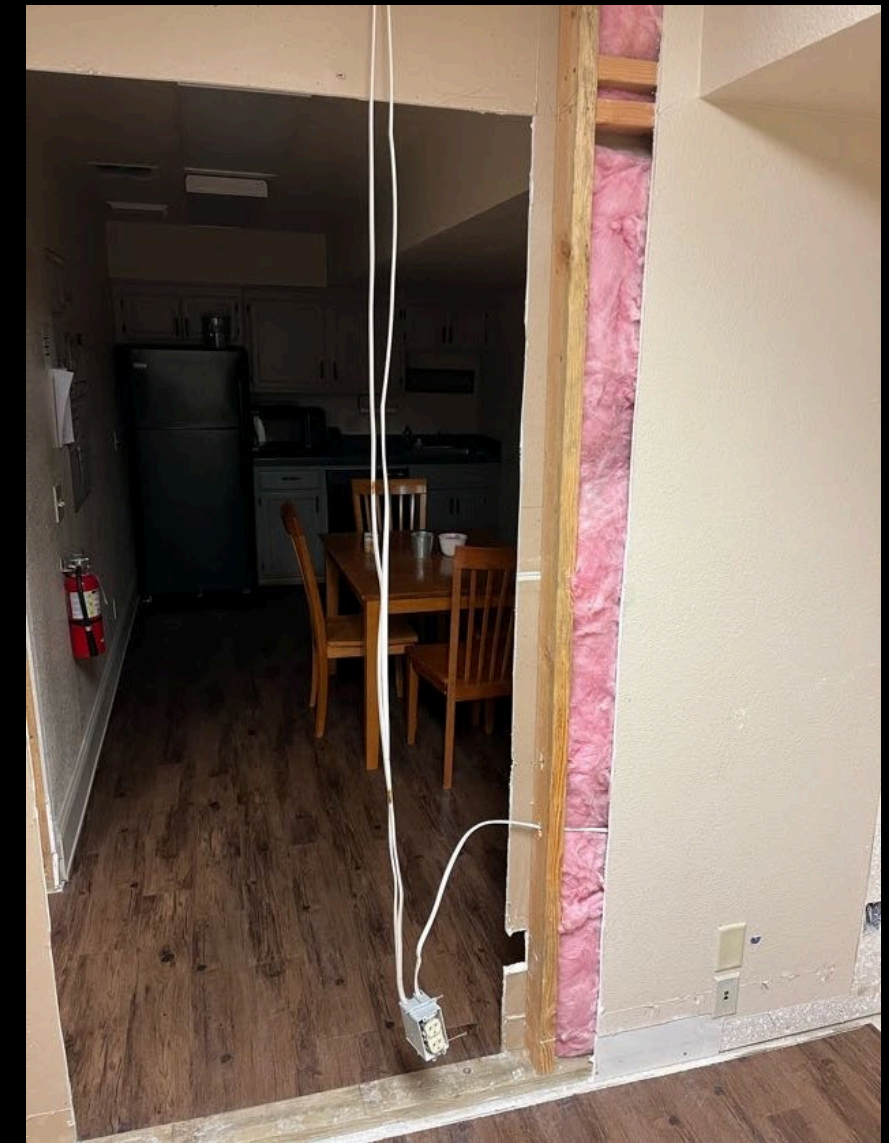


**E-721 received new carrier bearings for the pump drive line. This was caught during our 90-vehicle inspections.**





# Facilities



**Captain Slater and his crew started the gym remodeling project. This project will house the sauna, cold plunge, and lockers.**



# Grants



**On October 2nd, Sonora Fire Chief New informed THFD that we've been awarded a \$25,000 multi-jurisdictional grant from the Office of Traffic Safety. This grant, a joint effort between Sonora Fire, Twain Harte Fire, and Chicken Ranch Fire, will allow us to acquire a new battery-powered combination jaws tool. This advanced extraction tool will be added to E-722, further strengthening our emergency response capabilities.**





# October responses-27



**E-721 responded to a medical aid call in the county response area for an unresponsive person on a rooftop. Sadly, the individual was found to be deceased upon E-721's arrival.**





# October 2024 Incidents by Type



EMS Incidents-14



Fires-3



Public Service Assist-5



Emergency Standby-4



# Incident Response by Districts

## October 2024



Twain Harte District 34%



Tuolumne County Fire-63%



Cal Fire-1%



Mi Wuk-1%



Sonora Fire-1%





**Today, we honor and celebrate Albert Desrosiers as he retires from the Twain Harte Fire Department after an incredible 20 years of dedicated service. Albert has been more than a firefighter; he's been a cornerstone of our community. His unwavering commitment and genuine love for helping others have made a lasting impact, not only on those he's served but also on those he's inspired.**

**Albert has always believed that a firefighter's duty goes beyond responding to calls—it involves building strong, resilient communities. From volunteering at community events to supporting local families in need, he has consistently shown up, heart first, for the people of Twain Harte. He has been a friend, mentor, and role model to so many.**

**One of Albert's greatest passions has been teaching and mentoring the next generation of firefighters. He's poured countless hours into training young recruits, sharing his wealth of knowledge, and instilling in them the values of integrity, teamwork, and courage. Through his mentorship, he has shaped skilled firefighters and compassionate individuals who will continue his legacy.**

**Thank you, Albert, for everything you have given to this department and this community. You've left an indelible mark on our hearts and the history of the Twain Harte Fire Department. We wish you the very best in this new chapter. Enjoy your well-deserved retirement—you've truly earned it!**





# TWAIN HARTE AREA



**SERVING OUR COMMUNITY**

## MONTHLY UPDATE

October 2024

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

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## NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



Beyond tricks and treats, October is an optimal month to focus on preparing for the winter.

October is from the Latin "octo", which means "eight". I wonder why October is the tenth month of the year. The number "eight" is said to be a symbol of wealth, prosperity, peace, and fertility. October is normally a time of the year when farmers harvest their crops so it is a great time to prep your pantry and freezer for winter.

We were helped with that during our final training this month, along with some winter driving tips. It was an amazingly informative training. In this month's newsletter don't miss our Safety Officers winter tips.

Veterans Day is celebrated in November and THA-CERT loves to hang flags for our Veterans. If you can help hang flags, that would be great. Check out the article from Lise. Bob was busy this month finishing up some projects before winter hits. Although it is not written, we had our monthly vehicle maintenance done by our volunteers too. You will read all about the other things we have accomplished, what is coming up in the newsletter. I hope you enjoy it.

Nature puts on the ultimate show every year as the leaves change color. There's no better month of the year than October to enjoy the vibrant colors of the leaves, whether you take a scenic drive or head off for a proper vacation to get the full effect of the Fall foliage. The part I like best is that it is time to take out my sweaters, it is sweater weather, YEAH!

Some very sad news this month was that we lost our very own Victoria Forrester to cancer. She lit up our lives with laughter, joy, and friendship. We will miss her forever! Thank you, Victoria for being a part of our lives. Reading the memorial will give you an even better glimpse into this shining star.



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

# THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD General Manager



## GM REPORT

October 9, 2024



### ADMIN ACTIVITIES

- FY 23-24 Year End Closing & Audit Preparation
- Value Engineering - Fire Training Parking Lot
- Stormwater Grant Funding Agreement Amendment
- TH Meadows Christmas Tree Lighting Research
- Communications for Sewer Smoke Testing
- Mandated Lead and Copper Water System Survey
- CARB Advanced Clean Fleets Regulation Compliance

### MEETINGS OF INTEREST

- 9/19 Training Parking Lot Value Engineering
- 9/23 Audit Preparation Meeting
- 9/25 TH School Stormwater Re-Engineering
- 10/2 County Operational Area Meeting
- 10/7 Tennis Court Contractor Meeting

### CAPITAL PROJECTS

#### Twain Harte Meadows Park

Budget: \$3,000,000

Majority of Project work is complete. Work to install Christmas tree, Santa Maria BBQ, custom trash receptacles and other punch list items will continue through November.

#### Tennis/Pickleball Court Improvements

Budget: \$310,000

Pickleball improvements are complete. Contracting for materials and services to convert the tennis courts to a hybrid clay surface is underway. Construction is anticipated in spring 2025.

#### SCADA System Improvements

Budget: \$465,000

This Project will provide remote monitoring and control of the District's water treatment plant, pump stations, tanks and sewer lift stations. Initial radio design and installation to occur this month

#### Fire Training Parking Lot

Budget: \$331,000

Construction bids were rejected for this grant-funded project that includes permeable parking, bioswales and rainwater capture to fix drainage issues and provide more parking. Cost-saving revisions to design will be complete in October and the project will be re-bid.

#### Motor Control Center (MCC) Replacement

Budget: \$310,000

The MCC has been manufactured and is ready to install. Construction is anticipated to be completed in November.

### PLANNING PROJECTS

#### Water System Evaluation/Analysis

Budget: \$777,151

Hydraulic model, water loss analysis, condition assessment and identification of priority capital projects is complete. Grant applications for the Sherwood Forest System have been submitted.

### FUNDING OPPORTUNITIES

#### SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Fall 2024

#### SRF / BUDGET EARMARK - \$6.55M

Sherwood Forest Water / Award: Fall 2024

#### ASSISTANCE TO FIREFIGHTERS GRANT - \$75,000

Structural Fire Turnouts / NOT AWARDED

#### TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

#### PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

#### PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

#### PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED

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



# TWAIN HARTE FIRE DEPARTMENT REPORT

by Neil Gamez, THFD Fire Chief



## Incident Responses by District

Twain Harte: 34%  
Tuolumne County: 64%  
Cal Fire: 1%  
Mi Wuk: 1%

Welcome to the  
Team  
Aaron Dhal!

Congratulations  
on completing  
your 6-month  
introduction  
period.



## Staffing

Full-Time Captains: 3  
Intern Operators: 1  
Relief Captains: 5  
Reserve Firefighters: 6  
Intern Firefighters: 5

Sept. Responses: 47

EMS Incidents: 31  
Fires: 5

Public Service Assists: 6  
Emergency Standby: 3  
False Alarm: 2

Sept. Training Hours: 155



We are excited to announce that Drew Giglio, our intern operator, has accepted a full-time position with the Grass Valley Fire Department!

## Fleet & Facilities



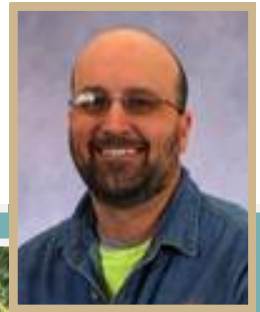
E-722 is back in service after warranty repairs.





# THCSD WATER & SEWER REPORT

by Lewis Giambruno, THCSD Operations Manager



Our team working hard to repair leaks at Cedar Dr., Golf Club Dr., and Tamarack Dr.

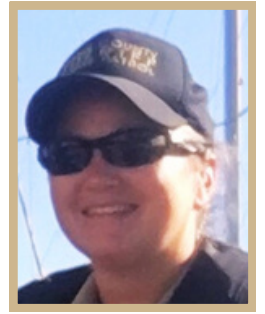


Shadybrook Dam repairs, Garden Exchange Club tour, sewer collections smoke testing.



# UNMISTAKEABLE FORCE

by Michelle Wagner, THA-CERT volunteer



## *In Loving Memory of an Unmistakable Force: Remembering Victoria Forrester*

When Carol first asked me to write an article about Vic, I wasn't sure I could do it. I told her I'd try, and I started right away. I wrote the first line: "With profound sadness, we remember Victoria Forrester..." and went on to write about her impact on people's lives—how she was a friend, an educator, a mentor, and a leader. I wrote about her deep compassion, her dedication, and her gift for connecting with students, making them feel seen, and inspiring them to believe in themselves. Her colleagues called her "Dr. Forrester," a trailblazer, especially in equity and inclusion. But as true as all of that is, it didn't capture what we in Twain Harte and THA-CERT had lost.

I don't remember Vic with profound sadness. I'm intensely sad my friend is gone, but I feel profoundly blessed to have spent time with her. When Randie and I reminisce, we can't help but laugh. To know Vic was to laugh with her. From her unmistakable belly laugh that could shake walls to her endless curiosity, she filled every moment with humor, resilience, and an unstoppable joy for life.

Gardening was one of her great adventures—she approached it with the enthusiasm of a seasoned botanist. Her crowning achievement? A single cherry. She'd show off that cherry proudly, every time we walked by the tree. "Just you wait; next year, there'll be two!" she'd say with a laugh. One thing about Vic: she never gave up.



Her curiosity was boundless, and her love for the water was uncontainable. Snorkeling with her in Hawaii was an adventure. Lips blue and snorkel clattering, she'd be in the water insisting on seeing "just one more fish!" We had to physically pull her back to the boat. And, of course, reading the warning signs wasn't her strong suit. She got stung by jellyfish eggs at Wailea Beach, but did she stop swimming? Not a chance.

Even on land, her tenacity never wavered. She showed up in a snowstorm to learn how to operate a chainsaw—and mastered it on the spot. She was the only person I knew who could go from college-level competitive softball to wielding a chainsaw without missing a beat.

Underneath that fierce spirit was someone incredibly kind and generous. She would drop everything to help a friend at a moment's notice. That generosity extended to every living creature, including a dog she took in because no one else would. The dog had quirks galore—peed on her bed daily and bit her more often than not. But she stood by it to the very end. Because that was loyalty, and that was Vic.



Vic loved Twain Harte. She was at the lake every day, even as she battled cancer, staying as long as she could manage. Through it all, Vic was wickedly smart. She had a knack for getting to the heart of things with just a few words, usually ones that left us chuckling, shaking our heads, and admiring her all the more.

So here's to you, Vic. Thank you for the laughs, the lessons, and the memories we'll carry forever. If heaven's got a lake, a softball field, or a stubborn cherry tree, we know exactly where you'll be.

# VETERANS DAY VOLUNTEERS

by Lise Lemonnier, Planning Section Chief



November 11 is Veteran's Day. On this day, we honor all the men and women who have served in the several branches of the military and who have sacrificed for our freedom. As CERT members, we celebrate these courageous men and women by putting up American flags throughout our little town of Twain Harte. This year, we will be putting up 40 flags on November 7th beginning at 10 AM, and we will take them down on November 13th at approximately the same time, 10 AM. It takes about one hour to put up the flags and about half that time to take them down. As in the past, I will be providing ladders and tools along with the flags, but I need YOU. Please come help with this tradition and make our town look great with flags flying free. If interested, meet the group in front of the Kitchen Store. Please wear your hi-vis vest. It is fun and a great way to share community spirit!

## AWESOME LAST TRAINING

by Margaret Lawrence, Training Officer



What great training we had on October 26. I started the training with a Go Bag Demonstration and Mary Schreiner followed up with a Go Bag for your pets. Having been an evacuee from the Canyon Fire earlier this year she had lots of great information.



Leann Hatler then followed with an informative Pantry Preparedness discussion. Do you have enough food in your pantry to last 30 days for your entire family? We now have some great information on how to be prepared food wise.

The amazing Mike Mandell walked us through winter driving, dos and don'ts and the bottom line is in snowy or extreme weather if you don't have to be out driving DON'T. Carol Hallett talked about a separate CarGo Bag for your vehicle. When you're going on a road trip or even to town, you never know what could happen. Be prepared with supplies (food, safety, and clothes) at all times. It was a great way to wrap up the training for this year. Thanks to all the trainers who donated their time to keep us informed and safe.

2025 is just around the corner and we have some awesome training planned and as always, it's free. We are planning a Fire Behavior Training, the 3-day Basic CERT certification, First Aid and CPR, what you should have to shelter in place and finally learn about radio communication. It's going to be a very informative year, we hope to see you next year.



### PLAN AHEAD:

THA-CERT will host a CERT Basic Training Academy April 25-27, 2025. It is a 3-day course and is an important way to learn more about preparedness and/or become part of the CERT family.



# COCKTAIL PARTY

by Carol Hallett, Program Manager



Our team works hard all year and deserves many thanks for the dedication and time they spend giving back to our community, a small cocktail party was just a small token of that appreciation.

We met at the gazebo at Meadows Park. Mary Dearborn decorated the space and created a wonderland for us to gather. I made sure that there was plenty of things to drink. Everyone brought appetizers to share, the variety was simply amazing. I brought the “No Bake Cheesecake” recipe that you will find in the newsletter. I had special mugs made to commemorate the occasion which were handed out. Lise brought bottles of wine as parting gifts for everyone to take home.

Those were some of the perks for attending the event, the real beauty was in the conversations, the camaraderie, and the laughter that was shared. We work well together and play well too!



*Cheers!*



# TIEING UP LOOSE ENDS

by Bob Schreiner, Logistics Section Chief



This month we spent time finishing up some projects (shhh, don't tell Carol or she'll think up more projects!). The inventory is finished and we cleaned out the trailer.

All of the shelves in the container have labels, which correspond to the labels on each bin. Now everything has a place. This should make it readily apparent where each bin gets put back and will make it much easier to find things.

The walk-through door works great but lets a lot of air through. So this month, Mary and I insulated it and covered it with a sheet of plywood. We still need to insulate the rear double doors and weather-seal the bottom of the main door, which I'll do after my vacation.

It was time to put the covers over the air vents as well to prepare for winter's rain and snow—perfect timing! Lise and Carol were in Papa Smurf working on a project when they heard the first rain of the season tapping on the roof. Good news: no leaks!

We also worked as a team on the trailer. Mike, Matt, Ed, Carol, and I went through all the items and donated the things we did not need. We took a load to the Restore store and the Enrichment Center. Now we can walk through the trailer!







# No Bake

## Cheesecake



10-12 servings



35 min prep  
4 hrs chill

### INGREDIENTS

#### Crust:

- One 11-ounce box vanilla wafer cookies
- 3 tablespoons granulated sugar
- 1 teaspoon lemon zest, plus more for garnish
- 1/4 teaspoon kosher salt
- 12 tablespoons (1 1/2 sticks) unsalted butter, melted

#### Filling:

- 1 cup heavy cream
- Three 8-ounce blocks full-fat cream cheese, at room temperature
- 2 teaspoons pure vanilla extract
- 1/2 teaspoon lemon zest plus 2 teaspoons lemon juice
- 2 cups confectioners' sugar
- 1 1/2 cups sour cream, at room temperature
- 1 quart strawberries, sliced

### DIRECTIONS

1. For the crust: Line a 9-by-13-inch baking dish with parchment paper, allowing for a 2-inch overhang on the sides.
2. Place the cookies in a resealable plastic bag. Seal and use a rolling pin or meat mallet to crush the cookies into fine crumbs. Pour into a bowl and add the granulated sugar, lemon zest and salt. Pour the melted butter into the bowl and mix thoroughly with a rubber spatula. Firmly press the crumb mixture into the baking dish in an even layer. Place in the freezer while you make the filling.
3. For the filling: Beat the heavy cream in a medium bowl with an electric mixer until stiff peaks form. Set aside.
4. Beat the cream cheese, vanilla and lemon zest and juice in a bowl until fluffy and light, 3 to 4 minutes. Add the confectioners' sugar and sour cream. Beat until just combined, making sure there are no lumps. Fold in the whipped cream. Remove the crust from the freezer. Pour the mixture over the crust and spread in an even layer. Place in the refrigerator for at least 4 hours and up to overnight.
5. Use the parchment overhang to lift the bars out of the baking dish. When ready to serve, arrange the strawberries on top and sprinkle some lemon zest over the top. Slice into squares and serve chilled.

Recipe shared by: Carol Hallett

# WHERE DOES THE TIME GO?

The total THA-CERT volunteer hours:

<b>October</b>	Administration =	252
	Training =	53
	Deployment =	0
	Total hours =	305



## SAFETY ARTICLE

by John Buckingham, Safety Officer



### Winter Readiness & Safety Tips

- 1 STAY WARM** Be prepared to wear multi-layered loose clothing with a watertight outer layer.
- 2 AVOID OVER EXERTION** Don't shovel heavy snow or push a car which could trigger a heart attack. Sweating can lead to chill or hypothermia.
- 3 USE CAUTION** Stay off icy or snowy roads.
- 4 PREPARE YOUR CAR** Carry a winter storm kit in your car. Make sure lights, windshield wipers, and the heater are in working condition. Keep the gas tank full.
- 5 BE AWARE OF CARBON MONOXIDE** Only use grills and generators in an outdoor space, never inside your living space. Make sure your carbon monoxide detector is working and your outside vent is clear.
- 6 STAY INFORMED** Check weather reports and forecasts before you embark on an excursion to a destination. Call 511 for up-to-date traffic conditions.
- 7 KEEP IN TOUCH** Keep your device charged and inform a friend or relative of your travel plans.
- 8 KNOW THE SIGNS OF FROSTBITE AND HYPOTHERMIA** Warning signs of hypothermia include uncontrolled shivering, confusion, and slowed breathing. Frostbitten skin can be red or gray with numbness, or tingling.

Click [HERE](#) for more information about frostbite and hypothermia provided by The American Red Cross.



# WHAT'S NEXT?

## Events

Visit Tuolumne County:

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

Twain Harte Chamber of Commerce:

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

**Nov 11: Happy Veteran's Day!**



Call for Fall Soup-Cooking Demo  
Thursday, November 7, 11:30-12:30  
Tuolumne County Library  
480 Greenley Rd, Sonora, CA



3RD ANNUAL  
**FIELD OF HONOR**  
Nov. 8th-11th. | Standard, CA  
Standard Park @ 18500 Standard Rd

Twain Harte's Women's Veterans Memorial  
**Nov 16th**  
10:00 am  
DEDICATION CEREMONY

**SONORA Christmas ARTISAN FAIR**  
Thanksgiving Weekend Friday & Saturday 9am to 5pm  
TRADITIONAL CHRISTMAS FAMILY FUN  
\$6 Admission at the door  
**November 29 + 30, 2024**  
Mother Lode Fairgrounds

**Give blood. Help save lives.**  
American Red Cross  
**Twain Harte Fire Dept Community Blood Drive**  
Monday, November 11, 2024  
10:00am - 3:00pm  
Twain Harte Community Center  
18775 Manzanita Dr. Twain Harte  
For an appointment, please visit [RedCrossBlood.org](https://RedCrossBlood.org) enter: Twain Harte  
For additional information contact Fire Chief Neil Games at 209.768.8287  
1-800-RED CROSS | 1-800-733-2767 | [RedCrossBlood.org](https://RedCrossBlood.org) | Download the Blood Donor App

**NOVEMBER MIXER**  
Presented by The Twain Harte Area Chamber of Commerce and  
**CAMP EARNEST**  
NETWORKING • RAFFLE • FOOD • DRINKS  
Tuesday, November 12th 5:30p-7:30p  
21553 Cedar Springs Rd, Twain Harte, CA 95383  
For more information, email: [info@twainhartecc.com](mailto:info@twainhartecc.com)

**NEIGHBORHOOD RADIO WATCH**  
WE LOOK OUT FOR EACH OTHER  
Join the weekly Twain Harte Neighborhood Radio Watch  
Wed: 7:00 PM Sun: 9:00 AM  
FRS/GMRS: Ch. 18  
To learn more, contact: Lee Smith at 209-988-8832

**NFPA FIREWISE USA**  
Residents reducing wildfire risks  
Join or start a FIREWISE neighborhood  
Contact: Karen Caldwell [tcfirewise@gmail.com](mailto:tcfirewise@gmail.com)

## Meetings

**THCSD Board Meeting**, 22912 Vantage Point, TH  
<https://www.twainhartecsd.com/board-meetings>  
Wednesday, Nov 13, 2024 9:00 am

**THA-CERT & Fire Association Board Meeting**  
Community Center, Twain Harte, CA  
Thursday, Nov 14, 2024

**TWAIN HARTE AREA CERT COMMUNITY EMERGENCY RESPONSE TEAM**  
**THA-CERT SMOKE ALARM PROGRAM**  
SERVING OUR COMMUNITY  
**Free**  
What/who are Twain Harte Area CERT (THA-CERT)? We are a dedicated team of community-based volunteers who are trained to support our community.  
This team provides the following services to senior and disabled residents in Tuolumne County:  
• Free Smoke Alarms/Detectors  
• Free Installation  
• Free Battery Replacement  
If you need a smoke detector installed, need a new battery, or need a ten-year-old smoke detector replaced, we can help for free.  
If you are interested, please contact us by sending an email to [twainhartecert@gmail.com](mailto:twainhartecert@gmail.com), or call Mike at 209-770-2674.  
<https://www.twainhartecsd.com/smoke-alarm-installation-program>



# Happy

# THANKSGIVING

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As we gather with friends and family this time of year, we are reminded of all we have to be thankful for. May your holiday be filled with laughter and love as you revel in family folklore, find comfort in old traditions, and embrace new ones.





# Board Meeting Agenda Item Summary

November 9, 2024

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

## RECOMMENDED ACTION:

None

## SUMMARY:

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

## FINANCIAL IMPACT:

None.

## ATTACHMENTS:

- Operations Manager Report



# TWAIN HARTE CSD OPERATIONS REPORT

WATER/SEWER/PARK  
DIVISION

OCTOBER

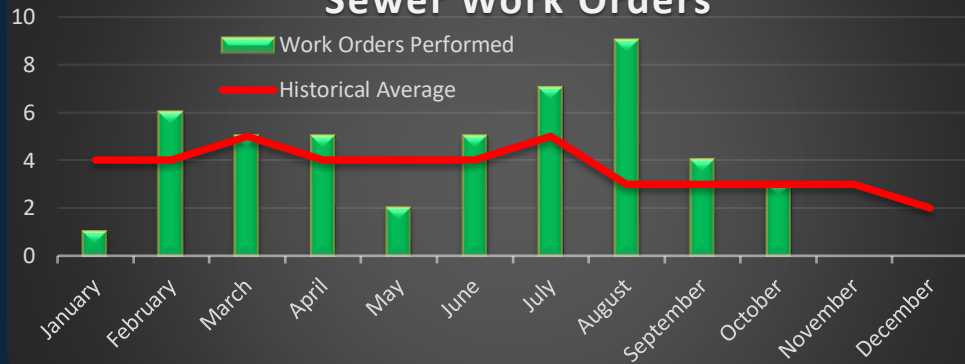
2024



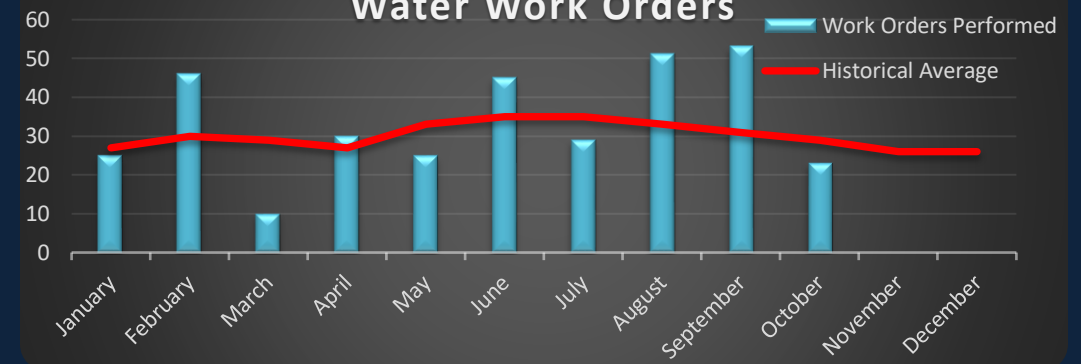
# WATER & SEWER STATISTICS



### Sewer Work Orders

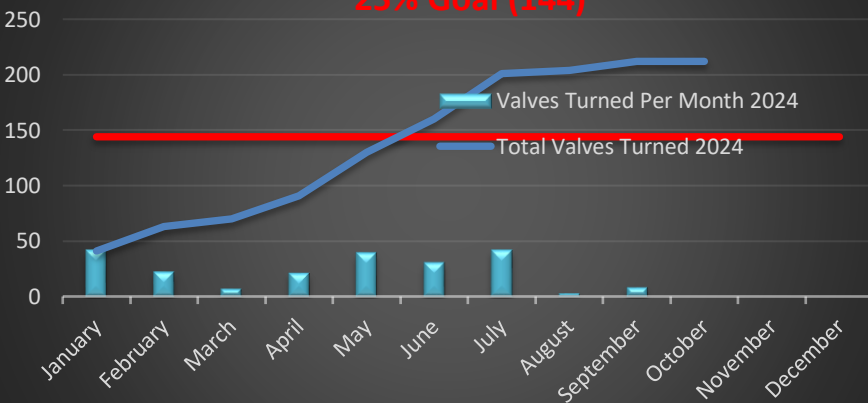


### Water Work Orders



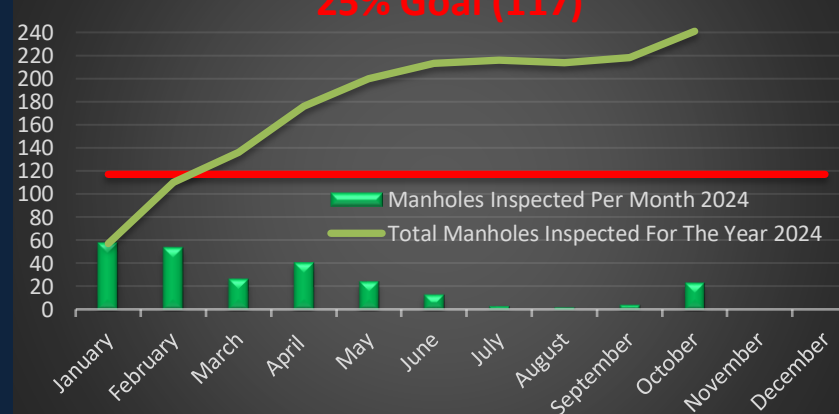
### Valve Exercising

**25% Goal (144)**



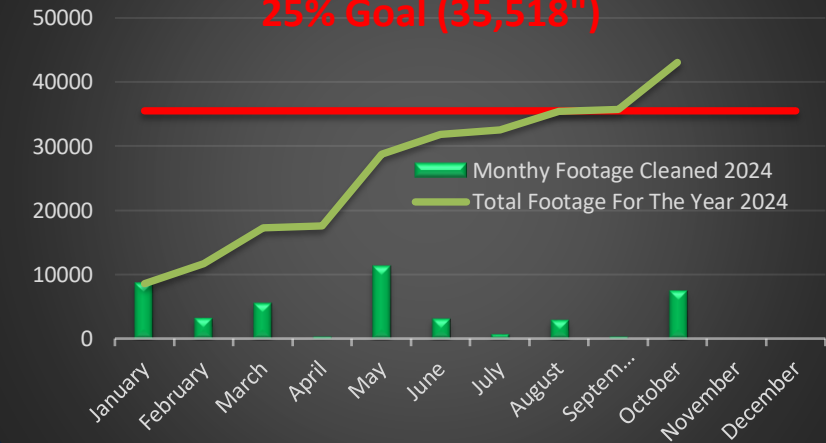
### Manhole Inspections

**25% Goal (117)**

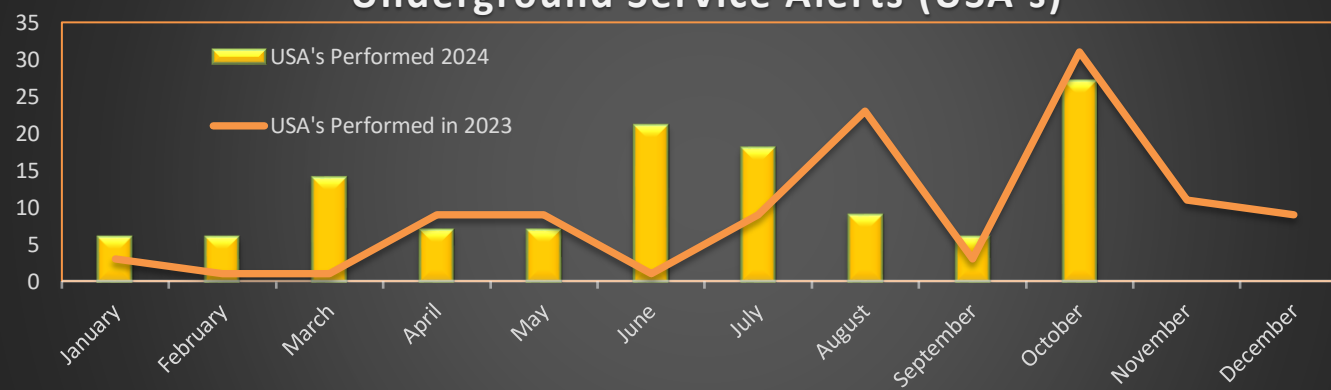


### Sewer Cleaning

**25% Goal (35,518")**

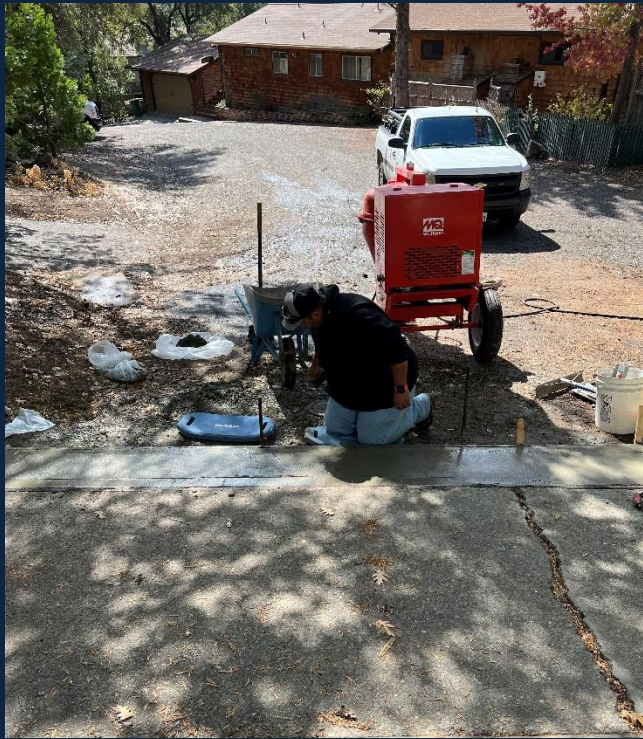


### Underground Service Alerts (USA's)





# ITEMS OF NOTE



**Top Left:** Final concrete work from a leak.

**Top Center/Top Right:** T-Stan IRWMA tour of the 160 Acre Feet Westside Dam Project.

**Bottom Left:** Completion of the curb repairs at Eproson Park

**Bottom Right:** Tuo Co Operational Area Pre Winter Meeting

**Not Pictured:** We supplied 1.75 MG of water to TUD for the Ditch Outage. Sportsman Meter box was raised along with several other small projects that were completed.





# Year: 2024

Month	SWTP Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Decrease in Demand (%)	Rain (inches)	Snow (inches)
Jan	6,069,877	0	0	0	467,389	6,069,877	8,304,262	26.91%	9.18	4
Feb	4,711,186	850,253	0	0	463,285	5,561,439	5,836,362	4.71%	12.33	11
Mar	5,162,968	115,786	0	0	477,761	5,278,754	5,776,198	8.61%	8.5	7.5
Apr	5,319,388	249,643	1,185,037	0	378,949	6,754,068	6,737,931	-0.24%	1.811	13.1
May	6,539,826	391,238	54,242	87,696	509,365	7,073,002	9,624,851	26.51%	0.02	2
Jun	9,697,985	0	0	0	576,198	9,697,985	11,912,958	18.59%	0	0
Jul	9,312,585	495,908	697,806	256,986	513,691	10,763,285	14,740,484	26.98%	0	0
Aug	9,767,105	0	0	0	601,570	9,767,105	14,605,710	33.13%	0.03	0
Sep	8,782,683	0	0	0	622,943	8,782,683	10,891,827	19.36%	0	0
Oct	6,768,459	731,889	1,173,694	348,124	599,852	9,022,166	9,867,000	8.56%	0.27	0
Nov						0				
Dec						0				
Total	72,132,062	2,834,717	3,110,779	692,806	5,211,003	78,770,364	98,297,583	19.87%	32.14	37.6



# Board Meeting Agenda Item Summary

November 9, 2024

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

November 13, 2024



## ADMIN ACTIVITIES

- FY 23-24 Audit Preparation
- Administrative Services Cross Training
- 24/7 Receptionist Services Exploration
- Sewer System Improvements Analysis/Strategy
- TH Meadows Christmas Tree & Lighting
- Value Engineering - Fire Training Parking Lot
- Evaluating Costs of Full-Time Fire Engineers

## CAPITAL PROJECTS

### Twain Harte Meadows Park

Budget: \$3,000,000

Majority of Project work is complete. Santa Maria BBQ installation and other punch list items will continue through November. Due to transplanting issues, the Christmas Tree is delayed until 2025.

### Tennis/Pickleball Court Improvements

Budget: \$310,000

Pickleball improvements are complete. Contracting for materials and services to convert the tennis courts to a hybrid clay surface is underway. Construction is anticipated in spring 2025.

### SCADA System Improvements

Budget: \$465,000

This Project will provide remote monitoring and control of the District's water treatment plant, pump stations, tanks and sewer lift stations. Design is anticipated to begin in early 2025.

### Fire Training Parking Lot

Budget: \$331,000

Construction bids were rejected for this grant-funded project that includes permeable parking, bioswales and rainwater capture to fix drainage issues and provide more parking. Cost-saving revisions to design will be complete this week and the project will be re-bid.

### Motor Control Center (MCC) Replacement

Budget: \$310,000

The Water Treatment Plant is offline and MCC construction is underway. Construction is anticipated to be complete this month.

## MEETINGS OF INTEREST

- 10/18** County Drought Task Force
- 10/29** Audit Preparation Meeting
- 11/5** 24/7 Receptionist Services Exploration
- 11/7** Stormwater Grant Amendment Meeting
- 11/12** FY 23-24 Field Audit

## PLANNING PROJECTS

### 5-Year Sewer System Improvements

Budget: \$4,500,000

While pursuing grants, staff is evaluating if it can phase its large Twain Harte Sewerline Project with smaller, more cost-effective CIPP relining projects to start repairing high risk sewer lines this year.

## FUNDING OPPORTUNITIES

### SRF / BUDGET EARMARK - \$4.5M

TH Sewerline Project / Award: Winter 2024

### SRF / BUDGET EARMARK - \$6.55M

Sherwood Forest Water / Award: Winter 2024

### TECHNICAL ASSISTANCE GRANT - \$24,000

Median Household Income Survey / AWARDED

### PROP 1 STORMWATER GRANT - \$340,000

Fire Training & Admin Parking Lot / AWARDED

### PROP 1 STORMWATER GRANT - \$1.75M

TH Meadows Park / AWARDED

### PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / AWARDED

### PROP 68 PER CAPITA - \$178K

Tennis & Pickleball Improvements / AWARDED